

MINUTES OF MEETING OF THE  
BOARD OF COMMISSIONERS

March 18, 2021

THE STATE OF TEXAS §  
COUNTY OF HARRIS §  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11 §

The Board of Commissioners (the "Board") of Harris County Emergency Services District No. 11 (the "District") met in regular session, open to the public, at the District's Administration Building, 18334 Stuebner Airline Road, Spring, Texas 77379, a meeting place inside the boundaries of the District, on Thursday, March 18, 2021, at 9:00 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Karen Plummer	President
Steve Williams	Vice President
Fred Grundmeyer	Secretary
Robert Pinard	Treasurer/Asst. Secretary
Kevin Brost	Asst. Treasurer

All members of the Board were present, thus constituting a quorum. Also attending the meeting were: the following District employees: Mr. Douglas Hooten, Executive Director; Mr. James Chebra, Chief Operations Officer; Mr. Rob Farmer, Chief Administrative Officer; Mr. Dave Snavelly, Chief Financial Officer; Ms. Shirley Ware, Executive Assistant; Ms. Dawn Stumbo, Human Resources ("HR") Assistant; Dr. Casey Patrick, Medical Director; Mr. Xavier De La Rosa, Chief Clinical Officer. District consultants in attendance were: Ms. Chris Linn of Myrtle Cruz, Inc., bookkeeper for the District; Mr. Ricardo Martinez of Martinez Architects ("Martinez"); Mr. Conrad Hammond of J.E. Dunn Construction Company ("J.E. Dunn"); Mr. John Howell of The GMS Group, L.L.C., financial advisor for the District (via teleconference); Mr. Ron Welch of Municipal Information Services ("MIS"); Ms. Regina D. Adams, Ms. Monica Garza and Ms. Sholeh Abedinzadeh (via teleconference), attorneys, and Ms. Carla Christensen, paralegal, of Radcliffe Bobbitt Adams Polley PLLC ("RBAP"), attorneys for the District; Mr. Brian Trachtenberg and Ms. Anna Phillips of Greathouse Holloway McFadden Trachtenberg, special counsel to the District; Mr. Zach Karrenbrock of 62 Digital, LLC ("62 Digital"), the District's website service provider and communications coordinator. Also in attendance were: Ms. Kristina Fox of the Texas County and District Retirement System ("TCDRS") (via Zoom); Mr. Wren Nealy, Cypress Creek Emergency Medical Services ("CCEMS") Chief Executive Officer; Mr. Enrique Lima, member of the CCEMS Board of Directors; Mr. George Vie of Feldman & Feldman, P.C., attorney for CCEMS; and members of the public and CCEMS employees. A copy of the sign-in sheets are attached hereto.

There were other members of the public in attendance via conference call but were unable to be identified other than by telephone number.

WHEREUPON, the meeting was called to order by the President and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

This meeting was video recorded by 62 Digital for use by the District. The meeting was also streamed live by 62 Digital on the District's website.

The Board held a 30-second moment of silence for prayer and reflection.

#### PUBLIC COMMENTS

The President then recognized Mr. Michael Palmquist, who inquired about where he can find the District's anticipated costs to provide emergency medical services ("EMS") under a self-operated model. Ms. Adams stated that the District's Executive Director reviewed the proposed EMS Operations budget for the District at the February 25<sup>th</sup> Board meeting and the video recording of such meeting can be found on the District's website, but that the District has been awaiting an acceptable proposed budget from CCEMS before it can consider amending its own overall operating budget.

There were no additional public comments at this time.

#### APPROVAL OF THE MINUTES

The Board considered approval of the minutes of the regular meeting of February 25, 2021, the minutes of the special meeting of February 4, 2021 and the minutes of the emergency meeting of February 18, 2021. Upon motion by Commissioner Brost, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to approve the minutes of the regular meeting of February 25, 2021, the minutes of the special meeting of February 4, 2021 and the minutes of the emergency meeting of February 18, 2021, as presented, and the certified agendas for same.

