

MONTGOMERY COUNTY ESD 1
MONTGOMERY COUNTY, TEXAS

The Board of Commissioners of Montgomery County ESD 1, convened in session on January 19,2022, with the following Board Members to-wit:

Members Present: J. Steven Weisinger, President
 Chuck Frank, Vice President -Virtual
 David Cooper, Assistant Treasurer
 Tom Rozier, Secretary

Members Absent: Sharene Carr, Treasurer

Addressing item 1 of the agenda prior to the meeting being called to order, Commissioner J. Steven Weisinger, Commissioner Sharene Carr and Commissioner David Cooper were reappointed by Commissioners Court and Mrs. LaCaze presented the Oath of Office and the Statement of Appointed Officer to the re-appointed commissioners. Acting in her role as a Notary Public she notarized the documents upon execution by the Commissioners. Signed copies of the Oaths will be retained at the MCESD 1 Administration Office.

Addressing item 2 of the agenda, the meeting of Montgomery County ESD 1 was called to order on January 19, at 6:02 P.M. by President J. Steven Weisinger. All members were present, with the exception of Commissioner Sharene Carr therefore constituting a quorum. Also, present were, Fire Chief Jason Oliphant, Assistant Chief Shane Houser, Office Administrator Crystal LaCaze, Administrative Assistants Andrea Meek & Kayla Gibson, Deputy Chief – Logistic Eric Rodriguez, Deputy Chief – Training Kirk Bailey, Battalion Chief Michael Olson, Bookkeeper Brian Desilets, District Legal Counsel John Peeler, Levi Love and Jesse McLaury with L’Squared Engineering.

Addressing item 3 of the agenda regarding election of Board Officers for the 2022 term. Upon a motion made by Commissioner Rozier and seconded by Commissioner Cooper, the board voted unanimously to appoint Commissioner J. Steven Weisinger as President, Commissioner Chuck Frank as Vice President, Commissioner Sharene Carr as Treasurer, Commissioner David Cooper as Assistant Treasurer and Tom Rozier as Secretary.

No Public Comments were offered.

Addressing item 5 of the agenda, no action was taken.

Addressing item 6 of the agenda regarding minutes from the prior meeting, the Board took action on the following:

Upon a motion made by Commissioner Rozier and seconded by Commissioner Cooper, the Board voted unanimously to accept and approve the minutes as presented of the regular board meeting held on December 15th, 2021.

Addressing item 7 of the agenda, the Board took action on the following:

Upon a motion made by Commissioner Rozier and seconded by Commissioner Cooper, the Board voted unanimously to accept the bookkeepers report as presented by Officer Administrator Crystal LaCaze and approve payment of the district monthly bills.

Addressing item 8 of the agenda, Levi Love with L’Squared presented the update on the Station 97 Concrete Rehab project. Mr. Love informed the board that they walked the project today and made a punch list of things

the contractor needed to address. Most of the items are very minor and the contractor has agreed to fix, however there is one pending item regarding the drainage and the way it is draining to match the existing flow. L'Squared isn't convinced it is draining correctly, therefore they are shooting a grade and L'Squared is going to flood with a hose to make sure it is all correct before the last payout to contractor. In regard to the change orders, Levi stated that during phase 1 during demolition it was found that the subgrade needed to be stabilized before moving forward to phase 2, another test on the soil was done by a different contractor to compare with the first test. It concluded that the soil was worse than they originally thought, and they would have had to make some changes and stabilize the dirt before the concrete pour could take place.

Mr. Love's second item of discussion to the board was regarding the Logistics facility. He informed the board that all the preparations for the beginning stages are complete. He informed the board that based off of conversations he has with industry professionals the prices are likely as low as they are going to be right now, and he is hearing the prices are actually going to start increasing again due to material shortages and price inflations. He recommended to the board to go ahead and go out for bid to see what type of pricing they got back. Upon a motion made by Commissioner Cooper and seconded by Commissioner Rozier, the Board voted unanimously to authorize Levi to work with Chief Oliphant and District Legal Counsel to go out for bid for competitive sealed proposal on the Logistics facility.

Commissioner Weisinger asked Levi Love if he has reviewed the final plat for the Republic Grande Ranch donated property and can confirm that it will work. He informed the board that there were a few minor changes but that the final plat will work. He has received very minor comments from Texas Department of Transportation regarding the driveway that will need exit onto the state highway but nothing design related that would bring up any concern to him.

Addressing item 9 of the agenda, Commissioner Weisinger updated the board about the donated property in Republic Grande Ranch. Commissioner Weisinger stated that everything is in order with the exception of the title commitment. The issues that are currently outstanding is in regard to schedule B of the title commitment. The title company is putting in restrictions that are related to lots, Commissioner Weisinger and District Legal Counsel John Peeler are working with the title company to get this resolved. Commissioner Weisinger asked the board to authorize him to continue working with District Legal Counsel John Peeler to get the issues resolved and authorize him to complete the closing with approved expenses not to exceed \$10,000.00. Upon a motion made by Commissioner Cooper and seconded by Commissioner Rozier, the Board voted unanimously to authorize Commissioner Weisinger and District Legal Counsel John Peeler to continue to work on the closing of the donated property as they see fit without exceeding \$10,000 closing cost.

Addressing item 10 of the agenda, Crystal LaCaze informed the board that the funeral home has canceled their billboard lease as of 12/31 and the billboard is now up for lease.

Addressing items 11-17 of the agenda, no action was taken.

Addressing items 18 of the agenda, Chief Oliphant informed the board that he and Crystal LaCaze have been working with the finance committee regarding procedures on how to proceed with the monthly bookkeeper report. He feels confident that the staff can handle the report and would like to bring it in house. He presented the Bookkeeping / Financial Procedures that are being put in place with checks and balances in order to maintain integrity and accuracy. He also presented the board with an agreement from Clarity Consulting Corporation for external bookkeeping services as needed for the administration staff or the board to call on at any time they deem necessary. Commissioner Frank as part of the finance committee informed the board that he is satisfied with these procedures and the agreement from Clarity Consulting. Upon a motion made by Commissioner Cooper and seconded by Commissioner Rozier, the Board voted unanimously to accept the procedures as presented by Chief Oliphant and Office Administrator Crystal LaCaze and to accept the agreement with Clarity Consulting

Corporation. The board also authorized Commissioner Steve Weisinger to sign the agreement with Clarity Consulting Corporation.

Addressing items 19-21 of the agenda, under Government Code sections 551.071, 551.072, 551.074 and 551.087 related to closed sessions, the Board convened into Closed Session at 6:59 PM.

Under item 22 of the agenda, The Board reconvened into Open Session at 7:42 PM.

Addressing item 24a & 24b of the agenda, Chief Oliphant informed the board that Captain Martinez retired after 27 years, and he will let the board know when final retirement party plans have been made. Chief Oliphant presented the call volume report for the month of December.

Office Administrator Crystal LaCaze reminded the board about the upcoming SAFE-D conference and the deadline for early registration.

Crystal LaCaze also notified the board that she had been working with employment law counsel on a new policy regarding Compensation for Persons Required to Quarantine to ensure we are staying in compliance.

Addressing item 25 of the agenda, annual review of the investment policy should be placed on the agenda for next month.

There being no further business, upon a motion made by Commissioner Rozier and seconded by Commissioner Cooper, the Board voted unanimously to adjourn at 7:50 PM.

Crystal LaCaze
District Office Manager and Administrative Secretary
Montgomery County ESD 1