

Special Meeting Minutes
Harris County Emergency Services District No. 7

The Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** held a special meeting on **November 2, 2023, at 6:30 p.m.** at the following location in the District, **Spring Fire Department Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

Melanie Gander	President	(Absent)
Gayle Fuller	Vice-President	(Present)
Todd Anderson	Treasurer	(Present)
Keith Willingham	Secretary	(Present)
David Mills	Asst. Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Robert Logan, Assistant Fire Chief, Spring Fire Department
John Peeler, Coveler & Peeler, District Legal Counsel
Greg Thrower, Thrower Law, Special Legal Counsel for real estate
Carole Thrower, Thrower Law
Ricardo Martinez, Martinez Architects, LP
Landon Newton, Government Capital Corp.
Shannon Taylor, HCESD7 Administrator

Call meeting to order.

Commissioner Gayle Fuller acted as the presiding officer and called the meeting to **ORDER** at 6:30 p.m.

2. To receive public comment.

No public comment was made.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 8.

8. To review and act on matters related to financing, payment and acquisition of capital items, including equipment and vehicles, and action on acquisition/construction financing of same, including retiring or incurring financing for the construction of District facilities or acquisition of vehicles and equipment.

At the October 19, 2023 Board meeting, Mr. Landon Newton, with Government Capital Corporation, presented options from several lenders for a \$10,000,000 loan for the Training Center. The Board selected the loan package from JPMorgan Chase with a 15 year term, 4.28 % interest rate, and approval to process the loan. The Board noted Mr. Newton provided loan documents to Legal counsel for review prior to Board execution. After review, motion by Commissioner Willingham and second by Commissioner Anderson to approve the loan documents as submitted and authorize execution of same by Board officers. Motion approved 4-0.

Commissioner Fuller moved to approve procedures for post issuance compliance as submitted by counsel. Second by Commissioner Willingham. Motion approved 4-0.

6:46 p.m. ENTER CLOSED SESSION

Closed Session, the Board convened in Closed Session and included District Legal Counsel, John Peeler, real estate counsel Greg Thrower, Carole Thrower, Ricardo Martinez of Martinez Architects, LP, Fire Chief Scott Seifert and Assistant Fire Chief Robert Logan.

- 3. To meet in Closed Session under Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.**
- 4. To meet in Closed Session under Government Code §551.072 to deliberate on real estate matters.**
- 5. To meet in Closed Session under Government Code §551.074 to discuss personnel matters.**

7:07 RECONVENE FROM CLOSED SESSION

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 7.

- 7. To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance and legal actions related to real estate.**

Commissioner Fuller moved to authorize South Texas Surveying Associates, Inc. to file a new application for a plat to include the District's 52 acre tract and the adjacent 11 acre tract with the request for variances required for City of Houston approval for the Training Facility. Second by Commissioner Mills. Motion approved 4-0.

Counsel then reviewed a Petition to the Public Utility Commission of Texas requesting a release from the Certificate of Convenience and Necessity held by Nextera as it applies to the District's 52 acre tract. Motion by Commissioner Anderson and second by Commissioner Willingham to approve the petition as presented and accompanying affidavit, and to authorize execution by Board officers. Motion approved 4-0.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 6.

- 6. To review and take any action regarding construction, improvements, repairs renovations to real property, facilities and stations, including construction payments, change orders, permits, engaging architects(s) or engineers(s), and selecting contractor(s), including but not limited to administrative or maintenance facilities, training facilities and stations.**

The Board received information from Ricardo Martinez with Martinez Architects, LP and acted on the following matters:

Station 72 - Mr. Martinez presented a proposal from Multivista for comprehensive photographic documentation of the Station 72 construction project, starting prior to old Station 72's demolition and continuing through construction of new station, not to exceed \$7,210.00.

Commissioner Fuller moved to approve the Multivista proposal as presented, not to exceed \$7,210.00. Second by Commissioner Willingham. Motion approved 4-0.

Station 77 - Mr. Martinez discussed recent general contractor interviews and scoring tabulations for the renovation of Station 77. Construction Masters received the highest score and is recommended for the construction project.

Commissioner Mills moved to select Construction Masters as the Construction Manager at Risk for the renovation of Station 77. Second by Commissioner Fuller. Motion approved 4-0.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Fuller. The meeting was adjourned at 7:28 p.m.

District Secretary

Shannon Taylor

Shannon Taylor, Preparer