

1. Establish quorum and call to order: Vice President E. Krenek established a quorum and called the meeting to order at 8:04 a.m. Other Commissioners present were: K. Stacy, T. Kuykendall and R. Pechukas. Commissioner McJunkin 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: Regina Adams of Radcliffe Bobbitt Adams Polley PLLC (“RBAP”), District general counsel; Ricardo Martinez of Martinez Architects (“Martinez”); Brad Dill of BD Realty Advisors, LLC (“BD Realty”); and Dan Menendez, P.E. of Huitt-Zollars (“Huitt”), District engineering consultant. District consultants in attendance via teleconference were: Sholeh Abedinzadeh of RBAP, District general counsel; Kaye Townley of Municipal Accounts & Consulting (“MAC”), District bookkeeper; and Lisa Anzel and Ray Holliday of BRW Architects (“BRW”).
2. Public Comment: None.
3. Consent agenda:
 - a. Minutes from the February 24, 2021 meeting.
 - b. Bookkeeper’s Report, including authorize payment of bills.

Commissioner Pechukas motioned to approve the consent agenda as presented; Commissioner Kuykendall seconded the motion. Commissioner Stacy commented before the vote that since the Balance Sheet is only updated after the annual audit is prepared, she would like to see it removed from the monthly report and included only once per year; all voted AYE, motion passed.

4. District Real Estate, Design and Construction Matters:
 - a. Status of Central Station and Fire Training Facility construction: Because representatives of Brookstone Construction (“Brookstone”) were not in attendance, Ms. Crone requested that Ms. Anzel provide an update on construction. Ms. Anzel stated that steel work was nearly complete, light gauge framing had begun throughout, and block construction was ongoing. Ms. Anzel added that BRW had received the submittal for the second level concrete decking and would begin that work in the coming weeks. Ms. Anzel reported that Brookstone is also working on the concrete flat work in the rear of the station, but she is unsure on the status of the work in front. Ms. Anzel also added that BRW is still working on the driveway design and should have comments from the civil engineer later in the week. Ms. Anzel added that BRW would submit the design to the District for review and confirmation of the layout before submitting to the Texas Department of Transportation (“TxDOT”) and Fort Bend County (“FBC”). Chief Meier commented that construction is moving along very well and is impressive to watch. Chief Meier stated that he had taken each shift to the site the previous week to show them the progress that has been made. Ms. Anzel said the design of the septic system is almost complete and drawings will be updated very soon for final approval. Chief Meier asked if the Board would agree to authorize one person to approve the septic system design. Ms. Anzel said there would be some

increase in cost, but it should not be a significant amount. Commissioner Kuykendall motioned to authorize Chief Meier to approve and execute the septic system design application on behalf of the District; Commissioner Pechukas seconded the motion; all voted AYE, motion passed. Commissioner Krenek addressed items relating to the creation of a spreadsheet to track construction expenses. Commissioner Krenek commented that the report does not need to be specific or detailed as to what has been paid, but should show current estimated costs, current expenses paid, and what funds are remaining. More specifically, Commissioner Krenek explained he would like to see clearly the District's needs for the three (3) current construction projects over the next one to three years. Ms. Townley stated that once the District knows the projected construction costs or have the loan amounts, MAC will update estimate expenses and costs based on that figure.

- i. Pay applications and change orders: Ms. Anel reported that Pay Application #10 includes structural steel framing, cinder block work and light gauge framing. Commissioner Kuykendall motioned to approve Pay Application #10 to Brookstone in the amount of \$783,618.00; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

In Brookstone's absence, Ms. Anel reviewed the items in Change Order #4. Ms. Anel explained cost savings were realized with paving around the building, the front windows, and changing the locks for the lockers. Ms. Anel added that acceptance of alternate #5 results in a cost savings of \$29,845.00 credited back to the District and will be placed in the District's expenditure allowance. Commissioner Pechukas motioned to accept and approve Change Order #4, as presented; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.

