

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

A regular meeting of the Board of Commissioners of Jefferson County Emergency Services District No. 4 (the "District") was called for at 5:30 p.m. on the 2nd day of July, 2013, at the Labelle-Fannett Volunteer Fire Department, Fire Station No. 1, located at 12880 FM 365 in Labelle, Texas, pursuant to notice duly posted according to law.

All of the newly appointed members of the Board, being Jeff Roebuck, Charlie Reneau, Sandra Duhon, Sandra Melton, and Charlie Cox, were present at the meeting, thus constituting a quorum. Also present at the meeting were the following: Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P.; and, various members of the Labelle-Fannett VFD and community, who are identified on the sign-in sheet attached hereto as Exhibit A.

Upon establishing that a quorum was present, the Board was first directed to Agenda Item No. 1, at which point Mr. Heinz provided the other Board members with a brief report on the District's creation and the process leading up to and since same.

The Board was then directed to Agenda Item No. 2 to elect a Board President, Vice President, Secretary, Treasurer, and Assistant Treasurer. After discussions by the Board members regarding their position preferences, Commissioner Reneau nominated Commissioner Jeff Roebuck to be President, which was seconded by Commissioner Cox and unanimously approved by the Board. Then, upon nomination by Commissioner Cox and seconded by President Roebuck, and with the unanimous approval of the Board, Commissioner Charlie Reneau was elected Vice President. Next, President Roebuck nominated Commissioner Sandra Duhon to be Board Secretary, which was seconded by

Commissioner Melton and unanimously approved by the Board. President Roebuck then nominated Commissioner Sandra Melton to be Treasurer, which was seconded by Vice President Reneau and unanimously approved by the Board. And finally, upon motion by President Roebuck and seconded by Vice President Reneau, and with the unanimous approval of the Board, Commissioner Charlie Cox was elected Assistant Treasurer.

Thus, the official positions of the members of the Board of Commissioners of the District are as follows:

Jeff Roebuck	President
Charlie Reneau	Vice President
Sandra Duhon	Secretary
Sandra Melton	Treasurer
Charlie Cox	Assistant Treasurer

The Board was then directed by President Roebuck to Agenda Item No. 3 for creation of and appointments to the Board's Finance and Contract Committees. After a brief discussion by Mr. Heinz regarding the foreseeable responsibilities to be assigned by the Board to these committees, President Roebuck made a motion to establish a Finance Committee and appoint Treasurer Melton and Assistant Treasurer Cox to serve thereon, and to establish a Contract Committee and appoint Vice President Reneau and Secretary Duhon to serve thereon, which was seconded by Vice President Reneau and unanimously approved by the Board.

Next, President Roebuck directed the Board's attention to Agenda Item No. 4 regarding a Resolution confirming the District's boundaries. Mr. Heinz advised the Board that the District's boundaries were set in the election creating the District and were confirmed by the Order Declaring Election Results entered by the Commissioners' Court, and that the Resolution now being considered was for the District to confirm its

boundaries. Upon motion by Assistant Treasurer Cox and seconded by Vice President Reneau, and with the unanimous approval of the Board, the Resolution Confirming District Boundaries was approved, which is attached hereto as Exhibit B.

President Roebuck then directed the Board to Agenda Item No. 5 regarding designation of the District's administrative office and permanent mailing address. Henry LeBrie, Treasurer of the Labelle-Fannett VFD, informed the Board members that the District could maintain its administrative office at the Labelle-Fannett VFD Fire Station No. 1, which was confirmed by Charles Sonnier, Chief of the Labelle-Fannett VFD. Assistant Treasurer Cox then made a motion to designate the Labelle-Fannett VFD Fire Station No. 1, located at 12880 FM 365, Beaumont, Texas 77705, as the District's administrative office, which was seconded by President Roebuck and unanimously approved by the Board.

The Board was then directed to Agenda Item No. 6 for designation of the District's official newspaper for publication of notices. Mr. Heinz and the Board discussed the various options and the cost for publishing legal notices. Following their discussion, President Roebuck made a motion to designate the Examiner as the District's official newspaper for publishing notices, which was seconded by Assistant Treasurer Cox and unanimously approved by the Board.

Next, the Board was directed to Agenda Item No. 7 regarding scheduling and location of the Board's regular monthly meetings. After discussing the Board members' availability, President Roebuck made a motion to hold the Board's regular monthly meetings at 5:30 p.m. on the third Wednesday of each month at the Labelle-Fannett VFD Fire Station No. 1, located at 12880 FM 365, Beaumont, Texas 77705. The motion was

seconded by Vice President Reneau, and with the unanimous consent of the Board members, the motion passed.

Thereafter, the Board was directed to Agenda Item Nos. 14, 8 and 9 regarding retention of legal counsel for the District, and preparation of meeting notices/agendas and minutes. Mr. Heinz reviewed with the Board the details of Benckenstein & Oxford, L.L.P.'s retention by the VFDs (Labelle-Fannett and Cheek) to assist in creating the District. Mr. Heinz also reviewed the firm's proposed representation agreement to the District, by which the District would be retaining Benckenstein & Oxford, L.L.P. as its legal counsel, with Mr. Heinz and Hubert Oxford IV acting as the District's general counsel. A copy of the proposed representation agreement is attached hereto as Exhibit C. Under the proposed representation agreement, Benckenstein & Oxford, L.L.P. also requests that the District approve its invoices for fees and expenses incurred during the process leading up to the District's creation and through the date of the initial Board meeting, though payment of these invoices by the District, as well as payment of any future invoices for time expended and expenses incurred through February 2014, would be agreeably deferred until the District has collected sufficient tax revenue to pay same. As to the meeting notices/agendas and minutes, Mr. Heinz explained that as part of his regular duties as legal counsel for the District, he will prepare and file the meeting notices/agendas, and will draft the minutes. Upon motion by President Roebuck and seconded by Vice President Reneau, the Board unanimously approved the retention of Benckenstein and Oxford, L.L.P. as the District's attorneys, but tabled approval of the proposed representation agreement until the next Board meeting so that the members will have additional time to review same.

Then, President Roebuck directed the Board's attention to Agenda Item No. 10 regarding designation of the District's fiscal year. Mr. Heinz advised that Jefferson County's fiscal year is from October 1st through September 30th, and reported that the District would be required to adopt a budget and set its property tax rate each year by the end of September. Upon motion by President Roebuck and seconded by Treasurer Melton, the Board unanimously designated the District's fiscal year to begin on October 1st and end on September 30th.

The Board was then directed by President Roebuck to Agenda Item No. 11 regarding obtaining a Federal Tax ID No. (EIN) for the District. President Roebuck advised Treasurer Melton that he would obtain a Tax ID No. for the District via the online service provided by the IRS.

Next, the Board was directed to Agenda Item No. 12 regarding designation of the District's official bank. The Board members discussed the various banks in the area and the capabilities of each, and those having a branch within the District. The Board members also asked the opinion of the VFD members and other persons attending the meeting, who all preferred that the District use a local bank. Upon motion by President Roebuck and seconded by Vice President Reneau, the Board unanimously designated Texas First Bank as the District's official bank. Treasurer Melton will meet with a bank representative to obtain information regarding the District opening an account(s) and obtaining a temporary line of credit to cover expenses until the District begins receiving tax revenue.

Thereafter, the Board was directed to Agenda Item No. 13 to discuss obtaining insurance for the District. Mr. Heinz explained the various types of coverage the District

will need, which will include a bond for the Treasurer, the amount of which will be set by the County Judge. Mr. Heinz will request VFIS agent Glenn Hastings to prepare an insurance proposal for the District and present same at the next Board meeting. VFIS specializes in providing insurance for Emergency Services Districts and Volunteer Fire Departments.

The Board was then directed to Agenda Item No. 15 regarding a tax and budget planning calendar. Mr. Heinz and the Board discussed the proposed budget planning calendar and preliminary appraisal estimates provided by the Jefferson County Appraisal District, though such are just estimates at this point. Mr. Heinz also advised the Board of the various matters needing to be addressed before the Board can adopt the District's 2013-2014 fiscal year budget and set a property tax rate for 2013, both of which must be done by the end of September. Upon motion by President Roebuck and seconded by Vice President Reneau, and the unanimous approval of the other members, the Board adopted the proposed Tax and Budget Planning Calendar, a copy of which is attached hereto as Exhibit D, and set a deadline of August 1, 2013 for the VFDs to submit their budgets to the Board.

Next, the Board was directed to Agenda Item No. 16 regarding to the District's annual report to the Texas Department of Agriculture – Office of Rural Affairs. Mr. Heinz reviewed with the Board a draft of the initial report and confirmed the contact information listed therein for the Board members. Mr. Heinz will finalize the District's initial annual report and submit same to the Texas Department of Agriculture – Office of Rural Affairs.

Thereafter, the Board was directed to Agenda Item No. 17 regarding the Board members' terms of office and training requirements. Mr. Heinz advised the Board members that their initial terms would end on January 1, 2104, at which point two Board members would be designated to serve one-year terms ending January 1, 2015, and three would be designated to serve two-year tears ending January 1, 2016. After these term designations, all Board members would then serve two-year terms. Moreover, Mr. Heinz informed the Board members that each of them are required to obtain at least six hours of continuing education credits every two years, beginning on the date of each Commissioner's initial appointment, and that they could satisfy their training requirements by attending online and/or live seminars presented by SAFE-D (Texas State Association of Fire and Emergency Districts), including the SAFE-D Annual Conference, which is regularly held at the Moody Gardens Conference Center in Galveston, Texas.

The Board's attention was then directed by President Roebuck to Agenda Item No. 18 regarding design of the District's official seal. Assistant Treasurer Cox will prepare some preliminary designs of the District's official seal, which will be presented to the Board at a future meeting for consideration.

Lastly, the Board was directed to Agenda Item No. 19, and there being no further business to come before the Board, the meeting was adjourned at approximately 6:45 p.m.

