



Montgomery County Emergency Services District No. 10

DATE: August 08, 2016

THE BOARD OF COMMISSIONERS OF MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 10 (the "District") met in a regular session, open to the public, at the Magnolia Volunteer Fire Department, Station 181, 18215 Buddy Riley Blvd, Magnolia Texas 77354 on Thursday, August 08, 2016 at 12:00 p.m. inside the boundaries of the District.

At 12:12 p.m., Commissioner Buschardt called to order the Regular Meeting of the Montgomery County Emergency Services District #10 (the "District") and the roll was called of the duly appointed officer's to-wit:

COMMISSIONER	BOARD POSITION	
Robert Buschardt	President	Present
Scot Wall	Vice President	Present
Johnnie Bryant	Secretary	Present
Dwight Arnold	Treasurer/Investment Officer	Present
Buck Carraway	Assistant Secretary/Treasurer	Absent

4 of said Commissioners were present thus constituting a quorum.

Also present were Rhonda Reinholz of Magnolia Volunteer Fire Department ("MVFD" and the "Department"), Cathy Branco of Municipal Accounts & Consulting LP., and John Peeler, the District's Attorney.

The following business was transacted:

AGENDA ITEM:

1. Roll Call, Pledge of Allegiance, Pledge of Texas and Invocation.

Commissioner Buschardt led the Board in the Pledge of Allegiance.

Commissioner Arnold led the Pledge to Texas.

The Invocation was given by Commissioner Wall.

2. To receive public comment.

There was no public comment.

3. To approve the Minutes of prior meeting(s).

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved the minutes of the District's Regular meeting of July 14, 2016 as presented.

4. To receive a Financial Report from the District Bookkeeper and pay District bills.

Ms. Branco presented the Bookkeeper's Report including a listing of the disbursements presented, for the Board's approval and signature.

A copy of the Bookkeeper's Report for August 08, 2016 is attached hereto as **EXHIBIT A**.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Wall, the Board unanimously approved the payment of district bills as presented in the Bookkeeper's Financial Report to include payment of additional check numbers:

1561 to Hickory Corral in the amount of \$60.00 for August Meeting Expense;

1562 to The Murillo Company in the amount of \$2,901.00 for Station 187 Materials Testing.

5. To receive a tax report from the District Bookkeeper, including report on District investments and take action on investment of District Funds, including annual review of Investment Policy.

Ms. Branco presented the July 2016 Tax Report and the Quarterly Investment Inventory Report Period Ending June 30, 2016.

6. To receive and review the monthly sales tax report.

There was no monthly sales tax report presented.

7. To review and discuss the proposed District 2017 budget.

Once the proposed District 2017 budget was reviewed, Commissioner Arnold made a motion to accept the District 2017 budget with the exception to move the \$11.00 Delivery Expense to Miscellaneous Expense. Commissioner Buschardt seconded the motion and the Board approved the motion with Johnnie Bryant abstaining and Robert Buschardt, Dwight Arnold and Scot Wall voting for the motion.

A copy of the proposed District 2017 budget is attached hereto as **EXHIBIT B**

8. To review and take action on the 2016 Tax Rate, including action to adopt a rate at or below the Effective Tax Rate or to propose a rate above the Effective Tax Rate and to schedule public hearings and to authorize publication of newspaper notices required by the Tax Code.

Once the tax rate information was reviewed, Commissioner Arnold made a motion that the proposed property tax rate be increased by the adoption of a tax rate of \$0.10/\$100 which is effectively a 9.89% increase in the tax rate. Commissioner Buschardt seconded the motion and the Board approved the motion with Johnnie Bryant abstaining, Buck Carraway was absent, and Robert Buschardt, Dwight Arnold, and Scot Wall voting for the motion. Of the 5 said commissioners, there were three (3) voting For the motion, one (1) abstention, and one (1) absent.

A copy of the following reports are attached hereto as **EXHIBIT B**;

- a) Estimate of Value-Tax Calculation for 2016-Tax Rate for Montgomery ESD No. 10 with 0.1000 Tax Levy for 2016
- b) MC ESD 10 - GOF Proposed Budget FYE 2017
- c) MCAD Certification of 2016 Appraisal Roll for Montgomery County Emergency Service District 10
- d) 2016 Property Tax Rates in Montgomery County Emergency Service District No. 10 from Tammy McRae
- e) MVFD 2016-2017 Budget Comparison
- f) ESD No. 10-District Debt Service Payments 07/01/2016 - 12/31/2030

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Wall, the Board unanimously approved a tax adoption schedule of public hearings on August 25th at 9:00 am, and August 29th at 9:00 am, with final action to adopt the rate on September 8, 2016 at 2:00 pm of which all meetings will be held at the Magnolia Volunteer Fire Department 18215 Buddy Riley Blvd, Magnolia Texas 77354, whereto the Board authorized Mr. Peeler to coordinate with the Tax Office on the required notices.

9. To review and discuss District reserve fund in light of expected expenditures for the remainder of FY 2016 and funding needs for FY 2017 and discuss the amount that should be available in reserve and how to reach that amount.

Upon discussion of this topic no action was taken.

