

MONTGOMERY COUNTY ESD 1
MONTGOMERY COUNTY, TEXAS

The Board of Commissioners of Montgomery County ESD 1, convened in open session on April 20, 2023 with the following Board Members to-wit:

Members Present: J. Steven Weisinger, President
 Chuck Frank, Vice President
 David Cooper, Assistant Treasurer

Members Absent: Sharene Carr, Treasurer
 Tom Rozier, Secretary

Addressing item 1 of the agenda, the meeting of Montgomery County ESD 1 was called to order on April 20, 2023 at 6:09 PM by President J. Steven Weisinger. Three board members were present, therefore constituting a quorum. Also present was Fire Chief Jason Oliphant, Assistant Chief Shane Houser, Office Administrator Crystal LaCaze, Administrative Assistant Andrea Meek, Deputy Chief of Training Kirk Bailey, Deputy Chief of Logistics Eric Rodriguez, Battalion Chief Scott Traylor, District Legal Counsel Krystine Ramon, District Auditor Jon Watson and Levi Love with L Squared Engineering.

Addressing item 2 of the agenda, No public comments were made.

Addressing item 3 of the agenda, no action was taken.

Addressing item 4 of the agenda regarding minutes from the prior meeting, the Board took action on the following:

Upon a motion made by Commissioner Frank and seconded by Commissioner Cooper, the Board voted unanimously to accept and approve the minutes as presented of the regular board meeting held on March 15, 2023.

Addressing item 5 of the agenda:

Jon Watson with BrooksWatson and Co. presented the annual audit for FY Ending September 30, 2022 and noted that the district received the highest opinion of Unmodified outcome.

Upon a motion made by Commissioner Frank and seconded by Commissioner Cooper, the board voted unanimously to accept the FY Ending September 30, 2022 Audit as presented.

Office Administrator, Crystal LaCaze presented the board with the District monthly financial report. Upon a motion made by Commissioner Cooper and seconded by Commissioner Frank, the Board voted unanimously to accept the financial report as presented and approve payment of the District monthly bills.

Addressing item 6a of the agenda, Levi Love informed the board that the Logistics Facility is now occupied as of April 14, 2023. Levi walked the building and did a punch list and as of today almost every item on the punch list is completed. He presented the board with a Substantial Completion letter less the sprinkler pump and generator which is planned be in around November 10th. Mr. Love recommended to the board that they approve the Substantial Completion letter.

Upon a motion made by Commissioner Cooper and seconded by Commissioner Frank, the board voted

unanimously to accept the Logistics Facility Substantial completion letter as presented.

Mr. Love then presented the board with Pay App No. 10 from LaW Construction and informed the board that to date they have been paid \$2,347,000 and \$261,000 was being held for retainages. Upon a motion made by Commissioner Frank and seconded by Commissioner Cooper, the board voted unanimously to approve and fund LaW Construction Pay App No. 10 as presented.

Office Administrator, Crystal LaCaze presented the Board with Construction Draw No. 12 Invoices totaling \$28,792.44. Upon a motion made by Commissioner Frank and seconded by Commissioner Cooper, the board voted unanimously to approve and fund Construction Draw No. 12 for Invoices as presented.

Addressing item 6b of the agenda, regarding the 3.8 – acre tract on the corner of Worsham and Kennedy, Commissioner Weisinger informed the Board that he and Chief Oliphant attended the City of Willis Council Meeting and during public comments spoke to the Council members requesting that the City of Willis abandon the streets and alley ways located on the 3.8 acres. The City of Willis will have two hearings at their next two meetings regarding the abandonment.

Addressing item 6c – 6d of the agenda, no action was taken.

Addressing 6f of the agenda, Chief Oliphant informed the board that the 2 Brush Trucks that were approved in the 2022-2023 budget will not be available until 2024. In place of the Brush Trucks, Chief Oliphant plans to purchase 2 Staff Vehicles this budget year that were originally being planned for next budget year and informed the board they would come out of the same line item that was originally budgeted.

Addressing item 6g of the agenda, no action was taken.

Addressing item 6h of the agenda, District Legal Counsel presented and reviewed the financing proposals for the 3 new tankers. Upon a motion made by Commissioner Cooper and seconded by Commissioner Frank the board voted unanimously to select the Government Capital proposal with a 7-year term and semi-annual payments beginning in November 2023.

Addressing item 6i of the agenda, no action was taken.

Addressing item 7a of the agenda, District Legal Counsel Krystine Ramon informed the board that they needed to designate a Records Management Officer and Records Liaison Officer. Upon a motion made by Commissioner Cooper and seconded by Commissioner Frank, the Board voted unanimously to designate Commissioner Hugh Tom Rozier as Records Management Officer and Office Administrator Crystal LaCaze as the Records Liaison Officer.

Addressing item 8-12 of the agenda, no action was taken.

Addressing item 13a of the agenda, Chief Oliphant presented the call volume report for the month of March. He informed the Board that L99 is in the shop currently getting the main gear replaced and the estimated cost is \$33k-\$35k. He also informed everyone that we have our annual promotion and recognition ceremony planned for June 6th at 5:30pm at The Light Church in Willis and would love all Commissioners to attend.

Addressing item 13b of the agenda, no action was taken.

Chief Oliphant reminded the board that May's board meeting date was changed to Tuesday, May 16th at 5PM and the location will be at the North Montgomery County Community Center. Immediately following the Board meeting we will have our Class 001 Fire Academy Graduation.

Addressing item 14 of the agenda, no action was taken.

There being no further business, upon a motion made by Commissioner Frank and seconded by Commissioner Cooper, the Board voted unanimously to adjourn at 7:21 PM.

Crystal LaCaze

District Office Manager and Administrative Secretary
Montgomery County ESD 1