#### PRESENTATION OF COMPREHENSIVE REVIEW REPORT PREPARED BY MIS

Commissioner Plummer then recognized Mr. Welch, who presented to and reviewed with the Board a draft Annual Comprehensive Review Report for December 2020, as of February 2021, a copy of which can be found in the District's files. Mr. Welch explained that he reviewed the District's assessed valuation trends, population projections and property account verifications. Mr. Welch noted that the District's certified taxable value for the 2019 tax year was \$51.57 billion, which is expected to increase to an estimated \$57.79 billion by 2024. Mr. Welch went on to state that the District's population is expected to increase from 561,429 in 2019 to 601,661 by 2024.

Mr. Welch then answered various questions from the Board. A discussion ensued.

Upon motion by Commissioner Brost, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Annual Comprehensive Review Report from MIS.

REVIEW MATTERS RELATED TO THE SERVICE AGREEMENT WITH CCEMS, INCLUDING STATUS OF CCEMS V. THE DISTRICT, ET AL, (THE "CCEMS LITIGATION") AND TAKE ANY NECESSARY ACTION ON SAME

Commissioner Plummer then stated that the Board would be going into Executive Session to discuss matters of attorney-client privilege and pending litigation pursuant to Section 551.071, Texas Government Code regarding this agenda item.

All meeting attendees, with the exception of all members of the Board present, Ms. Adams, Ms. Garza, Ms. Abedinzadeh (via teleconference), Ms. Christensen, Mr. Trachtenberg, Ms. Phillips and Mr. Hooten exited the meeting at 9:23 a.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Section 551.071 regarding matters of attorney-client privilege and pending litigation, Commissioner Plummer convened the Board in Executive Session at 9:25 a.m., to deliberate matters related to the CCEMS Litigation. The persons present in the Executive Session at various times were Commissioners Plummer, Williams, Pinar, Grundmeyer and Brost, Ms. Adams, Ms. Garza, Ms. Abedinzadeh (via teleconference), Ms. Christensen, Mr. Trachtenberg, Ms. Phillips and Mr. Hooten.

RECONVENE IN OPEN SESSION

All meeting attendees still present re-entered the meeting at 10:23 a.m.

Commissioner Plummer then reconvened the meeting in open session at approximately 10:24 a.m. at which time no action was taken by the Board.

PRESENTATION REGARDING EMPLOYEE RETIREMENT PLANS FROM TCDRS

Ms. Fox then presented to and reviewed with the Board a summary of TCDRS retirement plan benefit options, a copy of which is attached hereto. An extensive discussion ensued after which Ms. Fox answered questions from the Board and District staff.

Upon motion by Commissioner Brost, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to accept TCDRS Plan 3, as discussed, and approve and authorize execution by Mr. Hooten of the TCDRS Plan Participation Agreement and related documents.

Ms. Fox exited the meeting at this time.

REVIEW AND ACCEPT FINANCING PROPOSAL FOR PHASE I REDEVELOPMENT OF DISTRICT ADMINISTRATION PROPERTY ("PHASE I PROJECT") AND TAKE NECESSARY ACTIONS ON SAME, INCLUDING: A) APPROVE AND AUTHORIZE EXECUTION OF PLACEMENT AGENT AGREEMENT; B) APPROVE LOAN RESOLUTION FOR FINANCING OF PHASE I PROJECT; C) AUTHORIZE BOARD PRESIDENT OR VICE PRESIDENT AND SECRETARY OR ASSISTANT SECRETARY TO EXECUTE PHASE I PROJECT FINANCING DOCUMENTS; AND D) AUTHORIZE GENERAL COUNSEL AND FINANCIAL ADVISOR TO TAKE ANY OTHER NECESSARY ACTIONS TO CLOSE PHASE I PROJECT FINANCING

Ms. Adams reminded the Commissioners that they previously authorized her to coordinate with Mr. Howell to procure the necessary financing options for the District's improvement of the administration campus. Mr. Howell then presented to and reviewed with the Board the proposed Term Sheet for the Real Estate Improvement Loan from ZMFU II, Inc. ("ZMFU"), a wholly owned subsidiary of Zions Bancorporation, National Association, a copy of which is attached hereto. A discussion ensued.

Upon motion by Commissioner Brost, seconded by Commissioner Williams, after full discussion and the question being put to the Board, the Board voted unanimously to approve and authorize execution of the Placement Agent Agreement with Huntington Securities, Inc., a copy of which is attached hereto.