10. To review and take action on the payment of operations funding pursuant to budget and service agreement with the Department.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved the payment of Operation's Funding as presented in the Bookkeeper's Report which was check number 1549 in the amount of \$367,422.58 for Payroll and check number 1550 in the amount of \$64,613.57 for Maintenance & Operations.

A copy of the Bookkeeper's Report August 8, 2016 is attached hereto as **Exhibit A**

11. To review and take action on the payment of capital funding pursuant to budget and service agreement with the Department.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved payment of check number(s):

2016 Capital:

1548 to First Financial Bankshares in the amount of \$525.00 for Field Reports No. 9 for Station 188 & 189, and Field Report No. 2 for Station 187;

1554 to Casco Industries in the amount of \$2,748.00 for Foam for 3 New Engines;

1555 to Ferrara Fire Apparatus in the amount of \$10,000.00 for Engine 181 (Unit 74, H4641) CAFS Repair;

1556 to Fire Safety USA in the amount of \$530.00 for Equipment for 3 New Engines;

1557 to MES in the amount of \$2,247.00 for Hydro Testing of SCBA Cylinders;

1562 to The Murillo Company in the amount of \$2,901.00 for Station 187 Materials Testing.

12. To receive a report and take action as appropriate to revise District and or Department operating and capital budgets pursuant to Department quarterly re-allocations and/or other matters.

Ms. Reinholz presented a check in the amount of \$40,172.72 representing the Department's 2nd Quarter 2016 reallocation.

Let the records reflect at 1:23 pm the meeting was suspended. The meeting reconvened for regular business at 1:55 pm.

13. To receive a report from Magnolia VFD regarding the good and welfare of the Fire Department and take action on requests for equipment and expenses for the Department.

Commissioner Buschardt presented the Fire Chief's MVFD August 2016 Board Reports with special mention to the Board about the following topics:

Update on the procurement of a Hydratek vehicle and the Department's vote on 2016 By-Law revisions.

14. To receive a financial report from the Department.

Ms. Reinholz presented the June 2016 GL and July 2016 Rolling Budget.

15. To review and take action on any municipal action(s) affecting the District and provision of District services.

No action was necessary.

16. To review and take action on Service Contract with Magnolia Volunteer Fire Department.

No action was necessary.

17. To review and take action on Magnolia VFD Executive Fire Board applicants for appointment effective September 1, 2016.

No action was necessary.

18. To review and take action on real estate matters, including but not limited to purchase, sale, utilities, encumbrances and/or easements.

No action was necessary.

19. To receive a report and take action on construction, improvements, repairs and construction for District facilities, including utilities, construction payments, engagement of architectural or engineering services and selection of contractors.

Upon a motion duly made by Commissioner Arnold and seconded by Commissioner Bryant, the Board unanimously approved Pay Applications #5 for Station 187, and #11 for Stations 188 and 189 as presented for a combined total of \$ 297,556.15 :

Station 187	Pay Application #5	\$ <u>79,153.05</u>
Station 188	Pay Application #11	\$ <u>155,021.95</u>
Station 189	Pay Application #11	\$ <u>63,381.15</u>

20. To review, discuss and take action on the need for Station 1810.

No action was necessary

21. To review and take action on District debt, including refinancing existing debt and incurring debt for new acquisitions or construction.

No action was necessary.

22. To review and take action to approve the purchase of capital assets, including vehicles, fire fighting apparatus and equipment.

No action was necessary.

23. To review and take action on ISO project.

No action was necessary.

24. To review and take action on long term apparatus purchases and operational changes.

No action was necessary.

25. To review and take action to update and amend the District's records management procedures, including (1) appointment of records officer, (2) adoption of retention schedules and (3) requesting authorization from State Library and Archives Commission to allow for electronic storage of documents.

Upon a motion duly made by Commissioner Wall and seconded by Commissioner Arnold, the Board unanimously approved to:

(1) Appoint the Board Secretary Johnnie Bryant as the District's Records Management Officer, and appoint Rhonda Reinholz as the District's Records Liaison;

(2) Adopt a formal Records Retention Policy;

(3) Appoint Mr. Peeler to request authorization from the State Library and Archives Commission to allow for electronic storage of documents.

26. To review and take action on employment/personnel issues, including hiring, retention, compensation, benefits and scheduling for District employees, including administrative staff, Fire Chief, suppression staff and command staff.

No action was necessary.

27. To review and take action on the disposition of surplus or salvage property.

No action was necessary.

28. To meet in Closed Session, pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel on litigation and other matters requiring confidentiality under the rules of the State Bar of Texas and Tax Code §323.3022 to review sales tax information.

The Board did not enter into Closed Session.


28. To review Open Government and Commissioner training requirements.

No action was necessary.

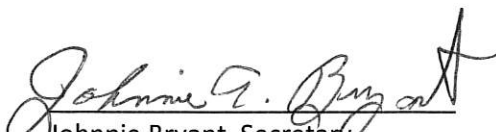
ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Commissioner Arnold and seconded by Commissioner Wall, the Board unanimously approved adjourning the meeting at 2:29 pm.

Next regularly scheduled meeting will be on September 08, 2016 at 2:00 pm.



Robert Buschardt, President



Johnnie Bryant, Secretary