

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAMBERS COUNTY EMERGENCY SERVICES DISTRICT #1**

A regular meeting of the Board of Commissioners (“Board” or “Commissioners”) of the Chambers County Emergency Services District No. 1 (“District”) was called at 6:00 p.m. on the 13th day of January 2021, at the Winnie-Stowell Volunteer Fire Department (“WSVFD” or “Department”) located at 825 State Highway 124, Winnie, Texas 77665 pursuant to notice duly posted according to law.

This meeting was held in person and via videoconference as provided for in Texas Government Code 551.127 as modified by the December 6, 2020 Proclamation by Governor Abbott in which the Governor acted to maintain government transparency and continued government operations while reducing face-to-face contact for government open meetings. In addition, members of the public were able to participate and address the Commissioners during the videoconference meeting but the recording of the meeting was attempted but failed due to the fact that the Zoom account was full.

The roll was called of the Commissioner, to-wit:

Commissioners Member	Position
Mr. David Murrell	President
Brad Crone	Vice-President
Chris Barrow	Treasurer
Troy Dow	Secretary
Kenneth Thibodeaux	Assistant Treasurer

All said members were present, except Commissioner Crone, thus constituting a quorum. In addition to the above-named Commissioners, the following persons were also present:

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Attendee	Position
Mr. Wayne Wilber	Administrator
Mrs. Jamie Cormier	Administrative Assistant
Mr. Hubert Oxford	Benckenstein & Oxford, LLP
Chief Greg Hollaway	Chief, WSFD
Mr. Brandon Lee	Firefighter Coordinator
Mr. Chris Carnahan	Department
Mr. Wade Thibodeaux	Hometown Press

President Murrell called the meeting to order at 6:21 p.m. and lead the meeting. First, he asked those present to recite the Pledge of Allegiance and Pledge to the State Flag of Texas. Next, he called for public comment. There being none, President Murrell asked the Commissioners to consider the action items on the agenda.

Agenda Item No. 4 - To discuss approval of minutes for December 9, 2020 Regular Meeting.

The President then requested that the Commissioners review the minutes of the December 9, 2020 Regular Meeting. No changes were requested.

After a review of the minutes, Commissioner Dow made a motion to approve the minutes of the December 9, 2020 Regular Minutes. Commissioner Thibodeaux seconded the motion, with the unanimous consent of all the Commissioners.

Agenda Item No. 5 - Discuss and take-action on the Treasurer's Report; accounts payable and amend the budget if necessary.

Ms. Cormier, the District's Administrative Assistant, reported that as of January 1, 2021, the District had \$21,473.78 in its checking account. Ms. Cormier then told the Commissioners that the District received \$40,073.82 on January 8, 2021 from the Comptroller of Public Accounts which brought the District's checking account balance up to \$61,284.74 as of January 13, 2021.

In the meantime, the invoices to be paid at the meeting were \$88,565.77 plus \$1,344.81 for EFTPS payments. (See **Exhibit “A”**). This month, staff explained the reason the invoices were higher than usual was because of the \$68,794.20 loan payment for the Super Pumper/Tanker Loan. Staff then explained that once all the invoices were paid, the balance in the District’s account would be **-\$28,625.84** and consequently, the District needed to transfer \$50,000.00 from Money Market account to the checking account to cover the payments made.

Regarding the District’s savings accounts, Ms. Cormier informed the Commissioners that as of January 13, 2021, there was \$623,043.55 in the District’s East Chambers money market account. This was an increase of \$30,045.49 from the previous meeting. Meanwhile, the balance in the Texas First Bank Money Market account increased by \$36.43 to \$286,023.50. Moreover, staff reported that the balance in the Common Cents Credit Union account remained at \$246,332.59. Overall, Ms. Cormier stated that after the Commissioners paid the January invoices, the District’s total cash assets was going to be \$1,126,773.80. This is \$49,001.69 less than the December 2020 Regular Meeting.

The Commissioners thanked the staff for the financial report and then Commissioner Thibodeaux made a motion to approve the following: 1) Treasurer’s Report and District Financials; 2) pay the outstanding invoices; and 3) authorize the transfer of \$50,000.00 from the East Chambers County Bank Money Market Account to the District’s Checking account. (See **Exhibit “A”**). Commissioner Dow seconded the motion which was approved with the unanimous consent of all the Commissioners present.

Agenda Item No. 6 – Receive reports from the Administrator, Operations Manager, and Fire Chief.

President Murrell then called on Mr. Wilber to give his Administrator report. Mr. Wilber discussed the following:

- Engine 21 is at Siddons-Martin for the replacement of the bumper and exhaust pipes and annual preventive maintenance. The final cost to repair the bumper was \$1,884.61 more than approved by the insurer and therefore, the

Administrator filed supplemental claim with Glatfelter Insurance Group to cover these additional costs.

- Next week, E-21 will have the original rear tires replaced.
- The District received the 2021 Bond Certificate issued by Harford Insurance Group for Commissioner Barrow in the amount of \$100,000.
- The Administrator recently learned that the State Comptroller will be deducting \$24,180.00 from the District's February 2021 payment due to an error in the September 2020 payment.
- The District received N95 masks, surgical masks, gloves, and hand sanitizer from Chambers County. Likewise, first responders with WSVFD and District were offered and received the Moderna vaccine at Riceland Hospital.

(See **Exhibit "B-1"**)

Upon the completion of the Administrator's report, Captain Lee gave the District's an operations report. (See **Exhibit "B-2"**). Captain Lee informed the Commissioners that everything was running smoothly, and he wanted to report that:

- He has been working with the newly elected Chief Hollaway about the traffic management policy and the two have created a plan to complete this process with a few other policies.
- There is still no movement on the Class B exempt process, and they may need to delay the process until other priority projects are completed.
- The ESO was updated to corresponded with the new administration.
- The floors at the station will be completed soon but Captain Lee needs the station to be vacated for 2 days to complete the process.
- Lastly, there was a lengthy discussion on the need to engage responders for night shifts. Captain Lee advised the Board that he has been investigating programs to engage responders to serve the District during the night. Per Captain Lee, he

recommended studying the cost to make upgrades to the second floor of the station so that responders could live at the facility while enrolled in the Fire Academy. In exchange for providing lodging while enrolled in the Fire Academy, the individual would be required to respond to calls at night. Captain Lee then responded to questions about how long it takes to complete the Fire Academy, Captain Lee explained that the academy was sixteen (16) weeks and then the EMT class was twelve (12) weeks or seven (7) months combined.

After Mr. Wilber and Captain Lee completed their reports, President Murrell called on Chief Holloway to give the December 2020 Chief's Reports. Chief Holloway was elected as Chief in December 2020 along with Chris Carnahan who was elected as the Assistant Chief. The Chief reported that after the election, former Chief Potier, his son and four (4) others in the Department resigned. Regardless, he was committed to a smooth transition with minimal disruption.

Before addressing the routine matters discussed by the Chief, Chief Holloway told the Board that it was his goal to improve the image and functionality of the Department by striving to appear, train, and respond in a more professional manner. Since being elected Chief, he advised the Board that he and his administration has: 1) completed an inventory of structural and wildland gear and PPE; 2) established guidelines for storage and usage of gear; and 3) reviewed the Department's bylaws and operating procedures. Looking forward, it was the Chief's goal to raise the Department's profile in the public doing the following: 1) providing standby at public events; 2) establish a Community Fire Prevention Program and School Prevention Program; 3) reestablish the Junior Fire Department; and 4) do some fundraising to benefit the Department.

