

Meeting Minutes
Harris County Emergency Services District No. 7

The Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** held a meeting on **March 21, 2024, 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 | (Present) |
| Gayle Fuller | Vice-President | (Present) |
| Todd Anderson | Treasurer | (Absent) |
| Keith Willingham | Secretary | (Absent) |
| David Mills | Asst. Treasurer | (Present) |

Also in attendance:

Robert Logan, Assistant Fire Chief, Spring Fire Department
Jerod Davenport, Spring FD Deputy Chief
Landon Churchill, Spring FD Deputy Chief
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Greg Thrower, Thrower Law, Special Legal Counsel for real estate
Carole Thrower, Thrower Law
Ricardo Martinez, Martinez Architects, LP
Sandee Stallings, BLX Group LLC. **(Present by phone)**
Dr. Ron Welch, Municipal Information Services
Cadence Dwyer, Municipal Information Services
Steve Schoonover, Spring FD Quality Assurance Analyst
Kevin Wiseman, Spring FD District Chief
Michael Alaniz, Spring FD Captain
Donald May, Spring FD Facilities Manager
Shannon Taylor, HCESD7 Administrator

Call meeting to order.

Commissioner Melanie Gander called the meeting to **ORDER** at 6:30 p.m.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 3.

3. Review and take action on matters relating to cancelling the called election to be held on May 4, 2024 under Texas Health and Safety Code Section 775.0345.

District Legal Counsel, Mr. Peeler reported upon the closing of the period to receive applications for a position on the ballot, an application was received, and shortly withdrawn by the applicant. Applications were received from current board members who wish to remain on the board. President Melanie Gander, Treasurer Todd Anderson and Assistant Treasurer David Mills filed their applications. Motion to cancel the election for lack of applications and to declare the election of unopposed candidates made by Commissioner Gander. Second by Commissioner Fuller. Motion approved 3-0.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 2.

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 financial matters including, financial report, investments, depository institutions, depository security agreements, audits, Investment Policy, and District bills.

Dr. Ron Welch with Municipal Information Services introduced his new associate, Cadence Dwyer. Mr. Welch presented his in-depth report consisting of: Certified value and revenue, population and real estate, employment, appraised values, tax revenue, aggregation of MUDs by census tracts, construction of taxable improvements in the ESD, estimated and projected taxable value and future growth.

No action taken by the Board.

Sandee Stallings with BLX Group LLC. discussed an Agreement for Monitoring Arbitrage Reduction Strategy utilizing State and Local Government Series - Demand Deposit securities (“DD SLGs”). Ms. Stallings discussed the arbitrage rebate calculations, rebate information and investment earnings.

Commissioner Mills moved to engage BLX Group LLC. to monitor the arbitrage reduction strategy for a fee of \$1,000.00 per month. Second by Commissioner Fuller. Motion approved 3-0.

Commissioner Mills moved to authorize the District President and Treasurer to set up DD SLGS accounts and move funds to minimize arbitrage liability in consultation with BLX. Second by Commissioner Fuller. Motion approved 3-0.

7:11 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 and Assistant Fire Chief Robert Logan.

- 4. 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.**
- 5. To meet in Closed Session under Government Code §551.072 to deliberate on real estate matters.**
- 6. To meet in Closed Session under Government Code §551.074 to discuss personnel matters.**

7:24 p.m. RECONVENE FROM CLOSED SESSION

- 7. To review and take any action regarding construction, improvements, repairs, renovations maintenance of/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 emergency services stations.**

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

Station 72 - A change in traffic patterns, lane closures are needed for the main entrance to the Northampton subdivision during the construction phase. The Board stressed the need to inform the community prior to lane closures that would affect neighborhood traffic.

A proposal from C&J Outdoor Services for a cedar picket fence was presented. Northampton's HOA is interested in cost sharing the fence. The Board declined to approve the proposal from C&J Outdoor Services at this time.

Station 77 - Architectural and Civil permits have been approved.

A meeting between Construction Masters, Building Committee and Design Team to take place once the contract is approved.

Training Complex - Aerial photos show the site is cleared.

Heavy duty equipment was stolen, SpawGlass is looking into improving securing the construction site.

Civil monument permit is approved.

Site Grading.

Owner representative to approve location of privacy fence on site.

The Board unanimously approved payment of the SpawGlass pay application number 6 for the Training Facility sign project in the amount of \$76,086.02.

The Board unanimously approved payment of the SpawGlass pay application number 2 for the Training Facility main project in the amount of \$97,568.10.

The Board unanimously approved payment of the LDF pay application number 4 for the Station 72 project in the amount of \$113,180.88.

Mr. Peeler presented an addendum to the Abercrombie design contract for Phase I of the Training Facility Project. Mr. Peeler asked that the addendum be approved regarding the increased fees. Mr. Mills asked the Board to hold action on this addendum pending his review and discussion with Mr. Abercrombie.

8. The Board re-opened item 8, financial matters.

District bookkeeper Renee Butler presented the monthly District financial reports, including the following items of note: General Fund Current balance is \$83,390,355.24 Investment reports from February to March were reviewed; the property tax collections for the 2023 levy stand at 97.97%. The approved pay application number 6 from SpawGlass for \$76,086.02 will be added to the cash disbursement report.

