

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

11900 Cypress North Houston
Cypress, Texas 77429-5948
281 894-0151

MEETING MINUTES Monday, May 22, 2017 7:35 P.M.

Commissioners present: Ben Henderson
Vince Tobin
Scott Johnson
Homer Stevens
JoAnne Arosell

Others: Richard Lieder
Timothy Gibson
Jason Blackman
Angela Hazlegrove
Ira Coveler, Coveler & Peeler P.C.
Brad Dill, BD Realty Advisors, LLC
Joby Copley, Joiner Architects
Charlotte Lampe
Drake Cameron

Ben Henderson called the meeting to order at 7:30 p.m.

Information items:

A. Fire Department Report.

2017 Cadet class graduation was held Saturday May 13 at Station 24. 11 cadet students graduated and were promoted to probationary status.

Open bids for Station 21 renovations were May 11, 2017. Seven bids were received ranging from \$1,035,000 to \$1,369,000.

May 6th and 7th there were two working structure fires with significant suppression challenges. The crews were able to handle both scenes very well and prevented the fire from extending from the garages to the homes and exposures.

B. Staff Report

Election day was May 6, 2017. Kelly Johnson was a poll worker for most of the election day. Ronald Allen has worked elections before and is recommended for future ESD elections.

Though the summary valuation report from TCDRS was sent to the auditors, there is no update regarding the audit.

Open enrollment is complete including the invoices for June based on those enrollments. The endorsement changing the coverage for the next month will require updating payroll deductions and the amount billed to the ESD.

Sara Hooper is out of town on vacation and will be back in the office Tuesday, May 30th. Her written report was reviewed as above.

C. Treasurer Report.

The percentage of collections for 2016 is approximately 97.88%. \$615,000 will be transferred tomorrow to cover expenses including election services and supplies; Joiner professional services; ESD13 insurance policy renewals; and a reimbursement to the Department for expenses of \$213,281.78. Year-end carryover at this point is \$1,286,451.24.

D. Public Comment.

Drake Cameron and Charlotte Lampe both expressed their concern with our communication of the election to the public. Though Ira Coveler explained our legal obligations and restrictions in publicizing the election, both Drake and Charlotte feel we could have done more. They both offered their help for future elections.

E. Any additional business that may come before the Board.

None.

Action items:

I. To review, discuss, and take action on granting exemptions for 2017..

Scott Johnson moved, Vince Tobin seconded, a motion to reduce the exemption from \$156,240 to \$100,000 for both the "over 65" and "disability" exemptions. The motion passed 5-0. The Order Granting Exemptions is attached as part of these minutes.

II. To review, discuss and consider approval of HCESD13 2016 Audit Report as presented by Breedlove & Co., P.C. and payment of their invoice as submitted for services.

Postpone.

III. To review, discuss and take action on capital improvement plans for 2017 including construction, repair, or renovation of Station 21 and payment for professional services from Joiner Architects related to architectural and engineering services provided to the District.

Homer Stevens moved, Vince Tobin seconded, a motion to approve payment of \$71,364.84 to Joiner Architects for services provided. The motion passed 5-0.

IV. To review, discuss and take action on selecting a general contractor for the renovation of Station 21.

Vince Tobin moved, JoAnne Arosell seconded, a motion to accept the bid from Axis in the amount of \$1,060,000. The motion passed 5-0.

V. To review, discuss and take action to authorize the District Treasurer to seek financing proposals for the renovation of Station 21.

Scott Johnson will return to the next meeting with proposals.

VI. To review, discuss and take action on approving additional equipment purchases for the replacement District 20 vehicle.

Vince Tobin moved, Homer Stevens seconded, a motion to approve the additional amount of \$7,528.90 for the replacement of the District 20 vehicle. The motion passed 5-0.

VII. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.

Postpone.

- VIII. To review and take action on the report received from Brad Dill of BD Realty Advisors regarding the Huffmeister Road property and take action as needed pursuant to Tex. Health & Safety Code, Chapter 775 and Tex. Local Government Code, Chapter 272.
Postponed.
- IX. To review and approve coverage proposal and payment of annual premiums for District Insurance Policy Renewals June 8, 2017.
Homer Stevens moved, JoAnne Arosell seconded, a motion to approve the coverage proposal and payment of \$41,699 for annual premiums. The motion passed 5-0.
- X. To consider payment to Cypress Creek VFD:
a. Monthly reimbursement.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve payment to Cypress Creek VFD monthly reimbursement in the amount of \$213,281.78. The motion passed 5-0.
- XI. To review and approve Department purchase of Mattresses for bunk beds.
Vince Tobin moved, Scott Johnson seconded, a motion to approve the purchase of mattresses from Mattress Firm in the amount of \$10,159.99. The motion passed 5-0.
- XII. To consider approval for payment to Coveler & Peeler, P.C. for professional services as invoiced.
Vince Tobin moved, Homer Steven seconded, a motion to approve the payment to Coveler & Peeler in the amount of \$7,453.56. The motion passed 5-0.
- XIII. To review and approve expense reimbursements and Trainings including SAFE-D webcasts, continuing college education credits and online training classes for Commissioners and Employees.
Postpone.
- XIV. To pay District bills and consider approval of the List of Checks Issued which includes disbursements as approved separately; ACH withdrawals and transfers for payroll processing; TCDRS retirement plan; and operating expenses.
Vince Tobin moved, JoAnne Arosell seconded, a motion to approve the list of checks issued. The motion passed 5-0.
- XV. To accept HCESD #13 Financial Statements of April 30, 2017 as presented.
Vince Tobin moved, Homer Stevens seconded, a motion to accept the HCESD #13 Financial Statements of April 30, 2017 as presented. The motion passed 5-0.
- XVI. To consider approval of the minutes from the monthly meeting April 24, 2017, and May 11, 2017.
JoAnne Arosell moved, Vince Tobin seconded, a motion to approve the minutes from the monthly meeting April 24, 2017 and May 11, 2017. The motion passed 5-0.
- XVII. To adjourn to Executive session at any time during the course of this meeting to discuss any of the matters listed with Attorney, Sec. 551.071; to deliberate about Real Gifts and Donation, Sec. 551.073; to deliberate the discipline, or dismissal of a public officer or employee as permitted by the Texas Government Code, Open Meetings Act, Sec. 551.074; Deliberation about Security Devices, Sec. 551.076.
Vince Tobin moved, JoAnne Arosell seconded, a motion to suspend the meeting for executive session to discuss the Huffmeister Road property at 8:50pm. The motion passed 5-0. The executive session was adjourned to open session at 9:06pm.

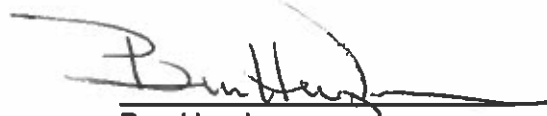
Adjourn

Vince Tobin moved, JoAnne Arosell seconded, a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 9:35 p.m.

Respectfully submitted,



Scott A. Johnson
Secretary/Treasurer



Ben Henderson
President