

**MINUTES OF THE JULY 16, 2025 REGULAR MEETING OF  
FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 9**

A regular meeting was duly called of the **FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 9** (the "District"), which was held on July 16, 2025, at the Needville Fire Station, 3323 Richmond Street, Needville, Texas 77461.

The meeting was called to order at 7:00 p.m. by the President of the Board of Commissioners ("Board" or "Commissioners"), **Barbara Smolik**. Pursuant to Agenda Item 1, a roll call of the Commissioners was made, and a quorum was confirmed, to-wit:

Barbara Smolik	President
Keith Thumann	Vice President
Rex Havron	Secretary
Jon Norwood	Treasurer
RJ Reiser	Assistant Treasurer

All members of the Board were present except Commissioner Thumann, thus constituting a quorum. Also present at the meeting were Monica A. Garza of Polley Garza PLLC, attorney for the District ("PG" or "Attorney"); Millie Dunmire of Artesian Financial Services, bookkeeper for the District ("Bookkeeper"); Chief Troy Svatek, Fire Chief of the Needville Fire Department ("FD"); Captain Sparky Anderson, Captain of the FD; Brandon Ordoyne, Treasurer of the FD; and several members of the FD.

Pursuant to Agenda Item 2, Commissioner **Smolik** led the meeting attendees in the recitation of the Pledge of Allegiance.

Commissioner **Smolik** called up Agenda Item 3 regarding public comment; however, no public comments were offered.

Commissioner **Smolik** stated there was no update relating to Agenda Item 4.

Commissioner **Smolik** called up Agenda Item 5 regarding review of the minutes of the regular meeting held on June 18, 2025. After review of such minutes, a motion was made by Commissioner **Reiser**, seconded by Commissioner **Havron**, to approve the minutes of the regular meeting held on June 18, 2025, as presented. After discussion, the motion was approved by a vote of 4 to 0.

Commissioner **Smolik** called up Agenda Item 6, and Ms. Garza presented to the Board a proposed Resolution Adopting Policies for Capitalization and Depreciation of District Assets (the "Resolution"). Discussion ensued, and it was the consensus of the Board that such policies be applied to District assets with a useful life of at least one (1) year and a total cost of at least \$15,000. A motion was made by Commissioner **Norwood**, seconded by Commissioner **Havron**, to approve the Resolution. After discussion, the motion was approved by a vote of 4 to 0.

Commissioner **Smolik** called up Agenda Item 7 regarding review of the Financial Report. Ms. Dunmire reported that the District's general fund beginning balance was \$707,022.10 following the prior meeting, with subsequent receipt of tax revenue in the amount of \$9,696.07 and interest income in the amount of \$1,609.36. Ms. Dunmire further

reported that the current balance of the District's bank account at NewFirst Bank is \$633,218.20 and the balance of the TexPool account is \$1,284,100.93.

Ms. Dunmire then reviewed the invoices presented for approval at today's meeting, a copy of which is included in the Financial Report. Ms. Dunmire noted that the Fort Bend County Road & Bridge Department has not yet provided invoices for the District's fuel usage for the months of April through July.

Ms. Dunmire next reviewed with the Board the actual versus budgeted income and expenses for the fiscal year ending ("FYE") December 31, 2025. Ms. Dunmire noted that no response was received from Touchstone District Services, and she believes that the final invoices have been paid relating to the May 3, 2025 Sales and Use Tax Election.

Ms. Dunmire then reviewed the Tax Collections Report for June, which is contained in the Financial Report, and stated that the District's 2024 taxes are 97.32% collected. Ms. Dunmire reported that \$44,087.09 remains outstanding for tax year 2024.

Next, Ms. Dunmire reviewed with the Board the Quarterly Investment Report for the period ending June 30, 2025.

Discussion then ensued regarding the FD's capital expenses and allocating funds for the same in the District's budget for the FYE December 31, 2026.

A motion was made by Commissioner **Havron**, seconded by Commissioner **Reiser**, to: 1) approve the Financial Report, as presented; and 2) approve payment of the invoices presented. After discussion, the motion was approved by a vote of 4 to 0.