Upon motion by Commissioner Pinard, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Loan Resolution for financing the Phase I Project and to authorize execution of the Real Estate Improvement Loan documents.

Upon motion by Commissioner Pinard, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal of ZMFU for financing the Phase I Project and authorize the District's legal counsel and financial advisor to handle the remainder of the sale and closing matters for same, as discussed.

#### ADMINISTRATION FACILITIES REPORT, INCLUDING:

#### STATUS OF FINALIZATION OF CONTRACT WITH J.E. DUNN FOR CONSTRUCTION MANAGER AT RISK ("CMAR") SERVICES FOR THE PHASE I PROJECT AND TAKE NECESSARY ACTION ON SAME

Ms. Adams then reported that, at the February 25<sup>th</sup> meeting, the Board awarded the CMAR Contract for the Phase I Project to J.E. Dunn, subject to review and approval of same by RBAP. Ms. Adams stated that RBAP reviewed and commented on the CMAR Service Contract and coordinated with Martinez and J.E. Dunn regarding same.

Ms. Adams went on to recommend that Section 3.1.12 of the CMAR Contract regarding procurement be revised to state that any equipment or materials that need to be purchased on an expedited basis, up to \$50,000, can be approved by the Building/Construction Committee, which includes Commissioners Brost and Pinard, until the full Board can approve such purchase. The Board concurred with Ms. Adams' recommendation. Mr. Hammond stated that he would circulate the revised CMAR Contract for execution.

#### REVIEW GROSS MAXIMUM PRICE ("GMP") DOCUMENTATION FOR PHASE I PROJECT FROM J.E. DUNN AND TAKE NECESSARY ACTION ON SAME

Mr. Martinez went on to review the proposed timeline regarding the design, permitting and construction process of the Phase I Project, a copy of which is attached hereto. Mr. Martinez next reported that the total GMP for the Phase I Project will be presented to the Board at the April 15<sup>th</sup> meeting and site demolition on the Phase I Project is anticipated to commence on April 2<sup>nd</sup>.

Mr. Martinez then reviewed with the Board Amendment No. 1 to the CMAR Contract regarding the Early Work and Procurement Package ("EWP"), including the GMP component related to same, from J.E. Dunn. Mr. Martinez stated that the GMP component for the EWP is \$4,049,752. A discussion ensued.

Upon motion by Commissioner Brost, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to approve Amendment No. 1 to the CMAR Contract with J.E. Dunn and the EWP GMP for the Phase I Project.

REVIEW MAINTENANCE AND REPAIR ITEMS FOR THE FACILITIES AND TAKE NECESSARY ACTIONS ON SAME, IF ANY

Mr. Hooten reported that there are no maintenance or repair items to consider at this time.

STATUS OF PROCUREMENT OF IT INVENTORY AND INFRASTRUCTURE

Mr. Hooten then presented to and reviewed with the Board a purchase order and proposal in connection with the purchase of 12 desktop and six (6) laptop computers and accessories from CDW Government, LLC ("CDW-G") for a cost of \$28,862.55, copies of which are attached hereto. A discussion ensued.

Upon motion by Commissioner Grundmeyer, seconded by Commissioner Williams, after full discussion and the question being put to the Board, the Board voted unanimously to approve the purchase order and proposal from CDW-G and authorize payment in the amount of \$28,862.55 to CDW-G for the purchase of 12 desktop and six (6) laptop computers and accessories.

STATUS OF TRANSITION TO NEW INTERSECTION PREEMPTION CONTROLLER DEVICES (THE "PREEMPTION DEVICES"), INCLUDING AUTHORIZE ADDITIONAL PAYMENTS RELATED TO SAME

Commissioner Brost reported on the status of the installation of the new preemption devices at the Harris County and Texas Department of Transportation intersections. Commissioner Brost stated that Phases 1 and 2 of the preemption device project are complete and Phase 3 is in progress. Commissioner Brost noted that the District currently has \$250,000 budgeted for the project, but the total cost will be about \$280,000.

