

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

**REGULAR MEETING**

**July 25, 2012**

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

**BOARD ATTENDING**

PRESENT: Paul Virgadamo, President  
Vicky Rudy, Vice President  
James Simon, Secretary  
Robert Hudson, Treasurer  
Tommy Gage, Member  
John Young, Ex-Officio Member

IN ATTENDANCE: Larry Foerster, Legal Counsel  
Chip VanSteenberg, Executive Director  
Jeanne Frey, Administrative Manager  
Russell Steffee, Systems Operations Manager  
Regina Payne, Database Coordinator  
Terri Gill, Executive Assistant  
Shawn Trainor, Montgomery County Hospital District  
Frank Marshall, Montgomery County Hospital District  
Chief Brian Edwards, Montgomery Fire Department  
Richard Erickson, The Woodlands Fire Department  
Lt. Joseph Sclider, Montgomery County Sheriff's Office

Mr. Paul Virgadamo, President, called the meeting to order at 12:00 p.m., noting all members were present.

**PUBLIC COMMENTS**

There were no public comments.

**ACKNOWLEDGE THE NEW APPOINTEE OF THE MONTGOMERY COUNTY COMMISSIONER'S COURT**

Mr. Virgadamo noted item one of the agenda, consider and take action acknowledging the new appointee of the Montgomery County Commissioner's Court.

Mr. Chip VanSteenberg, Executive Director, reported Mrs. Ann Carr, a county appointee, had tendered her resignation and the Commissioners appointed Sheriff Tommy Gage to serve the remainder of that term.

**SWORN STATEMENT OF OFFICER AND OATH OF OFFICE FOR SHERIFF TOMMY GAGE**

Mr. Virgadamo noted item two of the agenda, consider and take action, if necessary, on Sworn Statement of Officer and Oath of Office for Sheriff Tommy Gage.

Sheriff Gage was sworn in and took the oath of office.

### **FILL VACANT TREASURER'S POSITION**

Mr. Virgadamo noted item three of the agenda, consider and take action to fill vacant Treasurer's position.

Mr. Virgadamo clarified the current board positions: he is President, Ms. Vicky Rudy is Vice President and Mr. James Simon serves as Secretary. Chief Robert Hudson and Sheriff Gage were available to serve as Treasurer.

Ms. Rudy made the motion to appoint Chief Hudson as Treasurer. Mr. Simon seconded the motion. The motion carried with all in favor.

### **INVESTMENT AUTHORITY AND SCOPE OF POLICY FISCAL YEAR 2013**

Mr. Virgadamo noted item four of the agenda, consider and take action approving Investment Authority and Scope of Policy Fiscal Year 2013.

Mr. VanSteenberg reviewed the recommended the following changes to the current policy:

- Designate that training can be provided by the Texas Municipal League, Texas State University William P. Hobby Center for Public Services, and The University of North Texas Center for Public Management.
- Increase the maximum stated maturity for US Treasuries, agencies and direct obligation of the State of Texas from two years to three years
- Expand the authorized investments to include obligations of agencies, counties, cities, political subdivisions of any state that is of investment grade.
- Change the investment strategy to increase the maximum stated maturity of any individual instrument from two years to three years
- Change the investment strategy to increase the average weighted maturity from six months to eighteen months
- Designate Coastal Securities and First Southwest Companies as the District's broker/dealers

Ms. Rudy expressed concern that there are not enough layers of accountability for making major investment decisions. She suggested establishing an investment committee to share the fiduciary responsibility. Mr. VanSteenberg stated he would redraft the policy to include an investment committee.

Mr. Simon made the motion to defer the Investment Authority until an investment committee is included. Ms. Rudy seconded the motion. The motion to defer carried with all in favor.

### **DOCUMENTS FOR TEXPOOL**

- A. Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives**
- B. TexPool Investment Pools Participation Agreement**

Mr. Virgadamo noted items five A and B of the agenda (as noted above).

