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

A public hearing and regular meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 4 ("District") was called for at 5:30 p.m. on the 18th day of September, 2013, at the District's administrative office, located at the Labelle-Fannett VFD fire station, 12880 FM 365, Beaumont, Texas 77705, pursuant to notice duly posted according to law.

The public hearing was called to order at approximately 5:30 p.m., and the roll was called of the duly constituted officers and members of the Board, to wit:

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

All of said Board members were present, thus constituting a quorum. Also present at the meeting were Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District, as well as the persons identified on the attendance log attached hereto as **Exhibit A**.

Upon establishing that a quorum was present, President Roebuck opened the public hearing up for discussions on the District's 2013-14 budget and 2013 tax rate under public hearing Agenda Item No. 3. President Roebuck then asked if anyone present had any questions or comments relating to the District's 2013-14 budget and/or 2013 tax rate, at which time Ken Duhon of the Cheek VFD expressed that he was disappointed that the new brush truck requested by Cheek VFD had been removed from the proposed budget. In response, Treasurer Melton indicated that the Board prefer

Cheek attempt to obtain a grant for the purchase of the vehicle, and if unsuccessful in its attempt to obtain a grant, then the Board will consider the request again at a later date. No other attendees had any comment regarding the proposed budget. Following discussions with hearing attendees regarding the proposed budget, the public hearing was adjourned at approximately 5:40 p.m., and the regular meeting was called to order.

Being as a quorum had already been established, President Roebuck asked for public comment as set forth in regular meeting Agenda Item No. 3. There being no public comment, the Board was then directed to regular meeting Agenda Item No. 4 for review of the Minutes of the August 21, 2013 regular meeting and the September 10, 2013 budget workshop and special meeting. Upon motion by Assistant Treasurer Cox and seconded by Treasurer Melton, the proposed Minutes were unanimously approved by the Board members present.

Next, President Roebuck directed the Board's attention to regular meeting Agenda Item No. 5 regarding the District's 2013-14 annual budget. Following discussions relating to the proposed budget, Treasurer Melton made a motion to approve a resolution adopting the proposed budget, which was seconded by Assistant Treasurer Cox and unanimously approved by the Board members present. The Resolution Adopting Budget, which includes a copy of the District's 2013-14 annual budget, is attached hereto as **Exhibit B**.

The Board was then directed to regular meeting Agenda Item No. 6 regarding the District's 2013 tax rate. Following discussions amongst the Board members, Treasurer Melton made a motion to levy a $.09/$100 ad valorem tax and approve an order for same, which was seconded by Assistant Treasurer Cox and unanimously approved by the Board members present. The Order Levying Taxes is attached hereto as **Exhibit C**. Mr. Heinz will forward a copy of the order to the Jefferson County Tax Office.

Thereafter, the Board moved to regular meeting Agenda Item No. 7 regarding the 2013 tax rate information and disbursement forms required by the Jefferson County Tax Office. At this time, the forms were completed and execute by President Roebuck, copies of which are attached hereto as **Exhibit D**. Mr. Heinz will forward copies of the forms to the Tax Office along with a copy of the Order Levying Taxes approved under the previous agenda item.

The Board was then directed to regular meeting Agenda Item No. 8 regarding the status of the District's bank account(s) and line of credit at Texas First Bank. Treasurer Melton reported that the remaining Board member information was being provided to the bank, after which the account will be established and the line of credit available. No action was taken by the Board in relation to this agenda item.

Next, President Roebuck directed the Board's attention to regular meeting Agenda Item No. 9 regarding status of the District's insurance and Treasurer's bond. There were no discussions on this matter, other than that the District was waiting on the line of credit in order to pay the insurance premium. No action was taken with regard to this agenda item either.

Thereafter, the Board was directed to Agenda Item No. 10 regarding Benckenstein & Oxford, L.L.P.'s representation agreement. Though the Board had already retained Benckenstein & Oxford, L.L.P. as counsel for the District at its July 2, 2013 regular meeting, consideration of the proposed representation agreement was previously tabled to allow the Board members additional time to review same. Mr. Heinz discussed with the Board the terms of the proposed representation agreement, and reviewed copies of invoices which provided detailed explanation of all time expended and expenses incurred by Benckenstein & Oxford, L.L.P. during the process of creating the District and since that time. Under the proposed agreement, Benckenstein & Oxford, L.L.P. also requested that the District approve its invoices for fees and expenses incurred during the process of creating the District and since the time of the District's creation, 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. Upon motion by Assistant Treasurer Cox and seconded by Vice President Reneau, the Board unanimously approved the proposed representation agreement and the invoices for fees and expenses incurred by Benckenstein & Oxford, L.L.P. leading up to the District's creation and since that time, which are attached hereto as **Exhibit E**.

