

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:01am. Other Commissioners present were: K. Stacy, T. Kuykendall and R. Pechukas. District employees in attendance were: Brandi Crone, Business Manager; Karol Bone, Administrative Assistant; Chief Herc Meier and Assistant Chief Wade Goates. Consultants in attendance were: Kaye Townley of Municipal Accounts and Consulting (“MAC”), District Bookkeeper; and Regina Adams of Radcliffe Bobbitt Adams Polley PLLC (“RBAP”), District general counsel.
2. Administer Commissioner Oaths of Office and execute new Commissioner documents: Ms. Crone administered the Oath of Office and Statement of Officer to Commissioners Stacy, McJunkin and Pechukas.
3. Elect Officers: Commissioner Stacy motioned to nominate Commissioner McJunkin to the office of President; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. Commissioner Kuykendall motioned to nominate Commissioner Krenek as Vice President; Commissioner Pechukas seconded the motion; all voted AYE, motion passed. Commissioner Stacy motioned to nominate Commissioner Kuykendall as Secretary; Commissioner Pechukas seconded the motion; all voted AYE, motion passed. Commissioner Kuykendall motioned to nominate Commissioner Stacy as Treasurer; Commissioner Pechukas seconded the motion; all voted AYE, motion passed. Commissioner Stacy motioned to nominate Commissioner Pechukas as Assistant Secretary/Treasurer; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
4. Appoint liaison to Fort Bend County Commissioner Precinct No. 3’s office: President McJunkin reminded the Board that Commissioner Kuykendall is the current District liaison and Commissioner Kuykendall commented that he believed it has been good to have this connection to Commissioner Meyers’ office. Discussion followed as to whether there should be a committee or a single representative for this position. Commissioner Stacy stated that she sees the position of President of the Board as the representative of the Board and that position should participate in communication with the Commissioner’s office. Commissioner Pechukas stated that he would prefer a committee as well and would suggest Commissioners McJunkin and Pechukas or McJunkin and Kuykendall. Ms. Adams noted that appointing Commissioner Pechukas to this committee could create a conflict of interest as Mr. Pechukas is employed with Commissioner Meyers’ office. Commissioner Kuykendall motioned to appoint a committee of himself and Commissioner Pechukas to liaise with Commissioner Meyers on behalf of the District regarding real property and station location matters; Commissioner Pechukas seconded the motion; Commissioner Stacy asked to postpone the decision. Commissioner Kuykendall withdrew his motion. President McJunkin noted that by postponing the decision, Commissioner Kuykendall remains the liaison with Commissioner Meyers’.
5. Public comment: none
6. Review and approve minutes from the December 17, 2019 meeting: Commissioner Stacy motioned to approve the minutes as presented; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
7. Review proposal from Blich Associates, Inc. for financial advisory services and engage same, if applicable: Ms. Crone noted the Board’s previous request for a proposal from a financial advisor to assist the District in reviewing the tax rate, exemptions and planning for potential growth inside the District. Commissioner Kuykendall stated that he appreciated having this

information and would like to see an independent analysis on these items. Ms. Crone explained that Mr. Blich is willing to present at the next Board meeting or workshop to discuss his proposal. Ms. Crone added that it would best serve the District to engage his services before the District has to set tax rates. Commissioner Kuykendall asked about the rates presented in the proposal. Ms. Adams stated that, based upon her experience, Mr. Blich's rates are consistent with other financial advisors and that his goal is to ensure that local government entities are financially sound. Ms. Adams reminded the board that a financial advisor can also assist with evaluating the potential for tax exemptions for the District. President McJunkin stated that he has worked with Mr. Blich in the past when he was Mayor of Simonton so he is familiar with his work. All agreed that a workshop would be beneficial and should be scheduled as soon as possible. Ms. Crone asked that everyone send her their availability and she will schedule a special meeting.

