

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:02am. Other Commissioners present were: B. Warren, K. Stacy, T. Kuykendall and E. Krenek. District resident and Fort Bend County (the “County”) Commissioner Precinct No. 3’s Manager of Policy and Administration, Mr. Robert Pechukas, was also in attendance. District employees in attendance were: Brandi Crone, Business Manager; Karol Bone, Administrative Assistant; Chief Herc Meier; Assistant Chief Wade Goates and Battalion Chief Terry Jones. Consultants in attendance were: Kaye Townley and Carol Morrison of Municipal Accounts and Consulting (“MAC”), District Bookkeeper; and Regina D. Adams of Radcliffe Bobbitt Adams Polley PLLC (“RBAP”), District general counsel.
2. Public Comment: Mr. Pechukas began by stating that Commissioner Andy Meyers’ office and staff is available to assist the Board of Commissioners (the “Board”) of the District and District staff with anything they might need. Mr. Pechukas added that Commissioner Meyers is pleased with the direction that the Board is taking the administration of the District. Mr. Pechukas provided an update regarding the road extension from Charger Way to Katy Fulshear Road and noted it is underway and hopefully will be completed very soon.

Mr. Pechukas exited the meeting at this time.

3. Review and approve minutes from the October 15, 2019 and October 29, 2019 meetings: Commissioner Kuykendall motioned to approve the minutes from the October 15 and October 29 meetings as presented; Commissioner Warren seconded the motion; all voted AYE, motion passed.
4. District Real Estate and Construction Matters:
 - a. Status of EOC and Fire Training Facility design and construction: Ms. Crone reported that she, Chief Goates and Chief Meier had attended a meeting with Brookstone for the receiving of the construction bids. Ms. Crone added that the next step is Brookstone will have a second meeting and present the top three bids in each category and that the Commissioners will be invited to attend. Commissioner Kuykendall asked Ms. Crone to please be sure to apprise the Commissioners of the date and time of the meeting.
 - b. Status of platting of property for EOC and Fire Training Facility on FM 1093: Ms. Crone reported that BRW had been asked by the County if the property would be platted. President McJunkin stated the significance of platting is beneficial if the District plans to divide and dispose of any of the property. Ms. Adams added that it would also be beneficial in determining all of the District’s potential uses for the property and that it may be platted now or at the time the District determines all of its uses for the property. Commissioner Stacy stated since there is no requirement for platting, the District should wait until its plans for use are decided and not plat it now. Commissioner Warren stated that the District should firm up the uses of the property before moving forward with platting and Commissioner Kuykendall agreed. President McJunkin noted that no action would be taken.
 - c. Review options for disposition of District property on FM 1093: This item was tabled to executive session.
 - d. Review future station locations: This item was tabled to executive session.
 - e. Status of acquisition for future Station 4 site: Ms. Crone reported that she and Chief Meier met with Mr. Bamford again and asked to receive metes and bounds for the subject property and they also met with the City of Fulshear to discuss placement of the temporary building on the subject property. The Board discussed the potential for impact fees from the City of Fulshear.