President Roebuck then directed the Board to Agenda Item No. 11 regarding the status of the District's official seal. Assistant Treasurer Cox reported on the status of the seal design, and showed the Board a preliminary sketch. He will have a final drawing for consideration at the next Board meeting.

Next, the Board's attention was directed to Agenda Item No. 12 regarding potential service and asset purchase agreements between the District and the VFDs, as well as purchasing policies and operating procedures for the District. Mr. Heinz and the Board members discussed the need for said agreements and policies, as well as the anticipated matters to be covered therein. Mr. Heinz will begin drafts of the proposed agreements, policies and procedures, and will begin working with the Contract

Committee members in relation thereto, so that they can begin negotiating the agreement terms with the VFDs.

The Board then moved along to Agenda Item No. 13, at which time Mr. Heinz reported to the Board on the recent activities of counsel.

Lastly, being that there was no further business to come before the Board under regular meeting Agenda Item No. 14, the regular meeting was adjourned at approximately 6:10 p.m.

Jeff Roebuck, President

Date: 10/16/13

ATTEST:

Name, Position: Sandra Duhon, Secretary

Date: 10/16/13

Exhibit A

HENRY LABRIE 103

Philip Sonnier 133

CHARLES SONNIER 132

Darlene Rivett 302

Randy Rivett 301

Ruffus Lavergne 112

KENNETH A. DUHON CVFD

RAY DESHOTEL CVFD

JAY FRANCIS CVFD

Patrick LARSON

Exhibit B

RESOLUTION ADOPTING BUDGET

THE STATE OF TEXAS §
§
COUNTY OF JEFFERSON §

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

WHEREAS, the Board of Emergency Services Commissioners of Jefferson County Emergency Services District No. 4 (the "District") has projected the operating expenses and revenues for the District for the period October 1, 2013 through September 30, 2014;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

Section 1. That the Operating Budget attached hereto as **Exhibit "A"** is hereby adopted.

Section 2. That the Secretary of the Board of Directors is hereby directed to file a copy of this Resolution Adopting Budget in the official records of the District.

ADOPTED this 18th day of September, 2013.

(SEAL)

JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

By: ______________________
Jeff Roebuck, President
Board of Emergency Services Commissioners

ATTEST:

____
Sandra Duhon, Secretary
Board of Emergency Services Commissioners

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 18th day of September, 2013, at the Labelle-Fannett Volunteer Fire Department fire station, located at 12880 FM 365, Beaumont, Texas 77705, and the roll was called of the duly constituted officers and members of the Board, to wit:

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

and all of said Commissioners were present, except Commissioners (s) None, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

RESOLUTION ADOPTING BUDGET

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 18th day of September, 2013.

Sandra Duhon

Sandra Duhon, Secretary
Board of Commissioners

THE STATE OF TEXAS §
§
COUNTY OF JEFFERSON §

This instrument was acknowledged before me on this 18th day of September, 2013, by Sandra Duhon, Secretary of the Board of Commissioners of Jefferson County Emergency Services District No. 4, on behalf of said District.

(seal)

TANNA RAMOS
Notary Public, State Of Texas
My Commission Expires
03-15-2014

NOTARY PUBLIC STATE OF TEXAS

Tanna Ramos

Notary Public Signature

Exhibit A

	LABELLE-FANNETT FIRE DEPARTMENT	CHEEK FIRE DEPARTMENT	JCESD No. 4	JCESD No. 4 2013-14 Proposed Budget
2013 REVENUE				
JCESD No. 4 -- Ad Valorem Tax			510,768	510,768
Fire & EMS Billing & Community Fundraiser	52,730			
Grants	15,000			
TOTAL VFD REVENUE	**67,730**			
JCESD NO. 4 TOTAL REVENUE				**510,768**
2013 EXPENSES				
OPERATING EXPENSES				
Advertising			250	250
Bank Fees	345		500	845
Bookkeeping			5,000	5,000
Building & Grounds				
Cleaning & Building Maintenance	8,100	1,500		9,600
Lawn Service			5,040	5,040
Business				
Copier		150	2,000	2,150
Computers & Software			2,000	2,000
Office Supplies	750	250	750	1,750
Children's Education	3,000			3,000
Dues & Fees	750	750	1,250	2,750
SETRIC, Sams, SFFMA				
Misc. Dues				
Tax and Appraisal Fees			1,000	1,000
Fire Equipment damaged (needs				
replacement)	15,700	2,500		18,200
Fire Uniforms	3,228	1,250		4,478
Fuel				
EMS	2,000			2,000
Fire	13,692	2,500		16,192
Insurance				
Accident & Sickness	3,975			3,975
VFIS District Insurance			2,124	2,124
Property & Liability	30,725	5,945		36,670
Workers Comp	2,600	1,500	300	4,400
ISO Improvement Fund				
Legal/Prof Fees	5,000	500	90,000	95,500
Lodging Meals Trans & Regist ESD			3,000	3,000