Turning to the Chief's report, Chief Holloway reported that in December 2020, the paid firefighters and volunteers responded to forty-seven (47) calls and year to date, they have responded to four-hundred and eighty-seven (487) calls for the year. (See **Exhibit "B-3"**). Among the calls in December 2020 the Department and paid fire fighters responded to: thirty (30) medical assist calls; two (2) structure fires; two (2) grass fires; two (2) trash fires; and six (6) motor vehicle collisions.

Since this meeting was his first and he had spent time introducing himself and his initiatives, the Chief asked the Commissioners to review the remainder of the reports and to contact him with any questions. (See **Exhibit “B-4”**).

Agenda Item No. 7 - Discuss and take-action, if necessary, on purchasing fire or EMS equipment and/or supplies as well as any proposed repairs, maintenance and/or testing.

This month, Chief Hollaway and Administrator Wilber presented the Board with a detailed package of information, set forth in **Exhibit “C”**, to purchase thirteen (13) sets of bunker gear. According to the two, over the years, there has been a lot of turn over at the Department and the new members have been “getting by” on using second hand bunker gear. Moreover, Chief Hollaway believes that if the District purchased the new bunker gear, it would help moral and recruitment.

With this in mind, the Chief requested authority up to \$40,000.00 to purchase thirteen (13) complete sets of bunker gear. He then presented the Board with an inventory of coats, pants, and boots for each fire fighter along with two purchase options and quotes for the gear requested.

After a discussion on the need and the status of existing equipment, the Board agreed to the request. Therefore, Commissioner Thibodeaux made a motion to authorize staff to spend up to \$40,000.00 on the purchase of thirteen (13) sets of bunker gear as described in Option 2. This motion was seconded by Commissioner Dow and unanimously approved by all the Commissioners present.

Agenda Item No. 8- Discuss and take-action, if necessary, on authorizing staff to purchase time clocks.

No action was taken.

Agenda Item No. 9- Discuss and take-action, if necessary, on entering into an agreement with Department volunteer to assist with cost of training.

Administrator Wilber informed the Board that the District was asked to provide financial assistance for an EMT Basic Class and books by Mr. Jeremy


Bivens, a volunteer at the Department. (See **Exhibit "D"**). Mr. Wilber reminded the Board that the District has done this in the past, but payment was conditional on the applicant completing school. Moreover, Mr. Wilber explained that payment for class would benefit the District because they would have an additional person with EMT skills. In this case, the cost for the class was \$1,100.00 and the cost for the books and supplies were \$366.92.

The Board briefly discussed before a motion was made by Commissioner Thibodeaux to approve the payment for the EMT Basic class and books in the amount of \$1,466.92 to Mr. Jeremy Bivens upon the completion of the EMT Basic class. This motion was seconded by Commissioner Dow and unanimously approved by all the Commissioners present.

Agenda Item No. 10- Discuss and take-action, if necessary, on obtaining Federal and State Grants.

No action was taken.

There being no further business, President Murrell informed the Commissioners that the next meeting would take place on February 10, 2021 at 6:00 p.m. He then called for a motion to adjourn the meeting at 7:14 p.m. Commissioner Dow then made a motion to adjourn. This motion was seconded by Commissioner Barrow with the unanimous consent of all the Commissioners present.



David Murrell, President

Date: 2-10-21

Treasurers Report

FINANCIAL REPORT

Beginning Bank Balance		1/1/2021		\$21,473.78
Credits/Transfers				
1/4/2021	DEP TX DIV EMER MGMT FEMA Reimbursement		85.16	
1/4/2021	DEP TX DIV EMER MGMT FEMA Reimbursement		1.98	
1/8/2021	DEP Comptroller	Income: Sales Tax Revenue	40,073.82	
1/19/2021	DEP Transfer	Money Market to Checking	50,000.00	
Total Credits				\$90,160.96
				\$111,634.74
Debits				
3787	Barner, Kaleb	ESD Contracted Services	265.60	
3817	Barner, Kaleb	ESD Contracted Services	255.47	
3820	Davis, Ehren	ESD Contracted Services	160.00	
3836	Oxford IV, Hubert	Professional Fees: Retainer	350.00	
3845	Wayne Wilber	Administrator	2,918.05	
3844	Jamie Cormier	Administrative Assistant	2,207.45	\$5,125.50
3846	Behnken, Matthew	ESD Contracted Services	480.00	
3847	Callesto, Daniel	ESD Contracted Services	640.00	
3850	Hollaway, Greg	ESD Contracted Services	580.00	
3851	Land, Richard	ESD Contracted Services	640.00	
3852	Luke, Gabe	ESD Contracted Services	318.67	
3853	Peterson, Sean	ESD Contracted Services	440.00	
3854	Russell, Ty	ESD Contracted Services	728.00	\$3,826.67
3855	3M	Equipment Repairs	167.90	
3856	CenterPoint Energy	Utilities - Natural Gas	41.80	
3857	Emergency Training Enterprises	Scheduling Coordinator	800.00	
3858	Entergy	Utilities:Electric	402.94	
3859	Farm & Home	Building Maintenance/Fire Rescue Supplies	32.27	
3860	FirstNet/AT&T Mobility	Cable/Internet/Telephone	38.25	
3861	Gulfway Lumber	Building Maintenance	2.79	
3862	Heinz, Joshua	Professional Fees: Retainer	350.00	
3863	MES	Equipment Repair/Service	75.80	
3864	Midtex Oil	Fuel/Diesel Treatment/Enviromental Fee	1,686.33	
3866	Siddons Martin	Repair and Service T21	1,084.08	
3867	Southside Bank	Super Pumper/Tanker Loan	68,794.20	
3868	Stratton's	Repairs & Service Engine 21/Bldg. Maint.	56.98	
3869	TBCD	Utilities: Water	61.08	
3870	Time Warner Cable/Spectrum	Cable/Internet/Telephone	329.07	
3876	Visa	Credit Card: Potier (Santa on the Fire Truck)	24.55	
3872	Visa	Credit Card: Wilber	361.32	
3873	Waste Management	Waste Management	84.41	
3874	Wilber, Wayne	Cell Phone	100.00	
3877	WSVFD	Rehab/Refreshments for Santa on the Fire Truck	34.47	
3875	WSVFD	Contracted Services:Payroll	3,044.97	
		Contracted Services:Accounting (Payroll)	50.00	
		Contracted Services: Taxes (Letter to IRS Re EFTPS)	75.00	
		Contracted Services:Taxes	572.06	\$3,742.03
-----	EFTPS	EFTPS	\$ 1,344.81	
Total Debits				\$89,598.32
				\$22,036.42
Fees				
	1/29/2021	Maintenance Fee		\$15.00
Ending Bank Statement Balance				\$22,021.42
Checks Pending				
Total Pending				\$0.00
Total Check Register		1/31/2021		\$22,021.42

