

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:04am. Other Commissioners present were: K. Stacy, E. Krenek, 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. District Consultant in attendance was: Regina Adams of Radcliffe Bobbitt Adams Polley, PLLC (“RBAP”), District general counsel, and District Consultants in attendance via teleconference were: Kaye Townley of Municipal Accounts & Consulting (“MAC”), Ricardo Martinez of Martinez Architects (“Martinez”) and Bill Blich of Blich Associates.
2. Public Comment: None.
3. Consent Agenda:
 - a. Minutes from the June 2, 2020 special meeting, June 9, 2020 special meeting, June 16, 2020 regular meeting, June 18, 2020 special meeting and the June 30, 2020 special meeting.
 - b. Bookkeeper’s Report, including authorize payment of bills
 - c. Amendments to Fiscal Year Ending December 31, 2020 budget
 - d. Acknowledge receipt of 10/20 Year Write Off of Ad Valorem Taxes
 - e. Review Proposed Fort Bend Central Appraisal District 2020-2021 Fiscal Year Budget

Commissioner Kuykendall motioned to approve the consent agenda items as presented; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

4. District Real Estate, Design and Construction Matters:
 - a. Status of Central Station Construction/Site: Ms. Crone began by stating the monthly meeting was held with BRW and Brookstone, that Brookstone received the Notice to Proceed and the septic system permit was received from the Fort Bend County (the “County”) Sanitation Department. Ms. Crone stated that Bussell is working on the water well permit submission. Ms. Crone then presented a Pay Application to the Board for approval and noted the majority of the submission was for insurance costs.
 - i. Pay Applications and Change Orders: Commissioner Pechukas motioned to approve the Pay Application amount of \$194,787.52 for the Central Station construction project; Commissioner Krenek seconded the motion; all voted AYE, motion passed.
 - ii. Transfer of District Reserve Funds into TexasClass Money Market Account for Central Station Funding: Ms. Crone reported that the creation of a separate money market account for loan funding was discussed with Ms. Townley. Ms. Townley explained that such account would be a TexasClass money market account. Commissioner Krenek asked how much of the reserve funds would be moved; Ms. Townley responded that \$7 million would be transferred and all pay applications would be paid from this account. Commissioner Kuykendall motioned to authorize transferring \$7 million of reserve funds to the TexasClass money market account for Central Station funding; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

- iii. Engage Engineer for Ashe Road improvements: Ms. Crone stated that at the June Board meeting the Board discussed working with the County to pave a portion of Ashe Road since the District's fire trucks will exit onto Ashe Road. Commissioner Pechukas reported that the County Engineer was looking for input from the District regarding same. Commissioner Pechukas suggested hiring a consulting engineering firm on the District's projects. Mr. Pechukas motioned to authorize District staff to issue an RFQ for consulting engineering services. Commissioner Kuykendall stated that an "on call" contract is possible, and billing would be on an hourly rate based on the District's needs. Commissioner Krenek said the engineer would work to serve the interests of the District. Commissioner Pechukas added that the County usually asks for contributions from the benefitting party to help pay costs for projects such as the Ashe Road paving project. It was also noted that any right-of-way that is needed, the District could provide. Commissioner Krenek seconded the motion; all voted AYE, motion passed.
- iv. Construction of Acceleration/Deceleration Lane on FM 1093 and authorize Letter to TxDOT for Same: Commissioner Pechukas motioned to authorize sending a letter to TxDOT requesting an allowance to construct an acceleration/deceleration lane on FM 1093. Commissioner Stacy seconded the motion. Commissioner Pechukas noted that coordinating an agreement with TxDOT could have a very long lead time. Chief Meier recommended not sending a request letter to TxDOT. Commissioner Krenek asked if the District could ascertain what TxDOT's plans are for FM 1093. Commissioner Kuykendall discussed a traffic study. Commissioner Pechukas amended his motion to designate Commissioners Krenek and Kuykendall to prepare a letter to TxDOT; Commissioner Stacy seconded the motion; all voted AYE, motion passed.

4b. Future Station Locations: Tabled to executive session.

4c. Site Acquisition for Future Station 4 Site:

- i. Status of acquisition of Unrestricted Reserve C, 2.766 acres, Creek Trace at Cross Creek Ranch, Section 6: no update.
- ii. Agreement for Architectural Services with Martinez: Ms. Crone stated the agreement from Martinez has been finalized and that Mr. Martinez was on the conference call. Ms. Adams added that this is a standard AIA contract but she did provide several revisions to Martinez. Ms. Adams then reviewed the contract with the Board. Commissioner Kuykendall asked if the 8.5% fee for architectural services was standard; Ms. Adams responded affirmatively. Commissioner Krenek motioned to approve the contract with Martinez, subject to finalization; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. Mr. Martinez added that he previously worked with HCESD48 to acquire their BOXX Modular facility.
- iii. Temporary Station - Option to Purchase HCESD#48 BOXX Modular Building and Garage: Tabled to executive session.