- f. Status of feasibility to replace Station 1: Ms. Crone provided copies of the feasibility report submitted by BRW Architects. Ms. Crone noted that the report gives the highest site score to the current Station 1 location and recommends building a new station and removing the existing station in phases. President McJunkin asked if the 6.4 acres on FM 359 would then become of no use to the District and Chief Meier responded that there is still the option of using it in the future for a “Safety Town”.
 - g. Status of property/site information for new Station 4: no new update.
5. Bookkeeper’s Report, including authorize payment of bills: Ms. Townley presented the Bookkeeper’s Report and stated the balance sheet had been moved to follow the profit and loss statement, as requested. Commissioner Krenek asked if there would be adjustments to the budget based on the audit. Ms. Townley responded affirmatively, and that she would be working with Ms. Crone to make the necessary changes. Ms. Townley added that the new investment report had been added to the Bookkeeper’s Report and would be provided on a quarterly basis. Commissioner Kuykendall motioned to accept the Bookkeeper’s Report and payment of bills, as presented; Commissioner Warren seconded the motion; all voted AYE, motion passed.
 6. Recommend to the County Commissioner’s Court the reappointment of Commissioners Warren, Stacy and McJunkin: Ms. Crone asked if each of the Commissioners wished to be reappointed and they each responded affirmatively. Commissioner Krenek motioned to recommend to the County Commissioner’s Court the reappointment of Commissioners Warren, Stacy and McJunkin for another 2 year term on the Board; Commissioner Kuykendall seconded the motion. Ms. Crone noted that she would send a letter to Commissioner Meyers office as a formal recommendation.
 7. Engage Breedlove & Co., P.C. to prepare Fiscal Year Ending (“FYE”) December 31, 2019 Audit: President McJunkin asked if the fee range would be the same as last year and Ms. Crone responded the estimated fee is within range of last year. Commissioner Krenek motioned to engage Breedlove & Co to prepare the FYE December 31, 2019 Audit; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
 8. Authorize casting Fort Bend Central Appraisal District 2020-2021 Board of Directors Ballot: Commissioner Stacy motioned to cast all 10 votes for Mr. Tim Rozelle; Commissioner Krenek seconded the motion. Commissioner Kuykendall stated that he would like to split the votes as to include votes for Mr. Jim Kij and Commissioner Stacy agreed to rescind her motion. Commissioner Kuykendall then motioned to amend the previous motion and cast 6 votes for Mr. Rozelle and 4 votes for Mr. Jim Kij; Commissioner Krenek seconded the motion; all voted AYE, the amended motion passed.
 9. Review and adopt Amended District Investment Policy: Ms. Crone began by stating the Investment Policy must be reviewed annually and that the District’s attorney has provided this updated policy. Ms. Adams stated this the form of policy used is RBAPs standard policy for emergency services districts and follows the Texas Public Funds Investment Act as well as the relevant provisions of Chapter 775, Texas Health and Safety Code. Commissioner Krenek asked if wording could be added to reflect approval authority if any governing laws change and Ms. Adams responded affirmatively. Commissioner Kuykendall asked about the Investment Officer and investment training. Ms. Adams reviewed the investment officer/training requirements provided in Chapter 775. Ms. Crone added that she did complete the investment act training in

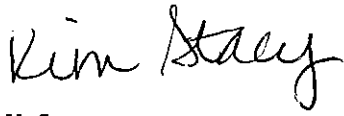
the past, even though it is not required. Commissioner Krenek motioned to adopt the Amended Investment Policy with the requested revision; Commissioner Warren seconded the motion; all voted AYE, motion passed.

