

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

REGULAR MEETING

November 19, 2024

CALL TO ORDER
CALL OF ROLL

PRESENT: Paul Virgadamo, President
 Ryan Gable, Secretary/Treasurer
 Doug Adams, Member
 Bobby Powell, Member
 Leonard Scheider, Legal Counsel
 Chip VanSteenberg, Executive Director

After a roll call by the Board President establishing a quorum was present, the meeting was called to order at 12:15 p.m. by President Virgadamo.

The meeting agendas, which were posted in accordance with the Texas Government Code, Chapter 551, were presented.

Agenda folders containing data relating to agenda items had been furnished to Board Members prior to the meeting of the Board.

Agenda items were considered by the Board. The action taken concerning such items is shown on the official Board Action Sheet attached hereto and made a part of these Minutes.

After all business properly brought before the Board had been considered, the Board Meeting adjourned.

These minutes were approved at a regularly scheduled board meeting January 15, 2025. If needed, an official, signed copy may be obtained at the MCECD office.

OFFICIAL MINUTES OF THE MCECD BOARD OF MANAGERS

Public Comments

No one requested to address the Board.

Consent Agenda

A motion was made by Constable Ryan Gable, seconded by Mr. Bobby Powell, to approve the Consent Agenda in its entirety, items 1 through 4. The motion carried with all in favor.

Administer Sworn Statement and Oath of Office

Mr. Virgadamo noted the agenda item and requested a motion.

Ms. Terri Gill administered the sworn statement and oath of office to Constable Ryan Gable.

No action was taken.

Election of Officers

Mr. Virgadamo noted the action item and requested a motion.

Mr. Powell made the motion to maintain the slate of officers: Paul Virgadamo, President, Kathie Reyer, Vice President, and Constable Gable, Secretary/Treasurer. Assistant Chief Doug Adams seconded the motion.

The motion carried with all in favor.

Resolution on the Annual Review and Approval of the District's Investment Policy and other matters

Mr. VanSteenberg reviewed the policy changes recommended by Valley View Consulting LLC, the district's advisor for investing activities.

Mr. Virgadamo noted the action item and requested a motion.

Assistant Chief Doug Adams made the motion to approve the updated policy and resolution 24-003, on the review and approval of the District's Invest Policy. Constable Gable seconded the motion.

The motion carried with all in favor.

Texas County and District Retirement System (TCDRS) Plan Year 2025

Mr. VanSteenberg explained this matter had been deferred from the September 18th meeting.

Mr. VanSteenberg stated that if the Board agrees, the staff will draft a TCDRS funding policy that includes a plan for achieving a 100% funding ratio. Meeting that target in one year would require a lump sum contribution of \$1,250,000 which is 21% of the operating budget. Phasing in lump-sum contributions over 5-10 years will be presented as options in the policy.

Staff make the following recommendations for the TCDRS plan provisions for Plan Year 2025:

- Adopt a 70% CPI-based COLA
- Adopt a total contribution rate of 18.69% (the minimum required rate), a decrease from 18.88%
- Make a lump-sum contribution of \$55,000 to achieve an estimated funding ration of 83.4%

Mr. Virgadamo noted the action item and requested a motion.

Assistant Chief Adams made the motion to approve the 70% CPI-based COLA, a total contribution rate of 18.69%, and a lump-sum contribution of \$55,000. Constable Gable seconded the motion.

The motion carried with all in favor.

Board Meeting Dates and Holidays for 2025

Mr. VanSteenberg noted the staff had prepared a draft schedule of meeting and holidays for the calendar year 2025.

Mr. Virgadamo noted the action item and requested a motion.

Constable Gable made the motion to approve the board meeting dates and holidays for 2025. Assistant Chief Adams seconded the motion.

The motion carried with all in favor.

Executive Director's Report on 9-1-1 Call Volume and Answering Performance

Mr. VanSteenberg reported on the call volume for September and October 2024, with a special report on non-emergency calls.

Discussion only, no action taken.

Executive Director's Report on Items of Community Interest for which no action will be taken

Mr. VanSteenberg reported on:

- NG9-1-1 transition: Project is almost complete, 99%, one telephone company is in progress and then last to switch will be AT&T. The original contract completion date was October 18th, and if not done by this date, the district will receive a 10% credit on monthly recurring costs, we are now in credit billing.
- Interviewing: Interviewing for the Office Coordinator position, good candidates to consider. Have just posted for the GIS Analyst I.
- Automatic Abandoned Callback: Scheduling the installation, expected first quarter 2025.

Discussion only, no action taken.

Closed Executive Session

The Board may meet in closed Executive Session as authorized per the Texas Open Meetings Act: Convene into closed executive session under Section 551.071 of the Texas Government Code to confidentially confer with District's attorney for advice on pending contractual matter

The meeting was not adjourned to closed executive session.

Mr. Leonard Schneider explained he is starting his own law firm, effective December 1. If the district wishes to continue with his services, they will terminate the contract with Liles Parker, and sign a new contract with Mr. Schneider.

Mr. Virgadamo noted the action item and requested a motion.

Mr. Powell made the motion to approve termination of the contract with Liles Parker and retain Mr. Leonard Schneider as General Counsel. Constable Gable seconded the motion.

The motion carried with all in favor.

Adjourn Meeting

Mr. Virgadamo noted the action item and requested a motion.

Mr. Powell made the motion to adjourn the meeting. Constable Gable seconded the motion.

The motion carried with all in favor.

The meeting was adjourned at 12:55 p.m.