- 4d. Installation of the Draeger Training System and Affordable Training Tower: Chief Meier reported that a 60' x 60' concrete pad is needed for the Training Tower and he hopes to have bids by next Board meeting.
- 4e. Additional temporary office space: Ms. Crone reported she had toured both locations and received information on a third location near Victor's Restaurant. Ms. Crone noted that none have met the District's requirements or expectations but District staff is still looking. Chief Meier suggested possibly converting a portion of the conference room into smaller office space and relocating the meetings to another location. Commissioner Stacy said there are 4 spaces available in her complex. No action was taken.
5. Communications Tower Request: Chief Meier reported he had been contacted to determine if the ESD has interested in leasing space for a cell phone tower on District property. Ms. Crone added that the District has not received any specific details on the tower. Chief Meier asked the Commissioners if they were interested in obtaining additional information; Commissioner Krenek responded affirmatively, and the other Commissioners agreed.
6. Creation of District/FSFD logo: Commissioner McJunkin explained his desire to create a brand for the District and FSFD that can be used on design elements in the new stations and on the website/social media. Commissioner McJunkin noted that the District has a basic round seal and FSFD is the real product that should be advertised, and FSFD currently uses the patch. Mr. McJunkin asked to seek graphic design firms to re-design the patch and possibly create a logo/seal for the District/FSFD. Commissioner Krenek motioned to authorize the expenditure not to exceed \$5,000 to create the District/FSFD logo with Commissioner McJunkin and District staff overseeing the project; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. Commissioner McJunkin noted he will bring samples to show the Board.
7. Schedule Budget Workshop Meeting: Commissioner Pechukas suggested holding the meeting in the evening. After some discussion the Commissioners agreed to hold the meeting on July 30, 2020 at 5pm.
8. Memorandum of Understanding ("MOU") between the District and Texas Task Force 1 ("TTF1"): Chief Meier explained that TTF1 was created to help smaller communities in times of disasters and added that the District now has one employee that is active in TTF1. Chief Meier noted that the MOU will work similar to that of TIFMAS. Commissioner Pechukas motioned to approve the MOU as presented; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
9. Agreement for Use of Facilities with Fort Bend County Municipal Utility District No. 169 ("FBCMUD169"): Ms. Crone explained the purpose of this agreement is so the firefighters can train on boat/water rescues using the ponds in Cross Creek Ranch. Ms. Adams stated she had worked with the FBCMUD169 attorney on the agreement.

Commissioner Stacy motioned to approve the Agreement, subject to finalization; Commissioner Krenek seconded the motion; all voted AYE, motion passed.

10. Resolution Regarding Calculation of Voter Approval Tax Rate under Texas Tax Code, Section 26.04(c-1): Ms. Adams noted that the purpose of the Resolution is to authorize the FBC Tax Assessor/Collector to perform the disaster voter approval tax rate calculation (8%) on behalf of the District, per the allowance of Texas Tax Code, Section 26.04(c-1) due to the statewide COVID-19 pandemic disaster declaration. Commissioner Pechukas stated he would not support an 8% voter approval tax rate calculation. Commissioner Stacy commented she would like to see the calculations at both 8% to 3.5% before making a decision, as the District has not set its Fiscal Year Ending December 31, 2021 budget yet. After more discussion, Commissioner Kuykendall motioned to adopt the Resolution; Commissioner Stacy seconded the motion; the vote was 4 AYES and 1 NO, with Commissioner Pechukas voting against; motion passed.
11. District Administration Report: Ms. Crone reported that District administration is wrapping up open enrollment and have posted again for another round of hiring. The application submission end date is Monday, July 27. Commissioner Krenek stated he would like to see more information regarding the additional costs associated with new hires and new station expenses. Commissioner Pechukas asked for an itemized list of needs for the next Board meeting. Chief Meier responded that he would provide same at the next Board meeting. Commissioner Stacy asked if there were any plans for District administration to work from home again; Ms. Crone responded that steps have been taken to limit exposure. The Board authorized District administration to work at the office or from home, as needed.
12. Fire Chief Run Report: Chief Meier reported there was a total of 223 calls in the month of June. Chief Meier stated the staff was continuing to follow all safety guidelines and protocols regarding COVID-19 calls.
13. 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 9:55am and reconvened to general session at 10:29am.

Commissioner Krenek motioned to authorize the purchase of the BOXX Modular building and garage from HCESD48 for an amount not to exceed \$200,000; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. Chief Meier stated he will attend HCESD48's Zoom meeting.

Commissioner Pechukas motioned to authorize RBAP to negotiate on behalf of the District with Johnson Development on the Jordan Ranch Earnest money Contract; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.

14. Adjourn: Commissioner Pechukas motioned to adjourn the meeting; Commissioner Stacy seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:35am.

Passed and approved this 25th day of August, 2020.

Thomas C. Kuykendall Jr.

T. Kuykendall
Secretary, Board of Commissioners