FINANCIAL REPORT

Bank Balance		2/1/2021		\$22,021.42
Outstanding Debits/Credits				
3848	1/13/2021	Davis, Ehren	ESD Contracted Services	-149.33
3849	1/13/2021	Hatcher, Justin	ESD Contracted Services	-444.00
3865	1/13/2021	Oxford IV, Hubert	Professional Fees: Retainer	-350.00
3871	1/13/2021	VFIS	Insurance ESD Bond	-400.00
DEP	2/3/2021	WSVFD	VFIS Reimbursement for E21 bumper	2,884.61
DEP	2/12/2021	Comptroller	Income: Sales Tax Revenue	32,334.05
				\$33,875.33
Bank Balance as of		2/10/2021		\$55,896.75
Bills Owed				
3879	Wayne Wilber	Administrator	2,918.05	
3878	Jamie Cormier	Administrative Assistant	2,029.98	\$4,948.03
3880	Barner, Kaleb	ESD Contracted Services	459.47	
3881	Behnken, Matthew	ESD Contracted Services	220.00	
3882	Callesto, Daniel	ESD Contracted Services	320.00	
3883	Davis, Ehren	ESD Contracted Services	150.67	
3884	Franklin, Darrell	ESD Contracted Services	476.00	
3885	Hatcher, Justin	ESD Contracted Services	298.67	
3886	Hollaway, Greg	ESD Contracted Services	912.00	
3887	Land, Richard	ESD Contracted Services	298.67	
3888	Lara, Ura	ESD Contracted Services	320.00	
3889	Luke, Gabe	ESD Contracted Services	302.67	
3890	Peterson, Sean	ESD Contracted Services	456.00	
3891	Russell, Ty	ESD Contracted Services	392.00	\$4,606.15
3892	CenterPoint Energy	Utilities - Natural Gas	40.87	
3893	Emergency Training Enterprises	Scheduling Coordinator	800.00	
3894	Enterger	Utilities:Electric	401.91	
3895	FirstNet/AT&T Mobility	Cable/Internet/Telephone	38.25	
3896	Heinz, Joshua	Professional Fees: Retainer	350.00	
3897	Oxford IV, Hubert	Professional Fees: Retainer	350.00	
3898	Seabreeze Beacon	Public Notice	60.00	
3899	Siddons Martin	Repair and Service E21	24,118.53	
3900	TBCD	Utilities: Water	70.87	
3901	Time Warner Cable/Spectrum	Cable/Internet/Telephone	329.07	
3902	Visa	Credit Card: Wilber	908.65	
3903	Waste Management	Waste Management	84.41	
3904	Wilber Tax Service	Professional Fees: Accounting	300.00	
3905	Wilber, Wayne	Cell Phone	100.00	
3906	WSVFD	Reimbursement for Tanner Crone Scholarship	1,000.00	
3907	WSVFD	Contracted Services:Payroll	2,952.81	
		Contracted Services:Accounting (Payroll)	50.00	
		Contracted Services:Taxes	532.38	\$3,535.19
Total Bills		2/10/2021	Total Bills Owed	\$42,041.93
		2/10/2021	Remaining funds in Checking Account	\$13,854.82
		2/12/2021	EFTPS	-1,284.47
		2/12/2021	Funds remaining in ECCB Checking	\$12,570.35

FINANCIAL REPORT

East Chambers Money Market 15001407

1/13/2020 Beginning Balance	\$623,043.55
1/19/2021 Interest Earned (.10%)	\$59.66
1/19/2021 Transfer from Money Market to Checking	-\$50,000.00
2/10/2021 Currently in East Chambers Money Market	\$573,103.21

Texas First Bank Money Market 10043511

1/1/2021 Beginning Balance	\$286,023.50
1/29/2021 Interest Earned (.15%)	\$36.44
2/10/2021 Currently in Texas First Bank Money Market	\$286,059.94

Common Cents Credit Union

1/1/2021 Beginning Balance	\$246,327.59
1/1/2021 Regular Share Account	\$5.00
2/10/2021 Currently in Common Cents Credit Union	\$246,332.59

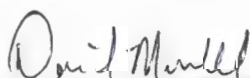
Current Cash Assets

2/10/2021 Checking	\$55,896.75
2/10/2021 East Chambers Money Market	\$573,103.21
2/10/2021 Texas First Bank Money Market	\$286,059.94
2/10/2021 Common Cents Credit Union	\$246,332.59
2/10/2021 Bills Owed	-\$42,041.93
2/12/2021 EFTPS	-\$1,284.47
2/10/2021 Total Cash Assets	\$1,118,066.09


Loans

Due Date	Vendor	Payoff Year	Payoff Year	Annual Payment
10/26/2021	PNC	Engine 21/Tanker 21 Loan	2021	\$82,958.88
2/1/2021	Southside Bank	Super Pumper/Tanker Loan	2028	\$68,794.20
				\$151,753.08

TO THE BEST OF MY KNOWLEDGE, THESE FIGURES ARE CORRECT AND IN COMPLIANCE WITH THE DISTRICT'S INVESTMENT POLICY.


David Murrell, President

2/10/21
Date


Chris Barrow, Treasurer

2/10/21
Date

Allocation Payment Detail

Results

Chambers Co ESD 1
Authority Code: 5036543

Select a month ▼

Allocation Period: Feb 2021	
Total Period Collections::	32,833.42
Prior Period Collections:	-22,871.13
Current Period Collections:	55,998.39
Future Period Collections:	65.13
Audit Collections:	-639.63
Unidentified:	4.56
Single Local Rate Collections:	276.10
Service Fee:	656.67
Current Retained:	643.54
Prior Retained:	800.84
Net Payment	32,334.05

11 CHAMBERS CO ESD #1

Aged Payables

As of Feb 28, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Barner, Kaleb Kaleb Barner	202102	459.47				459.47
Barner, Kaleb Kaleb Barner		459.47				459.47
Behnken, Matthew Matthew Behnken	202102	220.00				220.00
Behnken, Matthew Matthew Behnken		220.00				220.00
Callesto, Daniel Callesto, Daniel	202102	320.00				320.00
Callesto, Daniel Callesto, Daniel		320.00				320.00
CenterPoint CenterPoint Energy	202102	40.87				40.87
CenterPoint CenterPoint Energy		40.87				40.87
Davis, Ehren Ehren Davis	202102	150.67				150.67
Davis, Ehren Ehren Davis		150.67				150.67
Emergency Training Emergency Training Ente Brandon Lee	202102	800.00				800.00
Emergency Training Emergency Training Ent		800.00				800.00

11 CHAMBERS CO ESD #1

Aged Payables

As of Feb 28, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Entergy Entergy	202102	401.91				401.91
Entergy Entergy		401.91				401.91
FirstNet FirstNet/AT&T Mobility 800-574-7000	02032021	38.25				38.25
FirstNet FirstNet/AT&T Mobility		38.25				38.25
Franklin, Darrell Darrell Franklin	202102	476.00				476.00
Franklin, Darrell Darrell Franklin		476.00				476.00
Hatcher, Justin Hatcher, Justin	202102	298.67				298.67
Hatcher, Justin Hatcher, Justin		298.67				298.67
HEINZ JOSHUA JOSHUA HEINZ 409-833-9182	202102	350.00				350.00
HEINZ JOSHUA JOSHUA HEINZ		350.00				350.00
Hollaway, Greg Greg Hollaway	202102	912.00				912.00

11 CHAMBERS CO ESD #1**Aged Payables****As of Feb 28, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Hollaway, Greg Greg Hollaway		912.00				912.00
Land, Richard Land, Richard	202102	298.67				298.67
Land, Richard Land, Richard		298.67				298.67
Lara, Ura Ura Lara	202102	320.00				320.00
Lara, Ura Ura Lara		320.00				320.00
Luke, Gabe Luke, Gabriel	202102	302.67				302.67
Luke, Gabe Luke, Gabriel		302.67				302.67
OXFORD HUBURT HUBERT OXFORD 409-951-4721	202102	350.00				350.00
OXFORD HUBURT HUBERT OXFORD		350.00				350.00
Peterson, Sean Peterson, Sean	202102	456.00				456.00
Peterson, Sean Peterson, Sean		456.00				456.00

