

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. Commissioner E. Krenek was absent. District employees in attendance were: Brandi Crone, Business Manager; Karol Bone, Administrative Assistant; Chief Herc Meier; and Assistant Chief Wade Goates. District consultants in attendance were: Daniel Menendez, P.E., of Huitt-Zollars, District engineering consultant (“Huitt-Zollars”); Ricardo Martinez of Martinez Architects (“Martinez”); Chuck Mathes of Brookstone Construction (“Brookstone”); and Lisa Andel and Ray Holliday of BRW Architects (“BRW”). District consultants in attendance via teleconference were: Regina Adams of Radcliffe Bobbitt Adams Polley PLLC (“RBAP”), District general counsel; and Charlie LaConti and Kaye Townley of Municipal Accounts & Consulting (“MAC”), District bookkeeper.
2. Confirm appointment of Commissioners, including Qualification of Commissioners and Administration of Oath of Office: Ms. Crone then administered the Oath of Office to Commissioner Kuykendall.
3. Elect officers: President McJunkin called for nominations for the office of President. Commissioner Kuykendall motioned for D. McJunkin to remain as President; Commissioner Stacy seconded the motion; all voted AYE, motion passed. Ms. Crone recited the current slate of officers and reminded the Board current officers could be reappointed to each position by one motion. Commissioner Pechukas motioned to maintain the current slate of officers; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
4. Public Comment: None.
5. Consent agenda:
  - a. Minutes from the December 15, 2020 meeting.
  - b. Bookkeeper’s Report, including authorize payment of bills.

Commissioner Kuykendall inquired whether PTO payouts were due to employees leaving or because they had unused PTO remaining from 2020; Chief Meier stated that both situations were applicable. President McJunkin inquired whether tax receipts were showing at 176% because they were received before the end of 2020; Ms. Townley affirmed that they were, and noted that receipts over 100% will be moved into the 2021 budget. President McJunkin also requested that the "Land 46.58 Acres" on the Balance Sheet be renamed and updated. Ms. Crone responded that the Balance Sheet is updated once per year after the audit is complete, and that change would be noted. Commissioner Kuykendall motioned to approve the consent agenda, as presented; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

6. District Real Estate, Design and Construction Matters:

- a. Status of Central Station and Fire Training Facility construction: Mr. Mathes reported that the slab and structural steel are in progress and the building is starting to take shape. He added that weather would continue to be a factor.
  - i. Pay applications and change orders: Chief Meier stated that Change Proposal #13 previously approved by the Board is no longer required. Mr. Mathes explained that the change order was requested because the drawings 1) showed no pipe to remove the waste from the building, and 2) did not show how the pipe from the back of the building would connect to the septic system. Mr. Mathes stated that Allowance Transfer Authorization #13.1 provides for a sanitary sewer line to connect under-slab plumbing to the proposed lift station. Mr. Mathes added that approving Allowance Transfer Authorization #13.1 would allow work to continue while devising a solution. Mr. Holliday stated that the cost of the lift station was estimated to be \$90,000, which is higher than the allowance transfer. Mr. Holliday added that BRW is working with a septic engineer to determine whether installation of a lift station may be avoided. Commissioner Kuykendall motioned to approve the Pay Application #08 and Allowance Transfer Authorization #13.1 of \$31,347, as presented; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.
  - ii. Communications with TxDOT regarding construction of acceleration/deceleration (“A/D”) lane on FM 1093: Commissioner Pechukas stated that he had received correspondence from TxDOT inquiring whether Fort Bend County (“FBC”) would be collaborating with the District on the Bowser Road project. He added that TxDOT appears to have a favorable position toward all proposed District projects and does not oppose the construction of A/D lanes as long as the District coordinates with FBC and it does not interfere with the Bowser Road project. Commissioner Pechukas requested that TxDOT communicate all questions and concerns with Mr. Menendez. Commissioner Kuykendall asked if the District has prepared a list of its requests regarding these projects. Commissioner Pechukas stated that Mr. Menendez would need to communicate with TxDOT if the District requires more than one entrance or exit from FM 1093. Commissioner Stacy stated that she believes the District should focus on constructing the driveway onto FM 1093 now, and that the Ashe Road project is not necessary. Commissioner Stacy added she would prefer not to install the A/D lanes now, but wait to see if TxDOT develops plans in the future. Commissioner Stacy then discussed signage and the possibility of installing an emergency signal on FM 1093 at the driveway exit. After discussion, all Commissioners reached a consensus that the emergency signal would be a preferred solution.
- b. Due diligence for and acquisition of Jordan Ranch property:
  - i. Feasibility Study status: Ms. Crone stated that the report has been provided to the Board. Ms. Adams added that she did not have any