Jeff Roebuck, President

Date: _____

ATTEST:

Date: _____

Exhibit A

SUN IN STREET

7-2-2013

5:30 PM

#103	Henry Labrie	TREASURER ✓
#112	Ruffus Havergne	Pres. ✓
#133	Philip Sannier	DIST. FIRE CHIEF
#233	Gwen Sannier	Ladies Aux.
#129	Ronnie Warblurn	Captain ✓
132	Chuck Sanna	FIRE CHIEF ✓
203	Carrie Lander	Ladies Aux / dispatcher ✓
	Wayne Wilber	Hamshire v. 7 D/EMS
	Darlene Ruett	FIRE DEPT MEMBER ✓
	Randall Joseph Lyot	fire dept member ✓
210	Hery Newolnie	EMS + Fire ✓
110	Scott Newvine	AF/NRP LVFT ✓
	KIRT GENTILIZ	VISITOR
117	SCOTT WADE	EMS ✓
	JENNIS BUFFORD	MEMBER ✓
	CARA BUFFORD	MEMBER ✓
	Beverly Mathews	Pres. Ladies Auxillary
	E J Mathews	VISITOR
	Amber Schmo 11	Tres Ladies Aux

Exhibit B

RESOLUTION CONFIRMING DISTRICT BOUNDARIES

THE STATE OF TEXAS §
 §
COUNTY OF JEFFERSON §

WHEREAS, Jefferson County Emergency Services District No. 4 (the "District") was duly and lawfully created pursuant to Chapter 775 of the Texas Health and Safety Code; and

WHEREAS, the District's creation was confirmed by the voters at an election held in the territory of the District on May 11, 2013; and


WHEREAS, the Commissioners' Court of Jefferson County, Texas, in accordance with Section 775.019 of the Texas Health and Safety Code, entered an Order confirming the District's creation and setting forth the boundaries in a map and legal description attached thereto; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4 THAT:

The boundaries of Jefferson County Emergency Services District No. 4, as set forth in the legal description and map incorporated into and attached to the Order of the Commissioners' Court confirming the creation of the District and as attached hereto as Exhibit "A", are hereby confirmed and approved by the Board of Commissioners of Jefferson County Emergency Services District No. 4.

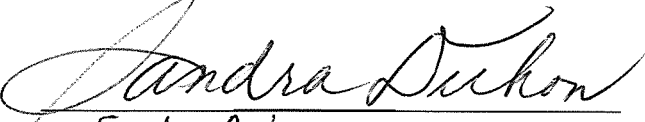
PASSED AND APPROVED this the 2nd day of July, 2013.

JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

By: 

Jeffrey Roebuck, President
Board of Commissioners

ATTEST:



Sandra Duhon, Secretary
Board of Commissioners

EXHIBIT A

FAUST Engineering and Surveying, Inc.

Professional Engineers and Professional Surveyors
E-MAIL ADDRESS INFO@FAUSTENG.COM
2525 Calder Street
Beaumont, Texas 77702
Surveying Firm Registration No. 100024-00
Engineering Firm Registration No. 4800

Telephone (409) 813-3410
Fax (409) 813-3484

***METES AND BOUNDS DESCRIPTION
FOR THE
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4
JEFFERSON COUNTY, TEXAS***

January 18, 2012

BEGINNING at a point at the intersection of South China Road and Highway 365; said point being on the southerly line of the Jefferson County Emergency Services District No. 3 (JCESD No. 3) as described in a resolution confirming district boundaries recorded in Clerk's File No. 2012005615 of the Official Public Records of Jefferson County, Texas;

THENCE Northeasterly along the meanders of the southerly line of said JCESD No. 3 to a point on the westerly line of the city limits of the City of Beaumont;

THENCE Southeasterly along the meander of the southerly line of the city limits of the City of Beaumont to a point where the said southerly line intersects the center line of West Port Arthur Road;

THENCE Southeasterly along the centerline of West Port Arthur Road to a point where the city limits of the City of Beaumont intersects the centerline of West Port Arthur Road;

THENCE Southwesterly along the meander of the southerly line of the city limits of the City of Beaumont to a point of intersection in the centerline of West Port Arthur Road;

THENCE Southeasterly along the centerline of West Port Arthur Road to a point in the northerly line of the city limits of the City of Port Arthur;

THENCE Southwesterly along the meanders of the westerly city limits of the City of Port Arthur to a point in the centerline of Taylor's Bayou; said point being the most southwesterly point of the city limits of the City of Port Arthur within Taylor's Bayou;

THENCE Southeasterly along the meanders of the centerline of Taylor's Bayou to a point at the intersection of Taylor's Bayou and Taylor's Bayou Diversion;

Description of JCESD No. 4

THENCE Southeasterly along the meanders of the centerline of Taylor's Bayou Diversion to a point at the intersection of Taylor's Bayou Diversion and Taylor's Bayou Outfall;

THENCE Southeasterly along the meanders of the centerline of Taylor's Bayou Outfall to a point at the intersection of Taylor's Bayou Outfall and the Gulf Intracoastal Waterway;

THENCE Southwesterly along the centerline of the Gulf Intracoastal Waterway to a point on the east line of Abstract No. 285 and the west line of Abstract 529;

THENCE Northwesterly along the east line of Abstract No. 285, 523, 522 and 310 being the west line of Abstract No. 529, 283, 337, and 518 to a point at the intersection of Need More Road with the east line of Abstract No. 310 being the west line of Abstract No. 518;

THENCE Northeasterly along the meanders of the centerline of Need More Road to a point being the southeast corner of Abstract No. 377 and the northeast corner of Abstract No. 490;

THENCE Southwesterly along the south line of Abstract No. 377 and the north line of Abstract No. 490 to a point being the southwest corner of Abstract No. 377, the northwest corner of Abstract No. 490, the southeast corner of Abstract No. 484 and the northeast corner of Abstract No. 340;

THENCE Northwesterly along the east line of Abstract No. 484 and 370 being the west line of Abstract No. 377 and 482 to a point on the south line of Abstract No. 481; said point being the northeast corner of Abstract No. 370 and the northwest corner of Abstract No. 482;

THENCE Southwesterly along the north line of Abstract No. 370 and the south line of Abstract No. 481 to a point being the southeast corner of Abstract No. 368 and the southwest corner of Abstract No. 481;

THENCE Northwesterly along the east line of Abstract No. 368 and 509 being the west line of Abstract No. 481 and 669 to a point in the centerline of Highway 73;

THENCE Northwesterly to a point at the intersection of the north line of Highway 73 with the centerline of Boondocks Road;

THENCE Northwesterly along the meanders of the centerline of Boondocks Road to a point being the intersection of the centerline of Boondocks Road and the centerline of North Fork Taylors Bayou (called Jefferson County Drainage District Ditch No. 500 per DD6 Map updated September, 2012);

Description of JCESD No. 4

THENCE Northwesterly along the meanders of North Fork Taylor's Bayou across Highway 124 and Interstate 10 to a point being the convergence of North Fork Taylor's Bayou and Ground Bridge Gully (called Jefferson County Drainage District Ditch No. 800 per DD6 Map updated September, 2012);

THENCE Northwesterly along the meanders of Ground Bridge Gully to a point in the centerline of Highway 365;

THENCE Northwesterly along the meanders of the centerline of Highway 365 to the POINT OF BEGINNING.

SAVE AND EXCEPT

TRACT 1

BEGINNING at the intersection of the south right-of-way line of Smith Road and the east right-of-way line of Interstate 10;

THENCE Southeasterly along the said south line of Smith Road to a point being at the intersection of Smith Road and the west right-of-way line of Highway 124;

THENCE Southwesterly along the west line of Highway 124 to a point being the intersection of the west line of Highway 124 and the centerline of Kidd Gully (called Jefferson County Drainage District Ditch No. 406);

THENCE Northwesterly along the centerline of Kidd Gully to a point at the intersection of the centerline of Kidd Gully with the east line of Interstate 10;

THENCE Northeasterly along the east line of Interstate 10 to the POINT OF BEGINNING;

TRACT 2 (Beaumont Federal Correctional Complex)

That 961.60 acre tract out of the E.D. Chenneth Survey, Abstract 104, conveyed to the United States of America by Warranty Deed in Clerk's Film Code No. 105-06-1919 of the Official Public Records of Jefferson County, Texas;

TRACT 3

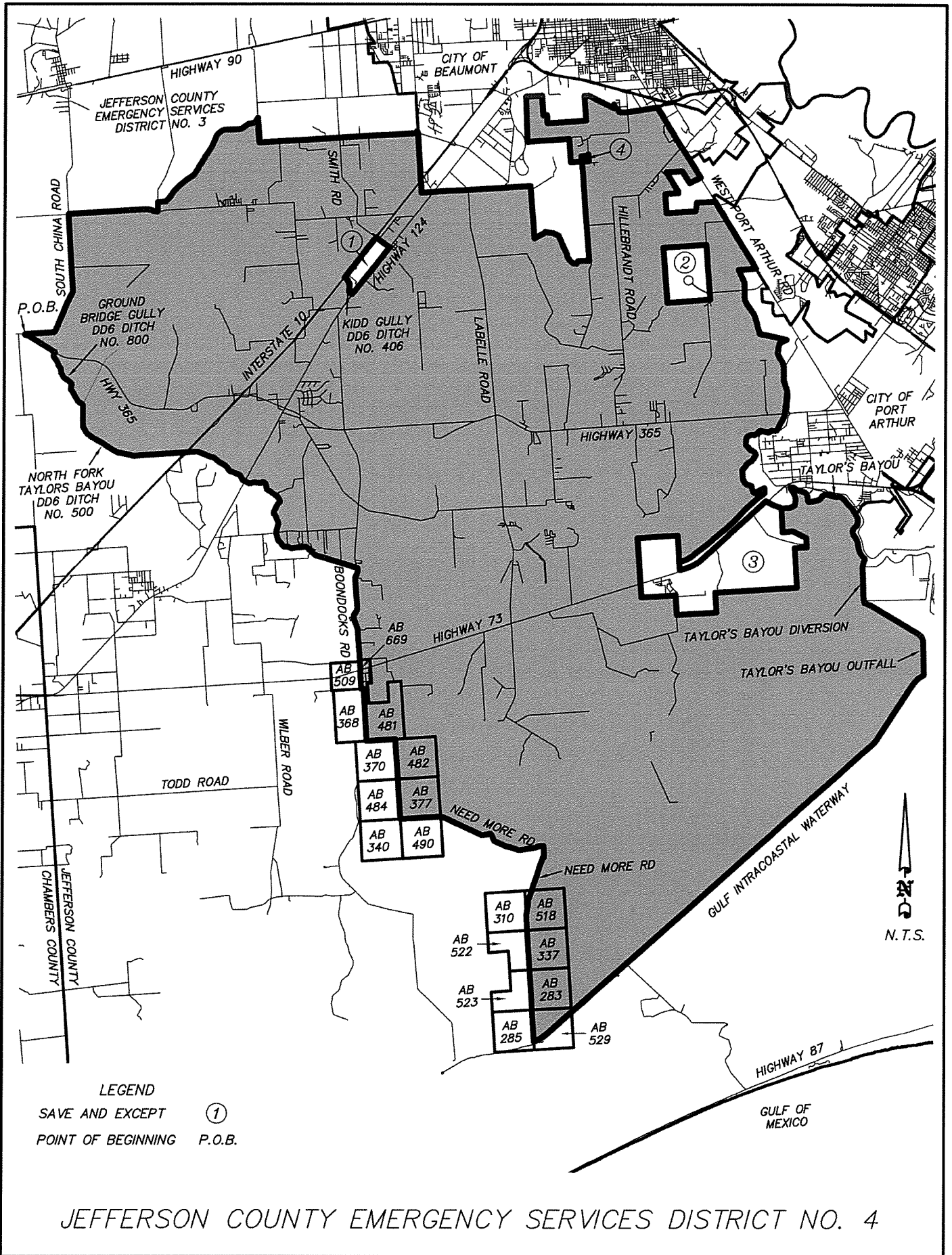
That property described as Exhibit "A" in the City of Port Arthur Resolution No. 10-508; said resolution being a Resolution Authorizing the City Manager to Execute an Industrial District Agreement with Veolia Environmental Services;

