

MONTGOMERY COUNTY ESD 1
MONTGOMERY COUNTY, TEXAS

The Board of Commissioners of Montgomery County ESD 1, convened in open session on September 17, 2025 with the following Board Members to-wit:

Members Present: J. Steven Weisinger, President
Chuck Frank, Vice President
Tom Rozier, Secretary

Members Absent: Sharene Carr, Treasurer
David Cooper, Assistant Treasurer

Addressing item 1 of the agenda, the meeting of Montgomery County ESD 1 was called to order on September 17, 2025, at 6:00PM by President J. Steven Weisinger. Three Board members were present at the meeting location, therefore constituting a quorum. Also present were Fire Chief Jason Oliphant, Assistant Fire Chief Kirk Bailey, Office Administrator Crystal LaCaze, Administrative Assistants Andrea Meek, Yesenia Espinosa, Deputy Chiefs Michael Olson and Michael Romagus and District Legal Counsel John Peeler.

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 Chuck Frank and seconded by Commissioner Tom Rozier, the Board voted unanimously to accept and approve (2) sets of meeting minutes for the following dates:

Special Called Meeting: August 20, 2025

Regular Board Meeting: August 20, 2025

Addressing item 5 of the agenda,

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

Addressing item 6a of the agenda,

Office Administrator Crystal LaCaze presented LaW Construction Station 96/Training Facility Pay App 018. Upon a motion made by Commissioner Chuck Frank and seconded by Commissioner Tom Rozier, the Board voted unanimously to accept and authorize payment of Pay App 018.

Chief Jason Oliphant informed and discussed the following with the Board:

We finally own Station 92. On September 18, 2025, there is a scheduled walk with the Architect and MEP to determine architect fees. The Yard has already been cleaned out. The plan is for the staff and Architect to attend the City of Panorama's planning and zoning meeting to formally introduce and ensure we are following their planning and zone ordinance.

Chief Jason Oliphant informed and discussed with the Board an update on Station 96/Training Facility and the receipt of BRW Architects' letter requesting additional contract administration fees on the extended project time beyond the original contract of 14 months. John Peeler suggested Building Committee have a meeting with BRW to discuss this further.

Upon a motion made by Commissioner Tom Rozier and seconded by Commissioner Chuck Frank the board voted unanimously to authorize the Building Committee to meet with BRW regarding additional fees requested due to extension of contract administration and not pay any additional fees until a resolution is determined.

Chief Jason Oliphant provided the Board with an update on Station 91 regarding an email from the Architect

stating that after additional hydrology studies our planned underground detention should be able to be cut by more than half. CMar is working on pricing.

Addressing item 6b-6f of the agenda, no action was taken.

Addressing item 6g of the agenda,

Legal Counsel John Peeler briefed the Board on recent changes to the Texas Open Meetings Act under House Bill 1522, effective September 1, 2025, including new posting requirements for meeting agendas. He also discussed the new budget-meeting notice provisions and noted that some aspects remain unclear; however, they anticipate further guidance from the Attorney General.

Addressing item 6h of the agenda,

Office Administrator, Crystal LaCaze informed the Board that we would soon be going out for additional construction loans for Station 91 and the remodel of Station 92.

Addressing item 6i of the agenda,

Legal Counsel John Peeler informed the Board about the changes in legislation on the Public Information Act – Designation of Public Records Requests. Effective September 1, 2025, entities who have designated an email address and mailing address to receive Records Requests must submit the designated addresses to the Office of the Attorney General and the information on the designated email address and mailing address should be added to our website.

Addressing item 7a of the agenda,

Legal Counsel John Peeler presented the Check Signing Policy to allow the Fire Chief to sign checks alongside one Board Commissioner. Upon a motion made by Commissioner Chuck Frank and seconded by Commissioner Tom Rozier, the board voted unanimously to review and adopt once bonded to allow Fire Chief to disburse funds up to \$50,000.00 in conjunction with one Board Commissioner.

The Board also unanimously approved updating bank signature cards to implement the policy.

Addressing item 7b of the agenda,

Office Administrator Crystal LaCaze presented to the Board a request to delegate joining any cooperative purchasing program to staff as needed. Upon a motion made by Commissioner Chuck Frank and seconded by Commissioner Tom Rozier to authorize staff to join cooperative purchasing programs as needed to procure goods and services for the District.

Addressing item 7c of the agenda, no action taken.

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

Addressing items 13a of the agenda,

Fire Chief, Jason Oliphant presented to the Board the call volume report for the month of August 2025 with a total of 913 calls.

Addressing items 13b-c of the agenda, no action was taken.

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

Addressing item 15 of the agenda,

There being no further business, upon a motion made by Commissioner Tom Rozier and seconded by Commissioner Chuck Frank, the Board voted unanimously to adjourn at 7:17PM.

Crystal LaCaze

District Office Manager and Administrative Secretary
Montgomery County ESD 1