

# Harris County Emergency Services District No. 16

Suite 250, 8681 Louetta Road, Klein, Texas 77379-6682

## MINUTES OF THE NOVEMBER 9, 2020 REGULAR MEETING

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- 1 At 7:03 PM on November 9, 2020, Harris County Emergency Services District No. 16 (ESD or District) President William Jones called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Station No. 3. Participating were:
  - ESD Commissioners Mike Pate, Steven Falkner, Lance Wilson, and Marcus Melvin;
  - KVFD Fire Chief Michael Gosselin;
  - KVFD Secretary Wendy Ray;
  - ESD Executive Administrator Leo Mulvehill;
  - Brad Dill of BD Realty;
  - Landon Newton of Government Capital Corporation;
  - Ray Holliday and Justin Hoermann of Brown Reynolds Watford Architects (BRW); and
  - Ira Coveler of Coveler and Peeler, P.C.

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- 2 No one from the public commented.

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- 3 Before the meeting, Brad Dill distributed a memorandum that provided details about the projects on which he is working. Among other things, it showed that it appears the detention pond at Station No. 4 is only taking conveyance of storm water from the car wash and not providing addition detention capacity. Brad Dill is checking with Harris County to determine if they have drainage plans so that we can confirm or deny this assessment.

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- 4 Landon Newton presented bids for \$10,000,000 and \$4,000,000 loans to finance the construction of the Administration and Maintenance Complex (Attachment 1) and discussed same.

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- 5 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to authorize the District's President and Secretary to sign an agreement with Municipal Utility District No. 24 concerning sanitary and water lines for the property on Stuebner Airline Road.

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- 6 A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the October 13, 2020 regular meeting.

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- 7 Before the meeting, the District's financial reports and bills were available on the SharePoint for the Commissioners' review.

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7 (Cont'd) Mike Pate reported expenditures for the month were within the budget and he expects receipt of property tax payments in a couple months.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to accept the Treasurer's report.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve paying bills for the period ending November 9, 2020 by means of checks and the Automated Clearing House.

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8 Reviewing, discussing, and acting on capital funding pursuant to the current budget forecast was tabled until the December 2020 meeting.

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9 Reviewing, discussing, and acting on pay application approved by Brown Reynolds Watford Architects was tabled until the December 2020 meeting.

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10 Prior to the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, personnel, financial, apparatus repairs, and public relations activities. They also provide KVFD's minutes of the Board of Directors September 2020 meeting. Key activities occurring during the month included:

- KVFD responded to 276 calls, four of which were an in-district Type 111 in District structure fires;
- fire apparatus were involved in two accidents;
- KVFD participated in eight public relations events, all of which involved driving by people's homes due to COVID-19; and
- the Fire Educator / PIO is creating a 2021 KVFD calendar to commemorate the Department's 70<sup>th</sup> anniversary.

Chief Gosselin said:

- Barry Blum asked him to extend his congratulations to the Commissioners who won the recent election;
- a major reason for the "no pulls" being reduced is Station No. 6 being staffed on a 24-hour and seven days a week basis; and
- the two accidents were not KVFD personnel's fault.

William Jones said he is impressed with the level of participation by the volunteers.

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11 A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to spend up to \$45,000 on new bunker gear.

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- 11 (Cont'd) A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to spend up to \$1,208.95 for a barbeque grill from Home Depot. Money from the Station No. 1's Captain's Fund will pay a portion of the expense.
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- 12 Mike Pate asked the Commissioners to identify an agency that could use the District's surplus 2009 Chevy Tahoe and advise same at the next meeting.
- A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to donate surplus bunker gear to the Surfside Beach (Texas) Volunteer Fire Department. This equipment was slated to go to the U.S. Forestry Service, but they were unable to take possession of them.
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- 13 Before the meeting, ESD personnel posted financial statements and records on the SharePoint for the Commissioners' review. Among other things, ESD Administrative personnel completed air conditioning replacement at the KVFD Administration Building and made a final payment to Trustmark for the engines purchased in 2016.
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- 14 Reviewing, discussing, and acting on any needed maintenance, replacements, and improvements related to the operation of the District's fire stations, apparatus, or equipment was tabled until the December 2020 meeting.
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- 15 Reviewing, discussing, and acting on reports received from DBR, Inc. was tabled until the December 2020 meeting.
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- 16 No action was taken on matters related to the construction of the Station No. 3 Complex.
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- 17 Mike Pate said Harris County is slow in approving Station No. 6's renovation.
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- 18 Reviewing, discussing, and acting on Station No. 5's property title was tabled until the December 2020 meeting.
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- 19 Reviewing, discussing, and acting on committee reports was tabled until the December 2020 meeting.
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- 20 A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to authorize personnel to attend the annual SAFE-D conference in Forth Worth during February 2021. (Note: The conference may be canceled due to COVID-19 concerns.)
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- 21 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to:
- ratify a continuing Contract with a private law firm pursuant to §6.30 of the Property Tax Code for the collection of delinquent District *ad valorem* property taxes and, providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract;