Description of JCESD No. 4

TRACT 4

That 15.0018 acre tract out of the James Rowe Survey, Abstract 45, conveyed to Centana Intrastate Pipeline Company by Warranty Deed in Clerk's Film Code No. 9740740 of the Official Public Records of Jefferson County, Texas, and that 0.7766 acre tract out of the James Rowe Survey, Abstract 45, conveyed to Duke Energy Field Services, Inc. and Centana Intrastate Pipeline Company by Warranty Deed in Clerk's Film Code No. 9802340 of the Official Public Records of Jefferson County, Texas;

This description is based on information provided by Jefferson County Appraisal District, Southeast Texas Planning Commission, and local government agencies.



LEGEND
 SAVE AND EXCEPT (1)
 POINT OF BEGINNING P.O.B.



JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF JEFFERSON §

The undersigned officer of the Board of Commissioners of Jefferson County Emergency Services District No. 4 hereby certifies as follows:

1. The Board of Commissioners of Jefferson County Emergency Services District No. 4 convened in a regular meeting on the 2nd day of July, 2013, at the Labelle-Fannett Volunteer Fire Department, Fire Station No. 1, located at 12880 FM 365 in Labelle, Texas, and the roll was called of the duly constituted officers and members of the Board, to wit:

- | | | |
|-------|---|---------------------|
| _____ | - | President |
| _____ | - | Vice President |
| _____ | - | Secretary |
| _____ | - | Treasurer |
| _____ | - | Assistant Treasurer |

and all of said Commissioners were present, except Commissioner(s) _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

RESOLUTION CONFIRMING DISTRICT BOUNDARIES

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the Resolution, prevailed and carried by majority of the Board.

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 Board'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 to the meeting was given as required by Chapter 551 of the Government Code.

SIGNED AND SEALED this _____ day of July, 2013.

_____, Secretary
Board of Commissioners

THE STATE OF TEXAS §
 §
COUNTY OF JEFFERSON §

This instrument was acknowledged before me on July _____, 2013, by
_____, Secretary of the Board of Commissioners of Jefferson
County Emergency Services District No. 4, on behalf of said District.

(seal)

Notary Public Signature

Exhibit C

BENCKENSTEIN & OXFORD, L.L.P.

ATTORNEYS AT LAW
BBVA COMPASS BANK BUILDING
3535 CALDER AVENUE, SUITE 300
BEAUMONT, TEXAS 77706
PHONE: (409) 833-9182
FAX: (409) 833-8819

Joshua C. Heinz

jheinz@benoxford.com

July 2, 2013

Via Hand Delivery

Board of Commissioners
Jefferson Co. ESD No. 4
12880 FM 365
Beaumont, Texas 77705

Re: Jefferson County Emergency Services District No. 4
Engagement of Joshua C. Heinz, Hubert Oxford IV, and Benckenstein & Oxford,
L.L.P.'s (B&O File No. 87102).

Dear Commissioners,

This letter sets forth the terms of the retention of Benckenstein & Oxford, L.L.P. ("B&O") as legal counsel for Jefferson County Emergency Services District No. 4 ("JCESD No. 4" or the "District"). Pursuant hereto, B&O will provide legal representation for the District, and will serve as legal counsel for the Commissioners of the District in relation to all matters concerning the District and/or its operations, with Joshua C. Heinz and Hubert Oxford IV, attorneys employed by B&O, designated as General Counsel for the District.

SCOPE OF SERVICES TO BE PROVIDED:

B&O's regular duties under this agreement will include preparation for and attendance at the regularly set monthly Board meetings, as well as any specially set Board and Committee meetings, preparing and filing of meeting notices and agendas, drafting meeting minutes, and communication with Board members and third-parties in connection with District-related matters.

In addition to the above-mentioned regular duties, B&O will also perform the following legal services in connection with its representation of the District and its Board members:

1. Drafting and/or reviewing contracts, leases, and other agreements, and advising as to same;

2. Reviewing procurement documentation and procedures;
3. Advising as to employment and personnel matters;
4. Advising as to state and federal legislation affecting the District and/or its operations;
5. Advising the District as to and providing representation in any legal proceedings and/or administrative hearings concerning and/or affecting the District;
6. Working with other consultants, such as the District's independent certified public accountant and insurance representatives;
7. Advising the District as to and providing legal representation for any and all legal matters affecting the District and/or its operations;
8. Advising the District on the hiring of additional counsel and/or consultants; and,
9. Advising as to and representing the District in calling and conducting an election to adopt a sales and use tax.

Please understand that the above listing of anticipated legal representation to be provided under this agreement is not meant to be inclusive, but is only meant to be an outline of anticipate services provided by B&O. Accordingly, this list does not represent an exhaustive enumeration of all legal services that might be required of and/or provided by B&O in connection with its representation of the District and its Board members pursuant to the agreement.

FEES, EXPENSES, AND BILLING:

In early 2012, B&O was retained by Labelle-Fannett VFD, and later was hired by Cheek VFD, to provide legal representation in connection with the creation of JCESD No. 4, and attached hereto are copies of the engagement letters setting forth the terms of B&O's representation of the VFDs. Pursuant to the terms of these agreements, B&O's fee for time spent in relation to District's creation ("pre-creation work") was based on a computation of billable hours multiplied by the set hourly rate of \$250.00 for attorneys, plus reimbursement for any actual expenses incurred. However, it was agreed therein that payment of any legal fees and expenses relating to pre-creation work performed by B&O would be deferred until after and ultimately contingent upon the successful creation of the District. Attached hereto is an invoice for legal services provided and expenses incurred by B&O up through the date of the District's creation (May 11, 2013). If necessary, we have requested that the VFDs verify the time spent and expenses incurred by us in relation to the District's creation. Though we request that the attached invoice for pre-creation work performed and expenses incurred be approved by the Board, we are still agreeable to the District deferring payment of this invoice until February 2014, or at least until such time that the District has collected sufficient tax revenue to pay the invoice in full or a portion thereof.

B&O's fee for legal services provided under this agreement, which includes any services provided after the District's creation ("post-creation work"), will also be billed at a rate of \$250.00 per hour for attorneys and \$50.00 per hour for legal assistants. Furthermore, any actual expenses incurred in connection with our representation described herein will be billed to the file we have set up for the District and will be set out as separate items on future invoices. "Actual expenses" means expenses for which we actually advance funds, which include, but are not limited to, copying expenses, telephone charges, messenger fees, mail and telefacsimile charges, filing fees, printing charges, travel expense, computerized research, and other expenses necessary to the proper representation of the District in a diligent manner.

As to any work performed by B&O pursuant to this agreement, time shall be recorded for conferences with the District, its duly authorized officers, directors and employees, legal research, factual investigations, preparation of correspondence, agreements, documents and instruments as necessary for the administration of the District and/or its operations, reviewing and advising as to any regulatory requirements that might affect the District and/or its operations, and/or that may be necessary in order to handle the business enterprises in which the District may become involved, reading and analyzing correspondence and legal documents, travel to and from meetings and proceedings involving this matter, and telephone conversations with representatives of the District and/or others in connection with this matter.

As with the pre-creation work performed and expenses incurred by B&O, we understand that the District does not have sufficient resources available at this time to pay for the post-creation work and expenses performed thus far and hereafter. Accordingly, it is similarly agreed that payment by the District of any future invoices for post-creation work performed and expenses incurred by B&O through December 31, 2013, will be deferred until February 2014, or at least until such time that the District has collected sufficient tax revenue to pay the invoices in full or a portion thereof. However, so that the Board is advised of all work performed and expenses incurred by B&O in relation to post-creation work, and so that these outstanding fees and expenses can be considered by the Board when establishing the District's 2013-2014 fiscal year budget, B&O will make a best effort to provide the District with invoices on a regular basis, which will provide detailed descriptions of all work performed and expenses incurred, as well as an ongoing balance of the total amount of fees and expenses owed to date for both pre- and post-creation work.

Should the Board or any of its members ever have any questions regarding any future invoices, B&O will make all efforts to resolve any issues as quickly as possible. JCESD No. 4 and its Board members' satisfaction with the legal services provided by B&O is very important, and should unforeseen circumstances ever arise where the District is unable to pay any future invoices, B&O will explore whatever options necessary in order to resolve the matter in a

manner that is amicable to the District.

