

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:00am. Commissioners present were: K. Stacy, B. Warren, E. Krenek and T. Kuykendall.
2. Citizens Inquiry: Guests present were Kaye Townley with Municipal Accounts and Consulting and Scott Smith and Richard Morrison with Smith Murdaugh Little and Bonham.
3. Review and approve minutes from February 19, 2019 board meeting: Commissioner K. Stacy motioned to accept the minutes from the February 19, 2019 board meeting as presented; Commissioner T. Kuykendall seconded the motion; all voted AYE, motion passed.

Moved to item #5

5 Old Business:


- a. Potential action on the ESD property considered for contribution to the County as discussed with Commissioner Meyers office – Memorandum of Understanding: The board discussed the draft MOU completed by attorney Scott Smith. B. Crone stated that there are still questions regarding retention/detention on the property for the master plan. Commissioner Warren questioned whether this type of donation had been done in the past and if it was ethical; S. Smith replied yes in Harris County. Commissioner K. Stacy questioned why there seems to be a rush to complete this agreement. Commissioners Stacy and Warren both stated that the board needs to be sure the ESD's needs are being met before approving any type of agreement. Commissioner Warren suggested an appraisal of the proposed property to be donated and have an understanding of what the ESD is getting in return so there is equality for the donation. All agreed we should confirm with architects and civil engineer on the ultimate detention requirements.
- b. ESD4 EOC and Fire Training Facility: no updates
- c. Future station locations: moved to executive session
- d. Temporary station #4: B. Crone reported that Cross Creek had updated plans with the City of Fulshear and that Mr. Bamford spoke in favor of working with the ESD on this location. Brandi added that she is waiting on updated quotes for temporary buildings and water sources.
- e. Department social media presence: no updates

Moved back to item #4

4. Treasurer's Report: K. Townley presented the bookkeepers report for the month. Commissioner K. Stacy motioned to accept the report as presented; Commissioner B. Warren seconded the motion; all voted AYE, motion passed.
 - a. Authorize payment of bills: Commissioner Stacy asked if it was necessary for all of the individual fuel receipts to be included with the monthly statement and K. Townley replied yes. Discussion followed regarding possible changes to the formatting of the list of bills report and necessary backup. Commissioner K. Stacy motioned to approve the payment of bills as presented; Commissioner T. Kuykendall seconded the motion; all voted AYE, motion passed.
 - b. Resolution for Texas Class pool: B. Crone reported New First National Bank would require our designated account manager use a token for online wire transfers to Texas Class. S. Smith stated that it is acceptable to have multiple people listed to manage the account. Commissioner E. Krenek motioned to approve the Resolution to Participate in Texas Class investments; Commissioner B. Warren seconded the motion; all voted AYE, motion passed.
 - c. Account access for investment officer for Texas Class Money Market & New First National Bank: B. Crone reported on the updated Treasury Management Agreement at New First National Bank and the Texas Class agreement to require both Commissioner B. Warren and D. McJunkin to sign the documents.

6. Schedule for additional regular meeting date during the month: B. Crone suggested scheduling a secondary meeting for the first Tuesday of each month at 8:30am. This meeting will be to sign checks that require payment before the regularly scheduled board meeting. Kaye Townley stated all she would require is a list of bills and copies of invoices.
7. Delegation of Authority to Fire Chief and Administrator to execute certain contracts and disburse funds on behalf of the District: S. Smith explained the Memorandum of Understanding that is in the drop box gives the Fire Chief and ESD Administrator the authority to approve contracts up to \$50,000. The commissioners requested the MOU be revised to read “ Fire Chief and Administrator are authorized to enter into contracts up to \$50,000 that have been previously budgeted by the board”. Commissioner T. Kuykendall motioned to approve the MOU as revised; Commissioner E. Krenek seconded the motion; all voted AYE, motion passed.
8. Authorization of Right of Way Access to MBCO Engineering & Survey to District property: After brief discussion regarding property locations and reason for access, Commissioner B. Warren motioned to approve access to MBCO Engineering & Survey to specified District property as presented in the written requests; Commissioner T. Kuykendall seconded the motion; all voted AYE, motion passed.
9. ESD computers, tablets, iPads upgrades/new purchase: B. Crone reported she has asked our IT Consultant, Henry, to research some options for commissioners’ usage and possible upgrades for other ESD electronic equipment. Brandi also stated that Henry had sent an email with temporary passwords for Commissioners Warren, Krenek and McJunkin and a copy of that information would be provided to them.
10. Monthly report from ESD4 Administrative Office/Fire Chief: Chief Meier reported there were 164 total calls for the month of February. Chief Meier discussed the continued work on Station 4 and the request with the City of Fulshear to repair the driveway at Station 1. Training and demonstrations are taking place across the road using the Holmatro struts that were purchased last year with a generous donation from the Rotary Club of Brazos River. B. Crone stated that Chief Meier would be a guest speaker at the Chamber of Commerce Government Advocacy Committee meeting on Thursday, March 21 from 11:30 – 1:00. Brandi reported the department is still in the hiring process and group interviews would begin soon.
11. Adjourn to Executive Session: Adjourned to executive session at 9:12am. Reconvened to general session at 9:37am.
12. Possible action on executive session: Commissioner E. Krenek motioned to approve up to \$25,000 to be used on improvement cost for the temporary station 4 site with funds from reserves; Commissioner B. Warren seconded the motion; all voted AYE, motion passed.
13. Announce next board meeting: April 2, 2019 at 8:30am for payment of bills; board meeting will be held on Tuesday, April 16, 2019 at 8:00am
14. Adjourn: Commissioner K. Stacy motioned to adjourn the meeting; Commissioner T. Kuykendall seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 9:38am.

Respectfully submitted,


Karol Bone