EXECUTIVE DIRECTOR'S AND DISTRICT ADMINISTRATION REPORT, INCLUDING

STATUS OF HIRING FOR VARIOUS OPEN EMPLOYEE POSITIONS

Mr. Hooten then reported that he and the District's executive staff continue to conduct interviews for the middle-management and other various staff positions. Mr. Hooten stated that the District's HR, Communications and Operations managers have been hired.

Mr. Hooten then presented to and reviewed with the Board a memorandum regarding a recommended policy for employee paid time off and holiday schedule, a copy of which is attached hereto.

STATUS OF ESTABLISHING THE NECESSARY VENDOR ACCOUNTS FOR DISTRICT ADMINISTRATION PURPOSES

Mr. Hooten then reminded the Board that, at the December 7<sup>th</sup> Board meeting, the Board authorized him to establish the necessary vendor accounts for District administration purposes. Mr. Hooten reported that he has coordinated with various vendors and has established the majority of necessary accounts.

STATUS OF PROCUREMENT OF TEXAS DEPARTMENT OF STATE HEALTH SERVICES ("DSHS") EMERGENCY MEDICAL SERVICES ("EMS") PROVIDER LICENSE AND OTHER LICENSURES AND TAKE NECESSARY ACTIONS ON SAME

Mr. Hooten reported that the District's application to obtain a DSHS EMS Provider license has been approved. Mr. Hooten noted that the expiration date of such license is March 31, 2023.

STATUS OF ENROLLMENT AS A MEDICARE PROVIDER, AS NECESSARY

Mr. Hooten then stated that, now that that the District has received its DSHS EMS Provider license, the District has applied to enroll as a Medicare provider.

STATUS OF ESTABLISHING DISPATCH SERVICES AND COMMUNICATIONS WITH OTHER EMERGENCY SERVICES PROVIDERS REGARDING SAME

Mr. Hooten noted that he continues to communicate with the chiefs of the fire departments. A discussion ensued regarding a new communications tower.

Mr. Hooten then requested the Board's authorization to advertise for bids from qualified vendors who specialize in comprehensive records management system/software for incident reporting for public agencies. A discussion ensued.

Upon motion by Commissioner Brost, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to authorize Mr. Hooten to advertise for bids from qualified vendors for comprehensive records management system/software and related services for the purpose of the District's incident reporting.

REVIEW AND APPROVE PURCHASE ORDERS AND AGREEMENTS FOR VEHICLES, SUPPLIES, FURNITURE, FIXTURES AND EQUIPMENT FOR THE DISTRICT, AS NECESSARY, INCLUDING:

PRIORITY DISPATCH CORP ("PRIORITY DISPATCH")

Mr. Hooten then presented to and reviewed with the Board a summary and sales quote of same from Priority Dispatch, a sole source provider, for the District's purchase of dispatching software and implementation of same and training services, including first year of product licensing and maintenance, copies of which are attached hereto. Mr. Hooten stated that the purchase cost for such software and services from Priority is \$210,170.00. A discussion ensued.

Ms. Adams next reported that her office reviewed the Implementation Agreement and the Software and Licensing Agreement between Priority Dispatch and the District and provided

comments on same.

Upon motion by Commissioner Grundmeyer, seconded by Commissioner Williams, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the purchase of the dispatching software and implementation and training services for \$210,170.00 from Priority Dispatch and authorize execution of the Implementation and Software and Licensing Agreements with Priority Dispatch, and related addendums, subject to receipt of completed Form 1295s from Priority Dispatch.

Mr. Hooten next reported that he recently received a Subscriber Agreement and fee schedule from Waystar Revenue Cycle Technology ("Waystar") in connection with medical billing and related services. A discussion ensued. Ms. Adams reported that her office is in the process of reviewing the Waystar Subscriber Agreement and will include the item on the April 1<sup>st</sup> Board meeting agenda.

STATUS OF SECOND PHASE OF SPECIAL DISTRICT EXAMINATION BY PANNELL KERR FORSTER OF TEXAS, P.C. ("PKF"), RELATED TO: A) RECONCILIATION OF DISTRICT FUNDING VS. CCEMS EXPENDITURES; B) PHYSICAL INVENTORY OF DISTRICT AND CCEMS ASSETS; AND C) CONCLUSIONS FROM HSSK, LLC REPORT (THE "PKF REPORT")

Ms. Adams then reminded the Board that it previously received the draft findings of the first (1<sup>st</sup>) phase of the PKF Report and subsequently authorized PKF to proceed with conducting the second (2<sup>nd</sup>) phase of the special forensic examination.

