

**MINUTES OF THE NOVEMBER 13, 2015 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11**

A meeting was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11**, which was held on November 13, 2015, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 3:30 PM by **LYNN LEBOUF**, President. Those Commissioners present were **LYNN LEBOUF**, **KAREN PLUMMER** and **FRED GRUNDMEYER**. Commissioners **KEVIN BROST** and **ROBERT BERLETH** were not present. Also present were the District legal counsel John Peeler, of Coveler & Katz, P.C., District book keeper Bill Russell, of Myrtle Cruz, Inc., Matt Walker, Attorney for CCEMS, Norm Uhl of Cypress Creek EMS ("CCEMS"). Also present were Ricardo Martinez of Joiner Architects, District architects on the Station 513/Coventry project, and members of the public.

The Board then addressed Financial Matters. The District received a report from **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. He reported that the operating account balance of the District following the prior meeting was \$1,099,098.19. He also noted the receipt of tax revenue since the prior meeting in the amount of \$13,395.76, tax penalty and interest of \$3,117.71, and interest of \$269.16. He also reported that as of this meeting and prior to the payment of current bills, \$1,116,405.82 was on deposit at the Prosperity Bank operating account, plus additional demand deposits of \$213,068.41 at Prosperity Bank, \$5,213.21 in TexPool, CD/investment accounts plus interest as to all said accounts/CD: \$236,278.62 at Spirit of Texas Bank, \$232,578.68 at Icon Bank, \$225,491.38 at Community Bank (previously Vista Bank), \$1,350,649.82 at Compass Bank, \$890,376.78 at Wells Fargo Bank plus \$240,000.00 at three banks. He also said that all District funds were properly insured and/or secured by pledged securities. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed payment of District bills. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER**, to approve the payment of District bills as follows:

1. Myrtle Cruz, Inc. (bookkeeping) \$ 2,291.98

2.	Coveler & Katz, P.C. (legal-February):	\$	5,688.70
3.	Joiner Partnership, Inc. (Station 513)	\$	532.00
4.	Rothfelder & Falick LLP	\$	5,808.10
5.	Houston Chronicle (Tax Rate publications)	\$	7,785.50
6.	Klein VFD (E-View Repairs)	\$	3,577.25
7.	Texas Mutual Insurance (Workman's Comp)	\$	368.00
8.	Chernosky Smith Ressler & Smith LLC	\$	525.00

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

The Board addressed the payment of operations funding pursuant to current budget and service agreement with Cypress Creek EMS. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER**, to approve payment in the amount of \$893,805.42 to Cypress Creek EMS. After discussion, the Motion was approved by a vote of 3 to 0.

The Board took no action on the payment of capital funding as there was no capital to report.

The Board held on the report from CCEMS.

The Board then addressed item 7 of the agenda, action on construction, improvements, repairs and renovations to stations. Ricardo Martinez reported on the Station 513/Coventry project: electricity was still not active though a request had been placed with CenterPoint Energy to address the issue; the station is nearing completion; punch list iss being developed as inspection is expected to take place early in December.

Mr. Martinez said that application number 13 to the contractor Brookstone in the amount of \$175,566.80 is certified due by the architect. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve pay application number 13 as presented. After discussion, the Motion was approved by a vote of 3 to 0.

Mr. Martinez then presented Change Order number 6 to include funding in the amount of \$5,000.00 for hurricane inspection. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve Change Order number 6 as presented. After discussion, the Motion was approved by a vote of 3 to 0.

Discussion ensued as to the furniture for the station. Mr. Martinez and Mr. Russell noted that the furniture is not in the current budget or loan. Mr. Martinez explained that a credit back to the District is anticipated which may provide

assistance with the furniture expense. The Board took no action and noted that they will need to review this issue at a later date.

There was no need to meet in Closed Session.

No public comment was offered.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned 3:42 P.M.

Secretary of the Board