

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:03 a.m. 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 consultants in attendance were: Lisa Andel and Ray Holliday of BRW Architects (“BRW”). District consultants in attendance via teleconference were: Regina Adams and Sholeh Abedinzadeh of Radcliffe Bobbitt Adams Polley PLLC (“RBAP”), District general counsel; Kaye Townley of Municipal Accounts & Consulting (“MAC”), District bookkeeper; Ricardo Martinez of Martinez Architects (“Martinez”); Chuck Mathes of Brookstone Construction (“Brookstone”); Dan Menendez, P.E. of Huitt-Zollers, District engineering consultant (“Huitt-Zollars”); and Bill Blitch of Blitch Associates.
2. Public Comment: None.
3. Consent agenda:
 - a. Minutes from the January 19, 2021 regular meeting and January 27, 2021 special meeting.
 - b. Bookkeeper’s Report, including authorize payment of bills.

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

4. District Real Estate, Design and Construction Matters:
 - a. Status of Central Station and Fire Training Facility construction: Mr. Mathes stated that Winter Storm Uri delayed the project for the previous week, and that a change order would be submitted as a result, but will not cause an increase in cost. Mr. Mathes added that steel and block masonry is progressing, and paving will resume in about two weeks. Ms. Andel stated that BRW concurs with Brookstone’s report. Ms. Andel added she is still preparing the design of the septic system. Mr. Menendez stated he is still coordinating with BRW and TxDOT on the access lane to FM 1093. Mr. Mathes added all revisions to plans are due by June 1, 2021. Commissioner Krenek asked about visiting the jobsite and Ms. Andel responded by stating that visits should be arranged either through Ms. Crone or Brookstone, and everyone is required to check in at the construction office. President McJunkin noted that there has been a positive response to the construction site video on Facebook. Ms. Andel stated BRW is updating the design rendering and they will soon have it available to put on social media.
 - i. Pay applications and change orders: Commissioner Kuykendall motioned to approve Pay Application #9 to Brookstone, L.P. in the amount of \$654,310.13; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.
 - b. Acquisition of Jordan Ranch property: Ms. Crone reported that the District closed on the purchase of the real property and has received the final closing documents. Ms. Crone further reported that Requests for Qualifications

("RFQs") for architectural services for the fire station for this site are in the District's Dropbox for review and discussion. Ms. Crone requested that the Board select which candidates they would like to invite for interviews at a future meeting. Commissioner Pechukas stated he had reviewed all RFQs submitted and that he preferred PGAL and Martinez. Ms. Crone noted that Martinez had performed the preliminary feasibility study for the Jordan Ranch site. Commissioners Kuykendall and Stacy concurred with Commissioner Pechukas in his preference of PGAL and Martinez. Commissioners Kuykendall and Pechukas then addressed some of the issues with Ms. Andel and Mr. Holliday of BRW and what factors had affected their preferences. President McJunkin asked to suspend the meeting until Commissioner Krenek could rejoin the discussion. Commissioner Krenek rejoined the meeting and President McJunkin recounted the comments that had been made and the preferred choices. Commissioner Pechukas recommended the Board make its selection today. Chief Meier commented that since the District has several stations currently either under construction or in planning stages, design and construction could be streamlined by copying the Cross Creek Ranch station design for the Jordan Ranch station, saving time and money. Chief Meier stated that future projects could include a maintenance facility, training field, and aquatic trainer, for which another architectural firm could be considered. Commissioner Kuykendall stated that the District would own the design and be able to use it with any other construction company. Ms. Crone added that Martinez was engaged for the Cross Creek Ranch project because of his prior experience with Phase 1 temporary station installation and Phase 2 permanent station construction and the same construction phasing would be used on the Jordan Ranch project. Ms. Crone added that the Board should also consider how quickly it wants to move forward with the Jordan Ranch construction. Commissioner Stacy stated that she prefers Martinez for this project because it will streamline construction, and because their primary focus is fire stations. Commissioner Stacy added that, based on PGAL's experience, they might be better for future projects. Commissioner Krenek stated he would like more time to review the proposals and make a decision at the next Board meeting. The Board tabled this item until the March Board meeting.

c. Development of future Cross Creek Ranch station site:

- i. Water and sewer tap fee: Mr. Martinez reported that he has been working to coordinate payment of water and sewer tap fees, estimated to be approximately \$160,000. Commissioner Krenek asked if this amount being requested is in line with other stations he has worked on and Mr. Martinez responded affirmatively. Commissioner Kuykendall commented that he would like to request a discount because the site will house a fire station. Commissioner Pechukas motioned to approve payment of the water and sewer tap fees not to exceed \$160,000; Commissioner Krenek seconded the motion; all voted AYE, motion passed.