	LABELLE-FANNETT FIRE DEPARTMENT	CHEEK FIRE DEPARTMENT	JCESD No. 4	JCESD No. 4 2013-14 Proposed Budget
Notes Payable				
Bridge City Bank Note-Engine #1	10,000			10,000
Payroll				
Secretary			12,000	12,000
Postage & Box Rental	100	100		200
Supplies				
Fire	8,221	1,000		9,221
Fire Field Meals	1,500	500		2,000
Utilities				
Cable	800	800		1,600
Cell Phone/EMS Equipment	400			400
Electricity	7,799	1,500		9,299
Internet		550		550
Telephone	8,508			8,508
Water & Garbage	2,000	700		2,700
Communications				
Maintenance & Repairs of Radios	4,000	900		4,900
Additional Radios (3)		2,000		2,000
Emergency Medical Services				
EMS Equip (New/Repair/Testing)	9,584			9,584
Travel/Lodging/Meals/Trans Expense				
Medical Supplies	7,489			7,489
Operating Expenses				
Tuition/Reg/Certifications/Dues	2,000			2,000
Vehicle Repair & Maintenance (Min)	3,500			3,500
Fire Services				
Fire Dept Uniforms				
Fire Vehicle Repair & Maintenance	42,261	9,000		51,261
Travel/Lodging/Meals/Trans Expense				
Tuition/Registration				
Personal Protection Equipment,	21,000	6,300		27,300
Gloves, Boots,	3,000			3,000
Insp/Repairs	8,500	2,600		11,100
New Equipment				
Training Materials (Man/Lib/AV	10,000	2,000	1,500	13,500
Certification Dues				
Fire and EMS General				

	LABELLE-FANNETT FIRE DEPARTMENT	CHEEK FIRE DEPARTMENT	JCESD No. 4	JCESD No. 4 2013-14 Proposed Budget
Auxillary	3,000			3,000
Billing	2,000			2,000
Capital Expenditures				
Building and Grounds		5,600		5,600
Contingency				
Contingency Fund			155,862	155,862
TOTAL EXPENSES	**245,527**	**50,395**	**282,576**	**578,498**
LESS VFD REVENUE	**(67,730)**			**(67,730)**
JCESD No. 4 TOTAL EXPENSES				**510,768**

Exhibit C

ORDER LEVYING TAXES

THE STATE OF TEXAS §

COUNTY OF JEFFERSON §

WHEREAS, the appraisal roll of Jefferson County Emergency Services District No. 4 (the "District") for 2013 has been prepared and certified by the appraiser for the District and submitted to the District's tax assessor/collector; and

WHEREAS, the District's tax assessor/collectors have submitted the certified appraisal roll for the District, dated July 24, 2013, showing $567,520,881 to be the total appraised, assessed and taxable value of all property and the total taxable value of new property, to the Board of Emergency Services Commissioners of the District; and

WHEREAS, based upon the certified appraisal roll, the employee or officer designated by the Board of Emergency Services Commissioners of the District has calculated a tax rate to be levied for 2013 sufficient to provide tax revenues to meet the District's obligations;

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

Section 1. The District has previously adopted a budget for the upcoming fiscal year, which will be funded from the revenues generated by the tax rate established in this order levying taxes.

Section 2. There is levied an ad valorem tax of $.09 on each $100.00 of taxable property within the District in order to provide funds for maintenance and operating purposes.

Section 3. All taxes collected pursuant to this levy, after paying costs of levying, assessing and collecting the taxes, will be used for paying costs of providing emergency services and organization and administrative expenses, including legal fees, and for paying principal of and interest on bonds, warrants, certificates of obligation or other lawfully authorized evidences of indebtedness issued or assumed by the unit.