- ii. BRW - Scope of additional services for driveway changes: Ms. Anel explained that this amendment covers services for updating the layout, all sheets, storm sewers and drainage design. Ms. Anel added that this amendment also includes resubmitting the design to TxDOT and FBC. Ms. Anel remarked that, because layout requirements for the driveway had not been provided, the engineer had to start the design from scratch. Commissioner Kuykendall motioned to approve the amendment to BRW's contract in the additional amount of \$14,375.00 to cover the work described; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

- b. Acquisition of Jordan Ranch property:

- i. Statements of Qualifications for design: Commissioner Krenek reminded the Board that this item was tabled in February to allow time for further review, and that the Board had narrowed its choices to Martinez and PGAL. Commissioner Krenek stated that employing existing contractors on current and future projects could be a time and money saver to the District and its taxpayers and added that his two choices are also Martinez and PGAL. Commissioner Stacy commented

that Martinez has exceeded expectations and stated that she did not think the District should change architects when they are doing a good job and the intended design for Jordan Ranch is similar to what they are already designing in Cross Creek Ranch. Commissioner Pechukas stated that it's not a bad thing to consider other firms, and he has a very high opinion of both companies but believes the Board should see what PGAL can do, adding that the District can work with multiple providers on multiple stations. Commissioner Kuykendall mentioned both are qualified and that PGAL came highly recommended. Commissioner Kuykendall added that construction of multiple stations lends itself to the employment of multiple providers- PGAL can work on the Jordan Ranch station while Martinez works on the Cross Creek Ranch ("CCR") station and perhaps the projects would be completed more quickly. Commissioner Stacy commented that her concern is pushing too hard to complete both stations quickly and while the building of the stations is vital to the District, the District still must purchase apparatus and equipment for each station as well as staff both stations. Commissioner Stacy stated that this seems like a great deal of work for staff who are already working very hard, and she feels that the Board needs to evaluate the timing. Commissioner Krenek asked if there would also be a temporary station in Jordan Ranch. Chief Meier responded that it would be beneficial, but he also sees that both could be completed around the same time. Commissioner Krenek asked if he could get a motion to table making this decision to the next meeting. Commissioner Stacy motioned to table this decision until the April Board meeting; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.

c. Development of future CCR station site:

- i. Site development design: Mr. Martinez commented that, if the Board is in agreement, he is prepared to submit the package to the CCR Architectural Control Committee ("ACC") for the architectural review. Mr. Martinez added that the site plan has been updated to include all the requested changes. Mr. Martinez stated the District is still awaiting BOXX Modular ("BOXX") documentation to submit for permitting and that currently he does not have an estimated date for receiving this information. Commissioner Pechukas motioned to authorize submission of the proposed architectural design package to CCR ACC for review and approval; Commissioner Stacy seconded the motion; all voted AYE, motion passed.

Chief Meier commented that dirt will be removed from the Central Station site and would like to use the select fill dirt from the Central Station site at the CCR Station site. Chief Meier added that this is dirt that the District would have to dispose of later as spoil to build the training facility and by using it at the CCR Station site, the District will not have to purchase additional fill dirt. Mr. Martinez agreed and stated

that he would work with Brookstone on making this happen. Commissioner Stacy asked why it is necessary to remove dirt at the Central Station site, and Mr. Martinez responded that there are different impacting factors at such site related to elevations and safety.