Mr. Trachtenberg next reported that the second (2<sup>nd</sup>) phase of the PKF Report will entail a more in-depth review of additional CCEMS financial documents and Koronis billing records to further identify discrepancies and quantify the related amounts of over and/or under payments by the District to CCEMS. Mr. Trachtenberg went on to state that PKF has made the initial requests to CCEMS, through correspondence to Mr. Vie, for access to additional financial records. Mr. Trachtenberg reported that CCEMS uploaded some of the responsive information the evening prior to the Board meeting, but PKF is awaiting receipt of the balance of requested information.

REVIEW AND DISCUSS FINANCIAL AND OPERATIONAL MATTERS RELATED TO CCEMS, INCLUDING: MONTHLY OPERATIONS AND FINANCIAL REPORT FROM CCEMS; CCEMS BILLING/COLLECTION PROCESSES AND PROCEDURES; CCEMS BUDGET PROPOSAL FOR JANUARY-AUGUST OF FISCAL YEAR ENDING ("FYE") DECEMBER 31, 2021; STATUS OF INVESTIGATION OF CCEMS MAINTENANCE FACILITY AND EMPLOYEES RELATED THERETO; AND DISCUSS TRANSITIONAL MATTERS

The President next recognized Mr. Nealy, who presented to and reviewed with the Board the monthly CCEMS Operations and Financial Reports, including the operations statistics for February 2021, copies of which are attached hereto. Mr. Nealy reported that during February there were 3,587 transports, five (5) Life Flight transports and that 1,060 of the calls made during the month were "no transports." Mr. Nealy went on to report that during February, CCEMS received 16 mutual aid assists and provided 34 mutual aid assists outside of CCEMS' boundaries.

Mr. Nealy next presented to and reviewed with the Board the System Status Level Report and the Response Times Report, copies of which are attached to the CCEMS Report.

Mr. Nealy went on to review with the Board the report in connection with CCEMS' operations during Winter Storm Uri that occurred during the week of February 15<sup>th</sup>, a copy of which is attached to the CCEMS Report. An extensive discussion ensued after which Mr. Nealy answered several questions from the Board.

In response to a question from Commissioner Brost, Mr. Nealy stated that he did not include Personnel Manpower Report for February in CCEMS' report.

Commissioner Brost then requested a report on the deployment of District assets, such as ambulances, to work at the recent marathon in The Woodlands, which is outside of the District's boundaries. Mr. Nealy reported that two (2) ambulances were utilized for the marathon, but such ambulances were in operation within the District boundaries during the regular shift hours that day. In response to a question from Ms. Adams, Mr. Nealy stated that CCEMS was provided funding for CCEMS' service at the marathon. Mr. Nealy added that he does not know the amount of funding that CCEMS received for its service at the marathon, but will request such information from the CCEMS Controller, Mr. Rene Johnson.

Commissioner Pinard then reported that he and Commissioner Brost and Mr. Hooten met with Messrs. Lima, Keith Barber, Johnson and Nealy regarding CCEMS' draft budget for January through August of FYE December 31, 2021 (the "CCEMS Budget"). Commissioner Pinard presented to and reviewed with the Board the updated CCEMS Budget, a copy of which is attached hereto. An extensive discussion ensued regarding certain revenue and expense line item amounts in the CCEMS Budget (i.e. salaries/wages, conferences, education supplies, insurance). Commissioner Pinard noted that, based on such meeting, CCEMS indicated that it currently costs CCEMS \$175 per effective unit hour for the operation of 19 peak ambulances. In response to a question from Commissioner Brost, Mr. Hooten stated that he anticipates the District's cost to operate 28 ambulances to be \$151 per effective unit hour. In response to a question from Ms. Adams, Mr. Hooten stated that there are: 1) 14,136 unit hours in a 31-day month; 2) 13,680 unit hours in a 30-day month; and 3) 12,768 unit hours in a 28-day month (i.e. February 2021). Commissioner Brost recommended using \$163 per effective unit hour to calculate CCEMS' monthly operating budget needs as that is the standard in the State of Texas. A discussion ensued.

