

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE SEPTEMBER 11, 2017 MEETING

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- 1** At 7:02 PM on September 11, 2017, Harris County Emergency Services District No. 16 (ESD or District) President Robert S. Farrell called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Administration Building. Present were ESD members Herb L. Marker, Robert W. Carson, Mike A. Pate, and Steven T. Falkner. Present as guests were KVFD Fire Chief David Bessolo, KVFD President Barry Blum, KVFD Deputy Fire Chief Josh Wenzel, KVFD District Chief Rickey Bengé, KVFD Third Vice President Linda Bengé, KVFD Secretary Wendy Ray, KVFD Treasurer Daniel Erickson, KVFD Executive Administrator Rich Jones, KVFD Executive Administrator (Designate) Michael Gosselin, Brad Dill of BD Realty, Richardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler P.C. KVFD Deputy Fire Chief Eric Reinkemeyer arrived at 7:40 PM.
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- 2** A motion passed unanimously to approve as presented the minutes for the August 14, 2017 meeting (Motion: Mike Pate; Seconded: Robert Carson).
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- 3** A motion passed unanimously to approve as presented the financial report for the period ending September 11, 2017 and the bills to be paid (Motion: Robert Carson; Seconded: Herb Marker). No certificates of cash time deposits needed to be rolled over.
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- 4** Reviewing, discussing, and taking action on a contract with the Harris County Fire Marshal Office was tabled until the October 2017 meeting.
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- 5** Ira Coveler gave examples of minor changes being made – such as, listing the type of investments the District can make - to the previous policy to create the District's 2017 Investment Policy.
A motion passed unanimously to approve the District's 2017 Investment policy (Motion: Herb Marker; Seconded: Mike Pate).
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- 6** Ira Coveler explained four scenarios for potential 2017 tax rates.
A motion passed unanimously to propose \$0.04947 per \$100 of assessed value for the District's 2017 property tax (Motion: Herb Marker' Seconded: Mike Pate). This is a reduction from the 2016 property tax of \$0.05 per \$100 of assessed value.
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- 7** A motion passed unanimously to repeal the telecommunications sales tax exemption and impose a district sales and use tax on telecommunications within the District's boundaries as permitted by §323.208 of the Texas Tax Code (Motion: Mike Pate; Seconded: Robert Carson).
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- 8** Reviewing and discussing the proposed KVFD 2018 budget was tabled until the October 2017 meeting.
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- 9** Robert Carson distributed the District's proposed budget for 2018 (Attachment 1).
A motion passed unanimously to propose said budget as presented (Motion: Robert Carson; Seconded: Mike Pate).
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- 10** Richardo Martinez distributed a summary sheet detailing current and future work to renovate Station No. 2. Among other items, it stated Balfour Beatty Construction continues to address items on the punch list, the final Certificate of Compliance / Certificate of Occupancy will be submitted with the close-out documents, and ESD/KVFD personnel expect to conduct a final inspection of the facility in the near future.
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- 11** Richardo Martinez distributed a summary sheet detailing current and future work to renovate Station No. 4. Among other items, it stated the existing facility has been permitted and a trailer has been installed.
A motion passed unanimously to approve, after legal review, the contract with Christensen Building Group for renovating Station No. 4 (Motion: Mike Pate; Seconded: Herb Marker).
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- 12** A motion passed unanimously to authorize Martinez Architects to proceed with permitting the existing Administration Building (Motion: Mike Pate; Seconded: Herb Marker).
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- 13** Mike Pate advised the herebelow regarding the construction of Station No. 8.
1. The site was not flooded by Hurricane Harvey's heavy rain.
 2. The roof and sheet rock are respectively 80 percent and 90 percent completed.
 3. The hurricane caused the utility to be occupied restoring power to the community, thus delaying electricity being connected to the station.
 4. Water connection has not been accomplished as yet.
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- 14** Mike Pate reported there are new developments relating to the construction of the temporary and permanent Station No. 3.
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- 15** A motion passed unanimously to pay Teal Construction per Pay Application No. 10, which BRW Architects approved (Motion: Mike Pate; Seconded: Herb Marker).
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- 16** A motion passed unanimously to pay Balfour Beatty Construction per Pay Application No. 6, which Martinez Architects approved (Motion: Mike Pate; Seconded: Herb Marker).
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- 17** Reviewing, discussing, and taking action on the payment of capital funding was tabled until the October 2017 meeting.
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- 18** Brad Dill's distributed a memorandum about real estate matters, a memorandum on due diligence items for the Station No. 1 land purchase, maps, and a brochure describing the 12.4 acres on Spring Cypress Road. Key points detailed in same follow.