Section 4. The Jefferson County Tax Assessor/Collector is authorized to assess and collect the taxes of the District employing the above tax rate.

Section 5. The taxes levied by this Order are due presently, and will be delinquent if not paid by January 31, 2014.

Section 6. This Order Levying Taxes is effective from and after its adoption.

PASSED AND APPROVED the 18th day of September, 2013.

JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

By: ______________________________

Jeff Roebuck, President
Board of Emergency Services Commissioners

ATTEST:

____

Sandra Duhon, Secretary
Board of Emergency Services Commissioners

CERTIFICATE FOR ORDER

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 18th day of September, 2013, at the Labelle-Fannett Volunteer Fire Department fire station, located at 12880 FM 365, Beaumont, Texas 77705, and the roll was called of the duly constituted officers and members of the Board, to wit:

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

and all of said Commissioners were present, except Commissioners (s) None, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

ORDER LEVYING TAXES

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

2. A true, full and correct copy of the Order adopted at the meeting described in the above paragraph is attached to this certificate; the Order 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 Order 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 18th day of September, 2013.

Sandra Duhon, Secretary
Board of Commissioners

THE STATE OF TEXAS §
§
COUNTY OF JEFFERSON §

This instrument was acknowledged before me on this 18th day of September, 2013, by Sandra Duhon, Secretary of the Board of Commissioners of Jefferson County Emergency Services District No. 4, on behalf of said District.

(seal)

TANNA RAMOS
Notary Public, State Of Texas
My Commission Expires
03-15-2014

NOTARY PUBLIC STATE OF TEXAS

Notary Public Signature

Exhibit D

JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT # 4

TAX RATE:

	2013
M & O..............	0.09000
I & S.............	0.00000
TOTAL............	0.09000

EXEMPTIONS:

Residence Homestead		
Optional..................................	0	20% or $5,000
Over 65....................................	0	$20,000
Mandatory		
Disabled Veterans.................... *(For all)*	$12,000 Maximum	$12,000 Maximum
Primarily Charitable Organizations.... *(For all)*	0	0

Authorized Signature Jeff Roebuck
President

Date 9/18/2013

Tax rate city

J. SHANE HOWARD
TAX ASSESSOR-COLLECTOR

SUSIE JAMES
CHIEF DEPUTY

August 16, 2013

Jeff Roebuck- President
Jefferson County Emergency Services District #4
12880 FM 365
Beaumont, TX 77705

Dear Mr. Roebuck:

In preparation of the collections and disbursements of property taxes for Jefferson County Emergency District #4 we need the following information.

The tax office will disburse property tax collections for your district monthly with a wire transfer to your bank account. The following information is needed to set up the wire transfer.

Name of Bank: Texas First Bank

Address of Bank: 16831 Hwy 124, Beaumont, Texas 77705

Bank Account Wire Transfer Routing Number: 113110256

Bank Account Name: Jefferson County Emergency Services District No. 4

Bank Account Number: 10031508

Bank Account Address: 12880 FM 365, Beaumont, Texas 77705 (District's Administrative Office)

We will fax a distribution report (298-D) of collections when a wire transfer is made. Please provide the following information.

Person to receive faxed report: Joshua C. Heinz, Counsel for JCESD No. 4

Fax number: (409) 833-8819

Contact name: Joshua C. Heinz

Phone number: (409) 833-9182

You will also receive a monthly and yearly report of collections by mail. Please provide the following information.

Name of person to receive reports: Jeff Roebuck, JCESD No. 4 Board President

Mailing address: 12880 FM 365, Beaumont, Texas 77705

Contact phone number: Jeff Roebuck - (409) 658-6343

Authorized Signature Jeff Roebuck

Date 9/18/2013

President

Title

Any changes regarding this information must be requested in writing. We have also included some sample reports. If you have any questions regarding the reports, please contact Terry Wuenschel at (409) 835-8704.

Thank you,

J. Shane Howard
Tax Assessor-Collector
Jefferson County, Texas

JSH: db

cc: Sandra Melton-Treasurer
Josh Heinz- Attorney

Exhibit E

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 me 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 continuing 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 CONCERNNG 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.

Sincerely,

BENCKENSTEIN & OXFORD, L.L.P.

Joshua C. Heinz

ACCEPTED:

Sept. 18
~~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.

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.

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 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: ______
Printed Name: ______ Ruffus Lavergne
Title: Pres. Labelle Fannett VFD

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.

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.