- ii. Site development design: Mr. Martinez stated he is still working with BOXX Modular (“BOXX”) and is awaiting BOXX to submit conceptual design and permitting on the temporary structure. Mr. Martinez added that he had met with Chief Meier and Ms. Crone and reviewed the Phase 1 and site plans room by room and will have an updated rendering in a couple of weeks. Commissioner Kuykendall stated that he still does not like the location of the dumpsters in front of the bays and would like to see more parking. Commissioner Krenek asked if a spreadsheet was available that shows projected costs for each station project. Mr. Krenek added it did not need to be too detailed but should include any District-paid expenses or out-of-pocket costs for at least the next one to two years. Ms. Crone commented that she had met with Ms. Townley regarding the District’s five-year plan and expected costs. Ms. Crone stated that the District’s goal was to pay cash for land and apparatus purchases and to finance station construction. Ms. Townley stated she will submit an analysis for this. Mr. Martinez added that the tap fees for the Jordan Ranch station are estimated at \$150,000.
 - d. Future station locations: The Commissioners noted they would like to discuss this real estate matter in Executive Session.
- 5. Discuss holding annual District strategy meeting: Ms. Crone explained that this item is on the agenda at Commissioner Pechukas’ request to discuss the strategic plan and capital projects that are planned for the next five (5) years. Commissioner Pechukas added that he believes the strategic plan should be reviewed annually. Commissioner Pechukas suggested holding the meeting in Commissioner Meyers’ conference room. Commissioner Stacy commented that it should be scheduled sometime in June or July to help prepare for budgeting. Commissioner Pechukas stated he would work with Ms. Crone on scheduling a date and time.
- 6. Discuss Dispatch Center: Commissioner Pechukas noted he requested this item to be on the agenda. Commissioner Pechukas asked Chief Meier to report on the Community Dispatch Center (the “Dispatch Center”). Chief Meier stated that the Community Fire Department is installing the new Dispatch Center, which will be located adjacent to the District. He added that the Dispatch Center is paired with the Cypress Creek Emergency Medical Services (“CCEMS”) Communications Center which is in a transitional phase at-present and will likely have future funding issues. Chief Meier asked Ms. Adams if she knew the status of the CCEMS Communications Center. Ms. Adams responded that she could not speak to the future viability of the CCEMS Communications Center after August 2021 but that Harris County Emergency Services District No. 11 (“HCESD 11”) intends to create and is in the process of creating its own communications center to dispatch their own calls and that anyone who wanted to contract with HCESD 11 could meet with the HCESD 11 Executive Director to discuss same. Chief Meier stated he foresees the Dispatch Center absorbing as many emergency provider customers as possible. Chief Meier stated that currently all of the District’s calls are sent to Fort Bend County Sheriff’s Office for

dispatch, but that the District should consider alternatives- whether creating its own dispatch center or joining another. The Board tabled this item until a future meeting.