- d. Future station locations: The Commissioners noted they would like to discuss this real estate matter in Executive Session.
5. Annual review of Bookkeeper's Contract: Ms. Crone reported that she is still in the process of working with Ms. Townley on the bookkeeping contract and will schedule a meeting the following week with Ms. Townley and Commissioner Stacy. Ms. Crone commented she has contacted other ESDs to learn how they handle their bookkeeping and hopes to have an update in April. Commissioner Kuykendall asked if ESDs usually contract with outside vendors for this service. Ms. Crone responded by saying that some smaller ESDs perform these services completely in-house while other larger ESDs contract with outside service providers. Ms. Crone then stated that currently the District processes and codes invoices into QuickBooks after matching them with the POs, and then copies are sent to MAC for review and approval. Ms. Townley noted that MAC currently runs all reports and maintains accurate balances on all District accounts.
6. Bills filed in the 87th Texas Legislature affecting emergency services districts: Commissioner Pechukas stated that he expects House Bill 553, relating to approval of ESD budgets by county commissioners courts, will be heard by the Legislative committee and would like to send someone to Austin to testify against the bill pursuant to the resolution the Board previously approved. Commissioner Pechukas added that he would be happy to go and invited any other Commissioners as well. Commissioner Pechukas motioned to submit the District's Resolution to the 87th Texas Legislature and to appoint a committee of Commissioner Krenek, Ms. Crone and himself to attend the committee hearing(s) related to same; Commissioner Stacy seconded the motion. Commissioner Kuykendall asked Ms. Adams if District funds could be used when attending the hearings and Ms. Adams responded that they can, but she does not recommend it based upon the potential public perception but that it is entirely up to the Board to decide how to proceed with the use of District funds regarding this matter. Commissioner Krenek then stated there had been a motion and a second and called for a vote; all voted AYE, motion passed.
7. District Administration Report: Ms. Crone reported that there is a copy of the audit report for Fort Bend Central Appraisal District ("FBCAD") in the District's files for the Commissioners' review. Ms. Crone added that she is working on owner-provided items for the Central Station and the estimated costs for same. Ms. Crone stated she is setting up a tour of the Central Station site for Commissioner Andy Meyers and the mayors of Fulshear, Simonton and Weston Lakes. Ms. Crone commented that the Administrative Office will also be holding four (4) separate After-Action Winter Storm Uri ("Uri") Recap meetings for each shift at Station 1 the following week. Ms. Crone noted that lunch would be provided, and the Commissioners are all invited to attend as their schedules permit. Ms. Crone stated that the meetings would be held Monday,

March 22 through Thursday, March 25 at 12:00 pm. Ms. Crone added that notices of each of the meetings would be posted in accordance with the Texas Open Meetings Act in case of a quorum. Commissioner Krenek discussed the fire damages to his mother's home and expressed his thanks to the Department for the response to same. Commissioner Stacy said she would like to be a part of the Central Station tour, if possible. Ms. Crone informed the Commissioners that the tour would take place on Wednesday, March 24 at 2:30pm and added that if they all wanted to attend then notice of the tour would need to be posted in case of a quorum. Ms. Crone reported that two (2) firefighters are currently going through the hiring process and have completed the written test and will be completing the pre-employment physicals. Ms. Crone added that another round of the written tests was just completed. Commissioner Krenek commented that after reviewing FBCAD's audit he would like to ensure that the District never experiences any of the audit deficiencies that were noted in FBCAD's audit.

8. Fire Chief Run Report: Chief Meier reported there were a total of 448 calls for the month of February adding that most were due to Uri. Chief Meier commented that both stations ran continuously for about 96 hours during Uri. Commissioner Krenek asked if there had been any difficulties with calls during Uri and Chief Meier responded in the affirmative; 911 and dispatch were both overwhelmed during Uri. Commissioner Pechukas stated he had met with Sheriff Fagan and Chief Deputy Provost and both stated they were completely surprised and overwhelmed by Uri. Chief Meier also reported on the house fire on Pony Lane that took place during Uri.
9. Business Manager evaluation: Ms. Adams noted that she had sent the Commissioners a copy of the evaluation form, which is based on the Business Manager's job description. The Board determined that it would discuss this item in executive session.
10. 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 9:16am to discuss real estate and personnel matters and reconvened to general session at 10:42am. Commissioner Kuykendall motioned to authorize Mr. Dill to proceed with reviewing potential station properties, as discussed in executive session; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

Commissioner Pechukas motioned to approve a new title of Chief Operations Officer for the Business Manager and a pay increase for same, as discussed in executive session; Commissioner Stacy seconded the motion; all voted AYE, motion passed.

Commissioner Kuykendall motioned to authorize Chief Meier to pursue additional property acquisition opportunities, as discussed in executive session; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

11. Adjourn: Commissioner Stacy motioned to adjourn the meeting; Commissioner Pechukas seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:45am.

Passed and approved this the 20th day of April, 2021.

Thomas C. Kuykendall Jr.

T. Kuykendall
Secretary, Board of Commissioners