Furthermore, once all of the administrative issues affecting JCESD No. 4 as a newly created district are completed and the District begins receiving tax revenue, and once the possible sales tax election process is completed, we anticipate that the amount of legal work required by the District will diminish significantly. At that point, B&O will recommend and present the District with a revised representation agreement, pursuant to which the District would pay B&O and/or its attorneys, as the District's General Counsel, a monthly retainer as payment for the regular legal services provided up to a pre-set hourly limit, which would include preparation for and attendance at the regularly set monthly board meetings, preparing, drafting, and filing meeting agendas, drafting meeting minutes, and regular communication with the Board members. It has been our experience that such an arrangement is much more beneficial to the District, not only from a cost standpoint, but also for purposes of preparing future budgets. Under such an arrangement, any time spent on regular duties in excess of the pre-set hourly limit covered by the monthly retainer, as well as any other work performed outside of these regular duties on behalf of the District and/or its Board members, would be billed to the District at an agreed upon rate.

TERM OF AGREEMENT:

This agreement shall be effective beginning July 2, 2013, and shall continue in effect for a one (1) year period, unless terminated or modified prior to that date, and shall continue automatically in full force and effect for each year thereafter.

TERMINATION:

This agreement may be terminated by either party by giving sixty (60) days written notice to the other party. In the event of the termination of this agreement prior to the completion of the term hereof, B&O shall be entitled to the compensation earned by them prior to the date of termination and provided for in this agreement, computed pro rata up to and including the date of termination.

NOTIFICATION OF GRIEVANCE PROCESS:

The State Bar Act, effective September 1, 1991, requires all attorneys practicing in Texas to notify their clients of the existence of the grievance process. Accordingly, you are hereby notified that the State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. Although not every complaint against or dispute with a lawyer involves professional misconduct, the State Bar Office will provide you with information about

how to file a complaint. For more information, you may call 1-800-932-1900. This is a toll-free phone call.

ENTIRE AGREEMENT OF PARTIES:

This contract embodies the entire agreement of the parties hereto with respect to the matters herein contained, and it is agreed that the terms and conditions and stipulations hereof shall not be modified or revoked unless by written agreement signed by the parties and/or their authorized representatives, and attached hereto and made a part hereof.

FURTHER, THE DISTRICT ACKNOWLEDGES THAT IN ADDITIONAL TO ITS BOARD MEMBERS HAVING READ AND CONSIDERED THIS AGREEMENT IN ITS ENTIRETY, THE UNDERSIGNED ATTORNEY HAS ANSWERED ANY QUESTIONS CONCERNING THIS AGREEMENT RAISED BY THE BOARD MEMBERS, THE BOARD MEMBERS UNDERSTAND THIS AGREEMENT AND CONSIDERS IT TO BE FAIR AND REASONABLE, AND THE BOARD CONSIDERED AND APPROVED THIS AGREEMENT, AS EVIDENCED BY THE BOARD PRESIDENT'S SIGNATURE BELOW.

PLACE, PERFORMANCE AND ASSIGNMENT:

This agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Jefferson County, Texas, and shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors and assigns, where permitted by this Agreement.

GENERAL PROVISIONS:

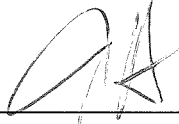
Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at their current mailing addresses, but either party may change its mailing address by written notice to the other party in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt, and mailed notices shall be deemed communicated as of ten (10) days after mailing.

BENCKENSTEIN & OXFORD, L.L.P.

Jefferson County ESD No. 4
July 2, 2013
Page - 6 -

Sincerely,

BENCKENSTEIN & OXFORD, L.L.P.



Joshua C. Heinz,

ACCEPTED:

July _____, 2013

_____, President

Board of Commissioners
Jefferson Co. ESD No. 4

BENCKENSTEIN & OXFORD, L.L.P.

ATTORNEYS AT LAW
BBVA COMPASS BANK BUILDING
3535 CALDER AVENUE, SUITE 300
BEAUMONT, TEXAS 77706
TELEPHONE: (409) 833-9182
FACSIMILE: (409) 833-8819

Joshua C. Heinz

jheinz@benoxford.com

June 26, 2012

Rufus Lavergne, President
Labelle-Fannett Volunteer Fire Department
18769 F.M. 365
Beaumont, Texas 77705

Re: Creation of Jefferson County Emergency Service District No. 4, encompassing service areas of Labelle-Fannett Volunteer Fire Department.

Dear President Lavergne,

We would like to thank you and the members of the Labelle-Fannett Volunteer Fire Department (hereinafter referred to as "LFVFD") for asking us to represent it in the creation of the Jefferson County Emergency Services District No. 4 (hereinafter referred to as the "District"). As a part of the firm of Benckenstein & Oxford, L.L.P.'s regular procedure in establishing a new client relationship, we would like to take this opportunity to set out the specific terms under which we will undertake LFVFD's representation. If LFVFD agrees to these terms, we ask that an authorized representative acknowledge LFVFD's receipt and understanding of this letter by signing and returning the original to us at your earliest convenience. A signed, duplicate original is enclosed for the LFVFD's files. If LFVFD or any of its members or representatives does not understand any part of this agreement, or if any part of this agreement is not acceptable to LFVFD, please call us to discuss further.

LFVFD has asked that we represent it in all matters relating to the creation of the District. This engagement letter confirms that we are not undertaking responsibility for matters other than those discussed herein; however, should LFVFD expressly request, and should we accept additional matters and responsibilities in the future, the provisions in this letter agreement will govern our continuing relationship.

Our fees for the services requested are determined on the basis of a baseline computation of billable hours multiplied by the attorney's hourly billing rate and then adjusted as provided below. At the present time, the hourly billing rate for me and Hubert Oxford, IV is \$250.00 per hour.

Rufus Lavergne, President
Labelle-Fannett Volunteer Fire Department
June 26, 2012
Page - 2 -

Fees are set on the basis of what we consider to be a fair charge for the services rendered. We do not, however, bill on a purely hourly rate basis. We do use for guidance a baseline computation of our billable hours times our hourly billable rate as set forth above. We then compute a reasonable fee that takes into account such things as: (1) the time and labor required; (2) the novelty and difficulty of the questions involved in the legal representation; (3) the skill requisite to perform the legal service properly; (4) the likelihood, if apparent to the client, that the acceptance of the particular employment will preclude other employment by the attorneys; (5) the fee customarily charged in the locality for similar legal services; (6) the amount involved and the results obtained; (7) the time limitations imposed by LFVFD or by the circumstances; and (8) the nature and length of the professional relationship with LFVFD.

In addition to all fees described above, any actual expenses incurred in connection with the representation described herein will be billed to LFVFD as a separate item on the monthly statements. "Actual expenses" means expenses for which we actually advance funds such as filing fees. "Actual expenses" also include internal costs such as copying and long distance phone charges.

All bills are typically due and payable upon receipt. **However, as it pertains to the representation described herein, we understand that payment for our time spent and actual expenses incurred during the initial creation of the District will be delayed and ultimately contingent upon the successful creation of the District and collection of tax revenues.** Should LFVFD ever have any questions in the future regarding any bill, please contact us so that we may resolve any problems as quickly as possible. LFVFD's satisfaction with our legal services is very important to us. If unforeseen circumstances were ever to arise and LFVFD was ever unable to make prompt payment, please communicate the nature of the delay to us, and we will explore all options in order to resolve the matter.

During our representation of LFVFD, we may consult or associate other attorneys to assist in the representation of the LFVFD during the creation of the District. **If other attorneys are consulted or associated by us in this matter, we will do so based on the understanding that any payment for said attorneys' time and expenses be delayed and contingent upon the successful creation of the District and collection of tax revenues.**

Although historically we have attempted to retain copies of most documents generated by our law firm, we cannot be held responsible in any way for failing to do so, and we consequently request that LFVFD retain all originals and copies it desires among its own files for future reference.

BENCKENSTEIN & OXFORD, L.L.P.

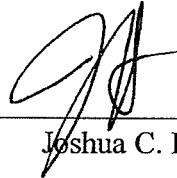
Rufus Lavergne, President
Labelle-Fannett Volunteer Fire Department
June 26, 2012
Page - 3 -

THIS ENGAGEMENT LETTER IS A LEGAL CONTRACT BETWEEN LABELLE-FANNETT VOLUNTEER FIRE DEPARTMENT AND BENCKENSTEIN & OXFORD, L.L.P. THE ESTABLISHMENT OF AN ATTORNEY CLIENT RELATIONSHIP BETWEEN BENCKENSTEIN & OXFORD, L.L.P. AND LABELLE-FANNETT VOLUNTEER FIRE DEPARTMENT IS CONTINGENT ON AN AUTHORIZED REPRESENTATIVE OF LABELLE-FANNETT VOLUNTEER FIRE DEPARTMENT SIGNING THIS ENGAGEMENT LETTER AND RETURNING SAME TO BENCKENSTEIN & OXFORD, L.L.P.

Sincerely,

BENCKENSTEIN & OXFORD, L.L.P.

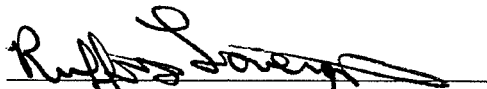
By: _____



Joshua C. Heinz

JCH/HOIV

AGREED TO BY:


Rufus Lavergne, President
Labelle-Fannett Volunteer Fire Department

EMS



The Carlton Law Firm, P.L.L.C.

2705 Bee Cave Road, Suite 200
Austin, Texas 78746

Phone: (512) 614-0901
Facsimile: (512) 900-2855

John J. Carlton
john@carltonlawaustin.com

December 14, 2012

Rufus Lavergne, President
Labelle-Fannett Volunteer Fire Department
18769 F.M. 365
Beaumont, Texas 77705

Re: Engagement

Dear Mr. Lavergne:

This will confirm our agreement that The Carlton Law Firm, P.L.L.C. will represent Labelle-Fannett Volunteer Fire Department ("Department") with regard to the creation of Jefferson County Emergency Services District No. 4 ("District") encompassing service areas of Labelle-Fannett Volunteer Fire Department.

I will be the primary attorney in charge of the Firm's representation of the Department in this matter, and the scope of work to be performed by the Firm is outlined below. The Firm understands that the Department will also engage the law firm of Benckenstein & Oxford, L.L.P. to perform legal work related to the creation of the District. By signing this letter, the Department acknowledges and agrees that both the Firm and Benckenstein & Oxford, L.L.P. represent the Department for the specific portions of the District's creation outlined in their respective engagement letters.