11 CHAMBERS CO ESD #1

Aged Payables

As of Feb 28, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Russell, Ty Russell, Ty	202102	392.00				392.00
Russell, Ty Russell, Ty		392.00				392.00
Seabreeze Beacon Seabreeze Beacon Gloria Roemer	4948	60.00				60.00
Seabreeze Beacon Seabreeze Beacon		60.00				60.00
SIDDONS-MARTIN SIDDONS-MARTIN EME 281-442-6806	10863 2021-001	24,118.53			504.68	504.68 24,118.53
SIDDONS-MARTIN SIDDONS-MARTIN EME		24,118.53			504.68	24,623.21
TBCD Trinity Bay Conservation	202102	70.87				70.87
TBCD Trinity Bay Conservatio		70.87				70.87
Time Warner Cable Time Warner Cable	202102	329.07				329.07
Time Warner Cable Time Warner Cable		329.07				329.07
Visa Visa	202102	908.65				908.65
Visa		908.65				908.65

11 CHAMBERS CO ESD #1

Aged Payables

As of Feb 28, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Visa						
WASTE MANAGMENT WASTE MANAGEMENT	5608246-2155-	84.41				84.41
409-239-2775						
WASTE MANAGMENT WASTE MANAGEMENT		84.41				84.41
Wilber Tax Services Wilber Tax Services Cherie Wilber 4092963579	1340	300.00				300.00
Wilber Tax Services Wilber Tax Services		300.00				300.00
Wilber, Wayne Wayne Wilber	202102	100.00				100.00
Wilber, Wayne Wayne Wilber		100.00				100.00
WSVFD WS VFD 409296-4133	20201124 202102 4615 Crone Tanner	3,535.19 2,884.61 1,000.00			2,450.00	2,450.00 3,535.19 2,884.61 1,000.00
WSVFD WS VFD		7,419.80			2,450.00	9,869.80
Report Total		39,978.51			2,954.68	42,933.19

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Jan 31, 2021
1010 - CHECKING
Bank Statement Date: January 31, 2021

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance				20,442.71	
Add: Cash Receipts				90,160.96	
Less: Cash Disbursements				(89,910.58)	
Add (Less) Other				(15.00)	
Ending GL Balance				20,678.09	
Ending Bank Balance				22,021.42	
Add back deposits in transit					
Total deposits in transit					
(Less) outstanding checks					
	Jan 13, 2021	3848	(149.33)		
	Jan 13, 2021	3849	(444.00)		
	Jan 13, 2021	3865	(350.00)		
	Jan 13, 2021	3871	(400.00)		
Total outstanding checks				(1,343.33)	
Add (Less) Other					
Total other					
Unreconciled difference				0.00	
Ending GL Balance				20,678.09	

11 CHAMBERS CO ESD #1
Account Register
For the Period From Jan 1, 2021 to Jan 31, 2021
1010 - CHECKING

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			20,442.71
1/4/21		Deposit	TX DIV EMER MGMT	85.16		20,527.87
1/4/21		Deposit	TX DIV EMER MGMT	1.98		20,529.85
1/7/21		Deposit	COMPTROLLER OF PU	40,073.82		60,603.67
1/13/21	3844	Withdraw	Jamie Cormier		2,207.45	58,396.22
1/13/21	3845	Withdraw	WAYNE L. WILBER		2,918.05	55,478.17
1/13/21	3846	Withdraw	Matthew Behnken		480.00	54,998.17
1/13/21	3847	Withdraw	Callesto, Daniel		640.00	54,358.17
1/13/21	3848	Withdraw	Ehren Davis		149.33	54,208.84
1/13/21	3849	Withdraw	Hatcher, Justin		444.00	53,764.84
1/13/21	3850	Withdraw	Greg Hollaway		580.00	53,184.84
1/13/21	3851	Withdraw	Land, Richard		640.00	52,544.84
1/13/21	3852	Withdraw	Luke, Gabriel		318.67	52,226.17
1/13/21	3853	Withdraw	Peterson, Sean		440.00	51,786.17
1/13/21	3854	Withdraw	Russell, Ty		728.00	51,058.17
1/13/21	3855	Withdraw	Scott Safety (3M)		167.90	50,890.27
1/13/21	3856	Withdraw	CenterPoint Energy		41.80	50,848.47
1/13/21	3857	Withdraw	Emergency Training Ent		800.00	50,048.47
1/13/21	3858	Withdraw	Entergy		402.94	49,645.53
1/13/21	3859	Withdraw	FARM & HOME		32.27	49,613.26
1/13/21	3860	Withdraw	FirstNet/AT&T Mobility		38.25	49,575.01
1/13/21	3861	Withdraw	GULFWAY LUMBER		2.79	49,572.22
1/13/21	3862	Withdraw	JOSHUA HEINZ		350.00	49,222.22
1/13/21	3863	Withdraw	Municipal Emergency Se		75.80	49,146.42
1/13/21	3864	Withdraw	MIDTEX OIL		1,686.33	47,460.09
1/13/21	3865	Withdraw	HUBERT OXFORD		350.00	47,110.09
1/13/21	3866	Withdraw	SIDDONS-MARTIN EME		1,084.08	46,026.01
1/13/21	3867	Withdraw	Southside Bank		68,794.20	-22,768.19
1/13/21	3868	Withdraw	STRATTONS		56.98	-22,825.17
1/13/21	3869	Withdraw	Trinity Bay Conservation		61.08	-22,886.25
1/13/21	3870	Withdraw	Time Warner Cable		329.07	-23,215.32
1/13/21	3871	Withdraw	VFIS		400.00	-23,615.32
1/13/21	3872	Withdraw	Visa		361.32	-23,976.64
1/13/21	3873	Withdraw	WASTE MANAGEMENT		84.41	-24,061.05
1/13/21	3874	Withdraw	Wayne Wilber		100.00	-24,161.05
1/13/21	3875	Withdraw	WS VFD		3,742.03	-27,903.08
1/13/21	3876	Withdraw	Visa		24.55	-27,927.63
1/13/21	3877	Withdraw	WS VFD		34.47	-27,962.10
1/15/21		Withdraw	EFTPS		1,344.81	-29,306.91
1/19/21		Deposit	CASH TRANSFERS	50,000.00		20,693.09
1/29/21	01/29/21	Other	Service Charge		15.00	20,678.09
Total				90,160.96	89,925.58	

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Jan 31, 2021
1011 - CHECKING TEXAS FIRST BANK
Bank Statement Date: January 31, 2021

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	286,023.50	
Add: Cash Receipts		
Less: Cash Disbursements		
Add (Less) Other	36.44	
Ending GL Balance	286,059.94	
Ending Bank Balance	286,059.94	
Add back deposits in transit		
Total deposits in transit		
(Less) outstanding checks		
Total outstanding checks		
Add (Less) Other		
Total other		
Unreconciled difference	0.00	
Ending GL Balance	286,059.94	

11 CHAMBERS CO ESD #1
Account Register
For the Period From Jan 1, 2021 to Jan 31, 2021
1011 - CHECKING TEXAS FIRST BANK

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
1/31/21	01/31/21	Other	Beginning Balance			286,023.50
			Interest Income	36.44		286,059.94
			Total	36.44		

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Feb 28, 2021
1020 - MONEY MARKET SAVINGS
Bank Statement Date: February 28, 2021

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	573,103.21
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	
Ending GL Balance	<u>573,103.21</u>
Ending Bank Balance	
Add back deposits in transit	<u> </u>
Total deposits in transit	
(Less) outstanding checks	<u> </u>
Total outstanding checks	
Add (Less) Other	<u> </u>
Total other	
Unreconciled difference	<u>573,103.21</u>
Ending GL Balance	<u>573,103.21</u>