8. District Real Estate and Construction Matters:

- a. Status of EOC and Fire Training Facility design and construction: Ms. Crone reported that BRW has indicated that the plans are still under review by TxDOT. Commissioner Kuykendall offered to reach out to his contacts at TxDot for an update. Ms. Crone stated she can provide Commissioner Kuykendall the project ID number. Ms. Crone added a meeting with Brookstone and BRW will be held on Thursday to discuss the project.
- b. Review options for disposition of District Property: Commissioner Kuykendall reported he had attended the City of Fulshear Planning and Zoning Commission meeting and that he knows of someone who is looking to acquire acreage north of Fulshear. Commissioner Stacy commented that the same person had contacted her as well and she referred them to Ms. Crone. Ms. Adams stated that the District does have guidelines that must be followed to dispose of real property but that anyone may make an offer to purchase at any time even if the real property is not officially on the market.
- c. Review future station locations: This item was tabled executive session.
- d. Status of site acquisition for future Station 4 site: No update.
- e. Review status of the acquisition/installation of the Draeger Training System and the Affordable Training Tower: Chief Meier began by stating that he received the sole source letter from Draeger and that it was reviewed by Ms. Adams. Chief Meier stated that he has moved forward with the ordering process. Chief Meier added that, in ordering the training tower, he found out it requires a concrete pad underneath and that he will meet with the City of Fulshear to see what is required. Asst. Chief Goates added that Affordable Tower has a professional engineer on staff that can provide the drawings for same. Commissioner Stacy asked why the concrete was needed and Commissioner Kuykendall asked about a temporary foundation system and about the base of the structure. Chief Goates responded to their questions stating that the base is needed for the stability of the tower. Commissioner Stacy also asked if locating the tower at Station 3 or at the new EOC location is a possibility and Chief Meier responded that Station 3 is not an option but the new EOC location is. There was a brief discussion regarding permitting in the extraterritorial jurisdiction of citites. Chief Meier added that wherever the training tower is located security fencing would also be necessary.

9. Bookkeeper's Report, including authorize payment of bills: Ms. Townley presented the Bookkeeper's Report and Commissioner McJunkin asked when the books would be reconciled. Ms. Townley stated that it would be handled during the audit preparation. Ms. Crone added that all W2's would be handled through the Bookkeeper's office. Commissioner Kuykendall motioned to accept the Bookkeeper's Report, as presented; Commissioner Stacy seconded the

motion; all voted AYE, motion passed. Commissioner Pechukas motioned to authorize the payment of bills as presented; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.