I will handle this matter for a flat fee of \$10,000. This flat fee is based upon the proportion of legal services to be performed and includes drafting the petition, calendar, notices, resolutions, orders and justice department submissions related to the creation of the new District and instructions related to creation of the new District. Any additional time for telephone conferences, other consultations or any work outside of the flat fee agreement, including any meetings in Beaumont, will be billed at the rate of \$275 per hour. From time to time, other attorneys with the firm may be assigned to some aspect of the Firm's representation, as appropriate. Actual out-of-pocket expenses, including, but not limited to, postage, delivery fees, airfare, rental cars, filing fees or outside consultant fees will be separately submitted for reimbursement with no mark up.

The Firm's bills are typically due and payable upon receipt. However, as it relates to the representation described in this letter, the Firm understands that payment for our time spent and actual expenses incurred during the initial creation of the District will be delayed and are ultimately contingent upon the successful creation of the District and collection of tax revenue.

This agreement may be terminated by the Department at any time by written notice to us, provided, when applicable, that permission for withdrawal is granted by the court. The Firm

The Carlton Law Firm, P.L.L.C.

Page 2

represents and the Department hereby expressly acknowledges that the Firm's representation and legal work associated with the District's creation will be substantially completed within the first three months of this representation. Accordingly, should this agreement be terminated by the Department at any time up to and including 30 days from the date of the Department's signature herein, 33% of the flat fee shall be owed to the Firm. If the Department terminates this agreement from 31 days through 60 days after signing this agreement, 66% of the flat fee shall be owed to the Firm, and if termination occurs at any point after the expiration of 60 days from the date the Department signs this agreement, 100% of the flat fee shall be owed to the Firm. The applicable post-termination amount owed would be due and payable six (6) months after the successful creation of the District. This agreement may be terminated by the Firm on 15 days' written notice that we are no longer in a position to continue representing the Department in a particular matter for whatever reason, including non-payment of fees. The payment amounts and schedule outlined above shall also govern the amounts owed to the Firm should the Firm terminate this agreement.

On November 7, 1989, the Texas Supreme Court adopted the Texas Lawyer's Creed - a Mandate for Professionalism. Paragraph II, subparagraph 1 of the Creed requires us to advise you of its contents when we undertake representation. A copy of the Creed can be found at: <http://www.texasbar.com/Content/NavigationMenu/ForLawyers/ResourceGuides/EthicsResources/Lawyers-Creed.pdf>.

If this agreement is acceptable to you, please sign below, and return it to us for our records.

Thank you for the opportunity to assist the Department in this matter. We look forward to working with you.

The Carlton Law Firm, P.L.L.C.



John J. Carlton
Managing Member

Enclosure

The matters set forth in this letter are understood and agreed to by the undersigned on this 18th day of December, 2012.

LABELLE- FANNETT VOLUNTEER FIRE DEPARTMENT

By: Ruffus Laverge
Printed Name: Ruffus Laverge Ruffus Laverge
Title: Pres. Labelle Fannett UFD

BENCKENSTEIN & OXFORD, L.L.P.

ATTORNEYS AT LAW
BBVA COMPASS BANK BUILDING
3535 CALDER AVENUE, SUITE 300
BEAUMONT, TEXAS 77706
PHONE: (409) 833-9182
FAX: (409) 833-8819

Joshua C. Heinz

jheinz@benoxford.com

December 14, 2012

Mr. Kenneth A. Duhon, Chief
Cheek Volunteer Fire Department
8523 Kidd Road
Beaumont, Texas 77713

Re: Creation of Jefferson County Emergency Services District No. 4, encompassing service areas of Labelle-Fannett and Cheek Volunteer Fire Departments; B&O File No. 87102.

Dear Chief Duhon,

Thank you very much for asking us to represent the Cheek Volunteer Fire Department (hereinafter referred to as "Cheek VFD") in the above-referenced matter. As a part of the firm of Benckenstein & Oxford, L.L.P.'s regular procedure in establishing a new client relationship, we would like to take this opportunity to set out the specific terms under which we will undertake Cheek VFD's representation. If Cheek VFD agrees to these terms, we ask that an authorized representative acknowledge Cheek VFD's receipt and understanding of this letter by signing and returning the original to us at your earliest convenience. A signed, duplicate original is enclosed for Cheek VFD's records. If Cheek VFD or any of its members or representatives do not understand any part of this agreement, or if any part of this agreement is not acceptable to Cheek VFD, please call us to discuss further.

Cheek VFD has asked that we represent it in all matters relating to the creation of Jefferson County Emergency Services District No. 4 (hereinafter referred to as the "District"). In addition to Cheek VFD, we have also been retained to represent Labelle-Fannett Volunteer Fire Department in relation to the same matter, which Cheek VFD is fully aware of and agrees to, and Cheek VFD waives any potential conflict of interest which may be presented by way of our firm's representation of the both entities in this matter.

This engagement letter confirms that we are not undertaking responsibility for matters other than those discussed herein; however, should Cheek VFD expressly request, and should we accept additional matters and responsibilities in the future, the provisions in this letter agreement will govern our continuing relationship.

Mr. Kenneth A. Duhon, President
Cheek Volunteer Fire Department
December 14, 2012
Page - 2 -

Our fees for the services requested are determined on the basis of a baseline computation of billable hours multiplied by the attorney's hourly billing rate and then adjusted as provided below. At the present time, the hourly billing rate for Hubert Oxford, IV and myself is \$250.00 per hour.

In addition to all fees described above, any actual expenses incurred in connection with the representation described herein will be billed to the file we have set up for the matter and will be set out a separate item on future statements. "Actual expenses" means expenses for which we actually advance funds such as filing fees, as well as internal costs such as copying and long distance phone charges.

All firm bills are typically due and payable upon receipt. **As it pertains to the representation described herein, we understand that payment for our time spent and actual expenses incurred during the initial creation of the District will be delayed and ultimately contingent upon the successful creation of the District and collection of tax revenue. However, we request that when and if this District is created, that you will verify to the District's commissioners that we have done the work on a contingent basis and should be paid by the District.**

Should Cheek VFD ever have any questions in the future regarding any bill, please contact us so that we may resolve any problems as quickly as possible. Cheek VFD's satisfaction with our legal services is very important to us. If unforeseen circumstances were ever to arise and prompt payment of our bill is unable to be made, we will make all efforts to explore different options in order to resolve the matter.

During our representation of Cheek VFD, we may consult or associate other attorneys including, but not limited to, John Carlton of The Carlton Law Firm PLLC, to assist us in the creation of the District. If other attorneys are consulted or associated by us in this matter, we will do so based on the understanding that any payment for said attorneys' time and expenses be delayed and contingent upon the successful creation of the District and collection of tax revenue.

Although historically we have attempted to retain copies of most documents generated by our law firm, we cannot be held responsible in any way for failing to do so, and we consequently request that Cheek VFD retain all originals and copies it desires among its own files for future reference.

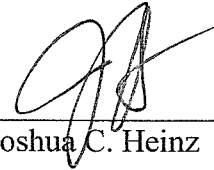
THIS ENGAGEMENT LETTER IS A LEGAL CONTRACT BETWEEN CHEEK VOLUNTEER FIRE DEPARTMENT AND BENCKENSTEIN & OXFORD, L.L.P. THE ESTABLISHMENT OF AN ATTORNEY CLIENT RELATIONSHIP BETWEEN BENCKENSTEIN & OXFORD, L.L.P. AND CHEEK VOLUNTEER FIRE DEPARTMENT IS CONTINGENT ON AN AUTHORIZED REPRESENTATIVE OF CHEEK VOLUNTEER FIRE DEPARTMENT SIGNING THIS ENGAGEMENT LETTER AND RETURNING SAME TO BENCKENSTEIN & OXFORD, L.L.P.

BENCKENSTEIN & OXFORD, L.L.P.

Mr. Kenneth A. Duhon, President
Cheek Volunteer Fire Department
December 14, 2012
Page - 3 -

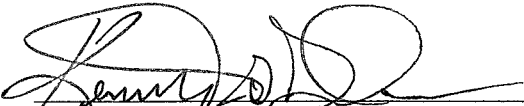
Sincerely,

BENCKENSTEIN & OXFORD, L.L.P.

By: 
Joshua C. Heinz

JCH/HOIV
Enclosure

AGREED TO:


Kenneth Duhon, Chief
Cheek Volunteer Fire Department

Benckenstein & Oxford, L.L.P.

3535 Calder Avenue
Suite 300
Beaumont, TX 77706

May 28, 2013

INVOICE #: 46394 **JH**
Billed through: May 11, 2013
Client/Matter #: JCESD4 87102

Jefferson County Emergency Services District #4
18769 FM 365
Beaumont, TX 77705

RE: Jefferson County Emergency Services District No. 4

PROFESSIONAL SERVICES RENDERED

01/25/12	JH	Attention to one E-mail regarding estimated tax revenues and telephone conversation with Buddy Hughes from Appraisal District;	0.20 hrs
02/02/12	JH	Telephone conference with Henry Labrie regarding scheduling meeting to discuss creation of JCESD#4	0.20 hrs
02/09/12	JH	Telephone conversation with John Comeaux, acting City Manager of Port Arthur, Texas, regarding scheduling of meeting with the Port Arthur city officials to discuss boundaries of proposed JCESD No. 4 and inclusion of PA extra-territorial jurisdiction;	0.50 hrs
02/09/12	JTH	Telephone call from John Comeaux wanting to schedule a meeting with Mr. Heinz to discuss the boundaries for the ESD#4; scheduled and calendared for February 16, 2011 (n/c);	0.20 hrs
02/14/12	JH	Attention to 1 email regarding maps being prepared by the Regional Planning Commission;	0.10 hrs
02/15/12	JH	Receipt and review maps prepared by the Southeast Texas Regional Planning Commission; preparation for meeting with the City of Port Arthur regarding establishment of JCESD No. 4 and potential district boundaries, as well as in lieu of tax agreements held by the City of Port Arthur with various property owners in the proposed district's boundaries;	1.50 hrs
02/15/12	JTH	Perform conflicts check, open file, prepare New Matter Report (n/c);	1.00 hrs
02/16/12	JH	Travel to Port Arthur and attend meeting with city officials to discuss creation of JCESD No. 4, and to request certain materials and information needed from the city to help establish the proposed District's boundaries; attention to 1 email regarding same;	4.50 hrs
03/01/12	JH	Draft letter to Kyle Hayes, Beaumont City Manager, requesting meeting to discuss creation of JCESD No. 4, and establishing proposed boundaries; telephone call to Henry Lebrie to discuss same; attention to 3 emails;	0.80 hrs
03/05/12	JH	Telephone conversation with Commissioner Weaver regarding proposed JCESD No. 4 and preparations for creation and filing of petition; attention to	0.20 hrs