11 CHAMBERS CO ESD #1
Account Register
For the Period From Jan 1, 2021 to Jan 31, 2021
1020 - MONEY MARKET SAVINGS

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			623,043.55
1/19/21	01/19/2021	Withdraw	transfer		50,000.00	573,043.55
1/19/21	01/19/21	Other	Interest Income	59.66		573,103.21
			Total	59.66	50,000.00	

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Jan 31, 2021
1030 - Common Cents CU
Bank Statement Date: January 31, 2021

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	246,332.59
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	<hr/>
Ending GL Balance	<hr/> <u>246,332.59</u>
Ending Bank Balance	
Add back deposits in transit	<hr/>
Total deposits in transit	
(Less) outstanding checks	<hr/>
Total outstanding checks	
Add (Less) Other	<hr/>
Total other	
Unreconciled difference	<hr/> <u>246,332.59</u>
Ending GL Balance	<hr/> <u>246,332.59</u>

11 CHAMBERS CO ESD #1
Account Register
For the Period From Jan 1, 2021 to Jan 31, 2021
1030 - Common Cents CU

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
Total						

2,135,273.88
Balance Sheet
February 28, 2021

ASSETS

Current Assets		
CHECKING	\$ 12,570.45	
CHECKING TEXAS FIRST BANK	286,059.94	
MONEY MARKET SAVINGS	573,103.21	
Common Cents CU	246,332.59	
ACCOUNTS RECEIVABLE	(5,924.75)	
SALES TAX RECEIVABLE	70,819.07	
	<hr/>	
Total Current Assets		1,182,960.51
Property and Equipment		
EQUIPMENT	194,424.56	
VEHICLES	812,332.20	
LEASEHOLD IMPROVEMENTS	8,980.00	
Buildings & Improvements	166,000.00	
Land	66,000.00	
ACCUMULATED DEPRECIATION	(295,423.39)	
	<hr/>	
Total Property and Equipment		952,313.37
Other Assets		
	<hr/>	
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>2,135,273.88</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE	\$ 5,658.14	
DUE TO/FROM WSVFD	(774.55)	
PAYROLL TAXES PAYABLE	81,390.96	
ACCURED INTEREST	28,062.13	
UTILITIES - WATER	(273.44)	
	<hr/>	
Total Current Liabilities		114,063.24
Long-Term Liabilities		
NOTE PAYABLE OSH KOSH	476,025.83	
	<hr/>	
Total Long-Term Liabilities		476,025.83
		<hr/>
Total Liabilities		590,089.07
Capital		
RETAINED EARNINGS	1,521,018.43	
NET ASSETS - INVESTED	79,745.51	
Net Income	(55,579.13)	
	<hr/>	
Total Capital		1,545,184.81
		<hr/>
Total Liabilities & Capital	\$	<u><u>2,135,273.88</u></u>

11 CHAMBERS CO ESD #1
Income Statement
Compared with Budget
For the Twelve Months Ending September 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
SALES TAX INCOME	\$ 243,724.68	\$ 549,200.00	\$ 0.00	\$ 0.00
PROPERTY TAX INCOME	3.07	25.00	0.00	0.00
COST SHARE ASSISTANCE	2,450.00	1,305.24	0.00	0.00
OTHER INCOME	724.84	0.00	0.00	0.00
INTEREST INCOME	1,633.91	5,040.00	0.00	0.00
DIVIDEND INCOME	0.00	500.00	0.00	0.00
Total Revenues	248,536.50	556,070.24	0.00	0.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	248,536.50	556,070.24	0.00	0.00
Expenses				
REPAIRS & SERVICE - BRUSH 21	1,265.53	1,000.00	0.00	0.00
REPAIRS & SERVICE - COMMAND	0.00	300.00	0.00	0.00
REPAIRS & SERVICE - UTILITY 21	0.00	500.00	0.00	0.00
REPAIRS & SERVICE - ENGINE 21	11,783.48	9,000.00	0.00	0.00
REPAIRS & SERVICE - TANKER 21	514.54	5,000.00	0.00	0.00
REPAIRS & SERVICE - ADMIN21	88.00	300.00	0.00	0.00
REPAIRS & SERVICE - E22 S/P	2,247.51	3,500.00	0.00	0.00
WASTE MANAGEMENT	410.21	1,025.00	0.00	0.00
BUILDING IMPROVEMENTS	13.08	28,000.00	0.00	0.00
BUILDING MAINTENANCE	1,031.89	7,000.00	0.00	0.00
DUES - SFFMA	0.00	950.00	0.00	0.00
EQUIPMENT PURCHASES	234.21	20,000.00	0.00	0.00
EQUIP - REPAIRS/SERVICE	598.86	5,500.00	0.00	0.00
FLEET - DIESEL TREATMENT	70.23	150.00	0.00	0.00
FLEET - DIESEL	1,553.67	4,600.00	0.00	0.00
FLEET - GASOLINE	1,571.28	4,500.00	0.00	0.00
FLEET - INSURANCE	3,157.00	12,740.00	0.00	0.00
FLEET - MISC	39.49	60.00	0.00	0.00
LOAN - E21/T21 - INTEREST	6,524.60	6,524.50	0.00	0.00
EQUIP - FIRE RESCUE SUPPLIES	10.99	1,000.00	0.00	0.00
FLEET - CLEANING SUPPLIES	52.15	300.00	0.00	0.00
LOAN - E21/T21 - PRINCIPLE	76,434.28	76,434.28	0.00	0.00
LOAN - E22 S/P - PRINCIPLE	53,317.38	55,086.45	0.00	0.00
LOAN - E22 S/P - INTEREST	15,476.82	13,761.72	0.00	0.00
INSURANCE - VFD ACCID&SICKNE	0.00	2,795.00	0.00	0.00
INSURANCE - VFD COMMERCIAL	1,300.00	6,005.00	0.00	0.00
DINING	0.00	200.00	0.00	0.00
FREIGHT	55.74	150.00	0.00	0.00
OFFICE SUPPLIES	504.68	1,100.00	0.00	0.00
REHAB/REFRESHMENTS	203.15	325.00	0.00	0.00
REPORTING SOFTWARE	0.00	1,840.00	0.00	0.00
TRAINING	282.98	5,000.00	0.00	0.00
TRAVEL/LODGING	0.00	1,000.00	0.00	0.00
UNIFORMS	0.00	450.00	0.00	0.00
FLEET - ENVIRONMENTAL FEE	61.56	50.00	0.00	0.00
SPECIAL EVENTS	0.00	500.00	0.00	0.00
WSVFD - CONTRACTED SERVICES	14,647.33	16,310.00	0.00	0.00
ESD - CONTRACTED SERVICES	22,277.89	66,500.00	0.00	0.00
WSVFD - PAYROLL TAXES	2,743.70	3,425.00	0.00	0.00
STAFF ADMINISTRATOR	16,665.00	40,000.00	0.00	0.00
STAFF ADMINISTRATIVE ASSISTA	12,869.00	31,000.00	0.00	0.00
UTILITIES - ELECTRIC	1,836.04	4,200.00	0.00	0.00