Ms. Adams noted that, according to her calculations and taking into account CCEMS' other sources of revenue, the budget number for the District's tax subsidy to CCEMS to operate 19 peak ambulances at \$175 per effective unit hour would be \$1,167,150 for April 2021. Ms. Adams stated that, based on the same scenario at \$163 per effective unit hour would be \$1,002,990. Further discussion ensued, during which many questions were asked of Messrs. Nealy and Lima. In response to a question from Ms. Adams, Mr. Nealy stated that the CCEMS Controller is the person that can answer questions related to the CCEMS Budget.

In response to a statement from Mr. Nealy, Ms. Adams stated that CCEMS' proposed budget tax subsidy from the District does not take into account all the revenue sources. Commissioner Brost stated that the District should not be paying for CCEMS events or activities that are not related to the provision of EMS for the benefit of the District residents. A discussion ensued between Commissioner Brost and Mr. Lima. It was the consensus of the Board that



Commissioners Pinard and Williams and Mr. Hooten meet with Messrs. Lima, Nealy and Johnson as soon as possible to update CCEMS' proposed budget and to review CCEMS' supporting documentation in order to determine a reasonable cost per effective unit hour.

Upon motion by Commissioner Pinard, seconded by Commissioner Williams, after full discussion and the question being put to the Board, the Board voted unanimously to authorize payment, under protest and duress, to CCEMS in the amount of \$1,000,000 for March 2021, subject to CCEMS' continued cooperation with PKF's inspection of CCEMS financial records and physical inventory and with the stipulation that future CCEMS monthly reports and invoices must be received by the Board at least one (1) week prior to the District's Board meetings or the Board will table any consideration of CCEMS' report, including approval of payment of any CCEMS invoices.

Upon motion by Commissioner Brost, seconded by Commissioner Williams, after full discussion and the question being put to the Board, the Board voted unanimously to accept the CCEMS Operations and Financial Reports.

In response to questions from Commissioner Brost regarding transition matters, Mr. Nealy confirmed that CCEMS will not retaliate against any of its employees that choose to work for the District.

REVIEW AND TAKE ANY NECESSARY ACTIONS ON FINANCIAL MATTERS, INCLUDING FINANCIAL REPORT FROM DISTRICT BOOKKEEPER AND TREASURER AND BUDGET COMPARISON

Ms. Linn then presented to and reviewed with the Board the Bookkeeper's Report, including the revenues and expenses of the District, the budget comparison, the investment report and the checks being presented for payment at the meeting, copies of which are attached hereto.

Ms. Linn reported that during the prior month, the District received \$570,231.79 in property tax revenue and \$1,147.60 in investment interest.

Upon motion by Commissioner Brost, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) approve the Bookkeeper's Report, as discussed; and 2) authorize payment of the bills other than CCEMS' invoice which had already been acted upon, as submitted.

AMEND BUDGET FOR FYE DECEMBER 31, 2021, IF NECESSARY

Mr. Hooten stated that he is working with Ms. Linn on the preparation of the necessary amendments to the District's budget for FYE December 31, 2021 and that the District is still awaiting an acceptable CCEMS Budget for inclusion in same.

AUTHORIZE LOAN PAYMENT TO TRUSTMARK BANK

Upon motion by Commissioner Brost, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to authorize payment on the District's Trustmark Bank loan by March 25<sup>th</sup>.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Adams then reviewed with the Board the Tax Assessor/Collector's Report for February, a copy of which is attached hereto.

DISTRICT COMMUNICATIONS REPORT:

STATUS OF PUBLIC RELATIONS ("PR") ACTIVITIES AND TAKE NECESSARY ACTION ON SAME

Mr. Karrenbrock then presented to and reviewed with the Board 62 Digital's monthly website and PR report, a copy of which is attached hereto.

Mr. Hooten then reported that he is coordinating with 62 Digital regarding hosting a live podcast in the near future regarding the District's EMS operational model and costs related to same.