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- 21 (Cont'd)
- impose an additional penalty on delinquent taxes pursuant to §33.07 of the Property Tax Code and adoption of a Resolution regarding same for taxes;
  - impose an additional penalty on delinquent taxes accruing after June 1, 2019 to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Property Tax Code and adoption of a Resolution regarding same; and
  - impose an early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Property Tax Code and adoption of a Resolution regarding same.
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22 A special meeting was set and confirmed for 3:00 PM on November 16, 2020. The next regular meeting was set and confirmed for December 14, 2020. Both meetings are at the KVFD Administration Building.

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- 23 Items needing to be on the agenda for the November 16, 2020 special meeting include:
- canvass the results of the November 3, 2020 election;
  - enter into an agreement to provide financing for construction of the ESD's Administration and Maintenance Complex;
  - matters related to the construction of said Complex; and
  - disposal of a surplus Chevy Tahoe.
- Items needing to be on the agenda for the December 14, 2020 regular meeting include matters tabled at the November 2020 regular meeting.
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24 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to go into Closed Session. The Commissioners participated in a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:07 PM to 11:10 PM.

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- 25 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase real estate as discussed during the Closed Session.
- A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to hire the two mechanics who are currently employed by KVFD and give each a \$500 signing bonus along with a three percent cost of living adjustment.
- A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to provide a three percent cost of living adjustment to the ESD employees.
- A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to hire two interns that are mechanics.
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- 26 At 11:14 PM, a motion to adjourn made by Marcus Melvin and seconded by Mike Pate passed unanimously.

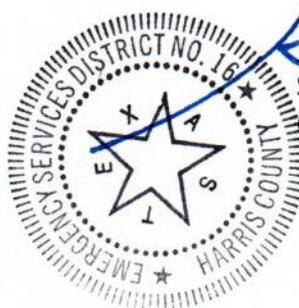
Respectfully submitted:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16**



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Steven Falkner  
Commissioner



# MINUTES OF THE DISTRICT'S NOVEMBER 9, 2020 REGULAR MEETING

## Attachment 1

### Harris County ESD #16 Sales Tax Revenue Note, Series 2020 \$14,000,000 Final Bid Results

|                      | <u>15 Yrs-5 Yr Call</u> | <u>15 Yrs-10 Yr Call</u> | <u>Legal Fee</u> | <u>Notes</u>        |
|----------------------|-------------------------|--------------------------|------------------|---------------------|
| Community Bank (BQ)  | 2.18                    | 2.10                     |                  | Locked rates        |
| National Bank (NBQ)  | 2.22*                   | 2.15**                   |                  | Call provisions     |
| Community Bank (NBQ) | 2.52                    | 2.45                     |                  |                     |
| Community Bank (BQ)  | 3.25                    | 3.25                     |                  | Not Credit Approved |
| National Bank (BQ)   | 3.27                    | 3.27                     |                  |                     |
| Community Bank       |                         |                          |                  | No Bid-Size         |
| Community Bank       |                         |                          |                  | No Bid              |
| National Bank        |                         |                          |                  | No Bid              |

\*Callable at 1.03 for the first 3 years past the non-call period, then 1.02 for 2 years, 1.01 thereafter

\*\* Callable at 1.01 starting in year 10

|                     |       |             |
|---------------------|-------|-------------|
| Community Bank (BQ) | 2.10% | \$2,355,090 |
| National Bank (NBQ) | 2.15% | \$2,415,899 |
| Community Bank (BQ) | 2.18% | \$2,449,326 |
| National Bank (NBQ) | 2.22% | \$2,498,590 |

Prepared by Government Capital Corporation