

MINUTES OF
SC 9-1-1 COMMUNICATIONS DISTRICT
BOARD OF MANAGER'S MEETING
OF
December 16th, 2020

The regular meeting of the Board of Manager's meeting was called to order by Chairman Gene Cottle at 10:01 AM on December 16th, due to COVID 19, this meeting will be held VIA Teleconference.

Board Members Present: Gene Cottle (in person)
 Johnny Brown (in person)
 Jerry Shamburger (in person)
 Bobby Garmon (in person)
 Ron Shaffer (in person)
 Fred Cowden (via conference call)

Staff Present: Bill Morales (in person)
 Jan Funderburgh (in person)
 Danna Hudson (in person)
 Victoria Davis (via conference call)
 Catarina Ridgeway (via conference call)

Guest: Ron Stutes (in person)

1. **Call to order and introduction.** Mr. Gene Cottle stated that there was a quorum present. Non-voting member Fred Cowan was present via conference call.
2. **Public Comment.** No public comment was made.
3. **Approval of September 16th, 2020 Board Meeting Minutes.** Mr. Cottle asked for comments or a motion. Mr. Jerry Shamburger made a motion to accept the minutes and Mr. Ron Shaffer seconded the motion.
4. **Review and Approval October Financials.** Mr. Morales presented the financials for review and discussion. Mr. Morales stated for the month of October we are at 17 percent of the budgeted year. The expenses are at 6 percent and the income is at 10 percent of the budgeted year. Mr. Johnny Brown made a motion to approve the financials and Mr. Ron Shaffer seconded the motion.
5. **Review Trouble Ticket reports for all SC911 District Public Safety Answering Points.** Mr. Morales presented the trouble tickets for October & November. No major issues to report.
6. **Review SC911 Database and GIS activities.** Ms. Jan Funderburgh stated that everything is going well, we received new plotter and will donate old plotter to Smith County Juvenile services.
7. **Discuss, consider, and take any necessary action on the nomination or re-nomination of two members of the Smith County 911 Communications District Board of Managers for the 2021 Calendar year.** Mr. Morales stated that nominations for board members were received and board members and positions will

remain the same approved by the board. Mr. Bobby Garmon made a motion to accept the nominations. Mr. Johnny Brown seconded the motion. The Motion was carried unanimously.

8. Discuss, consider, and take any necessary action Discuss, consider, and take any necessary action on Resolution 20-005, 2021 Official Holiday schedule for SC911 District. Mr. Morales stated that schedule matches County apart from Administrative Day. Mr. Bobby Garmon made a motion to accept the 2021 Official Holiday Schedule for SC 911 District, and Mr. Jerry Shamburger Second the motion. The Motion was carried unanimously.

9. Discuss, consider, and ratify the approval of Pay App 11 and Pay App 12 and issuance of payments authorized by the Building Construction Committee for services to date related to renovation and construction of the SC911 District Administration Building, to Kea General Contractors. Mr. Morales stated Pay App #11 (\$150,917.85) and Pay App 12 (\$146,422.50) are for everything up until completion of building. Mr. Bobby Garmon made a motion to ratify the approval of Pay App 11 and Pay App 12 and issuance of payments authorized by the Building Construction Committee for services to date related to renovation and construction of the SC911 District Administration Building, to Kea General Contractors. Mr. Jerry Shamburger second the motion, the motion was carried unanimously.

10. Discuss, consider, and authorize the District Director to issue payment for architectural services to date related to the design, renovation, and construction of the SC911 District Administration Building, to Fitzpatrick Architects. Mr. Morales presented last invoice for services to date from Fitzpatrick Architects for \$11,099.11. Mr. Jerry Shamburger made a motion to authorize the District Director to issue payment and Mr. Ron Shaffer seconded the motion. The motion was carried unanimously.

11. Discuss, consider, and take any necessary actions regarding Cost Proposal 10, as submitted by KEA General Contractors requesting compensation for additional General Conditions as a result of lost days due to weather and structural steel delays in the amount not to exceed \$24,008.00. Mr. Morales stated that after the meeting with contractors the request for \$24,008.00 is considered legitimate. Mr. Ron Stutes determined that after carefully comparing dates and timeline he would recommend payment for \$24,008.00 to Kea General Contractors. Mr. Bobby Garmon made a motion to pay as submitted by KEA General Contractors requesting compensation for additional General Conditions as a result of lost days due to weather and structural steel delays in the amount not to exceed \$24,008.00, and Mr. Johnny Brown Second the motion. The Motion was carried unanimously.

12. Discuss, consider, and take any necessary action regarding the approval of Pay App 13 and issue final payment for services to date related to renovation and construction of the SC911 District Administration Building, to Kea General Contractors. Mr. Morales stated Pay App #13 (\$52,858.50) is for construction of building, including final payment and work change orders. Mr. Morales stated we will own building free and clear and owe no further payments on building. Mr. Bobby Garmon made a motion to ratify the approval of Pay App 13 and issuance of payments authorized by the Building Construction Committee for services to date related to renovation and construction of the SC911 District Administration Building, to Kea General Contractors. Mr. Ron Shaffer second the motion, the motion was carried unanimously.

13. Discuss, consider, and take any necessary actions regarding construction completion, open final checklist items, and close-out documents of the SC 911 Network administrative office building project as requested by KEA Contractors or Fitzpatrick Architects. Mr. Morales stated that punch list is minimal and currently being worked on. Mr. Morales stated that Signage has been installed, furniture has been delivered with the exception of a few pieces. Mr. Morales state that the alarm system is working, Janitorial and Lawn Services are in place and working well.

- 14. Receive update on upgrade to 911 Network hardware and software scheduled for FY 2020-2021.** Mr. Morales stated that the final conference call with AT& T is scheduled, and the equipment ordered is scheduled to arrive late December early January. Mr. Morales stated the equipment will be stored in out storage space here until the installations start in April. Mr. Morales stated that invoice will be paid in September and will be our last major expense of the year.
- 15. EXECUTIVE SESSION: As allowed by Texas Open Meeting Law, Subchapter D Chapter 551, Texas Government Code, the Board will convene in a closed session to consider the following;**

 - a. Section 551.074 (1), "Personnel Matters"— "to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee"**
- 16. Resume Open Meeting, Meeting resumed at 11:08 am.**
- 17. Discuss and consider annual performance evaluation and compensation of District Director effective for budget year 2020/2021.** Mr. Garmon stated that Mr. Morales did a great job with the building. Mr. Bobby Garmon made a motion to approve the District Director's annual compensation of \$125,465.60 annually effective October 1, 2020. Mr. Johnny Brown seconded the motion the motion was carried unanimously.
- 18. Mr. Bobby Garmon made a motion to adjourn and Mr. Johnny Brown seconded the motion at 11:15 am.**