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18 (Cont'd) **Regarding new Station No. 1** A survey located the capped well in the property's southwest corner. ALJ Lindsay completed an engineering feasibility study of the site; however, they need information from the municipal utility district's engineer before they can finalize their report.

Phase Engineering is conducting a Phase 1 Site Assessment of the property.

The title company has made some corrections to the commitment based on the feasibility study.

Regarding the Station No. 3 Complex Demobilization of the water plant has stalled.

Hovis Surveying delivered the five acre track's plat to the City and Harris County for them to sign. However, the recent flooding has delayed the agencies doing so.

Regarding property on Spring Cypress Road The plat awaits the flood control easement and water/wastewater capacity before it is submitted to the country for their signatures.

Progress is being made in documenting the water and wastewater treatment's source as required by Harris County.

19 Given below are KVFD's reports.

Submitted records KVFD personnel presented the Commissioners with documents that contained:

- summaries of tactical, administration, human resources, and public relations activities during August 2017;
- a report about units that did not respond to an incident;
- summaries of the payroll and accounting reconciliation for August 2017;
- budget and expenses by category;
- manning levels on Engine 301;
- Engine 301 and weekend participation report; and
- the minutes of the KVFD Board of Directors' meeting held in July 2017.

Key issues provided in the hereabove material included:

- there were 629 calls, of which 349 were responses to incidents caused by Hurricane Harvey;
- KVFD chose Michael Goselin to succeed Rich Jones as Executive Administrator;

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- 19 (Cont'd)** **Submitted records (Cont'd)**
- KVFD personnel performed all maintenance and repair service;
 - KVFD returned the leased trailer that was at Station No. 2 to Boxx Modular;
 - KVFD removed furniture and fixtures from Station No. 4 in preparation of its renovation; and
 - KVFD participated in 11 public relations events during August 2017.
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- Barry Blum's report**
- Barry Blum:
- thanked David Bessolo, Rich Jones, and KVFD members for their hard work while responding to hurricane related incidents;
 - introduced Michael Goselin as Rich Jones' successor;
 - said the Northgate County Club received water damage so KVFD's annual dinner was postponed; and
 - reminded everyone that KVFD will hold elections at Tuesday's General Business Meeting.
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- David Bessolo's report**
- Engine 302 commenced operation from Station No. 2. The engine will be staffed from 6 PM to 6 AM six days a week. It will not be staffed Monday night and Tuesday morning.
- David Bessolo reported the following concerning flooding caused by Hurricane Harvey:
- 39.8 inches of rain fell over a four day period; 19.6 inches of which fell on one day;
 - KVFD volunteers worked 521 shifts while responding to the storm;
 - due to a strong current, a KVFD boat sank while evacuating people from their home causing five people and two dogs to go into the water without injury;
 - a private boat and a private jet ski sank while under KVFD's direction;
 - KVFD rescued an estimated 750 to 1,000 people;
 - over 60 private boats assisted KVFD in rescuing people;
 - there was no loss of life or injuries during the response, but six or eight radios were lost (in addition to the aforementioned boats); and
 - the storm destroyed an estimated \$250,000 worth of EVIEW equipment.
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- 20** Ira Coveler received information from Wildfire Truck & Equipment Sales LTD and Skeeter Brush Trucks concerning Booster 35. Taking action on same was tabled until the October 2017 meeting.
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- 21** Reviewing, discussing, and taking action on the sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 *et. seq.* was tabled until the October 2017 meeting.
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- 22** A motion passed unanimously to purchase a boat whose cost does not exceed \$36,000 (Motion: Mike Pate; Seconded: Herb Marker).
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- 23** A motion passed unanimously to purchase equipment for Engine 38 and the new Tower 31 from Buy Board (Motion: Mike Pate; Seconded: Herb Marker). One purchase order is for \$45,035.20 and another is for \$42,554.00.
- A motion passed unanimously to purchase three Ford F-150 trucks and one F-350 truck (Motion: Mike Pate; Seconded: Herb Marker). Their total price will not exceed \$230,000.
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- 24** Reviewing, discussing, and taking action on renovating the Kleinwood Annex was tabled to the October 2017 meeting.
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- 25** Regarding the District's rating issued by the Insurance Services Office (ISO):
- Rich Jones advised Key Map will provide maps showing the locations of hydrants and attending apparatus;
 - a consultant will provide pre-plans;
 - KVFD is conducting pump and hose testing; and
 - the ISO consultant postponed meeting with KVFD and the District until October 2017.
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- 26** The next regular meeting was set and confirmed for October 9, 2017.
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- 27** During the public comment section of the meeting, Ira Coveler thanked David Bessolo and Rich Jones for evacuating his parents during the storm.
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- 28** Potential items needing to be on the agenda for September 11, 2017 the meeting include reviewing, discussing, and taking action on:
- contract with the Harris County Fire Marshall Office;
 - BRW Architects' design study for the temporary and permanent Station No. 3;
 - the construction of Station No. 8;
 - the renovation of Station No. 2, Station No. 4, and the Kleinwood Annex;
 - pay applications approved by BRW Architects and Martinez Architects
 - KVFD's and the District's 2018 budgets;