For Management Purposes Only

11 CHAMBERS CO ESD #1
Income Statement
Compared with Budget
For the Twelve Months Ending September 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
UTILITIES - NATUAL GAS	211.45	555.00	0.00	0.00
UTILITIES-TIME WARNER/FirstNet	1,871.94	4,590.00	0.00	0.00
UTILITIES - CELL	500.00	1,200.00	0.00	0.00
WAGES	0.00	20,575.00	0.00	0.00
SCHEDULING COORDINATOR	4,000.00	9,600.00	0.00	0.00
PAYROLL TAX EXPENSE	9,243.67	0.00	0.00	0.00
PROF FEES ACCOUNTING	1,669.00	2,000.00	0.00	0.00
WSVFD - ACCOUNTING FEES	375.00	1,100.00	0.00	0.00
FEES - COMPTROLLER	26,853.97	11,250.00	0.00	0.00
BANK FEES	60.00	180.00	0.00	0.00
PROF FEES LEGAL	1,700.00	4,500.00	0.00	0.00
PROF FEES LEGAL RETAINER	3,500.00	8,400.00	0.00	0.00
FILING FEES	60.00	0.00	0.00	0.00
PUBLIC NOTICE	0.00	60.00	0.00	0.00
POSTAGE	7.10	110.00	0.00	0.00
PROF FEES AUDIT	0.00	7,500.00	0.00	0.00
PROF FEES OTHER	2,500.00	2,500.00	0.00	0.00
DUES - SAFE-D	0.00	550.00	0.00	0.00
TECHNOLOGY	321.23	500.00	0.00	0.00
INSURANCE - ESD BOND	400.00	400.00	0.00	0.00
INSURANCE - ESD COMMERCIAL	0.00	7,200.00	0.00	0.00
INSURANCE - ESD WORKERS COM	0.00	5,200.00	0.00	0.00
SAFETY DEPOSIT BOX	0.00	15.00	0.00	0.00
SCHOLARSHIP	1,000.00	4,000.00	0.00	0.00
Total Expenses	304,115.63	530,066.95	0.00	0.00
Net Income	\$ (55,579.13)	\$ 26,003.29	\$ 0.00	\$ 0.00

Administrator/ Operations/ Chief Report

ADMINISTRATOR REPORT

FEBRUARY 10, 2021

APPARATUS AND EQUIPMENT

- All apparatus in service.

BUILDING MAINTENANCE

- Station meeting room and restroom floors completed by Brandon Lee and Chief Hollaway this week.
- Administrator will be getting with the Chief on the purchase of lounge chairs for the meeting room.
- LifeShare Blood Drive at Winnie Fire Station on March 26, 2021, 11 am-3:30 pm.

OPERATIONS REPORT January 2021

Current ESD employees 12

Current FD employees 7

MONTHLY UPDATES

1. Traffic management policy -**No new Update as of last meeting**. I have talked with Chief Hollaway about this and we have created a plan to complete this process with a few other policies/R&R.
2. Class B exempt- **No new updates**. process for all members has no movement, may need to delay until other priority projects are completed.
3. ESO - Fire house runs are currently being integrated into reporting software.
4. Floors are complete.
5. Action training- **On going no new updates**
6. Jeremy Bivens EMT class equipment purchase. Agenda item to discuss his tuition.
7. Discussion on remodeling upstairs. Requesting this to be put on next month agenda for vote. I am estimating 25 thousand to complete remodel and furnishings for upstairs and downstairs. This item is up for discussion

MAINTENACE REPORT

See Admin report

Fire Chief's Report

January 2021

Prepared by G. Hollaway

January continued to be a month of progress for the Winnie-Stowell VFD. Our members have been very involved with emergency response and more members showing up consistently for training nights. Captain Callesto has been starting from the basics with our newer members and giving the older ones a refresher course. We are maintaining records for the Action Training Program and the information will be updated into that system or whichever one we choose to implement in compliance with SFFMA requirements.

All members were sized and the PPE order with Casco Industries was submitted on the 22nd of January. We have already received the gloves from the order. The rest will be arriving upon completion. This usually takes 6-8 weeks, depending on how busy the factory is. Robbie from Casco advised that he would keep me updated when he received any information on a timeline for delivery.

The by laws for WSVFD were updated and submitted for membership approval at the January business meeting. The changes will be voted on at the February business meeting and put into full effect.

A Rules and Regulations document was created and posted for the membership to review. This document is at the discretion of the Fire Chief and the line officers. These rules do not require a membership vote to be changed or put into place. They will be put into full effect as of the February business meeting.

The SOG's for the WSVFD are currently in the process of being overhauled. These guidelines will be custom made for the WSVFD and how we operate. They will be designed to be inline with the by laws and rules and regulations to help eliminate any grey areas and avoid contradictions. We do not currently have a timeline for completion. These items will be put into place once the basic framework for operations are in order and we will add or subtract as necessary.

The bank accounts at East Chambers and Texas First have been updated with the new fire department officers and the former officers have been removed. A new account was created at East Chambers and the County Funding for 2021 was deposited and is available for use when needed.

For the month of January, the WSVFD responded to 36 calls for service. The volunteers have been doing well with covering after hours calls and providing crews for mutual aid calls with Hamshire Fire.

Structure Fires	3
Grass/Brush Fires	1
Motor Vehicle Fires	2
Trash Fires	2
Motor Vehicle Collisions	8
Investigation/Gas Leak/Power Line	1
Cancelled/No Response	5
Medical Response	18
Total Responses	40

Winnie-Stowell Volunteer Fire Department

Incident Types by Month

	2018	2019	2020	2021	
Incident Type	2018 Total	2019 Total	2020 Total	Jan-21	2021 Total
Structure Fires	2	20	9	3	3
Vehicle Fires	1	9	12	2	2
Grass/Marsh Fires	3	14	38	1	1
Trash/Unauthorized Burn	1	4	3	2	2
MVA/Jaws Rescue	1	70	45	8	8
Water Rescue/Recovery	0	0	0	0	0
Spills/Wash Down	0	3	5	0	0
Medical/First Responder	24	252	292	18	18
Investigation/Gas Leak/Power Line	0	24	15	1	1
Alarms (False, Fire, Smoke, Co)	2	17	17	0	0
Aircraft Accident	0	1	0	0	0
Other *	0	5	0	0	0
Mutual Aid	0	0	1	0	0
Water Rescues	0	90	0	0	0
Cancelled/No Response	2	33	50	5	5
Total	36	542	487	40	40

