

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: E. Krenek, T. Kuykendall and R. Pechukas. Commissioner K. Stacy was absent. District employees in attendance via teleconference were: Brandi Crone, Business Manager; Karol Bone, Administrative Assistant; Assistant Chief Wade Goates and Chief Herc Meier. District Consultants in attendance via teleconference were: Regina Adams of Radcliffe Bobbitt Adams Polley, PLLC (“RBAP”), District general counsel. Also in attendance were: Lisa Andel with BRW Architects, Ricardo Martinez with Martinez Architects, Jeremy Stovall of Brookstone Construction and Rick Staigle of Fort Bend County (“FBC”) Engineering.
2. Public Comment: none.
3. Public hearing regarding proposed 2020 tax rate: President McJunkin asked if there was anyone present online or in person for this agenda item. There was no one from the public present; President McJunkin closed the public hearing at 8:04am.
4. Order Adopting 2020 Tax Rate: Ms. Crone began by stating that the notice published in the *Fort Bend Herald* was added to the Dropbox. Ms. Crone further stated that the rate proposed by the District is \$0.10/\$100. Commissioner Pechukas motioned to adopt the proposed \$0.10/\$100 tax rate, as presented; Commissioner Kuykendall seconded the motion. Commissioner McJunkin then asked for a roll call vote with Commissioners Pechukas, Krenek, Kuykendall and McJunkin all voting AYE; motion passed. It was noted that Commissioner Stacy was absent. Commissioner Pechukas asked to make note that the tax rate set by the Board is below the voter approval rate.
5. Consent agenda:
  - a. Minutes from the August 25, 2020 meeting
  - b. Bookkeeper’s Report, including authorize payment of bills

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

6. District Real Estate, Design and Construction Matter:

Commissioner Pechukas asked to skip to item #6a iv.

  - a. Status of Central Station and Fire Training Facility construction/site:
    - iv. Ashe Road improvements in conjunction with Fort Bend County (“FBC”) Engineering: Ms. Crone began by stating the allowance/transfer for the culverts has been signed. Mr. Staigle was present to discuss where the Central Station concrete driveway meets Ashe Road and the proposed Ashe Road improvements. Commissioner Pechukas stated that an interlocal agreement between the District and FBC would be necessary and that FBC would take the lead on the construction. Mr. Staigle stated it would take approximately 3 months to get FBC Engineering on board and 2 months for design. Mr. Staigle stated that the design would be an open ditch with up to 8” concrete and that 30’ right of way would be needed from the District for such improvements. Commissioner McJunkin asked Mr. Stovall if this project would interfere with the

Central Station construction. Mr. Stovall responded it would not interfere and the District could proceed with such project. Mr. Staigle asked what FBC and the District had agreed to regarding cost sharing and Commissioner Pechukas responded that had not yet been determined.

- i. Pay applications and change orders: Ms. Anadel began by stating that the detention pond is 90%-100% complete and Brookstone has started the underground storm sewer lines. Ms. Anadel added that site clearing and preparation is ongoing for the building pad and they are preparing for setting the piers. Mr. Stovall stated that the drilling contractor will mobilize in the next week and the process is moving along. Commissioner Krenek asked why the delay until next week and Mr. Stovall explained that approval was just signed the night before the Board meeting and added that there are no additional delays and everything is included in the change order. Commissioner Pechukas motioned to approve the Pay Application for \$443,498.30 to Brookstone, as presented; Commissioner Kuykendall seconded the motion; all vote AYE, motion passed.
  - ii. Generator installation: Ms. Anadel reported that the majority of underground utilities have been noted on the drawings and located and this step in the project should be wrapped up soon.
  - iii. Letter to TxDOT regarding construction of acceleration/deceleration lane on FM 1093: Ms. Crone reminded the Board that two Commissioners were going to prepare a letter to TxDOT regarding this matter; Commissioner Kuykendall stated he and Commissioner Krenek are working on this.
- b. Future station locations, including Earnest Money Contract with Johnson Development for Jordan Ranch property and payment of earnest money:  
moved to executive session.
- c. Site acquisition for future Cross Creek Ranch site:
- i. Title policy for Unrestricted Reserve C., 2.766 acres, Creek Trace at Cross Creek Ranch, Section 6: Ms. Adams stated that the title company has the special warranty deed and various other information necessary to complete the title policy.
  - ii. Temporary station procurement: Ms. Crone stated that the title policy is needed before proceeding. After a brief discussion, Mr. Martinez stated he will coordinate with Johnson Development and Terracon for the geotechnical survey. In addition to that, Terracon could also perform the construction and materials testing for the District later during the construction process. Mr. Martinez stated that he will handle moving forward with BOXX modular for the temporary station. Ms. Crone added that it would be more 90 days once the title policy is in place and Mr. Martinez will create a design and construction timeline.
- d. Installation of Training Tower: Chief Meier reported that the tower is set to be erected in the next week.
7. Statements of Qualifications received from consulting engineer candidates: Commissioner Pechukas began by stating he has worked with all of these firms. He explained who each firm was along with their experience working with special purpose

districts. Commissioner McJunkin stated his preference would be to work with a firm who has experience with ESD's. After a brief discussion Commissioner Krenek motioned to negotiate a contract with Huitt-Zollars; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. Ms. Adams stated she would prepare a letter for Ms. Crone to send to Huitt-Zollars and begin negotiation of the contract with them and also suggested that the District contact the candidates not chosen.

8. District's Family and Medical Leave Act ("FMLA") Policy: Ms. Crone began by stating that she had been working with RBAP on this policy and a copy of same was added to the Dropbox. Commissioner Pechukas motioned to approve the District's FMLA Policy, as presented; Commissioner Krenek seconded the motion, all voted AYE, motion passed.
9. Creation of District/FSFD logo: Commissioner McJunkin presented and explained the various logo design options. It was suggested to obtain various samples of the designs before approval. Ms. Crone will get samples and cost estimates to be presented at a future Board meeting.
10. Amending District's Strategic Plan: Chief Meier began by presenting the plan and stated that it is still a work in progress. Chief Meier added that Asst. Chief Goates had done most of the work putting this presentation together. Commissioner Pechukas suggested the Fulshear Simonton Fire Department create a charitable organization to help obtain some of the items and stated he was very impressed and likes the plan very much. Chief Goates added that the Department is working with high schools to add a program involving them. Chief Meier added the District still has the current plan in place until this one is finalized and adopted.
11. District Administration Report: Ms. Crone stated she did not have anything additional to report beyond what had already been discussed.
12. Fire Chief Run Report: Chief Meier reported there had been a total of 257 calls for the month of August, with Station 1 receiving 85 calls and Station 3 receiving 172.
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 10:00am at which time the following motion was made. Commissioner Pechukas motioned to approve the Earnest Money Contract for the Jordan Ranch property, as presented, authorize payment of the corresponding earnest money and authorize proceeding with the necessary appraisal for same; Commissioner Krenek seconded the motion; all voted AYE, motion passed.

14. Adjourn: Commissioner Krenek motioned to adjourn the meeting; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:01 am.

Passed and approved this the 20<sup>th</sup> day of October, 2020.



T. Kuykendall  
Secretary, Board of Commissioner