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 Labell-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 LFVFD 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 LFVFD 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 Lebrie, 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

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 notices for public hearing;	0.20 hrs
02/25/13	JH	Attention to 4 emails regarding preparation of DOJ submission for election preclearence;	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

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	$10,788.21

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

The CARLTON Law Firm P.L.L.C.

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
~~1150~~	~~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.

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		$53,013.21

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

Benckenstein & Oxford, L.L.P.
3535 Calder Avenue
Suite 300
Beaumont, TX 77706

August 20, 2013

INVOICE #:	**46499**	**JH**
Billed through:	August 20, 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	07/01/2013	$59,168.47
Net balance forward		$59,168.47

PROFESSIONAL SERVICES RENDERED

07/01/13	JH	Receipt and review draft 2013 Tax/Budget Planning Calendar, and forward same to board members for review in advance of July 2, 2013 meeting; telephone conversation with JCAD (Roland Bieber) regarding status of preliminary appraisal values;	0.30 hrs
07/02/13	JCR	Assist in preparation of materials for board meeting;	0.80 hrs
07/02/13	JH	Telephone conversations with Roland Bieber (JCAD), Paul Brown (City of Port Arthur), and John Carlton regarding preliminary value report and status of BASF property located on West Port Arthur Road; research City of Port Arthur resolution concerning industrial agreement with BASF for fire/emergency services, and legal research regarding tax-exempt businesses who have own fire/emergency service equipment; prepare materials for board meeting; travel to and attend board meeting at LFVFD fire station; attention to 13 emails;	5.60 hrs
07/03/13	JH	Draft minutes for July 2, 2013 board meeting; finalize and submit 2013 annual report to TDA-ORA; draft and forward letter to Judge Branick regarding setting of Treasurer's bond amount, and draft and forward letter confirming amount of same per instruction from Fred Jackson; telephone conversation with Glen Hastings of VFIS regarding insurance/bond proposal; forward materials to Board regarding statutes governing ESD and operating handbook, open meetings act and public information act; telephone conversation with Roland Bieber regarding tax exempt status of BASF facility on West Port Arthur Rd.; attention to 12 emails;	4.80 hrs
07/05/13	JH	Attention to 3 emails regarding setting of treasurer's bond; draft proposed Resolution and certificate for same relating to establishing bank account and line of credit at Texas First Bank, and attention to 1 email regarding same;	1.40 hrs
07/08/13	JH	Telephone conversations with Port Arthur City Attorney and Appraisal District regarding BASF facility on West Port Arthur Rd.; telephone	0.80 hrs

		conversation with and forward information to Examiner for publishing of District's administrative office address;	
07/09/13	JH	Attention to 2 emails regarding publishing of District's administrative office address;	0.10 hrs
07/15/13	JH	Attention to 4 emails regarding Tax ID No. and bank accounts/line of credit;	0.40 hrs
07/23/13	JH	Forward requested information and materials to the Tax Assessor-Collector and Appraisal District;	0.40 hrs
07/24/13	JH	Draft and forward letter to the Jefferson Co. Appraisal District advising of District's administrative office address and board member positions; telephone conversation with BASF representative regarding tax exempt status of the facility on West Port Arthur Road, and draft and forward email regarding same;	0.90 hrs
07/25/13	JH	Forward draft minutes from first board meeting to Jefferson Co. Tax Office per request; telephone conversation with BASF tax consultant Blas Ortiz regarding BASF facility on West Port Arthur Rd. and attention to 3 emails regarding same;	0.80 hrs
07/29/13	JH	Meeting with Glenn Hastings from VFIS to review insurance proposal for District, and forward copy of same to Board; telephone conversation with Henry LeBrie and Kenneth Duhon regarding preparation of VFDs' proposed budgets; attention to 3 emails regarding tax-exempt status of BASF facility on West Port Arthur Rd pursuant to THSC 775.032;	0.70 hrs
07/30/13	JH	Attention to 4 emails regarding exemption of BASF industrial property;	0.40 hrs
07/31/13	JH	Attention to 1 email regarding status of BASF facility;	0.10 hrs
08/01/13	JH	Attention to 6 emails regarding BASF property and meeting with the facility's tax consultants;	0.60 hrs
08/05/13	JH	Attention to 6 emails regarding VFDs' preliminary budgets;	0.50 hrs
08/06/13	JH	Meeting with BASF tax consultants and President Roebuck regarding possible exemption of BASF industrial property on West Port Arthur Road; attention to 11 emails regarding same and VFDs budgets, including clarification of finance committee's role in preparing District's 2013-14 budget and meeting with VFD representatives regarding their preliminary budgets;	2.40 hrs
08/09/13	JH	Telephone conversations with Sandra Melton and Charlie Cox regarding preliminary budgets submitted by the VFDs and scheduling of finance committee meeting to meet/discuss budgets with VFDs representatives; attention to 3 emails regarding same; telephone conversation with Blas Ortiz regarding status of BASF property exemption and attention to 1 email regarding same;	1.20 hrs
08/12/13	JH	Attention to 2 emails regarding finance committee meeting;	0.20 hrs
08/13/13	JH	Travel to and attend finance committee meeting at LFVFD fire station for 2013 budget preparation/discussions;	2.00 hrs

