

**MINUTES OF THE AUGUST 12, 2024 MEETING OF THE
FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 10**

A Meeting was duly called of the **FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 10**, which was held on August 12, 2024, at Fairchild Fire Station, located at 8715 Fairchilds Rd., Richmond, Texas 77469.

The meeting was called to order at 7:00 P.M. by Commissioner **BRIAN SATSKY**, president.

1. A roll call of commissioners was made under Agenda Item 1, and a quorum was confirmed, with Commissioners **BRIAN SATSKY, RUSSELL STRATMAN, and SHELBY ARMSTRONG** being present. Also present were Josh Shed, Fire Chief of the Fairchild Fire Department, and Howard Katz, attorney for the District.

(a) The Board considered the Minutes of the prior meeting. After review, Motion was made by Mr. **Stratman**, seconded by Ms. **Armstrong** to approve the Minutes of the July 18, 2024 meeting. After discussion, the Motion was approved by a vote of 3 to 0.

2. **Public comment.** None was offered.

3. **Receive a report concerning 2024 District certified tax rolls and take any required action.**

Mr. Katz presented the District Certified Tax Rolls as prepared by Fort Bend CAD, and the County Tax Office. He said the total appraised value of all District taxable property is \$867,239,896, and the total taxable value of all District taxable property is \$510,681,539, plus the value of properties still under protest of \$11,803,351, for a total taxable value of \$523,796,373. He also said that there are a total of 2,329 District property tax accounts.

4. **Discuss and take action on Final/Revised 2024-25 District budget.**

Mr. Katz presented a revised draft budget prepared following receipt of the 2024 certified tax rolls:

Budget for Fiscal Year 2024-25

REVENUE:

Property Taxes \$ 497,606.00
(\$ 0.10.00/\$100=
\$523,796,000.00 x \$0.10 x 95% collection)

Interest Income \$ 2,000.00

P&I Taxes \$ 5,000.00

TOTAL REVENUE \$ 504,606.00

(Less 1% reserve) - \$ 5,000.00

NET REVENUE \$ 499,606.00

EXPENSES:

Accounting \$ 5,000.00

Audit 2,000.00

Appraisal District Fees 5,000.00

Tax Office Fees 4,000.00

Legal Fees 7,500.00

Notices and publication fees 2,000.00

Insurance 3,000.00

Seminars/Training 2,000.00

Commissioner Fees -----

IT 1,500.00

Misc. expenses 1,000.00

Sub-Total: \$ 33,000.00

Remaining amounts for
emergency services contract,
capital, additional reserves: \$ 466,606.00

After review, Motion was made by Ms. **Armstrong**, seconded by Mr. **Stratman** to approve the budget. After discussion, the Motion was approved by a vote of 3 to 0.

5. **Set the District 2024 ad valorem tax rate:**

Following review of the updated District tax rolls and adopted District budget, the Board reviewed setting the 2024 ad valorem tax rate. After review, Motion was made by Mr. **Stratman**, seconded by Ms. **Armstrong** to set the 2024 District ad valorem tax rate at \$.10/\$100. After discussion, the Motion was approved by a vote of 3 to 0:

FOR

Satsky

Stratman

Armstrong

AGAINST

None

ABSTAIN

None

ABSENT

Brewer

Cyrus

6. **Review and take action on development of a District website and authorize engagement of an IT and website consultant to assist with same.**

The Board addressed engaging Infinity Services, LLC to create and manage the District website and IT. Mr. Katz presented the contract for execution. He said he had no issues with the contract. The Board discussed the compensation exhibit attached to the contract. Mr. Stratman said his only question for Infinity was the email component and alerting costs and that he would finalize that question. After review, Motion was made by Mr. **Stratman**, seconded by Ms. **Armstrong** to approve the contract for District website services with Infinity Services, LLC, including the compensation exhibit attached to the contract for finalization by Mr. Stratman. After discussion, the Motion was approved by a vote of 3 to 0.

7. **Discuss operating procedures and designation of Board member duties.**

Without objection, this item was tabled.

8. **Approve designation of District bank depository.**

Without objection, this item was tabled.

9. **Discuss and take action on the 2024-25 District Investment Policy.**

Mr. Katz presented a proposed District 2024-25 District Investment Policy. He said that it is required that every year the District review its investments and investment strategy. He said this draft policy is based on current law. He said the investment strategy provides: "Operating funds must always be available to pay the District's monthly operating expenses as estimated by the annual operating budget adopted by the Board. Investments should be managed to meet expected liabilities, with a liquidity buffer for unexpected liabilities of approximately six (6) months of expenses. A balance equal to three (3) months of expenses must be kept liquid at all times." After review, Motion was made by Mr. **Stratman**, seconded by Ms. **Armstrong** to approve the proposed District Investment Policy and Investment Strategy.

After discussion, the Motion was approved by a vote of 3 to 0.

10. Review and authorize solicitation of proposals for bookkeeper services commencing December 2024.

Mr. Katz said that an outside bookkeeper will be required to manage the District books once tax revenue begins to come in. He said there are a few firms that specialize in public entities, although certainly the Board can engage any competent bookkeeping service firm. Among the duties by the bookkeeper are standard bookkeeping services, balance sheets preparation, income statements, budget review and monthly budget reconciliation and YTD presentation, and bill pay and check-writing. After review, Motion was made by Ms. **Armstrong**, seconded by Mr. **Stratman** to approve to solicit proposals for bookkeeping services. After discussion, the Motion was approved by a vote of 3 to 0.

11. Approve research of an operations tax anticipation loan with pledge of 2024 tax revenue.

This item was a carry-over from the July meeting. Mr. Katz discussed the various operating expenses that will come up for the District between now and mid-January when tax funds begin to come in. Chief Shed also discussed the Fairchild Fire Department's expected requirement for 2024, including duty crew hiring and gear. He said that the number of non-responses by the Department is becoming a concern, not only for the Department, but also some residents. The Board discussed this item. The Board discussed a \$60,000 short-term loan with Amegy Bank. After review, Motion was made by Ms. **Armstrong**, seconded by Mr. **Stratman** to approve negotiating a \$60,000 short-term loan with Amegy Bank. After discussion, the Motion was approved by a vote of 3 to 0.

12. Receive a committee update regarding contracting with Fairchild Fire Department as the District emergency service provider, establish goals and terms of contracting and establishment of a committee and/or workshops to address relevant contract matters.

The Board noted that the District and Department committees have not had a chance to discuss the draft service agreement fully. Chief Shed said he

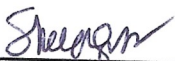
had reviewed the draft and thought it was very workable. Mr. Katz said that if the District makes a short-term loan to fund the Department, there has to be an agreement in place. He suggested that an Interim Funding Agreement with the Department would be the quickest way to put a contract in place while the committees continue to work on the long-term service agreement. After review, Motion was made by Mr. **Stratman**, seconded by Ms. **Armstrong** to approve Interim Funding Agreement with the Department. After discussion, the Motion was approved by a vote of 3 to 0.

13. **Schedule future regular and special District Board meetings and workshops.**

The Board left open the possibility of a special meeting prior to the regular September 9 meeting to address the Interim Funding Agreement with the Department and the short-term bank loan.

14. **Executive Session: None**

There being no further business brought before the Board, upon Motion made the meeting adjourned at 8:40 P.M.



Secretary of the Board