7. Adopt Resolution concerning Exemptions from Taxation for 2021 Tax Year: Mr. Blitch provided a 2021 Homestead Exemption Study analyzing the impact of a 20% Homestead Exemption and an Over 65/Disabled Homestead Exemption on District tax receipts. Mr. Blitch first reviewed the 20% homestead exemption analysis and explained the loss of taxable value on the tax rolls would decrease by approximately \$1,200,000,000. Mr. Blitch further explained that to produce the same tax levy currently in place, the tax rate would have to increase to \$0.11/100 which exceeds the \$0.10/\$100 maximum permitted by law. The difference to the exempted taxpayer would be an average reduction from \$378 to \$350. Mr. Blitch advised he could not recommend granting this exemption. Mr. Blitch next explained that a small increase in the homestead exemption for individuals Over 65/Disabled shows a minimal impact on 2020 taxable values, adding that 2021 values are unknown at this time. Mr. Blitch added that the need for increased revenues to the District over the next five (5) years is critical due to the proposed capital improvements. Commissioner Pechukas suggested a \$20,000 exemption for Over 65/Disabled, and Commissioner Kuykendall agreed. Commissioner Krenek agreed that he wanted the District to offer such exemption, but he is not comfortable with offering more than \$20,000. Commissioner Stacy did not agree and said that seniors she had spoken with did not see how the exemption was beneficial to them and would rather know that they are covered and will get a prompt response in an emergency. Commissioner Krenek motioned to increase the Over 65/Disabled Homestead Exemption from \$10,000 to \$20,000 and adopt the Resolution Concerning Exemptions from Taxation for 2021 Tax Year accordingly; Commissioner Pechukas seconded the motion; Commissioners McJunkin and Kuykendall voted AYE; Commissioner Stacy voted NAY; motion passed.
8. Adopt Order Authorizing Additional 20% Penalty on Delinquent 2020 Tax Accounts: Ms. Adams explained this resolution should also be adopted annually and it provides the authority to implement and collect the 20% penalty on delinquent taxes. Commissioner Pechukas motioned to approve the Resolution Implementing Penalty for Delinquent 2020 Taxes, including Section 33.11 Texas Tax Code, and Contracting with Attorneys to Collect Delinquent Taxes, as presented; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
9. Annual review of Bookkeeper's Contract: Ms. Crone reported that she would be meeting again with MAC and has some questions regarding the proposed new Agreement for Bookkeeping Services (the "Agreement"). Ms. Crone requested that the Board keep this item on the agenda for the next meeting, adding that she wants to analyze what the District has paid in the past compared to what MAC is proposing. Commissioner Krenek also asked to see more information regarding what the District has paid in the past. Commissioner Stacy noted Article 13, which refers to preparing W-2's and W-3's and asked if MAC will no longer be performing payroll services for the District, why this language was included in the proposed Agreement. Ms. Townley explained that it is only if special requests are made and would not apply if MAC is

not performing payroll duties. Ms. Townley then commented and explained some of MAC's reasons for the increases in the contract costs. The Board tabled this item until the next meeting.

10. Signal preemption devices within the District: Commissioner Pechukas reported that Fort Bend County ("FBC") Engineering already has in place a monitoring system called "Glance." FBC Engineering told Commissioner Pechukas that "Glance" functions similarly to Opticom. Commissioner Pechukas recommended District representatives meet with FBC Engineering to discuss participating in this system.
11. District Administration Report: Ms. Crone reported that the Life Scan physicals have been completed for all full-time staff. Ms. Crone next stated that she was researching new phone systems for the existing office and the new building. Ms. Crone also reported on COVID-19 vaccines for the staff and stated that a list had been sent to FBC and Oak Bend, Next Level Urgent Care and through the District's Medical Director. The District had a total of 15-17 employees that wanted to participate, with some vaccines performed independently and others completed through Next Level. Chief Meier stated that Next Level was working with FBC for the vaccines, but this program enabled the District to have a contact within Next Level.
12. Fire Chief Run Report: Chief Meier reported there were a total of 246 calls for the month of January. Chief Meier added that the Department had run almost as many calls just in the last week during Winter Storm Uri. Chief Meier reported that the staff had done a great job. He reported that firefighters responded to one structure fire where they performed the Department's first rescue from a structure fire. Chief Meier asked that the Board consider recognizing the firefighter once the victim is fully recovered. Commissioner Kuykendall asked when these types of events are happening if the Board could receive notifications regarding the status of such events. Chief Meier responded that he wanted to notify the Board, but had not had time. Chief Meier added that he and the staff will be performing an after-action evaluation review.
13. Fire Chief Evaluation and Employment Agreement: The Commissioners noted they would like to discuss this personnel matter in Executive Session.
14. 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 9:54am to discuss real estate and personnel matters and reconvened to general session at 10:50am. No action was taken.
15. Adjourn: Commissioner Pechukas motioned to adjourn the meeting; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:50am.

Passed and approved this the 16th day of March, 2021.



T. Kuykendall
Secretary, Board of Commissioners