2 emails;

03/08/12	JH	Telephone conversation with Commissioner Weaver to discuss Labelle-Fannett's intention to create JCESD No. 4; telephone conversation with Tyrone Cooper regarding meeting with City of Beaumont officials;	0.60 hrs
03/27/12	JH	Attention to 1 email to City of Port Arthur to check status of information and materials being provided in relation to the city's limits and in lieu of tax agreements;	0.10 hrs
03/29/12	JH	Attention to 1 email regarding scheduling of meeting with City of Beaumont to discuss creation of district and boundary issues; telephone conversation with City Attorney's office regarding same;	0.30 hrs
04/11/12	HOIV	Prepare for and attend meeting with City of Beaumont regarding extra-territorial jurisdiction (n/c);	2.00 hrs
04/11/12	JH	Attend meeting with City of Beaumont officials to discuss proposed creation of JCESD No. 4 and requesting assistance in determining proposed district boundaries; attention to 3 emails regarding same;	2.00 hrs
05/09/12	JH	Attention to 7 emails regarding records provided by City of Beaumont; review in lieu of tax agreements and map provided by city;	0.90 hrs
05/14/12	JH	Draft email to Port Arthur city attorneys requesting status of in lieu of tax agreements being provided to assist in efforts to create proposed district's boundaries;	0.10 hrs
06/26/12	JH	Revise and finalize engagement letter to Labelle-Fannett VFD; telephone conversation with Henry Labrie; draft and send email to Henry Labrie attaching engagement letter and providing status report on matter (n/c);	0.90 hrs
07/25/12	JH	Receipt and review signed engagement letter from Labelle-Fannett VFD; draft and forward status report letter to Labelle-Fannett VFD (n/c);	0.70 hrs
11/26/12	JH	Telephone conversations with Henry Lebrie and John Carlton regarding potential attempt to prepare and file Petition for Creation of JCESD No. 4 and get on May 2013 ballot, and scheduling of meeting with Labelle-Fannett VFD to discuss same; review statutes and analyze calendar of requirements to get on May 2013 ballot; attention to 13 emails;	2.70 hrs
11/27/12	JH	Draft outline for proposed petition, and prepare for meeting with LFFVD to discuss proposed district; legal research regarding deadlines for filing petition for consideration on May 2013 ballot and other deadlines relating to same;	1.90 hrs
11/29/12	JH	Travel to Port Arthur and meet with John Durkay, mayor of Taylor Landing, to discuss proposed JCESD No. 4; attention to 2 emails regarding same;	1.90 hrs
11/29/12	JH	Travel to and attend meeting with Labelle-Fannett VFD board members to discuss status of ESD creation and hiring of engineer/surveyor to draft written boundaries and create map illustrating district boundaries;	3.20 hrs
11/30/12	JH	Telephone conversation with Richard Faust of Faust Engineering to discuss district boundaries and arrange meeting regarding same; telephone conversation with Buddy Hughes (JCAD) regarding property/mineral valuation report for proposed district; attention to 4 emails;	0.60 hrs

12/03/12	JH	Meeting with Richard Faust of Faust Engineering to discuss drafting of district's written boundary description and creation of map for inclusion with Petition; telephone conversation with JCAD and SETRPC regarding production of digital maps for use by Faust Engineering; attention to 2 emails regarding same;	2.20 hrs
12/06/12	JH	Telephone conversations with Richard Faust and Henry Lebrie regarding preparation of boundary description and map, and payment for Faust Engineering services; telephone conversation with Henry Lebrie regarding attendance at Cheek VFD board meeting to discuss inclusion in JCESD No. 4; travel to and attend Cheek VFD board meeting;	3.70 hrs
12/07/12	JH	Telephone conversation with Richard Faust regarding amending proposed district boundaries to include Cheek VFD; telephone conversations with Commissioner Alfred and his office to schedule meeting to discuss JCESD No. 4;	0.80 hrs
12/10/12	JH	Meeting with Commissioner Alfred to discuss creation of JCESD No. 4 and Cheek VFD's anticipated involvement;	1.10 hrs
12/11/12	HOIV	Worked with Josh Heinz on gathering data for boundary issues and carve outs and met with Engineers to discuss drawing the boundaries; telephone calls to Brent Weaver and John Durkay to discuss status of Taylor's Landing's inclusion into JCESD #4; exchanged e-mails with the City of Beaumont regarding boundary issues and to set up a meeting with city officials;	4.10 hrs
12/11/12	JH	Meeting with Faust Engineering to review proposed boundaries; telephone conversation with Port Arthur engineer's office regarding areas annexed by city; attention to 8 emails;	2.60 hrs
12/12/12	HOIV	Exchanged multiple e-mails with Jim Thompson, City of Beaumont, regarding the City's boundaries and arranged a meeting with Chief Huff to discuss potential boundary issues for JCESD No. 4.	1.30 hrs
12/12/12	JH	Meeting with Faust Engineering to review proposed district boundary project; telephone conversation with Port Arthur engineer and city attorney's office regarding city limit boundaries and in lieu of tax agreements; attention to 14 emails; draft engagement letter for Cheek VFD;	2.80 hrs
12/13/12	JH	Telephone conversation with Faust Engineering regarding questions about the proposed boundaries; telephone conversation with Henry Lebrie regarding Cheek VFD's joinder in creation of District;	0.40 hrs
12/14/12	JH	Revise engagement letter to Cheek VFD; attention to 6 emails regarding same (n/c);	0.80 hrs
12/17/12	HOIV	Read and reviewed proposed election calendar and draft petition and worked with Josh Heinz on changes to the petition; exchanged 9 e-mails with John Carlton's office regarding deadlines in calendar;	2.30 hrs
12/17/12	JH	Telephone conversation with Faust Engineering and Henry Lebrie to arrange meeting to review proposed boundaries; telephone call to Port Arthur city attorney's office regarding in lieu of tax agreements; revise draft petition and draft filing letter to County Judge; review deadline schedule for creation petition and election; attend meeting at LFVFD fire station to review	2.20 hrs

proposed boundaries; attention to 7 emails;

12/18/12	HOIV	Exchanged a number of e-mails with Josh Heinz regarding final draft of Petition and made changes to the petition; conducted two telephone conferences with County Judge's office to arrange for a date for the County Commissioners to accept the petition;	1.80 hrs
12/18/12	JH	Review in lieu of tax agreements and other property records received from the City of Port Arthur and forward same to Faust Engineering for incorporation into proposed District boundaries; forward petitioner information to John Carlton; telephone conversation with Shane Howard regarding verification of petition signatures; telephone conversation with Jeremy Mitchell regarding boundaries; meeting with Rufus Lavergne to discuss draft petition and retainer agreement with John Carlton; attention to 9 emails;	3.20 hrs
12/19/12	HOIV	Prepared for and attended meeting with the City of Beaumont regarding boundaries and consent to the creation of JCESD #4; drafted e-mail to county judge requesting a date to file the Petition for the Creation of JCESD #4;	2.00 hrs
12/19/12	JH	Meeting with City of Beaumont and Faust Engineering regarding proposed district boundaries and areas covered by in lieu of tax agreements; receipt and review revised petition; attention to 5 emails;	1.80 hrs
12/20/12	HOIV	Worked with county officials and Josh Heinz on drafting e-mail requesting a hearing on the petition and explaining the timeline of events;	2.00 hrs
12/20/12	HOIV	Worked with Fred Jackson via telephone calls and e-mails regarding the language for the Agenda Item to approve the petition;	0.60 hrs
12/20/12	JH	Draft email to Judge Branick regarding anticipated filing of JCESD No. 4 Petition and agenda item for January 13, 2013 commissioners court meeting; draft outline letter regarding Valero's desire to include its facility within the proposed JCESD No. 4 boundaries; telephone conversation with Faust Engineering regarding boundaries;	1.40 hrs
12/21/12	JH	Telephone conversation with Jeremy Mitchell regarding status of boundary map and legal description;	0.30 hrs
12/28/12	JH	Telephone conversation with Faust Engineering regarding draft written boundaries and map, and forward same to the City of Beaumont and City of Port Arthur for review and approval; telephone conversation with Henry Lebrie regarding status of map; attention to 12 emails;	1.40 hrs
12/31/12	JH	Telephone conversation with Shane Howard regarding verification of petition signatures and voter registration list; attention to 4 emails regarding same;	0.50 hrs
01/02/13	JH	Attention to 4 emails regarding voter registration lists from Jefferson Co. Tax Office;	0.40 hrs
01/03/13	JH	Attention to 7 emails regarding review of proposed boundaries by City of Beaumont and listing of registered voters in proposed district; telephone conversations with Greg Fountain and Henry Lebrie regarding Valero facility outside proposed boundaries;	0.90 hrs
01/07/13	JH	Review map and forward questions to Faust Engineering; telephone	0.80 hrs