Mr. VanSteenberg explained the District currently maintains its reserve funds with TexPool, which has two funds, the traditional fund, TexPool and TexPool Prime. Prime has a higher rate of return and is for funds with a long term investment horizon like a permanent reserve. Both funds are AAA-rated. Staff recommended the District participate in both funds

Ms. Rudy made the motion to approve the resolution and the participation agreement. Mr. Simon seconded the

motion. The motion carried with all in favor.

**TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM (TCDRS) PLAN PROVISIONS, PLAN YEAR 2013**

Mr. Virgadamo noted item six of the agenda, Texas County and District Retirement System plan provisions, plan year 2013.

Mr. VanSteenberg explained the District must approve the contribution rate annually, as well as whether or not to provide a COLA for the retirees. Staff recommended a 70% CPI-based COLA, which mirrors the TMRS provision.

Mr. Virgadamo suggested the matter be deferred until the City of Conroe and Montgomery County have addressed this matter in their respective budgets.

Mr. Simon made the motion to defer a decision on TCDRS plan provisions for plan year 2013. Ms. Rudy seconded the motion. The motion to defer carried with all in favor.

**NOMINATIONS TO THE BOARD OF TRUSTEES OF THE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL (TML IRP)**

**NOMINATIONS TO THE BOARD OF TRUSTEES OF THE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL (TML IEBP)**

Mr. Virgadamo noted items seven and eight of the agenda, nominations to the boards of trustees for the Intergovernmental Risk Pool and the Intergovernmental Employee Benefits Pool.

Following a brief discussion, no action was taken.

**MONTGOMERY COUNTY HOSPITAL DISTRICT INTERLOCAL AGREEMENT, SUSPENDING RENT PAYMENTS AND AUTHORIZING THE DISTRICT'S ATTORNEY TO DRAFT AN AMENDMENT TO THE AGREEMENT**

Mr. Virgadamo noted item nine of the agenda, consider and take action on the Montgomery County Hospital District interlocal agreement, suspending rent payments and authorizing the District's attorney to draft an amendment to the agreement.

Mr. VanSteenberg explained a new agreement had been signed with the Hospital District last July, when they vacated the space upstairs. The District agreed to provide them space to have a back-up center. The District has not had the space to provide due to ongoing changes to the dispatch center. The District has since learned other agencies may want the opportunity to use the District's facility as a back-up center. Staff recommended the Board suspends the rent payment beginning immediately and authorize the District's attorney to draft an amendment to the interlocal agreement to address the issue formally.

Ms. Rudy made the motion to suspend the rent payment and to authorize the District's attorney to draft an amendment to the interlocal agreement. Mr. Simon seconded the motion. The motion carried with all in favor.

Mr. Virgadamo requested the Board address the consent agenda and come back to the closed session.

**CONSENT AGENDA**

Mr. Virgadamo noted items thirteen, fourteen, fifteen and sixteen of the consent agenda; these may be taken

separately or as a whole.

Mr. VanSteenberg noted a proposed change to the Bank of America resolution, requiring the signatures of the President, Vice President, Treasurer and Executive Director only.

Ms. Rudy made the motion to approve the consent agenda in its entirety. Mr. Simon seconded the motion. The motion carried with all in favor.

**CLOSED EXECUTIVE SESSION**

Mr. Virgadamo adjourned the open meeting to a closed executive session at 12:25 p.m.

**RECONVENE OPEN SESSION**

Mr. Virgadamo reconvened the open session at 12:48 p.m., noting no action would be taken at this time.

**OTHER MATTERS RELATED TO THE OPERATION OF THE 9-1-1 SYSTEM**

Mr. Virgadamo noted item ten of the agenda, consider and discuss other matters related to the operation of the 9-1-1 system.

