

**Meeting Minutes**  
**Harris County Emergency Services District No. 7**

The Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** held a special meeting on **February 18, 2025, at 6:30 PM** at the following location in the District, **Spring Fire Department Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

<b>Melanie Gander</b>	<b>President</b>	<b>(Present)</b>
<b>Keith Willingham</b>	<b>Secretary</b>	<b>(Present)</b>
<b>David Mills</b>	<b>Treasurer</b>	<b>(Present)</b>
<b>Bob Schmanski</b>	<b>Assistant Treasurer</b>	<b>(Present)</b>

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department  
Landon Churchill, Deputy Chief, Spring Fire Department  
Donald May, Facilities Director, Spring Fire Department  
Jackie Smith, Administrative Specialist, Spring Fire Department  
Joel Crenshaw, District Chief, Spring Fire Department  
Roger Berry, Regional President, SpawGlass  
Joe Mendyk, Project Executive, SpawGlass  
Justin Nowak, SpawGlass  
Charles Hunter, SpawGlass  
John Peeler, Coveler & Peeler, District Legal Counsel

**Item 1 – Call meeting to order.**

Commissioner **Melanie Gander** called the meeting to **ORDER** at 6:30 PM.

**Item 2 – To receive public comment.**

No public comment was forthcoming.

**Item 3 – To meet in Closed Session under Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.**

The Board met in Closed Session under item 3 with the following in attendance: Board members present at the meeting, Chief Seifert and legal counsel John Peeler.  
Closed session began at 7:25 PM.

**Item 4 – To meet in Closed Session under Government Code §551.072 to deliberate on real estate matters.**

The Board met in Closed Session under item 4 with the following in attendance: Board members present at the meeting and Chief Seifert.

Closed session began at 7:25 PM.

**Item 5 – To meet in Closed Session under Government Code §551.074 to discuss personnel matters.**  
No closed session was held under Item 5 of the agenda.

Closed Session ended at 7:59 PM, and the Board reconvened in Open Session.

**Item 6 –To review and take any action regarding construction, improvements, repairs, renovations, maintenance of/to any District real property and improvements, buildings, facilities and stations, including change orders, permits, engaging architect(s) or engineer(s), and contractor(s).**

Mr. Nowak with SpawGlass provided two documents regarding the proposed Owner Contingency Transfer. He noted that this is not a change order. He noted that the contingency changes were requested due to permit delays and changes to project documents. He also stated it was not increasing the project amount. It is a request to dip into the contingency allowances to cover the extra costs related to the unforeseen delays and that the contingency allowance is within the GMP. He also noted that owner contingency would normally cover this type of change, but they found it was not enough to cover the permit delays, so they are asking to dip into additional funds across allowance and contingency categories. SpawGlass submitted this to Abercrombie in September and there was no movement. They kept moving forward with the project. Subcontractors did work and they need to get paid for the work that was performed. Chief Seifert stated that it was not only due to permit delays, but also that the pond size increased and there is a road to the pond that is required by Harris County. Mr. Nowak noted more details on the changed scope as opposed to costs from delays on the permits. **Commissioner Willingham** stated that having a representative from SpawGlass at the regular Board meetings moving forward could be helpful, and Mr. Nowak agreed. **Commissioner Mills** inquired about whether the dirt work should have been a formal change order and Mr. Hunter stated that yes, it was a change order. **Commissioner Mills** noted that change orders are supposed to be approved before the work is done, and Mr. Nowak stated that at the meeting with the design team, they covered how they would do part of the work to not trigger a change order at that time, but Harris County requirements changed. Chief Seifert said there was no change to GMP, so he authorized them to move forward in consultation with Ricardo Martinez, Tommy Abercrombie, and Donald May. This work was done in July. **Commissioner Schmanski** noted that some of this was in the effort to keep the project moving while they were waiting for Harris County to issue permits. Chief Seifert said that was correct and he used his \$50,000 delegation to keep the project moving since there was no GMP increase. **Commissioner Gander** wanted to make sure that they were acknowledging that not increasing the GMP while depleting the allowance/contingency while the project is still ongoing is important to know. Mr. Mendyk noted that having a Commissioner at the OAC meeting would be helpful and Chief Seifert noted that **Commissioner Schmanski** attended the last two meetings.

There was a discussion on the presentation of cost changes at the OAC meeting where Chief Seifert told them to keep moving forward. There was also a discussion on the lack of authority on the Building Committee to approve cost increases.


**Commissioner Mills** reiterated the need for change orders to be approved prior to the work being done. Mr. Nowak discussed different standards for approvals on change orders versus owner contingency versus contractor contingency. **Commissioner Mills** asked that the contingency and allowance changes be better reported. **Commissioner Mills** also asked for more details on the payroll

burden during the permit writing period. Chief Seifert stated that there are things in the contract that they could charge for, but are not, due to their good working relationship. **Commissioner Mills** inquired if permit delays would really delay the total project for 5 months since some of the work was underway. Mr. Hunter stated that they broke out the schedule and found it was a day for day delay. **Commissioner Mills** asked Donald May if he agreed and Mr. May said he generally agreed with the delay analysis noting that while some of the work was done, it was not things that would alleviate the permit delays. Chief Seifert said some of this was a question on the level of details the Board normally wants to review doing a large project. Mr. Hunter noted that more reviews of work still on the critical path are items due to permit delays. After a brief discussion, **Commissioner Willingham** made a motion, seconded by **Commissioner Gander**, to approve request Owner Contingency Transfer 003 as presented by SpawGlass in the amount of \$911,570.88. With a vote of 4 to 0, the motion carried.

**Item 7 – To review and take any action regarding real estate, including purchase, lease, platting, utilities, encumbrances, maintenance, taxes, fees and legal action related to real estate.**

The Spring Fire Department staff and District Counsel John Peeler presented tax bills related to the 11 acres noting that these bills needed to be paid as soon as possible to secure tax certificates necessary for the replat process. The Spring ISD tax bill is \$7,655.78 and the Harris County tax bill is \$4,132.81. Mr. Peeler noted that his office would get in contact with both tax offices to get the mailing address corrected and see if it is possible to get the penalties refunded. A motion was made by **Commissioner Gander**, seconded by **Commissioner Mills**, to approve and pay the tax bills. With a vote of 4 to 0, the motion carried.

The meeting was adjourned at 8:08 PM.

  
District Secretary

  
Jessica Adkins, Coveler & Peeler P.C., Preparer