ATTORNEY'S REPORT:

REVIEW OF RECENT PUBLIC INFORMATION ACT ("PIA") REQUESTS AND STATUS OF RESPONSES TO SAME

Ms. Garza noted that two (2) PIA requests were received since the February 25<sup>th</sup> Board meeting. Ms. Garza then reported on the status of the two (2) recent PIA requests and the three (3) outstanding PIA requests, including responses to and requests for Texas Attorney General rulings on same.

REVIEW PROPOSALS FROM ELECTION SYSTEMS AND SOFTWARE ("ES&S") AND HART INTERCIVIC ("HART") FOR PURCHASE OF ELECTION EQUIPMENT AND TAKE NECESSARY ACTIONS ON SAME

Ms. Adams and Ms. Garza then presented to and reviewed with the Board three (3) proposals from ES&S and five (5) proposals from Hart, one (1) being for the purchase of four (4) additional electronic poll pads, for the purchase of new election equipment, copies of which are attached hereto. A discussion ensued. In response to a question, Ms. Garza stated that Harris County is now utilizing the Hart Verity Duo election voting system. Action on this item was tabled pending the Commissioners' further review of the proposals.

REVIEW DISTRICT CONSULTANT CONTRACTS AND TAKE NECESSARY ACTIONS ON SAME

There was no discussion on this matter at this time.

Ms. Linn exited the meeting at this time.

STATUS OF HIRING FOR VARIOUS OPEN EMPLOYEE POSITIONS

STATUS OF SECOND PHASE OF SPECIAL DISTRICT EXAMINATION BY PKF, RELATED TO THE PKF REPORT

REVIEW AND TAKE ANY NECESSARY ACTIONS ON MONTHLY OPERATIONS AND FINANCIAL REPORT FROM CCEMS, CCEMS BILLING/COLLECTION PROCESSES AND PROCEDURES, STATUS OF INVESTIGATION OF CCEMS MAINTENANCE FACILITY AND EMPLOYEES RELATED THERETO AND DISCUSS TRANSITIONAL MATTERS

REVIEW MATTERS RELATED TO THE SERVICE AGREEMENT WITH CCEMS, INCLUDING STATUS OF THE CCEMS LITIGATION AND TAKE ANY NECESSARY ACTION ON SAME

Commissioner Plummer then stated that the Board would be going into Executive Session at this time to discuss matters of attorney-client privilege, pending or contemplated litigation and personnel matters pursuant to Sections 551.071 and 551.074, Texas Government Code regarding the above agenda items.

All meeting attendees, with the exception of all members of the Board present, Ms. Adams, Ms. Garza, Ms. Abedinzadeh (via teleconference), Ms. Christensen, Mr. Trachtenberg, Ms. Phillips and Mr. Hooten exited the meeting at 1:24 p.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Sections 551.071 and 551.074 regarding matters of attorney-client privilege, pending or contemplated litigation and personnel matters, Commissioner Plummer convened the Board in Executive Session at 1:31 p.m., to deliberate personnel matters, the PKF Report and the CCEMS Litigation. The persons present in the Executive Session at various times were Commissioners Plummer, Williams, Pinard, Grundmeyer and Brost, Ms. Adams, Ms. Garza, Ms. Abedinzadeh (via teleconference), Ms. Christensen, Mr. Trachtenberg, Ms. Phillips and Mr. Hooten.

RECONVENE IN OPEN SESSION

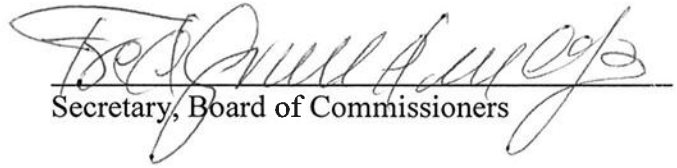
All meeting attendees still present re-entered the meeting at 2:05 p.m.

Commissioner Plummer then reconvened the meeting in open session at approximately 2:11 p.m. at which time the following action was taken by the Board:

Upon motion by Commissioner Williams, seconded by Commissioner Brost, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the District's special counsel to proceed with necessary actions pertaining to the CCEMS Litigation, as discussed in Executive Session.

There being no further business to come before the Board, the meeting was adjourned at 2:12 p.m.

PASSED, APPROVED AND ADOPTED this 15<sup>th</sup> day of April 2021.

  
Secretary, Board of Commissioners