* Structure Collapse February, 2019

Winnie-Stowell Volunteer Fire Department

Incident Participation by Month

	2018			2019		2020		2021		
Incident Type	Department	2018 Tot	%	2019 Tot	%	2020 Tot	%	Jan-21	2021 Tot	%
Barner, Kaleb	CCESD1	5	2%	23	6%	18	5%	0	0	0%
Behnken, Matthew	CCESD1	30	10%	53	14%	18	5%	0	0	0%
Callesto, Daniel	CCESD1	0	0%	0	0%	15	4%	3	3	10%
Davis, Ehren	CCESD1	11	4%	14	4%	18	5%	1	1	3%
Franklin, Darrel	CCESD1	47	15%	27	7%	20	5%	2	2	7%
Hatcher, Justin	CCESD1	0	0%	11	3%	24	7%	1	1	3%
Hollaway, Greg	CCESD1	21	7%	38	10%	60	16%	7	7	24%
Land, Richard	CCESD1	0	0%	0	0%	18	5%	1	1	3%
Lara, Ura	CCESD1	7	2%	26	7%	25	7%	1	1	3%
Lee, Brandon	CCESD1	12	4%	32	8%	6	2%	0	0	0%
Luke, Gabe	CCESD1	0	0%	3	1%	19	5%	6	6	21%
Peterson, Sean	CCESD1	0	0%	0	0%	29	8%	0	0	0%
Russell, Ty	CCESD1	0	0%	62	16%	53	14%	4	4	14%
Wilber, Wayne	CCESD1	69	22%	95	25%	46	12%	3	3	10%
Total	CCESD1	307	100%	384	119%	369	2686%	29	29	100%
Bivens, Jeremy	WSVFD	0	0%	5	1%	12	2%	18	18	29%
Boone, Kathy	WSVFD	0	0%	0	0%	0	0%	2	2	3%
Callesto, Daniel	WSVFD	34	11%	67	15%	29	5%	2	2	3%
Carnahan, Chris	WSVFD	51	17%	118	27%	160	30%	18	18	29%
Carnahan, Josh	WSVFD	0	0%	0	0%	0	0%	0	0	0%
Credeur, Braeden	WSVFD	2	1%	13	3%	14	3%	1	1	2%
Flores, Jose	WSVFD	0	0%	0	0%	39	7%	4	4	6%
Isaacks, Austin	WSVFD	43	14%	0	0%	13	2%	0	0	0%
Lipscomb, Tristen	WSVFD	0	0%	0	0%	3	1%	0	0	0%
Potier, Brent	WSVFD	1	0%	25	6%	65	12%	0	0	0%
Potier, Lyndsey	WSVFD	0	0%	0	0%	1	0%	0	0	0%
Potier, Ty	WSVFD	48	16%	83	19%	99	19%	0	0	0%
Renner, Aaron	WSVFD	26	8%	41	9%	27	5%	1	1	2%
Ruff, Logan	WSVFD	0	0%	0	0%	72	13%	9	9	15%
Silcox, Tyler	WSVFD	0	0%	0	0%	137	26%	7	7	11%
Sonnier, Luckus	WSVFD	0	0%	0	0%	4	1%	0	0	0%
Total	WSVFD	309	100%	436	100%	534	100%	62	62	100%

Total	CCESD1	307	50%	384	47%	369	41%	29	29	32%
Total	WSVFD	309	50%	436	53%	534	59%	62	62	68%
Total	Combined	616	100%	820	100%	903	100%	91	91	100%

Winnie-Stowell Volunteer Fire Department

Station Attendant vs. Volunteer Participation

	2021			
	21-Jan			
Name	SA RUNS	VOL. RUNS	TOTAL RUNS	% VOL RUNS
Bivens, Jeremy	4	14	18	78%
Boone, Kathy	0	2	2	100%
Carnahan, Chris	9	9	18	50%
Carnahan, Josh	0	2	2	100%
Credeur, Braeden	0	1	1	100%
Flores, Jose	3	1	4	25%
Renner, Aaron	1	0	1	0%
Ruff, Logan	3	6	9	67%
Silcox, Tyler	2	5	7	71%
Overall Total	22	48	70	69%

Winnie Stowell Volunteer Fire Department
Station Attendent Report per Week/Shift

STATION ATTENDANT	Jan 2021 Total Shifts	Jan 2021 Gross Pay	Feb 2021 Total Shifts	Feb 2021 Gross Pay	Mar 2021 Total Shifts	Mar 2021 Gross Pay	Apr 2021 Total Shifts	Apr 2021 Gross Pay	May 2021 Total Shifts	May 2021 Gross Pay	Jun 2021 Total Shifts	Jun 2021 Gross Pay	\$55,031 BFD Starting Salary 20% % Allowed \$11,006 Amount Allowed			
Jeremy Bivens	15	\$525		\$0		\$0		\$0		\$0		\$0				
Chris Carnahan	18	\$630		\$0		\$0		\$0		\$0		\$0				
Jose Flores	15	\$525		\$0		\$0		\$0		\$0		\$0				
Aaron Renner	11.5	\$403		\$0		\$0		\$0		\$0		\$0				
Logan Ruff	18	\$630		\$0		\$0		\$0		\$0		\$0				
Tyler Silcox	15	\$525		\$0		\$0		\$0		\$0		\$0				
Total	92.5	\$3,238	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0				
													Calendar Year Totals			
STATION ATTENDANT	Jul 2021 Total Shifts	Jul 2021 Gross Pay	Aug 2021 Total Shifts	Aug 2021 Gross Pay	Sep 2021 Total Shifts	Sep 2021 Gross Pay	Oct-2021 Total Shifts	Oct 2021 Gross Pay	Nov 2021 Total Shifts	Nov 2021 Gross Pay	Dec 2021 Total Shifts	Dec 2021 Gross Pay	Total Shifts	Total Gross Pay	20% of BFD Starting Salary	Total Allowed Remaining
Jeremy Bivens		\$0		\$0		\$0		\$0		\$0		\$0	15	\$ 525	\$11,006	\$10,481
Chris Carnahan		\$0		\$0		\$0		\$0		\$0		\$0	18	\$ 630	\$11,006	\$10,376
Jose Flores		\$0		\$0		\$0		\$0		\$0		\$0	15	\$ 525	\$11,006	\$10,481
Aaron Renner		\$0		\$0		\$0		\$0		\$0		\$0	11.5	\$ 403	\$11,006	\$10,604
Logan Ruff		\$0		\$0		\$0		\$0		\$0		\$0	18	\$ 630	\$11,006	\$10,376
Tyler Silcox		\$0		\$0		\$0		\$0		\$0		\$0	15	\$ 525	\$11,006	\$10,481
Total	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	92.5	\$ 3,238		

East Chambers Bank Commercial Checking (Payroll Account) 15002268

Bank Balance 2/1/2021 \$10,038.81

Outstanding Debits/Credits

Total Outstanding Debits/Credits				\$0.00
				\$10,038.81

Bills Owed

2/5/2021	1435 Alicia Bourgeois	Accounting: Payroll	75.00	
2/5/2021	1436 Alicia Bourgeois	Accounting: Payroll	50.00	
2/5/2021	1440 Bivens, Jeremy	Payroll Expense	484.83	
2/5/2021	1438 Carnahan, Chris	Payroll Expense	581.80	
2/5/2021	1441 Flores, Jose	Payroll Expense	484.83	
2/5/2021	1437 Renner, Aaron	Payroll Expense	364.70	
2/5/2021	1439 Ruff, Logan	Payroll Expense	551.80	
2/5/2021	1442 Tyler Silcox	Payroll Expense	484.84	
Total Bills		1/5/2021	Total Bills Owed	\$3,077.80
2/5/2021			Remaining funds in Checking Account	\$6,961.01
2/5/2021	Electronic		EFTPS	-532.38
Total Check Register		2/10/2021		\$6,428.63

East Chambers Bank - Commercial Checking 15000214

Beginning Bank Balance 1/1/2021 \$2,552.60

Credits/Transfers

1/14/2021	DEP CCESD1	Reimbursement for Santa on the Fire Truck Gumbo	\$34.47	
1/20/2021	DEP VFIS	Engine 21 Bumper Repair	\$2,884.61	
Total Credits				\$2,919.08

Checks Cleared

Total Cleared				\$0.00
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Outstanding Debits/Credits

1/20/2021	4615	CCESD1	Reimbursement of VFIS payment for E21 Bumper	\$2,884.61
2/4/2021	4616	Lee College	Scholarship for Tanner Crone	\$1,000.00
Total Pending				\$3,884.61
2/10/2021 Currently in East Chambers Bank - Commercial Checking				\$1,587.07

East Chambers Bank - County Funding Account

Beginning Bank Balance 2/1/2021 \$0.00

Credits/Transfers

2/4/2021	DEP	Chambers County	County Funding	\$53,880.00
Total Credits				\$53,880.00

Checks Pending

Total Pending				\$0.00
2/10/2021 Currently in East Chambers Bank County Funding Account				\$53,880.00