08/14/13	JH	Attention to 2 emails regarding cost for county to publishing effective tax rate for district; telephone conversation with Jeff Roebuck regarding BASF property and information received from JCAD relating thereto;	0.20 hrs
08/16/13	JH	Draft agenda for Aug. 21, 2013 board meeting and prepare for filing; receipt and review draft resolution for exempting BASF facility from district; attention to 6 emails regarding meeting and BASF property;	1.60 hrs
08/20/13	JCR	Assist in preparation of documents for August 21, 2013 board meeting;	0.80 hrs
08/20/13	JH	Prepare materials for August 21, 2013 board meeting and forward copies to board members for advance review; telephone conversation with Sandra Melton regarding VFDs' budgets; telephone conversation with Jeff Roebuck regarding certified tax roll and status of BASF facility on West Port Arthur Rd.; attention to 7 emails;	1.40 hrs
		Total fees for this matter	$6,780.00

DISBURSEMENTS

07/05/13	The Carlton Law Firm, P.L.L.C.	40.00
07/05/13	The Carlton Law Firm, P.L.L.C.	217.50
07/25/13	The Examiner; Invoice # 83179	11.00
08/06/13	Joshua C. Heinz; Invoice # mileage; Travel Expense,	22.60
08/09/13	The Carlton Law Firm, P.L.L.C.	310.00
08/20/13	Copy Expense	38.08
	Total disbursements for this matter	$639.18

BILLING SUMMARY:

Heinz, Joshua	26.80 hrs @	$250.00 /hr	$6,700.00
Roebuck, Jennifer	1.60 hrs @	$50.00 /hr	$80.00
TOTAL FEES			$6,780.00
TOTAL DISBURSEMENTS			$639.18
TOTAL CHARGES FOR THIS INVOICE			$7,419.18
TOTAL DUE FOR THIS INVOICE			$7,419.18
NET BALANCE FORWARD			$59,168.47
TOTAL BALANCE NOW DUE			**$66,587.65**

Federal ID# 74-1646478
Invoice Terms: Net 10 Days Upon Receipt
Please Reference Invoice Number on Your Check

THE CARLTON LAW FIRM P.L.L.C.

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

INVOICE

Invoice # 1150
Date: 07/05/2013
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

Type	Date	Description	Quantity	Rate	Total
Expense	03/27/2013	Information Systems Development - Translation for Order of Special Election.	1.00	$40.00	$40.00

Time Keeper	Position	Quantity	Rate	Total
			Subtotal	**$40.00**
			Total	**$40.00**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1150	07/05/2013	$40.00	$0.00	$40.00
			Outstanding Balance	**$40.00**
			Total Amount Outstanding	**$40.00**

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

THE CARLTON LAW FIRM P.L.L.C.

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

INVOICE

Invoice # 1147
Date: 07/05/2013
Due Upon Receipt

Benckenstein & Oxford, L.L.P.
3535 Calder Avenue, Suite 300
Beaumont, Texas 77706

0103 - Benckenstein & Oxford, L.L.P. - Jefferson ESD No. 4

Date	Attorney	Description	Quantity	Total
06/20/2013	ALL	Draft correspondence to J. Heinz regarding tax planning calendar and commissioners for district.	0.10	$12.50
06/21/2013	ALL	Draft tax planning calendar.	0.50	$62.50
06/25/2013	JJC	Review budget and tax planning calendar.	0.20	$55.00
06/25/2013	ALL	Receive and review correspondence from J. Heinz regarding tax planning calendar; draft response.	0.40	$50.00
06/27/2013	ALL	Revise tax planning calendar; call to Jefferson County Tax Assessor's office to inquire about publication of effective and roll back tax rates.	0.30	$37.50

Time Keeper	Position	Quantity	Rate	Total
John Carlton	Attorney	0.2	$275.00	$55.00
Amy Loera	Non-Attorney	1.3	$125.00	$162.50
			Subtotal	**$217.50**
			Total	**$217.50**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due

1147	07/05/2013	$217.50	$0.00	$217.50
			Outstanding Balance	**$217.50**
			Total Amount Outstanding	**$217.50**

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

THE CARLTON LAW FIRM P.L.L.C.