Commissioner Gander moved to approve the bookkeeper's report and pay District bills as presented. Second by Commissioner Fuller. Motion approved 3-0.

9. To review and act on amendments to District budgets.

No amendments were presented. No action taken by the Board.

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

3400 Louetta Road apartment complex is in MUD 36's jurisdiction, as well as ESD 7's. MUD 36 believes that the Houston Housing Authority is improperly working with the developer to make the apartment complex tax exempt, while the property is worth over \$25,000,000.00. Exemption would lead to a total of \$24,000.00 reduction in revenue HCESD 7 receives. MUD 36 board has support from Klein ISD and is asking HCESD 7 to provide support as well.

Commissioner Mills moved to support the protest filed by MUD 26 against the Housing Authority's consideration of granting tax exempt status to the apartment complex at 3400 Louetta Rd. Second by Commissioner Gander. Motion approved 3-0.

11. To review and act on interlocal agreements, with other emergency services districts regarding the use or lease of facilities and maintenance of same.

No action taken by the Board.

12. 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.

Two Chevy Tahoes were delivered to the District, per the approved 2023 Capital Budget for Deputy Chief vehicle replacements. The Board approved two checks to pay invoices for \$52,315.00 and \$51,915.00 for the Tahoes.

13. To review and act on sales tax matters.

A sales tax report for February was presented for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for March is \$1,647,727.71, which is up 15.2% over last year for March.

The Board unanimously approved an annual Authorization to Receive Information letter from HdL Companies to the Texas Comptroller of Public Accounts, Glenn Hegar.

14. To review and act regarding insurance.

No action taken by the Board.

15. Fire Department report on activities, including current and long-range information exchange.

Assistant Fire Chief Robert Logan presented information on the following:

- February's Profit and Loss Reports.
- The Department is \$200,245.35 under budget.
- Transaction list of all expenses paid for February.
- Workers Compensation claim includes Rhabdomyolysis (rhabdo) - An employee was working out and overexerted, which led to rhabdo.
- February's Incident Reports.
- New Finance Director will start April 1, 2024.
- With the assistance of the new Finance Director, we will try to have a revised purchasing policy for the Board to take action on at the April 18, 2024 meeting.
- Klein's Fire Chief Jason Catrambone spoke highly of our crews staying at Station 35.

16. To review and act regarding the disposition of surplus and salvage property.

Commissioner Fuller moved to approve the Surplus and Salvaged Equipment list as presented authorizing disposing of items as allowed by the Health and Safety Code and auctioning requested items on the Renee Bates website. Second by Commissioner Gander. Motion approved 3-0.

Regarding the 90 sets of expired soft ballistic vest plates and helmets presented for salvage at the September 21, 2023 HCESD 7 monthly meeting: it will cost \$1,700.00 to ship to the manufacturer. The Department was informed of how to properly dispose of the vests by cutting the vest plates into 4's (quarters).

Commissioner Gander moved to allow the Department to handle the disposal of the soft ballistic vest plates and helmets in house. Second by Commissioner Fuller. Motion approved 3-0.

17. To review and act on matters related to communications, dispatching, or traffic preemption, including interlocal agreements, contracts or purchasing equipment.

Commissioner Gander moved to approve estimates from Hallaron Advertising Agency for \$3,000.00 for Spring Into Safety advertising and \$5,000.00 for Volunteer Recruitment Advertising. Second by Commissioner Mills. Motion approved 3-0.

Commissioner Gander moved to approve a quote from Environmental Systems Research Institute, Inc. ("ESRI") for \$2,978.17 for an annual software subscription. Second by Commissioner Fuller. Motion approved 3-0.

18. Receive ESD committee reports, including Legislative and Governmental Relations matters.

No action taken by the Board.

19. To review and act on personnel matters, including policies, scheduling, evaluations, benefits, compensation, hiring, retention and evaluation of District employees, including District Fire Chief, command staff, administrative staff, and suppression personnel.

The Department reported that Chief Seifert has approved engaging a grant writer, Clements Fire Consulting Group, LLC., for \$7,500.00 to assist the Department in seeking federal grants for manpower funding under Chief Seifert's authority on personnel matters. No action taken by the Board.

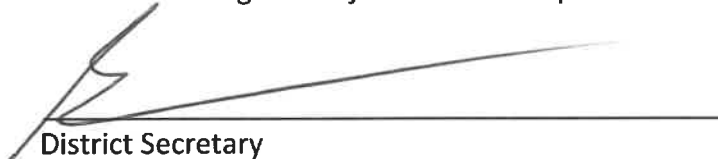
20. To review and approve minutes of prior meetings.

Motion by Commissioner Fuller to approve the February 15, 2024, Meeting Minutes as presented. Second by Commissioner Mills. Motion approved 3-0.

21. To review and act to schedule the next regular monthly meeting date and discuss the addition of items to place on the next meeting agenda.

The next regular meeting is scheduled for April 18, 2024.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Gander. The meeting was adjourned at 9:00 p.m.



District Secretary

Shannon Taylor

Shannon Taylor, Preparer