

**MINUTES OF THE  
9-1-1 BOARD OF MANAGERS' MEETING**

**March 10, 2010**

LOCATION: 9-1-1 Board Room  
150 Hilbig Road, Conroe, Texas

ATTENDING: Paul Virgadamo, Vice President  
Ann Carr, Treasurer  
James Simon, Member  
John Young, Ex-Officio Member  
Larry Foerster, Legal Counsel  
Robert VanWassehnova, CPA  
Gordon Lopez, Executive Director  
Jeanne Frey, Database Manager  
Chiu-Wen Ray, GIS Manager  
Terri Gill, Executive Assistant

ABSENT: Jody Binnion, President  
Ruben Garza, Secretary

Mr. Paul Virgadamo, Vice President, called the meeting to order at 9:15 a.m., noting that Chief Jody Binnion and Mr. Ruben Garza were unable to attend.

**PUBLIC COMMENTS**

No one requested to address the Board of Managers.

**2008/2009 ANNUAL AUDIT**

Mr. Robert VanWassehnova noted highlights of the financial statement. Referring to page 4, the Statement of Financial Position, also known as the Balance Sheet, there are three year's comparison for trending and cash on hand. Total current assets have held well, the total for last year, 6.5 million dollars. There are no liabilities other than accrued wages, vacation and sick leave. Referring to page 5, the Income and Expenses for the three year period, total revenues are holding fairly steady for the three year period. Expenses are holding steady also. All in all the District is in excellent financial shape. Mr. VanWassehnova stated he was pleased with the way things work at the District and with the systems in place, and the attention that everyone gives these matters.

Mr. Virgadamo asked if there were any questions, and being none, requested a motion to approve the annual audit. Chief of Staff Ann Carr made the motion to accept the annual audit. Mr. James Simon seconded the motion. The motion carried with all in favor

**CLOSED EXECUTIVE SESSION**

Mr. Virgadamo adjourned the open meeting to closed Executive Session at 9:19 a.m.

## **RECONVENE REGULAR MEETING**

Mr. Virgadamo reconvened the regular meeting at 10:24 a.m.

### **A. Executive Director's Contract Renewal**

Mr. Virgadamo noted item 3A of the agenda. Chief of Staff Carr made the motion to defer until a full board can be convened. Mr. Simon seconded the motion. The motion carried with all in favor.

### **B. Proposed Contract with Gunter Consulting**

Mr. Virgadamo noted item 3B of the agenda, requesting a motion to approve the proposed contract with Gunter Consulting. Chief of Staff Carr made the motion to approve the contract with Gunter Consulting. Mr. Simon seconded the motion. The motion carried with all in favor.

Mr. Virgadamo noted the approval is based on limitations discussed in the closed Executive Session. This includes: quarter hour billing, 180 hours annually, monthly reporting and billing, and adjust the line item to the contract amount agreed upon by the board and transfer the balance to the general fund.

### **C. Recommendations by the Policy Committee on the following policies:**

#### **1. Insurance - Retiree**

Mr. Virgadamo noted that Mr. Lopez will send out amended wording and will defer action to the next meeting.

#### **2. Longevity**

Mr. Virgadamo stated Longevity will be deferred and considered during the budget workshop for the FY 2010/2011.

#### **3. Auto Allowance Policy**

Mr. Virgadamo requested a motion to approve the Auto Allowance Policy. Mr. Simon made the motion to approve the Auto Allowance Policy. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

#### **4. Accounting Procedures**

Mr. Virgadamo requested a motion to approve the Accounting Procedures as presented. Mr. Simon made the motion to approve the Accounting Procedures as presented. Chief of Staff Carr seconded the motion. The motion carried with all in favor.

#### **5. Purchasing Policy**

Mr. Virgadamo requested a motion for the Purchasing Policy. Chief of Staff Carr made the motion to approve the Purchasing Policy as presented. Mr. Simon seconded the motion. The motion carried with all in favor.

## **CONSENT AGENDA**

Mr. Virgadamo noted items four and five of the consent agenda, meeting minutes for January 27 and February 4, 2010 and the monthly financial statement for the period ending January 31, 2010. Chief of Staff Carr made the motion approve items four and five of the consent agenda. Mr. Simon seconded the motion. The motion carried with all in favor.

**CONSIDER AND DISCUSS OTHER MATTERS REQUIRING ATTENTION BUT NOT IMMEDIATE ACTION**

Mr. Gordon Lopez, Executive Director, stated he had nothing requiring attention, but wanted to inform the Board that he would be attending the NENA 9-1-1 Goes to Washington conference, and has an appointment with Congressman Kevin Brady's legislative counsel, Alvin Chan to discuss our initiatives in the county for 9-1-1 and general national legislative action.

Mr. Virgadamo requested a motion to adjourn. Mr. Simon made the motion to adjourn. Chief of Staff Carr seconded the motion. The motion carried.

The meeting adjourned at 10:32 a.m.

Attest:

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Ruben Garza  
Secretary

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Jody Binnion  
President