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

INVOICE

Invoice # 1199
Date: 08/09/2013
Due Upon Receipt

Benckenstein & Oxford, L.L.P.
3535 Calder Avenue, Suite 300
Beaumont, Texas 77706

0103 - Benckenstein & Oxford, L.L.P. - Jefferson ESD No. 4

Date	Attorney	Description	Quantity	Total
07/02/2013	JJC	Receive and review correspondence from J. Heinz regarding taxation issue; research and draft response.	0.50	$137.50
07/02/2013	JJC	Review draft agenda and taxable value certification; draft correspondence to J. Heinz regarding same.	0.20	$55.00
07/10/2013	ALL	Draft memo regarding 2013 Annual Voting Systems Filing Report; draft correspondence to H. Oxford and J. Heinz regarding same.	0.10	$12.50
07/22/2013	ALL	Draft correspondence to J. Heinz regarding tax planning calendar.	0.20	$25.00
07/26/2013	ALL	Complete and file 2013 Annual Voting Systems Report with Secretary of State.	0.20	$25.00
07/30/2013	JJC	Receive and review correspondence from J. Heinz regarding BASF taxation.	0.20	$55.00

Time Keeper	Position	Quantity	Rate	Total
John Carlton	Attorney	0.9	$275.00	$247.50
Amy Loera	Non-Attorney	0.5	$125.00	$62.50
			Subtotal	**$310.00**
			Total	**$310.00**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1147	07/05/2013	$217.50	$0.00	$217.50

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1199	08/09/2013	$310.00	$0.00	$310.00
			Outstanding Balance	**$527.50**
			Total Amount Outstanding	**$527.50**

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

Benckenstein & Oxford, L.L.P.
3535 Calder Avenue
Suite 300
Beaumont, TX 77706

September 17, 2013

INVOICE #: **46548** **JH**
Billed through: September 17, 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	08/20/2013	$66,587.65
Net balance forward		$66,587.65

PROFESSIONAL SERVICES RENDERED

08/21/13	JCR	Assist in finalizing materials for board meeting;	0.90 hrs
08/21/13	JH	Finalize materials for board meeting; attention to 5 emails regarding budgets and tax rate information requested by the tax office; travel to and attend board meeting at the LFVFD fire station; attention to 2 emails regarding BASF facility;	3.90 hrs
08/22/13	JH	Draft minutes for the August 21, 2013 board meeting; telephone conversation with Blas Ortiz and attention to 1 email regarding BASF property;	2.80 hrs
08/23/13	JCR	Assist in preparing exhibits for August 21, 2013 board meeting minutes;	0.50 hrs
08/23/13	JH	Finalize draft of August 21, 2013 meeting minutes and prepare exhibits for same, and forward copy of the draft minutes/exhibits to all Board members via email; telephone conversations with Sandra Melton and Jeff Roebuck regarding the Resolution to establish bank accounts and line of credit at Texas First Bank; attention to 1 email regarding proposed budget workshop/special meeting during week of September 9, 2013 and Board member availability;	1.80 hrs
08/27/13	JCR	Assist in filing notice and agendas for September Board Meetings;	0.30 hrs
08/27/13	JH	Draft notice/agendas for September 10, 2013 budget workshop/special meeting and September 18, 2013 public hearing/regular meeting; telephone conversations with Board members to confirm availability for budget workshop/special meeting, and attention to 1 email regarding same; telephone conversation with Roland Bieber from JCAD regarding status of BASF industrial property on West Port Arthur Rd.;	1.80 hrs
08/28/13	JH	Revise, finalize, and file notice/agenda for September 18, 2013 public hearing/regular meeting; attention to 3 emails regarding same;	0.30 hrs
08/30/13	JH	Telephone conversation with Henry LeBrie and attention to 5 emails	0.50 hrs