East Chambers Bank - Benefit Account 15000923		
Beginning Bank Balance	1/1/2021	\$8,791.74
Credits/Transfers		
Total Credits		\$0.00
Checks Pending		
Total Pending		\$0.00
2/10/2021 Currently in East Chambers Bank - Benefit Account		\$8,791.74

Texas First Bank Savings 20080370		
Beginning Bank Balance	2/1/2020	\$2,015.69
Credits/Transfers		
Total Credits		\$0.00
Checks Pending		
Total Pending		\$0.00
2/10/2021 Currently in Texas First Bank - Savings Account		\$2,015.69

Current Cash Assets		
2/10/2021 East Chambers Bank Commercial Checking (Payroll Account)		\$6,428.63
2/10/2021 East Chambers Bank - Commercial Checking 15000214		\$1,587.07
2/10/2021 East Chambers Bank - County Funding Account _____		\$53,880.00
2/10/2021 East Chambers Bank - Benefit Account 15000923		\$8,791.74
2/10/2021 Texas First Bank Savings 20080370		\$2,015.69
2/10/2021 Total Cash Assets		\$72,703.13

Equipment or Supply Purchases

Auditor Agreement

J. R. Edwards & Associates, LLC

Certified Public Accountants

January 29, 2021

Board of Commissioners
Chambers County ESD # 1
Chambers County, Texas

We are pleased to confirm our understanding of the services we are to provide Chambers County Emergency Services District # 1, hereafter referred to as “the District” for the year ended September 30, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended September 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis.
- 2) Budgetary information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District’s financial

1465 Cornerstone Ct., Ste. A ♦ Beaumont, TX 77706
Phone (409) 924-9100 ♦ Fax (409) 924-0990

Audit Objectives, continued

statements. Our report will be addressed to the Board of Commissioners of Chambers County Emergency Services District # 1. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate

Audit Procedures—General, continued

level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will

Other Services, continued

perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree

Management Responsibilities, continued

to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of J.R. Edwards & Associates, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the

Engagement Administration, Fees, and Other, continued

audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of J.R. Edwards & Associates, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the governmental funding agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on a date agreed upon by both parties and to issue our reports thereafter. James Edwards, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$7,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Chambers County Emergency Services District # 1 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

J.R. Edwards & Associates, LLC

RESPONSE:

This letter correctly sets forth the understanding of:
Chambers County Emergency Services District # 1.

Management signature: Wayne D. Wilkins
Title: Administrator
Date: 2/10/2021

Governance signature: Dan M. Mould
Title: PRESIDENT
Date: 2-10-21

Interlocal Agreement with County (Driveway)

INTERLOCAL AGREEMENT BETWEEN
CHAMBERS COUNTY AND CHAMBERS COUNTY EMERGENCY SERVICES
DISTRICT

This **INTERLOCAL AGREEMENT BETWEEN CHAMBERS COUNTY** (the “County”), a political subdivision of the State of Texas, and the **CHAMBERS COUNTY EMERGENCY SERVICES DISTRICT No. 1 (“District”)**, a political subdivision of the State of Texas (herein "Agreement") is entered into effective the ____ day of _____, 2020, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

RECITALS

WHEREAS, the Chambers County Emergency Services District No. 1’s (“District”) is an emergency services district located in Chambers County, Texas and governed by Article III, Section 48-e, of the Texas Constitution and Chapter 795 of the Texas Health & Safety Code; and

WHEREAS, the boundaries of the District are in Chambers County, Texas; and

WHEREAS, during the December 9, 2020 Regular Meeting, the District’s Directors received a quote in the amount of \$30,860.00 to replace the asphalt with concrete on the south side of the station located at 825 State Highway 124, Winnie, Texas 77665 (referred to as the “Project”) and unanimously approved the payment of half of the Project cost up to \$18,000.00; and

WHEREAS, during the _____, 2021 Regular Meeting of the County Commissioners of Chambers County, the County Commissioners unanimously agreed to pay the remaining half of the estimated Project cost.

THEREFORE, BE IT RESOLVED THAT, the COUNTY and the DISTRICT enter into this Interlocal Agreement in accordance with Chapter 791 of the Texas Government Code with the following terms and conditions:

1. Purpose: The purpose of this Agreement is to equally share in the cost of the Project. Details of the Project are set forth in **Exhibit “A”**.
2. Duties of County: To assist the District, the County has agreed to perform the engineering, prepare bids, oversee the demolition of the existing driveway and to install the new concrete driveway; and contribute to half of the Project.
3. Duties of District: To pay other half of the cost, up to \$18,000.00, for the Project.

[SIGNATURE PAGE TO FOLLOW]

Executed effective as of the Effective Date by the following duly authorized representatives:

**CHAMBERS COUNTY EMERGENCY
SERVICES DISTRICT No. 1**

CHAMBERS COUNTY

By: David Murrell

By: _____

Print Name: Mr. David Murrell

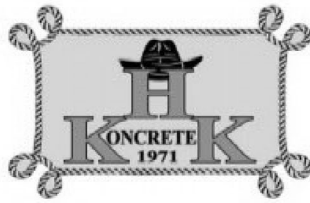
Print Name: _____

Title: President of Chambers County
Emergency Services District No. 1's Board of
Directors

Title: _____

Date: 2-10-21

Date: _____



November 12, 2020

14915 MARKET ST. HOUSTON, TX 77015 * PH. 281-960-4299
EMAIL: hkkoncrete@gmail.com

PROPOSAL/CONTRACT

ATTENTION:

CHAMBERS COUNTY
404 WASHINGTON AVE
ANAHUAC, TX

SCOPE OF WORK:

FIRE STATION PARKING AREA
825 SH-124 N
WINNIE, TX 77665

TOTAL AREA OF EXISTING PARKING LOT = 2,520 SQ.FT.

- REMOVAL OF EXISTING ASPHALT PARKING LOT (6" DEPTH)
- HAUL OFF ALL ASPHALT AND DEBRIS

TOTAL AREA OF NEW CONCRETE PARKING LOT = 2,520 SQ.FT.

- GRADE AND COMPACT EXISTING SUBGRADE
- PLACE BANK SAND
- SHOOT ELEVATIONS FOR PROPER DRAINAGE
- SET REDWOOD EXPANSION JOINTS, NO LESS THAN 20 FEET AND NO MORE THAN 40 FEET
- TIE STEEL #4 REBAR @ 16" OCEW
- DOWEL INTO EXISTING CONCRETE
- SET 2 ½" – 3" PLASTIC CHAIRS EVERY 4 FEET UNDER REBAR
- POUR 6" THICK OF 7 SACKS HIGH EARLY CONCRETE
- REMOVE FORMS AND CLEAN JOB SITE

Total amount \$30,860.00

*This is a turnkey project including all materials, equipment and labor necessary to complete this job.

*This price excludes any permits, lab testing, inspection or disconnection of utility services.

The Company has the corresponding Insurance Policy. Estimate does not include sales tax, if tax exempt please submit tax exemption form. Any alteration or deviation from the specifications described in this contract will be subject to additional charges. If there is rock underground, there will be additional charges.

IN ACCEPTANCE OF THE PROPOSAL, PLEASE SIGN AND RETURN IT TO OUR OFFICE, THEREFORE BECOMING OUR CONTRACT, CONSTRUCTION WILL BEGIN THE EARLIEST POSSIBLE DATE AFTER PROPOSAL/CONTRACT IS RECEIVED.

Submitted by:

ACCEPTED BY:

Date:

RUDY MENDEZ