Mr. VanSteenberg reported on the status of the second floor upgrades: furniture is due to arrive on August 17<sup>th</sup>, under-floor cable trays are in place, and the new flooring has been installed on the south half of the building. Installation of cable will take place the week of July 30<sup>th</sup>. District staff will start moving 9-1-1 equipment to the new consoles as they are installed. Around September 6<sup>th</sup>, MCSO will start moving people from the old positions to the new. Once MCSO can operate completely on the south half of the building, work will commence on the north half of the dispatch center with lights, cabling and flooring. The county will be done by the end of the fiscal year. The District may lag into the next fiscal year and the money approved for furniture may not be spent until October, the next fiscal year.

Mr. VanSteenberg reported the new equipment has started to arrive. The four reporting workstations have arrived and the District plans to begin deployment the second week of August. The District just received the six Sentinel Command Posts which can be used any place where a wireless connection is available.

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

The meeting adjourned at 12:55 p.m.

Attest:

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James Simon  
Secretary

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Paul Virgadamo  
President



Montgomery County Emergency Communication District  
 Post Office Box 1830, Conroe Texas 77305-1830  
 Phone: (936) 523-5911 / Fax: (936) 539-9111

Doc# 12-1101

POSTED  
 07/20/2012 11:13AM  
 Shelby Sodolak  
 MARK TURNBULL, COUNTY CLERK  
 MONTGOMERY COUNTY, TEXAS

## NOTICE OF REGULAR MEETING

July 25, 2012

Notice is hereby given to all interested members of the public, of a meeting of the Board of Managers of the above styled District, at **12:00 p.m., Wednesday, July 25, 2012**, at the **MCECD 9-1-1 Boardroom, 150 Hilbig Road, Conroe, Texas**. The purpose of the meeting is as follows:

Open Meeting.

Public Comments. Please sign in and limit comments to three (3) minutes.

1. Consider and take action acknowledging the new appointee of the Montgomery County Commissioner's Court.
2. Consider and take action, if necessary, on Sworn Statement of Officer and Oath of Office for Sheriff Tommy Gage.
3. Consider and take action to fill vacant Treasurer's position.
4. Consider and take action approving Investment Authority and Scope of Policy Fiscal Year 2013.
5. Consider and take action approving the following documents for TexPool:
  - a. Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives
  - b. TexPool Investment Pools Participation Agreement
6. Consider and take action authorizing Texas County & District Retirement System (TCDRS) Plan Provisions, Plan Year 2013.
7. Consider and take action approving Nominations to the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool (TML IRP).
8. Consider and take action approving Nominations to the Board of Trustees of the Texas Municipal League Intergovernmental Employee Benefits Pool (TML IEBP).
9. Consider and take action on the Montgomery County Hospital District Interlocal Agreement, suspending rent payments and authorizing the District's Attorney to draft an amendment to the agreement.
10. Consider and discuss other matters related to the operation of the 9-1-1 system.

### CLOSED EXECUTIVE SESSION

11. The Board may meet in closed Executive Session as authorized per the Texas Open Meetings Act, to consider personnel matters pursuant to Texas Government Code, Section 551.074
  - A. Discuss matters involving a six-month review of the Executive Director.
12. Reconvene into open session to consider and take action if necessary.
  - A. Take action if needed on matters involving a six-month review of the Executive Director.

Parking is available in front of the Law Enforcement Center. Please go to the Information Booth in the Center's main lobby and inform the attendant you are here for the 9-1-1 Board Meeting. You will be met at the access gate near the flagpoles. You may also call (936) 523-5911 from the gate located on Hilbig Road. The gate will be opened via remote.

*The Montgomery County Emergency Communication District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); and 551.087 (Economic Development).*

**CONSENT AGENDA**

13. Approval of Resolution Authorizing Signatures for Bank of America.
14. Approval of meeting minutes for May 9, 2012 and June 1, 2012.
15. Approval of monthly financial statements for the periods ending April 30, 2012, May 31, 2012 and June 30, 2012.
16. Approval of quarterly financial statement for the period ending June 30, 2012.
17. Adjourn meeting.



Larry L. VanSteenberg, Executive Director

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