10. Review and adopt Amended Texas CLASS Resolution: Ms. Crone explained that Katherine Turner of MAC is retiring and it is necessary to update the Texas CLASS Resolution accordingly. Ms. Crone noted that the only change to the resolution is the removal of Ms. Turner's name as one of the three listed investment officers for the District. Commissioner Kuykendall motioned to adopt the amended Resolution; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
11. Review and approve purchase of Draeger Training System: Chief Meier explained that this is a mobile live fire training system and then presented a video and slide show of the container system. Ms. Crone added this allows for live fire simulation in the District without having to outsource to a different location. Chief Meier also presented information on a training tower. Commissioner Warren suggested looking into what the plan is for future expansion and growth of the training system. Mr. Warren asked Chief Meier if he would provide more information in the next month or two. Ms. Adams asked if this is a single source training system. Chief Meier affirmed same. Ms. Adams noted that, due to the proposed cost of the training system, this would normally be required to be competitively bid, but that an exception to the bidding process is if there is only a single source for procurement. Chief Meier asked about cooperative purchasing. Ms. Adams stated that that is another option and added that, in most cases, membership to the organization is required, which does require Board approval. Chief Meier stated the cost of the container system is \$310,600 plus \$10,000 for setup and training. Chief Meier said the monies would come out of the District's reserve account; 25% this year. Ms. Townley added that on page 10 of the District's budget, the Training Center allocation of \$650,000. Chief Meier then added the cost of the training tower is \$89,000 and could come out of the Budget now. President McJunkin asked that this item be placed on the December agenda.
12. Review and approve request from RAC Industries ("RAC") to store pipe on District property for the FM 359 Water and Wastewater Extension and authorize preparation of documentation regarding same: Ms. Crone reviewed the written request from RAC. Ms. Crone added that the City of Fulshear said there would be no requirement that the District allow RAC to use the property for storage. Ms. Crone and Chief Goates stated that the County is currently using the District's 2 acres for road materials and equipment for the Charger Way expansion project. Ms. Adams questioned how the County gained access to the property and stated that best practice is to have an access easement/use agreement/policy for others to temporarily use District property. Commissioner Warren stated he feels this is not really a Board decision but more of an operational decision. Ms. Adams added that she could provide a form of temporary access easement for the District to use under these circumstances if the Board so authorizes. Commissioner Krenek motioned to authorize RAC's use of the property subject to a signed access agreement and authorize District administration to handle future property access matters; Commissioner Warren seconded the motion; all voted AYE, motion passed.
13. Review and adopt Resolution Adopting County Prevailing Wage Rates: Ms. Crone explained that in March 2018 the Board adopted the Gulf Coast Prevailing Wage Rate for contractors on the building of the new station. Ms. Crone added, however, the District is not located in the area that uses the Gulf Coast Wage Rates. Ms. Crone noted that the District may adopt either City or County wage rates. Ms. Adams noted that although the wage rates adjust periodically, the Resolution is structured in such a way that it does not require amendment each time the wage

rates are revised. Ms. Adams explained the Davis Bacon Act and it necessitating the adoption of prevailing wage rates by governmental entities for construction projects. Commissioner Krenek motioned to adopt the Resolution Adopting County Prevailing Wage Rates; Commissioner Stacy seconded the motion; all voted AYE, motion passed.

14. Review and adopt Resolution Authorizing District Business Manager to Declare as and Dispose of Surplus Property on the District's Behalf: Ms. Crone stated that the options added to the Resolution are based on the recommendations from the Board at the last meeting and the Board can choose which option they want to approve. After some discussion Commissioner Stacy motioned to approve Option 3 and adopt the Resolution; Commissioner Krenek seconded the motion; all voted AYE, motion passed.
15. District Administration Report: Ms. Crone reported on the following items; (1) presented a copy of the letter RBAP sent to the Geicks regarding deannexation; (2) photos of command staff and apparatus were postponed due to weather; (3) Movie Night was a great success again this year; (4) Life Scan has been completed and there was only one Not Fit for Duty employee but that individual followed through with a specialist and all ended well; (5) the five (5) new full time employees started on November 4 and are currently going through orientation; (6) applications have been received for part-time and full-time firefighters and captains and written tests will be held this week and physical agility testing will take place on Saturday, December 7; (7) Safe-D Conference is February 20-22 at Moody Gardens in Galveston and rooms were already sold out so the District's attendees are in a nearby hotel, and RBAP will be hosting dinner on Friday night; (8) Ms. Crone has received the names of two financial planners and will be contacting them; (9) the next Board meeting is on December 17, which is the same day as the Chamber of Commerce luncheon so if a December meeting date change is desired, please let her know.
16. Fire Chief Run Report: Chief Meier reported there was a total of 208 calls for the month of October. Chief Meier noted that Station 3 is still running about 3:1 on calls. Chief Meier then asked Battalion Chief Jones to explain TIFMAS and State Mutual Aid and Wildland Response. Chiefs Jones and Meier then opened the floor to questions and asked if the Board wanted to get involved in this type of response and, if so, to what extent. Chief Meier added this would require a smaller truck to be dispatched. After further discussion Commissioner Warren stated he believed the District should get the department in order and fully-staffed before focusing on TIFMAS.
17. 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 10:12am and reconvened to general session at 10:40am.
18. Adjourn: Commissioner Warren motioned to adjourn the meeting; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:40am.

Passed and approved this 17 day of December, 2019.



K. Stacy
Secretary, Board of Commissioners