		conversation with Justin Chesson regarding boundaries; attention to 7 emails regarding finalizing petition;	
01/08/13	HOIV	Exchanged e-mails with Jim Thompson, City of Beaumont, Josh Heinz and engineer regarding providing Jim Thompson detailed mapping data for his upcoming meeting with the Chief of the Fire Department;	0.40 hrs
01/08/13	JH	Telephone conversations with Jeremy Mitchell regarding revision to the District's proposed boundaries; telephone conversations with clients regarding finalization of petition and delivery of same for obtaining signatures; travel to LRVFD and CVFD fire stations to deliver copies of petition; attention to 17 emails;	3.90 hrs
01/09/13	JH	Telephone conversation with Faust Engineering regarding boundary inquiry from City of Beaumont; telephone conversations with Ken Duhon, Henry Lebrrie, and Rufus Lavergne regarding petition; telephone conversation with Shane Howard's office regarding voter registration information, and draft letter to Shane giving status update on petition and need for him to verify signatures once petition is filed; review voter registration information received from Shane Howard's office; attention to 8 emails;	3.80 hrs
01/10/13	JH	Telephone conversation with Faust Engineering regarding City of Beaumont's review of proposed boundaries; meeting with VFD members to collect petition signature pages; input missing voter registration nos. on petition signature pages; assemble and finalize petition and prepare same for filing with County Judge; forward copy of signature pages to Shane Howard so he can begin verification process in advance of commissioners court meeting; attention to 7 emails;	5.60 hrs
01/11/13	JH	Telephone conversation with City of Beaumont regarding need to file petition and to discuss amendment of boundaries at time of obtaining the city's consent to include its ETJ in district; legal research regarding these issues, and forward relevant statutes to the City of Beaumont; telephone conversations with Faust Engineering regarding boundaries; finalize Petition and prepare same for filing with the County Judge; deliver petition for filing to the County Judge, and deliver copies to Tax Assessor Collector and County Clerk; telephone conversation with County Clerk regarding verification of petition signatures; attention to 17 emails;	5.90 hrs
01/13/13	JH	Attention to 4 emails regarding commissioners court hearing to accept petition and set public hearing;	0.40 hrs
01/14/13	HOIV	Worked with Tax Assessor and County Clerk to assist in verifying petition; prepared for and attended January 14, 2013 Commissioner's Court hearing to get approval for a public hearing on the creation of JCESD #4;	4.50 hrs
01/14/13	JH	Prepare materials for Commissioners Court meeting; telephone conversations with Shane Howard and John Carlton regarding resolution should County Clerk be unable to verify petition signatures prior to Commissioners Court meeting; draft letters to Beaumont, Port Arthur and Taylor Landing requesting consent for their incorporated area and/or ETJ be included in District, and proposed resolutions emails for each city to consider; draft proposed public notices and forward same to the County Clerk, along with election calendar and copies of relevant statutes; attention to 21;	6.40 hrs

01/15/13	JH	Telephone conversation with Jeremy Mitchell regarding revisions to map and written boundary description; telephone conversation with John Carlton regarding proposed form of consent from Taylor Landing; attention to 17 emails regarding same, posting of public notices, and other deadlines;	2.10 hrs
01/15/13	TR	Calendar election deadlines and meetings (n/c);	0.50 hrs
01/16/13	JH	Attention to 9 emails regarding revised boundaries and meeting with City of Beaumont to discuss same;	0.90 hrs
01/18/13	JH	Telephone conversations with Henry Lebrie and Greg Fountain regarding District's proposed boundaries; telephone conversation with Gwen Thibodeaux regarding meeting with City of Port Arthur; attention to 4 emails;	0.90 hrs
01/21/13	JH	Draft email to JCAD requesting 2012 values for properties included in proposed District's boundaries; telephone conversation with Faust Engineering regarding revisions to proposed boundaries; attention to 9 emails regarding same and verification of language in the 2nd publication notice being posted in the Examiner, and agenda item language for Feb. 10th commissioner court meeting; attention to 1 message from City of Port Arthur regarding review and approval of proposed boundaries;	1.30 hrs
01/22/13	JH	Attention to 11 emails regarding revised boundary map and written description and agenda item language for commissioner court public hearing;	1.10 hrs
01/23/13	JH	Review revised boundaries, and prepared amended resolution for City of Beaumont; draft proposed Order of Special Election and Resolution Finding District Creation Feasible; coordinate with City of Beaumont regarding city council workshop; attention to 13 emails;	2.70 hrs
01/24/13	HOIV	Worked on PowerPoint Presentation for Commissioner's Court Public Hearing;	4.50 hrs
01/24/13	JH	Telephone conversations with City officials regarding consent to District's creation; telephone conversation with JCAD regarding 2012 agricultural values; assist HOIV with preparation of PowerPoint presentation for Public Hearing; telephone conversation with County Clerk regarding notices for public hearing; attention to 8 emails;	2.30 hrs
01/25/13	HOIV	Reviewed and edited PowerPoint for Commissioner's Court presentation;	3.50 hrs
01/25/13	JH	Attention to 3 emails regarding powerpoint presentation for public hearing and information needed from JCAD regarding property values and agricultural values;	0.30 hrs
01/28/13	JH	Attention to 2 emails regarding City of Beaumont city council work session to discuss JCESD No. 4;	0.20 hrs
01/30/13	JH	Telephone conversation with Beaumont and Port Arthur officials regarding city council meetings and consent to district's creation; draft revised resolution finding creation feasible and order of special election for commissioners' court public hearing; attention to 8 emails;	1.90 hrs
01/31/13	JH	Finalize drafts of resolution finding creation of district feasible and order calling special election; attention to 5 emails regarding same;	0.90 hrs

Client-	JCESD4	87102	Invoice #	46394	PAGE	7
02/04/13	JH	Revise proposed Order of Special Election and confirm contents with Clerk's office; revise powerpoint presentation for public hearing; attention to 5 emails;			2.10 hrs	
02/05/13	HOIV	Prepared for and attended City of Beaumont city council meeting to get approval for District;			2.00 hrs	
02/05/13	HOIV	Prepared for and attended City of Port Arthur city council meeting to get consent for District from the City;			2.00 hrs	
02/05/13	JH	Telephone conversation with Theresa Goodness regarding Order of Special Election language; review and revise proposed Order; telephone conversation with JCAD regarding preparation of estimated taxable value for the District; prepare materials for Port Arthur City Council Meeting; telephone conversation with Henry Lebrie regarding status; attention to 6 emails;			4.50 hrs	
02/06/13	JH	Preparation of materials for Feb. 11th public hearing and forward same to Judge Branick's office; telephone conversation with City of Port Arthur regarding copy of resolution consenting to district's creation; attention to 7 emails;			1.70 hrs	
02/07/13	JH	Review tax value estimates from appraisal district; telephone conversation with tax office regarding various tax rates; revise and finalize powerpoint presentation for public hearing; attention to 4 emails;			3.70 hrs	
02/08/13	JH	Telephone conversation with Buddy Hughes from JCAD regarding industrial property values and mineral productivity values; telephone conversation with Gwen Thibodeaux from City of Port Arthur regarding copy of city's resolution consenting to district's creation; attention to 11 emails;			1.80 hrs	
02/11/13	HOIV	Prepare for and attend Jefferson County Commissioner's Court for hearing;			3.70 hrs	
02/12/13	JH	Attention to 4 emails regarding hearing notices and consent from cities with ETJ in proposed district;			0.40 hrs	
02/13/13	JH	Attention to 2 emails regarding notice; for public hearing;			0.20 hrs	
02/25/13	JH	Attention to 4 emails regarding preparation of DOJ submission for election preclearance;			0.40 hrs	
02/28/13	JH	Attention to 2 emails regarding publisher's affidavit;			0.20 hrs	
03/05/13	JH	Attention to 4 emails regarding notices of election and DOJ submission;			0.40 hrs	
03/07/13	JH	Attention to 1 email regarding invoice for publishing hearing notice;			0.10 hrs	
03/18/13	JH	Telephone conversation with Henry Lebrie regarding scheduling of meeting to arrange town hall meeting; telephone conversation with Kenneth Duhon regarding same;			0.30 hrs	
03/19/13	JH	Telephone conversations with Kenneth Duhon and Henry Lebrie regarding meeting to discuss JCESD#4 election; travel to and attend meeting at Labelle-Fannett VFD fire station;			2.60 hrs	
03/20/13	JH	Telephone conversation with Shane Howard's office regarding historical May election voter turnout for precincts within district; telephone conversation			4.60 hrs	

with Theresa Goodness in clerk's office regarding ballot language; draft informational brochure for JCESD#4 election; review historical voter turnout information provided by Shane Howard's office; attention to 14 emails;

03/21/13	JH	Attention to 4 emails regarding town hall meeting and order of special election;	0.40 hrs
03/28/13	JH	Attention to 1 email regarding town hall meetings;	0.10 hrs
04/01/13	JH	Revise draft informational brochure and forward same to Henry LeBrie via email requesting town hall meeting date;	0.50 hrs
04/03/13	JH	Meeting with Judge Branick to discuss status of JCESD#4 creation and upcoming election; confirm scheduling of town hall meeting and finalize informational brochure; telephone conversation with Henry LeBrie regarding brochure;	1.50 hrs
04/16/13	JH	Prepare for and attend town hall meeting at Labelle-Fannett VFD fire station;	4.20 hrs
04/17/13	JH	Telephone conversation with Phil Owens regarding JCESD No. 4 and questions raised by Taylor Landing residents;	0.20 hrs
04/18/13	JH	Attention to 1 email regarding posting/publishing notices of election; prepare for and attend town hall meeting in Cheek at Precinct 4 service center;	3.50 hrs
04/19/13	JH	Attention to 8 emails regarding posting/publishing notices of election; telephone conversation with election division regarding same;	1.00 hrs
05/01/13	JH	Telephone conversation with Dan Newton, Taylor Landing resident, regarding proposed ESD and election;	0.30 hrs
05/06/13	JH	Telephone conversation with Taylor Landing resident regarding possible meeting to discuss JCESD No. 4 election with Taylor Landing residents; telephone conversations with John Carlton and Henry LeBrie regarding election; attention to 6 emails regarding same;	0.90 hrs
05/07/13	JH	Telephone conversation with Barbara Fox regarding scheduled meeting with Taylor Landing residents to discuss JCESD#4 election; attention to 2 emails regarding same; draft proposed Order Canvassing Election Results and Certificate for same; telephone conversations with Philip Sonnier and Henry LeBrie regarding interview by Channel 6 News reporter concerning JCESD#4 election and attention to 1 email regarding same;	2.40 hrs
05/08/13	JH	Prepare for, travel to, and attend town hall meeting in Taylor Landing; attention to 4 emails regarding same;	3.80 hrs
05/09/13	JH	Travel to and attend town hall meeting at Labelle-Fannett VFD fire station;	3.00 hrs
05/11/13	JH	Monitor election results and telephone conversations with Henry LeBrie regarding same (n/c);	1.80 hrs
		Total fees for this matter	\$42,225.00

DISBURSEMENTS

01/07/13	Secretary of State; Invoice # 10297463 - search fee (12/14/12)	1.00
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01/07/13	J. Shane Howard, Tax Assessor Collector; Invoice # voter list	25.00
02/08/13	The Examiner; Invoice # 81366 - hearing notice	312.00
02/13/13	Joshua C. Heinz; Invoice # mileage; Travel Expense,	27.75
03/22/13	Joshua C. Heinz; Invoice # mileage; Travel Expense,	22.20
05/08/13	Travel Expense,	36.07
05/09/13	Travel Expense,	24.97
05/11/13	The Carlton Law Firm - retainer	10,000.00
05/11/13	Telefacsimile	36.00
05/11/13	Copy Expense	45.08
05/11/13	Color Copy Expense	156.50
05/11/13	Messenger Service	101.64
	Total disbursements for this matter	<u>\$10,788.21</u>

BILLING SUMMARY:

Oxford, IV Hubert	2.00 hrs @	\$0.00 /hr	\$0.00
Oxford, IV Hubert	34.70 hrs @	\$250.00 /hr	\$8,675.00
Heinz, Joshua	4.20 hrs @	\$0.00 /hr	\$0.00
Heinz, Joshua	134.20 hrs @	\$250.00 /hr	\$33,550.00
Ramos, Tanna	0.50 hrs @	\$0.00 /hr	\$0.00
Hughes, Julie T.	1.20 hrs @	\$0.00 /hr	\$0.00

TOTAL FEES \$42,225.00

TOTAL DISBURSEMENTS \$10,788.21

TOTAL CHARGES FOR THIS INVOICE \$53,013.21

TOTAL BALANCE NOW DUE \$53,013.21

Federal ID# 74-1646478

Invoice Terms: Net 10 Days Upon Receipt
Please Reference Invoice Number on Your Check

Benckenstein & Oxford, L.L.P.