- updates or comments. Mr. Martinez commented that no issues were identified in the feasibility study. Commissioner Pechukas added that Texas Heritage Parkway should be open by July 2021.
- ii. Design and construction process for the development of the Jordan Ranch property: Ms. Crone reported that the Request for Qualifications ("RFQ") for architectural services for this project have been sent and Statements of Qualifications ("SOQ") are due in early February. Ms. Crone added that the SOQs would be presented to the Board at its February meeting, at which time the Board may select whom to invite for presentations. Ms. Adams added that the closing date on the purchase of the proposed station property is currently scheduled for February 20, 2021, however, she was hopeful to move the closing to an earlier date.
  - c. Development of future Cross Creek Ranch station site:
    - i. Site development design: Mr. Martinez stated he anticipated that BOXX Modular will submit its design and schedule in the next couple of weeks. Mr. Martinez added that permitting will begin around February 12, 2021, with proposals due by April 8 and Board approval to occur at the April meeting. Mr. Martinez stated that he estimates that temporary construction should take three to four months and should be complete by the end of summer.
    - d. Future station locations: The Commissioners noted they would like to discuss this real estate matter in Executive Session.
7. Annual review of consultant contracts (Bookkeeper, Legal): Ms. Crone stated that RBAP has not requested any changes to their agreement with the District, and that MAC has requested approval of an amendment to their agreement with the District be added to the February agenda. Ms. Adams added that she has enjoyed working with the District for the past year. Ms. Townley stated that MAC has not changed their rates for 3 years, and that the updated agreement would include tiered rates and will still include some payroll tasks. Ms. Townley said she hopes to have the new agreement to Ms. Crone and Ms. Adams by the end of the month for their review.
8. Signal preemption devices within the District: Commissioner Stacy stated that she and President McJunkin attended a presentation at SAFE-D regarding signal preemption devices and that the presenter is with an ESD in Harris County and is willing to present the same material to the Board. Commissioner Stacy inquired whether the Board would be interested in such presentation, and the Board reached a consensus that it would be beneficial. Commissioner Stacy stated that she will work with Ms. Crone on possible dates for the workshop.
9. District Administration Report: Ms. Crone stated that the District's CDARS account had matured, and she is exploring new options due to low interest rates. Ms. Crone added that currently the funds from CDARS are rolled over to the District's ICS account. Ms. Crone added that she is working with Bill Blich, the District's financial advisor, on the District's reserve accounts and will be meeting with MAC to discuss

prior year funds and the audit. Ms. Crone next reported that the first Department payroll with PayCor was disbursed on January 15 and that she was pleased with the reporting. Ms. Crone noted that Life Scan physicals are scheduled for February 2 – 4 and chest x-rays had been completed. Ms. Crone stated that the firefighter and cadet firefighter positions had been posted on TCFP as well as the District's website, and that the Captain's positions have been posted within the Department.

10. Fire Chief Run Report: Chief Meier reported there were a total of 270 calls in the month of December, reaching a total of 2,616 in 2020. Chief Meier then shared some of his goals and ideas for the future of the Department including school programs for training to become a firefighter, EMT or paramedic. He also suggested the possible purchase of a vehicle designed specifically for EMS calls, which would reduce wear and tear on the larger apparatus.
11. Fire Chief evaluation and Employment Agreement: The Commissioners noted they would like to discuss this personnel matter in Executive Session.
12. Convene into 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 convened in executive session at 9:21am to discuss real estate and personnel matters and reconvened in open session at 11:31am. Commissioner Pechukas motioned to authorize Mr. Brad Dill of BD Realty to investigate available properties in the northeast portion of the District; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. The Commissioners agreed to call a special meeting on Wednesday, January 27<sup>th</sup> to further discuss the Fire Chief evaluation; no action was taken.
13. Adjourn: Commissioner Pechukas motioned to adjourn the meeting; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 11:37am.

Passed and approved this the 24<sup>d</sup> day of February, 2021.

*Thomas C. Kuykendall Jr.*

T. Kuykendall  
Secretary, Board of Commissioners