Commissioner **Smolik** called up Agenda Item 8 regarding collection of delinquent 2024 taxes. Ms. Garza stated that as of July 1<sup>st</sup>, the District applied an additional 20% penalty on the delinquent taxes. Ms. Garza then reminded the Board that Linebarger Goggan Blair & Sampson, LLP serves as the District's Delinquent Tax Attorney.

Commissioner **Smolik** called up Agenda Item 9 and Chief Svatek reviewed with the Board the monthly report from the FD, including the run-and-response report, manpower status, equipment and apparatus reports, and the heat map of calls responded to. Chief Svatek then reminded the Board that the old Fire Engine No. 71 was involved in an automotive accident and is being repaired so that it can be used as a reserve vehicle. Chief Svatek next reported minor repairs are being performed on the new Fire Engine No. 71.

Chief Svatek reported that some members of the paid-duty crew recently resigned voluntarily. Chief Svatek further reported that salaries were increased for paid-duty crew members with over one (1) year of service and added that additional salary increases are being considered for crew members with more years of service.

Chief Svatek next discussed upcoming community events that the FD is either hosting or participating in. Chief Svatek then reviewed training opportunities that the FD held during the past month.

Mr. Ordoyne then reviewed with the Board the FD's financial report and noted that insurance proceeds received from VFIS are included in the balance. Mr. Ordoyne stated that next month's financial report will include an insurance endorsement credit and worker's compensation insurance dividends.

Mr. Ordoyne next stated the FD is requesting a check from the District in the amount of \$106,472.00 for the cost of certain capital items including \$29,913.00 for bunker gear from NAFECO, \$57,043.00 for a cascade station from Metro Fire Apparatus Specialists, Inc., and \$19,516.00 for a boat shed from Bal-Con Metal Buildings. A motion was made by Commissioner **Reiser**, seconded by Commissioner **Norwood**, to approve issuance of a check to the FD in August in the amount of \$110,000.00 for the three (3) capital items. After discussion, the motion was approved by a vote of 4 to 0.

Commissioner **Smolik** called up Agenda Item 10 and Ms. Garza stated that she will provide information to Director Norwood regarding potential financial advisors.

Commissioner **Smolik** called up Agenda Item 11 and Ms. Garza presented a proposal from HDL Companies ("HDL") for sales tax consultant and administration services. Ms. Garza then presented a proposed Consulting Services Agreement from HDL and reviewed the fee structure, including HDL's commission of 35% of recovered taxes. After discussion regarding the agreement, a motion was made by Commissioner **Norwood**, seconded by Commissioner **Havron**, to approve the Consulting Services Agreement with HDL. After discussion, the motion was approved by a vote of 4 to 0.

Brief discussion then ensued regarding the District's membership in certain purchasing cooperatives.

There was no update on Agenda Item 12 regarding community matters.

Commissioner **Smolik** called up Agenda Item 13 and Ms. Garza stated that VFIS has not yet provided a proposal for the renewal of the District's insurance.

There was no update on Agenda Item 14 regarding matters related to the acquisition of facilities, equipment and/or vehicles.

Commissioner **Smolik** called up Agenda Item 15 and presented a proposal from Gary Brown & Associates, Inc. in the amount of \$2,850.00 for real estate appraisal services relating to the building at 3323 Richmond Street. Commissioner Smolik stated that she provided the proposal to the City of Needville (the "City") and inquired whether the City would share the cost of the appraisal since the land is owned by the City. Chief Svatek stated that he is in communication with an architect who provided suggestions for demolishing the existing building and constructing a new fire station on the property. Extensive discussion ensued regarding future plans for a new station and administration building. The Board requested that Chief Svatek request a referral from the architect for another real estate appraiser so that the Board may obtain another proposal.

Commissioner **Smolik** then revisited Agenda Item 4 and stated that the City asked Fort Bend County Commissioner Grady Prestage about the District's position on participating in a Fort Bend County Public Safety Complex. Discussion ensued regarding same.

There being no further business brought before the Board, upon motion made, the meeting adjourned at 8:35 p.m.



  
Secretary of the Board