



Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032

**SPECIAL BOARD MEETING
August 8, 2023
ROLL CALL OF COMMISSIONERS**

- CATHY SUNDAY, PRESIDENT
- SHIRLEY REED, VICE PRESIDENT
- FRED SCIBUOLA, TREASURER
- VIRGINIA BAZAN, SECRETARY
- PETE SERNA, ASSISTANT TREASURER
- CARYN PAPANTONAKIS, LEGAL COUNSEL TO BOARD
- MELISSA MORTON, CPA TO THE BOARD

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- JEREMY HYDE, HCEC PRESIDENT
- HEATH WHITE, HCEC VP OF OPERATIONS
- KEIR VERNON, HCEC VP OF ADMINISTRATION
- MARK SMITH, HCEC GENERAL COUNSEL





**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1**

**BOARD OF COMMISSIONERS  
SPECIAL MEETING**


Meeting Date: Tuesday, August 8, 2023  
Meeting Time: 3:00 p.m.  
Posting Date: Thursday, August 3, 2023

Location: 2800 Aldine Bender  
Houston, Texas 77032

**AGENDA**

1. Call to order
2. Moment of Silence and Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of agenda
5. Open Forum\*
6. Discuss and possibly approve Resolution appointing Harris County Tax Assessor-Collector to create the certified tax rolls and calculate the Truth-In-Taxation (TNT).
7. Adjourn to closed session
  - a. Meeting closed for the purposes to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public employee, up to and including Commissioners, Executive Director, Director(s) and potential appointees to the Board of Commissioners - Tex. Gov't Code § 551.074(a) (1).
  - b. Confer with attorney re: pending or threatened litigation - Tex. Gov't Code § 551.071(1) (A).
  - c. Receive advice from attorney regarding legal issues - Tex. Gov't Code § 551.071(2).
  - d. Discussion regarding the purchase, exchange, lease, or value of real property - Tex. Gov't Code § 551.072.
8. Possible action on closed session
9. Adjourn

**HARRIS COUNTY EMERGENCY SERVICES  
DISTRICT #1**

  
\_\_\_\_\_  
**Caryn Papantonakis**  
Attorney for the District



SEAL

\*Persons wishing to speak before the board may speak one time only and will be limited to 5 minutes per speaker

APPROVED  
Harris County ESD #1  
Board of Commissioners

**AUG 8 2023**

President: 

Secretary: 

**CERTIFICATE FOR RESOLUTION**

THE STATE OF TEXAS

§

COUNTY OF HARRIS

§

The undersigned officer of the Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1** hereby certifies as follows:

1. The Board of Commissioners of Harris County Emergency Services District No. 1 convened in a regular meeting at 10 a.m. on August 8, 2023, at the District's Administrative Office, 2800 Aldine Bender Rd., Houston, TX 77032, and the roll was called of the members of the Board, to-wit:

|                           |                                 |
|---------------------------|---------------------------------|
| Cathy Sunday              | President                       |
| Shirley Reed              | Vice President                  |
| <del>Virginia Bazar</del> | Secretary                       |
| Fred Scibuola             | Treasurer                       |
| <del>Pete Serna</del>     | Asst. Secretary/Asst. Treasurer |

and all of said persons were present, except Commissioner(s) Virginia Bazar + Pete Serna, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

**RESOLUTION APPOINTING THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR AS THE DESIGNATED OFFICER TO CALCULATE TAX RATES FOR HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

was duly introduced for the consideration of the Board. It was then duly moved and seconded that such Order be adopted; and after full discussion, such motion, carrying with it the adoption of such Resolution prevailed, carried, and became effective by the following vote:

AYES: 3 NOES: 0

2. A true, full and correct copy of the Resolution adopted at the meeting described in the above paragraph is attached to this certificate; the Resolution has been duly recorded in the District's minutes of the meeting; the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; the meeting was open to the public as required by law; and public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED the 8<sup>th</sup> day of August, 2023.

  
Secretary, Board of Commissioners

  
President, Board of Commissioners

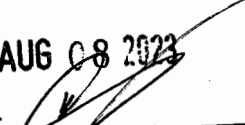
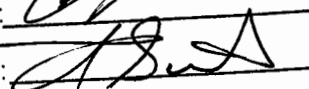
(DISTRICT SEAL)

APPROVED  
Harris County ESD #1  
Board of Commissioners

AUG 08 2023

President:

Secretary:

**RESOLUTION APPOINTING THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR  
AS THE DESIGNATED OFFICER TO CALCULATE TAX RATES FOR  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

WHEREAS, Texas Property Tax Code, Section 26.04(c) requires that the governing body of a taxing unit shall designate an officer employee to calculate the no-new-revenue tax rate and the voter-approval tax rate for the taxing unit; and

WHEREAS, Harris County Emergency Services District No. 1 (the "District") is a taxing unit; and

WHEREAS, the Board of Commissioners of the District finds that it is in the public interest to designate the Harris County Tax Assessor-Collector as the officer who is required calculate the no-new-revenue tax rate and the voter-approval tax rate for the District.

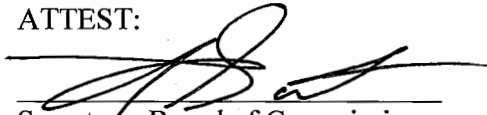
NOW THEREFORE, BE IT RESOLVED THAT, the District designates the Harris County Tax Assessor-Collector to calculate the no-new-revenue tax rate and the voter-approval tax rate for the District.

THIS RESOLUTION WAS ADOPTED on August 8, 2023.


HARRIS COUNTY EMERGENCY SERVICES  
DISTRICT NO. 1

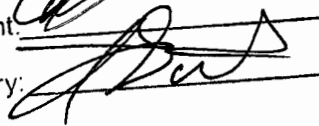
By:   
President, Board of Commissioners

ATTEST:

  
Secretary, Board of Commissioners

APPROVED  
Harris County ESD #1  
Board of Commissioners

AUG 08  
  
President:

  
Secretary:



Harris County Emergency Services District 1  
2800 Aldine Bender  
Houston, Texas 77032  
*Board of Commissioners*

August 8, 2023

Mr. Justin Davis  
Construction Masters  
3908 3rd Street  
Pearland, Texas 77581

RE: Notice to Proceed, Harris County ESD 1 – EMS 93 & 96

Dear Mr. Davis,

This letter serves as Notice to Proceed (NTP) for the Harris County ESD 1 – EMS 93 & 96 project, contract as of June 7, 2022 and amendment dated June 20, 2023.

We have received your insurance and performance and payment bonds, and the contract has been executed. The approved Permit and supporting documents are pending approval by the county. We request you submit a revised project schedule within 5 business days of permit approval. Substantial Completion of this project will be 365 calendar days from June 20, 2023.

Should you have any questions, please contact Jeremy Hyde, Executive Director at Harris County Emergency Corps at 281-977-3806 or [jhyde@hcec.com](mailto:jhyde@hcec.com).

Respectfully,

A handwritten signature in black ink, appearing to read "Cathy Sunday", is written over a long horizontal line that extends across the page.

Cathy Sunday  
President

Office: (281) 449-3131  
Fax: (281) 227-3335