		regarding Rural VFD Insurance Program which reimburses 100% of worker's compensation insurance costs;	
09/03/13	JH	Attention to 4 emails and telephone conversation with Sandra Melton regarding TFS grant ban against LFVFD;	0.50 hrs
09/04/13	JH	Prepare District's membership application for SAFE-D organization;	0.50 hrs
09/05/13	JH	Provide information to John Carlton for preparation of orders, etc. for adopting a 2013-14 budget and setting the 2013 tax rate; attention to 4 emails regarding same;	1.50 hrs
09/06/13	JH	Attention to 4 emails regarding budget-related issues;	0.40 hrs
09/09/13	JH	Prepare materials for 9/10/2013 budget workshop/special meeting and forward copies of same to Board for advance review;	0.60 hrs
09/10/13	JH	Legal research regarding status of lawsuits in which LFVFD is a party; work with John Carlton's office on drafting resolution adopting budget and order setting tax rate; telephone conversations with Val Tizeno, City Attorney for Port Arthur, and Blas Ortiz regarding status of BASF property included in the District's boundaries; attention to 7 emails; travel to and attend budget workshop/special meeting in Labelle, TX;	3.80 hrs
09/11/13	JH	Telephone conversations with Charlie Cox, Sandra Melton and Jeff Roebuck regarding amendments to the proposed 2013-14 budget as a result of review/discussions during budget workshop; draft minutes for the September 10, 2013 budget workshop and special meeting; telephone conversation with Blas Ortiz of Pop Hutchinson regarding BASF property on West Port Arthur Rd.; attention to 4 emails;	2.80 hrs
09/12/13	JH	Receipt, review and edit proposed 2013-14 annual budget; telephone discussion with Sandra Melton regarding same; attention to 7 emails;	1.40 hrs
09/13/13	JH	Review and edit draft 2013-14 budget; telephone conversation with Sandra Melton and attention to 2 emails regarding same;	4.30 hrs
09/16/13	JH	Revise and finalize proposed budget; revise and finalize draft resolution adopting budget and order levying taxes; forward copies of meeting materials to board members for advance review;	2.50 hrs
		Total fees for this matter	$7,435.00

DISBURSEMENTS

08/22/13	Joshua C. Heinz; Invoice # mileage; Travel Expense,	22.60
09/05/13	The Carlton Law Firm PLLC - Invoice #1261	452.50
09/10/13	Joshua C. Heinz; Invoice # mileage; Travel Expense,	22.60
09/17/13	Color Copy Expense	7.50
09/17/13	Copy Expense	56.70
09/17/13	Messenger Service	45.00
	Total disbursements for this matter	$606.90

BILLING SUMMARY:

Heinz, Joshua	29.40 hrs @	$250.00 /hr	$7,350.00
Roebuck, Jennifer	1.70 hrs @	$50.00 /hr	$85.00
TOTAL FEES			$7,435.00
TOTAL DISBURSEMENTS			$606.90
TOTAL CHARGES FOR THIS INVOICE			$8,041.90
TOTAL DUE FOR THIS INVOICE			$8,041.90
NET BALANCE FORWARD			$66,587.65
TOTAL BALANCE NOW DUE			**$74,629.55**

Federal ID# 74-1646478
Invoice Terms: Net 10 Days Upon Receipt
Please Reference Invoice Number on Your Check

THE CARLTON LAW FIRM P.L.L.C.

INVOICE

Invoice # 1261
Date: 09/05/2013
Due Upon Receipt

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

Benckenstein & Oxford, L.L.P.
3535 Calder Avenue, Suite 300
Beaumont, Texas 77706

0103 - Benckenstein & Oxford, L.L.P. - Jefferson ESD No. 4

Date	Attorney	Description	Quantity	Total
08/01/2013	JJC	Teleconference with J. Heinz regarding BASF tax exemption.	0.40	$110.00
08/06/2013	JJC	Teleconference with J. Heinz and others regarding BASF tax exempt status.	0.40	$110.00
08/12/2013	ALL	Draft correspondence to J. Heinz following up on tax planning calendars and certifications for district.	0.10	$12.50
08/16/2013	JJC	Draft resolution regarding BASF ad valorem tax exemption; draft correspondence to J. Heinz regarding same.	0.80	$220.00

Time Keeper	Position	Quantity	Rate	Total
John Carlton	Attorney	1.6	$275.00	$440.00
Amy Loera	Non-Attorney	0.1	$125.00	$12.50
			Subtotal	**$452.50**
			Total	**$452.50**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1147	07/05/2013	$217.50	$0.00	$217.50

1199	08/09/2013	$310.00	$0.00	$310.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1261	09/05/2013	$452.50	$0.00	$452.50
			Outstanding Balance	**$980.00**
			Total Amount Outstanding	**$980.00**

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