10. Authorize purchase of three (3) mobile phones for Business Manager, Fire Chief and Assistant Fire Chief: Ms. Crone stated the phones would be ordered through AT&T-FirstNet and would have the government rates. After a brief discussion, Commissioner Stacy motioned to authorize the purchase of 3 mobile phones at a cost not to exceed \$100 per phone per month; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
11. Discuss and authorize any necessary action to engage Brent Warren for station construction consulting services: Commissioner McJunkin explained the desire to have Mr. Warren continue his association with the District on a construction consulting basis and noted his background in commercial construction and his historical knowledge of the District. President McJunkin also noted that Mr. Warren expressed his interest to President McJunkin to volunteer to work on the EOC project. President McJunkin stated that if the board agrees such arrangement, Mr. Warren would attend meetings, workshops and would help provide oversight to the project. Commissioner Stacy added that she liked having Mr. Warren affiliated with the project due to his knowledge and commercial background. The Commissioners indicated that the expectations from Mr. Warren would be advisory only and the District would obtain a waiver of liability and indemnification from him. Commissioner Pechukas motioned to accept Mr. Warren as a volunteer consultant for the EOC project subject to the execution of a waiver of liability and indemnification; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
12. Review and take any necessary action on the prior years' taxation of the Tamarron subdivision area: Ms. Crone presented a summary of the Tamarron property tax issue and explained some of the options for the assessment of the taxes that have been stated are available to the District. After extensive discussion, Commissioner Pechukas stated that he does not see a reason to go back and collect these taxes from property owners who may or may not have been the owners over the entirety of the prior 4 tax years. Commissioner Stacy stated she did not agree and feels the District cannot ignore this and leave almost \$200,000 on the table. Commissioner Stacy also stated she believes this should not be the District's decision and that Fort Bend County Appraisal District ("FBCAD") should be responsible for making this determination. It was noted that ad valorem taxes are the District's sole source of revenue, as the District does not receive sales and use tax. Commissioner Kuykendall stated he agrees with Commissioner Stacy in principle but is concerned for those property owners that were not property owners at the time of annexation and believes the further the District goes back, the messier it would get, but would agree to assess the 2019 taxes. All Commissioners agreed there needs to be more clarification from FBCAD on this matter. Ms. Adams suggested that the item be added to the special meeting agenda. Action on this item was postponed to a future meeting.
13. Authorize publication of Notice of District's Administration Office: Ms. Crone explained that the District is required to publish the address of the District's administrative office annually and that Fort Bend Herald has previously been utilized. Commissioner Pechukas motioned to authorize the publication of Notice of District's Administration Office in the Fort Bend Herald; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
14. Authorize attendance at annual SAFE-D Conference in Galveston, Tx – February 20-22, 2020: Ms. Crone reported that rooms have been reserved and to confirm with her the dates the Commissioners plan to attend. Per diems will be provided in advance. Commissioner Stacy

motioned to authorize Commissioners and staff attendance at SAFE-D; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.

15. Authorize attendance at annual FDIC in Indianapolis, IN – April 20-25, 2020: Ms. Crone stated that Chief Meier and Asst. Chief Goates would like to attend and asked if any of the Commissioners would like to attend. Commissioner Stacy motioned to authorize Chief Meier and Asst. Chief Goates’s attendance at FDIC in April; Commissioner Pechukas seconded the motion. Commissioner Stacy amended the motion to include Commissioner McJunkin’s attendance; Commissioner Pechukas seconded the motion; all vote AYE, motion passed.
16. Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code, 203.062 and 403.0241 for the Special Purpose District Public Information Database: Ms. Adams explained the purpose for this filing and that it would include financial, tax, audit and debt information. Commissioner Kuykendall motioned to authorize filing of financial and tax-related information as required by law; Commissioner Stacy seconded the motion; all vote AYE, motion passed.
17. District Administrative Report: Ms. Crone began by stating that the District would need to amend the Texas Department of Emergency Management annual filing to remove Brent Warren, prior Commissioner, and adding Commissioner Pechukas. Ms. Crone reported that the District had received a tax statement from Fort Bend County for the property on FM 1093 and that it was related to the exchange of property with Twinwood. Ms. Crone added that this was for the three month period that the correction was being completed and that Twinwood would be responsible for payment. Ms. Crone reported that there are changes still being made to Dropbox Business and also asked if anyone would like a case or a mouse for their new computers. Ms. Crone closed by explaining to the Commssioners some of the difficulties the District is experiencing with Aflac invoicing/available coverages and that it is being corrected.
18. Fire Chief Run Report: Chief Meier reported there had been a total of 259 calls for the month of December, the highest number of calls for a single month, and the total number of calls for 2019 was 2518.
19. Adjourn to Executive Session to discuss matters concerning pending or contemplated litigation, consultation with attorney, real property, or personnel, as authorized pursuant to Texas Government Code, Section 551.071, et seq: The Board adjourned to executive session at 10:33am and reconvened to general session at 10:55am, at which time no action was taken.
20. Adjourn: Commissioner Kuykendall motioned to adjourn the meeting; Commissioner Pechukas seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:56am.

Passed and approved this 18<sup>th</sup> day of February, 2020.

*Thomas C Kuykendall Jr*

T. Kuykendall  
Secretary, Board of Commissioners

(District Seal)