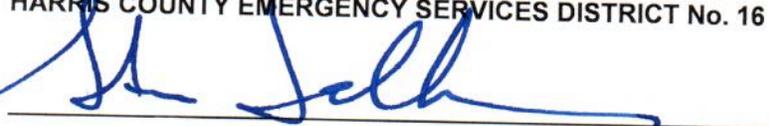
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(Cont'd)
- submittals by the Department of request(s) for necessary purchases related to the provision of emergency services pursuant to the service provider contract and District budget;
 - the payment of capital funding pursuant to current budget forecast and service agreement with KVFD;
 - the sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 et. seq.;
 - setting the 2017 property tax rate;
 - Boosters 35 and 36; and
 - the District's Insurance Services Office (ISO) rating.
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- The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:50 PM to 9:05 PM.
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- A motion passed unanimously to extend the feasibility period for the real estate on Stubner Airline Road 45 days from October 9, 2017 (Motion: Mike Pate; Seconded: Herb Marker).
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- At 9:06 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Steven Falkner).
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Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




Steven Falkner
District Secretary
E-Mail: sfalkner@hcesd16.org

Attachment: one page

THE DISTRICT'S SEPTEMBER 11, 2017 MEETING MINUTES

ATTACHMENT 1 DISTRICT'S PROPOSED 2018 BUDGET

	AS OF: 8/12/2017	
HARRIS CO. ESD #16 Annual Budget	YR 2017 BUDGET	YR 2018 BUDGET
REVENUES	\$0,050,000	\$ 6,596,485.19
PROP TAXES	\$ 6,419,642	\$ 4,500,000.00
SALES TAXES	\$ 3,600,000	\$ 15,000.00
PEN&INTEREST	\$ 15,000	\$ 10,000.00
INT ON INV.	\$ 10,000	\$ 8,419
RENT FROM ESD #11	\$ 8,419	\$ (525,000.00)
CASH RECEIPTS	\$ -	\$ -
TOTAL REVENUE	\$ 10,053,061	\$ 10,604,904.19
EXPENDITURES		
K/VD OPERATIONS	\$ 5,025,628	\$ 5,408,162.00
BOOKKEEPING	\$ 8,500	\$ 10,000.00
MISC EXP.	\$ 15,000	\$ 20,000.00
APPRAISAL DIST	\$ 48,000	\$ 48,000.00
INSURANCE	\$ 32,000	\$ 35,000.00
LEGAL, PUB & NOTICE	\$ 80,000	\$ 85,000.00
LEGAL, ELECTIONS	\$ -	\$ 50,000.00
PROFESSIONAL SER: MIS	\$ 2,800	\$ 4,000.00
HCTA COLLECTION FEE	\$ 97,500	\$ 99,000.00
AUDIT	\$ 10,000	\$ 10,000.00
BD REALTY	\$ 50,000	\$ 30,000.00
OFFICE SUPPLIES	\$ -	\$ 2,000.00
PROFESSIONAL DUES	\$ -	\$ 1,500.00
TRAINING FACILITY		
STA A REBUILD	\$ 1,280,000	\$ 1,850,000.00
STA 3 BUILD	\$ 440,000	\$ 644,806.00
STA 8 REBUILD	\$ 1,280,000	\$ 1,35,200.00
STA 8 BUILD	\$ 440,000	\$ 440,000.00
Architect	\$ -	\$ -
STA 11 LAND	\$ 1,000,000	\$ 2,200,000.00
APPACKS	\$ -	\$ 622,000.00
EQUIPMENT LEASE	\$ 250,000	\$ 208,443.00
EQUIPMENT EXPENSE	\$ 941,400	\$ 582,821.00
TOTAL EXPEND.	\$ 11,000,628	\$ 12,285,932.00
NET REVENUE	\$ (947,567)	\$ (1,684,027.81)
EST CASH CARRYOVER	\$ 1,538,964	\$ (895,066.75)
CDIS & MM	\$ 5,204,691	\$ 11,653,374.51
EST-FUNDS	\$ 5,796,078	\$ 9,074,279.95

2018 BUDGET APPROVED:
BOD MEETING