3535 Calder Avenue
Suite 300
Beaumont, TX 77706

July 1, 2013

INVOICE #: 46430 **JH**
Billed through: June 30, 2013
Client/Matter #: JCESD4 87102

Jefferson County Emergency Services District #4
18769 FM 365
Beaumont, TX 77705

RE: Jefferson County Emergency Services District No. 4

Balance forward from previous invoice dated	05/28/2013	\$53,013.21
Net balance forward		<u>\$53,013.21</u>

PROFESSIONAL SERVICES RENDERED

05/13/13	HOIV	Lunch with Jeff Branick to discuss appointment process of commissioners to Jefferson County Emergency Service District #4;	1.50 hrs
05/13/13	HOIV	Telephone conference and e-mails with two residents of JCESD #4 to discuss notice of public meetings and status of ESD and its role with Volunteer Fire Departments inside District;	1.60 hrs
05/13/13	JH	Revise and finalize proposed Order Canvassing Election Results; attention to 8 emails regarding same, appointment of ESD Commissioners, and post-election inquiries from district residents;	0.70 hrs
05/16/13	JH	Revise and finalize proposed order canvassing election and forward same to Judge Branick's office, along with request to place order and appointment of JCESD#4 commissioners on the next commissioners' court meeting agenda; telephone conversation with Fred Jackson regarding same; telephone conversation with Theresa Goodness regarding final election results; attention to 6 emails;	1.30 hrs
05/17/13	JH	Telephone conversations with Fred Jackson (county Judge's office), Commissioner Weaver and Commissioner Alfred regarding appointment of JCESD#4 Commissioners; create map of District illustrating County Commissioner precinct boundaries; attention to 15 emails regarding same; telephone conversation with Shane Howard regarding the District's population and split amongst precincts;	3.40 hrs
05/20/13	JH	Telephone conversations with Commissioner Alfred and Theresa Goodness (County Clerk's office) regarding JCESD#4 population by commissioner precincts, and attention to 5 emails regarding same;	0.80 hrs
05/21/13	JH	Attention to 2 emails regarding district population by commissioner precincts in relation to appointment of ESD commissioners;	0.20 hrs

05/30/13	JH	Telephone conversation with Commissioner Weaver regarding status of ESD Commissioner appointments; attention to 1 email regarding same;	0.10 hrs
05/31/13	JH	Telephone conversation with Henry LeBrie regarding status of ESD commissioner appointments; receipt and review Order Canvassing Election Results, and attention to 2 emails regarding same;	0.50 hrs
06/04/13	JH	Draft proposed Order Declaring Results of Election per requirements set forth in THSC 775.019(e), and forward same to Fred Jackson with explanation for consideration by the Commissioners' Court;	1.30 hrs
06/05/13	JH	Attention to 3 emails regarding proposed order declaring results of JCESD#4 election, and respond to email from Judge Branick regarding status of JCESD#4 commissioner appointments;	0.40 hrs
06/07/13	JH	Telephone conversation with Wade Taylor at JCAD regarding mapping of JCESD#4's boundaries, and draft and forward correspondence to Roland Bieber (Chief Appraiser) regarding necessary procedures to ensure JCESD#4's levy and collection of 2013 taxes;	0.80 hrs
06/10/13	JH	Telephone conversation with Roland Bieber (JCAD, Chief Appraiser) regarding district's creation and procedures of mapping district's boundaries and coding accounts for property in district for purposes of assessing and collecting ad valorem tax;	0.20 hrs
06/11/13	JH	Telephone conversation with Fred Jackson regarding order declaring district creation; telephone conversations with Shane Howard and Roland Biebers regarding information need by tax office and appraisal district; attention to 7 emails;	0.50 hrs
06/19/13	JH	Legal research and attention to 27 emails regarding procedure for appointing ESD Commissioners and issues relating thereto; prepare memorandum regarding appointment process for JCESD#3, per request from Judge Branick; telephone conversations with Commissioners Alfred and Sinegal regarding same;	3.40 hrs
06/20/13	JH	Telephone conversation with Commissioner Alfred regarding ESD commissioner appointments; attention to 12 emails regarding same and telephone conversations with John Carlton regarding tax/budget planning calendar;	1.30 hrs
06/24/13	HOIV	Drafted extensive e-mail to JCESD #4 Commissioners and attached a number of documents to same;	0.80 hrs
06/24/13	HOIV	Prepared for and attended County Commissioners hearing for appointment of ESD Commissioners;	1.20 hrs
06/24/13	JCR	Update Amicus with contact information for Jeff Roebuck, Charlie Cox, Charlie Reneau, Sandra Melton, and Sandra Duhon (n/c);	0.90 hrs
06/25/13	JH	Telephone conversations with LFVFD and board members regarding time and location of July 2, 2013 board meeting; attention to 6 emails regarding board meeting and preparation of tax/budget planning calendar; begin draft agenda for board meeting;	1.10 hrs
06/26/13	JH	Draft Resolution Confirming District's Boundaries and Annual Report to the	3.20 hrs

Texas Department of Agriculture - Office of Rural Affairs; revise draft of and prepare attachments for B&O Engagement Letter; revise and finalize Meeting Agenda and file same with County Clerk; telephone conversations with JCAD and Tax Office regarding updates on district's creation and appointment of board members; forward filed-stamped copy agenda to board along with materials being considered at July 2nd board meeting for advanced review;

Total fees for this matter \$6,075.00

DISBURSEMENTS

06/12/13	American Express; Invoice # SAFE-D webcast	11.00
06/12/13	American Express; Invoice # The Cafe	37.31
06/30/13	Messenger Service	31.95

Total disbursements for this matter \$80.26

BILLING SUMMARY:

Oxford, IV Hubert	5.10 hrs @	\$250.00 /hr	\$1,275.00
Heinz, Joshua	19.20 hrs @	\$250.00 /hr	\$4,800.00
Roebuck, Jennifer	0.90 hrs @	\$0.00 /hr	\$0.00

TOTAL FEES \$6,075.00

TOTAL DISBURSEMENTS \$80.26

TOTAL CHARGES FOR THIS INVOICE \$6,155.26

TOTAL DUE FOR THIS INVOICE \$6,155.26

NET BALANCE FORWARD \$53,013.21

TOTAL BALANCE NOW DUE \$59,168.47

Federal ID# 74-1646478

Invoice Terms: Net 10 Days Upon Receipt
Please Reference Invoice Number on Your Check



2705 Bee Cave Road, Suite 200
 Austin, Texas 78746
 Phone: 512-614-0901

INVOICE

Invoice # 1253
 Date: 08/16/2013
 Due Upon Receipt

Labelle-Fannett Volunteer Fire Department
 c/o Hubert Oxford, IV
 Benckenstein & Oxford, LLP
 3535 Calder, Ste. 300
 Beaumont, Texas 77706

0101 - Labelle-Fannett VFD - Creation of Jefferson ESD No. 4

Date	Attorney	Description	Quantity	Total
08/01/2013	JJC	Flat fee for Creation of Jefferson County ESD No. 4.	1.00	\$10,000.00

Time Keeper	Position	Quantity	Rate	Total
John Carlton	Attorney	1.0	\$10,000.00	\$10,000.00
Subtotal				\$10,000.00
Total				\$10,000.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1156	07/05/2013	\$40.00	\$0.00	\$40.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1253	08/16/2013	\$10,000.00	\$0.00	\$10,000.00
Outstanding Balance				\$10,040.00

Total Amount Outstanding \$10,040.00

Please make all amounts payable to: The Carlton Law Firm, P.L.L.C.

Exhibit D

JEFFERSON COUNTY ESD NO. 4

2013 BUDGET & TAX PLANNING CALENDAR
(newly created entities setting up initial tax rate)

- July-August 2013 Budget Meetings
- July _____ Tax Assessor Collector certifies anticipated collection rate and excess debt collections to jurisdictions.
- July 25 Deadline for Chief Appraiser to certify appraisal rolls to jurisdictions.
- August 16
(by 5:00 pm) Post agenda for Regular Meeting Date on August 21.
- August 21 **Regular Meeting Date.** Regular Board meeting to discuss District operating expenses.
- September 11 **(OPTIONAL)** Deadline to **either** publish or mail “Notice of Meeting to Consider Adopting a Proposed Tax Rate” **(at least 7 days before the date on which the taxing unit will adopt the proposed tax rate).**
- September 13 Post agenda for September 18 meeting to adopt budget and initial tax rate.
- September 18 Open meeting. This is the proposed **meeting to adopt the budget and tax rate. Resolution Adopting Budget must be adopted before Order Levying Taxes.** (alternative meetings are possible but notice dates may change.)
- September 23** Submit adopted tax rate to Jefferson County Tax Office.

NOTE: *September 30* is deadline to **adopt** the District’s tax rate.
October 1 is deadline to **submit adopted tax rate** to Jefferson County Tax Office.