

**MINUTES OF THE
MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT
BOARD OF MANAGERS**

SPECIAL MEETING

June 30, 2015

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

BOARD ATTENDING

PRESENT: Paul Virgadamo, President
Ryan Gable, Secretary
Robert Hudson, Treasurer
James Simon, Member

ABSENT: Vicky Rudy, Vice President
John Young, Ex-Officio Member
Larry Foerster, Legal Counsel

IN ATTENDANCE: Chip VanSteenberg, Executive Director
Roberto Gutierrez, Systems Manager
Robert Brewer, Systems Tech
Terri Gill, Executive Assistant
Lt. David Park, Montgomery County Sheriff's Office

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., and noted a quorum was present, although, Ms. Vicky Rudy was unable to attend and Chief Robert Hudson would arrive momentarily.

Public Comments

No one requested to address the Board.

Capital Plan

Mr. Virgadamo noted item one of the agenda, consider and take action approving the capital plan.

Mr. Chip VanSteenberg, Executive Director, directed everyone's attention to the summary of the five year capital plan, fiscal year 2016 to fiscal year 2020. The capital plan is divided into four different categories: 91-1 system, other technology, facilities and vehicles. The total spending for the first year of the capital plan, which will be included in the budget, is \$611,500. Looking five years ahead and assuming no additional money is transferred to the capital fund, the district will have enough to meet the needs looking forward five years, including a 9-1-1 system upgrade in 2019.

Mr. VanSteenberg reviewed the planned capital expenditures for fiscal year 2016, which include:

- Microwave data network improvements
- PSAP improvement participation program
- Integrate GIS with document storage
- Refurbish the roof
- Replace HVAC units
- Interior improvements
- Exterior improvements

**Note: Chief Robert Hudson arrived at 12:10 p.m.

Mr. VanSteenberg asked if there were any questions. Mr. Virgadamo inquired, "Assuming we have no more surplus out of the general fund, what happens after five years when we need to make a large replacement? We have to find it in the budget?" Mr. VanSteenberg replied affirmatively, and added that a benefit of the five year plan is knowing in advance the financial status of the capital fund. Mr. Virgadamo noted that has not been the case, but working off a worst case scenario, at the end of five years the budget might have to be restructured. Mr. VanSteenberg concurred.

Mr. Virgadamo asked if there were any further questions or discussion, being none requested a motion. Mr. James Simon made the motion to accept the capital plan as presented. Constable Ryan Gable seconded the motion. The motion carried with all in favor.

Fiscal Year 2016 Proposed Budget

Mr. Virgadamo noted item two of the agenda, consider and take action approving the fiscal year 2016 proposed budget.

Mr. VanSteenberg briefly reviewed the past several years of revenues and expenditures. The district had a fairly stable spread of revenues to expenditures since fiscal year 2012. In fiscal year 2015 the district will generate about \$360,000 of surplus operating capital to give over to the capital fund.

Mr. VanSteenberg reviewed the revenue and expenditures in the proposed budget for fiscal year 2016. New items in the proposed budget include:

- Call-taker recruitment and training program
- Text to 9-1-1 implementation
- Wireless network monitoring
- Supplemental information for first responders
- Additional GPS unit

Mr. VanSteenberg reviewed cash flow for the general and capital funds, noting that the estimated cash balance on 9/30/2016 is \$3,606,000.

Mr. VanSteenberg asked if there were any questions. There were no questions on the proposed budget. Mr. Virgadamo requested a motion to approve the proposed budget for fiscal year 2016. Constable Gable made the motion to approve the proposed budget. Chief Hudson seconded the motion. The motion carried with all in favor.

Mr. Virgadamo requested a motion to adjourn. Chief Hudson made the motion to adjourn. Mr. Simon seconded the motion. The motion carried with all in favor.

The meeting adjourned at 12:36 p.m.

*These minutes were approved at regularly scheduled board meeting on JULY 15, 2015.
If needed, an official, signed copy may be obtained at the MCECD office.*