

**Montgomery County E.S.D. # 2**  
**Board of Commissioners Regular Meeting**  
Wednesday, June 26, 2019  
*Regular Meeting Minutes*

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**Present:**

- Mike Mason – Commissioner / President
- James Sibley – Commissioner / Vice President
- Kim Parrish – Commissioner / Secretary-Treasurer
- Burt Green – Commissioner
- Lonnie Clover – Commissioner
- Brian Edwards – Chief
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- John Peeler – Coveler & Peeler
- Rusty Griffin – Battalion Chief
- Ricardo Martinez – Martinez Construction
- Mark Rasp - Teal Construction
- Jacob Mansfield – Teal Construction

**Meeting Commenced:** June 26, 2019 at 5:30 PM

**Location:** Montgomery Fire Station # 51  
20590 Eva Street  
Montgomery, Texas 77356

1. Call to Order: President Mike Mason called the meeting to order at 5:30 PM
2. Roll Call:
  - a. All members present as listed above.
3. Public Comment:
  - a. No public present.
4. Reading and approval of May 22, 2019 minutes, June 3, 2019 Special Meeting minutes, and June 19, 2019 Special Meeting Minutes.
  - a. Mike Mason called for a motion to approve the May 22, 2019 regular meeting minutes, June 3, 2019 Special Meeting minutes, and June 19, 2019 Special Meeting Minutes as written.
    - i. Kim Parrish made a motion to approve the May 22, 2019 minutes, June 3, 2019 Special Meeting minutes, and June 19, 2019 Special Meeting Minutes as written.
    - ii. Lonnie Clover seconded the motion.
    - iii. There were no objections and the motion carried.
5. Financial Matters
  - a. Monthly Financial Report presented by District Bookkeeper
    - i. Mike Mason called for a motion to accept and ratify the May 2019 Bills.
      1. James Sibley made a motion to accept and ratify the May 2019 Bills.
      2. Burt Green seconded the motion.
      3. No objections and the motion carried.
  - b. Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, and investment actions.
    - i. Station # 53 payoff amount of \$369,498.82
6. Old Business
  - a. To review and take action on any matters related on construction on new station(s), including action to engage architectural or engineering service, to select deliver methods to engage contractor(s), to approve plans / designs / changes, and to approve payments.
    - i. Teal Construction presented a report regarding the outstanding items for Keenan Station and have approximately 90% of the final punch items completed.
    - ii. The remaining 10% of the punch items are expected to be completed no later than July 5, 2019 with the exceptions of the overhead doors and grass. This date, or a revised one, it to be confirmed to Ricardo Martinez who will relay the confirmed date to the board.
  - b. To review and act on matters related to the ownership of property for District Fire Stations, including approving the purchase or lease of real property.
    - i. Mike Mason called for a motion to authorize for President Mike Mason to sign the MUDD 8 contract and to

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authorize Kaye Townley with Municipal Accounts & Consulting, L.P. to make earnest funds available in the amount of \$5,000 toward a total purchase price of \$25,000.

1. James Sibley a motion to authorize for President Mike Mason to sign the MUDD 8 contract and to authorize Kaye Townley with Municipal Accounts & Consulting, L.P. to make earnest funds available in the amount of \$5,000 toward a total purchase price of \$25,000.
    2. Lonnie Clover seconded the motion.
    3. There were no objections and the motion carried.
  - ii. Mike Mason called for a new survey to be performed at Station 54.
    1. James Sibley made a motion to authorize a new survey at Station 54.
    2. Lonnie Clover seconded the motion.
    3. There were no objections and motion carried.
  - iii. Board reviewed the prospective plans presented by MCHD concerning Station 55.
    1. Mike Mason and James Sibley to approach and discuss plans with MCHD.
  - iv. Discussed opportunity for Sheriff Department in allocating a small space at Station 55.
7. New Business
  - a. To review and take action on any matter related to construction on new station(s), including action to engage architectural or engineering services.
    - i. Nothing to report.
  - b. To review, report, and take action on any legislative services under legal services representation.
    - i. Counsel to advise Department on website changes from recent legislative session.
  - c. To review and take action on the District's 2019 Investment Policy.
    - i. Mike Mason called for a motion to approve the 2019 Investment Policy as presented as there are no changes from 2018.
      1. Kim Parrish made a motion to approve the 2019 Investment Policy as presented as there are no changes from 2018.
      2. Lonnie Clover seconded the motion.
      3. There were no objections and the motion carried.
  - d. Discuss and take action on payment of Pierce Pumper and Pumper / Tanker.
    - i. Mike Mason called for a motion to pay for the chassis for the Pierce Pumper and Pumper / Tanker.
      1. James Sibley made a motion to pay for the chassis for the Pierce Pumper and Pumper / Tanker.
      2. Lonnie Clover seconded the motion.
      3. There were no objections and the motion carried.
  - e. Present, discuss, and take any action on proposed budget for FY 2019 / 2020 by Fire Department.
    - i. Chief Edwards presented the FY 2019 / 2020 Proposed Budget for Commissioner Review
  - f. To review and take action on Truth in Taxation procedure, including authorizing the County Tax Assessor to prepare and publish tax rates ant to develop the tax setting calendar for submissions to the Tax Assessor.
    - i. Tax Office has requested Truth in Taxation forms to be submitted by July 1, 2019.
    - ii. Mike Mason called for a motion to authorize the tax assessor to prepare the tax rate calculations and notices
      1. Kim Parrish made a motion to authorize the tax assessor to prepare the tax rate calculations and notices
      2. Lonnie Clover seconded the motion
      3. There were no objections and the motion carried.
    - iii. Mike Mason called for a motion to authorize counsel and bookkeeper to provide unencumbered fund balance information and act as point of contact for tax office.
      1. Kim Parrish made for a motion to authorize counsel and bookkeeper to provide unencumbered fund balance information and act as point of contact for tax office.
      2. Lonnie Clover seconded the motion.
      3. There were no objections and the motion carried.
    - iv. Mike Mason called for a motion to approve proposed tax calendar and submit to Tax Office.
      1. Kim Parrish made a motion to approve proposed tax calendar and submit to Tax Office
      2. Lonnie Clover seconded the motion.
      3. There were no objections and the motion carried.
8. To Meet in Closed Session.
  - a. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.
  - b. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
  - c. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

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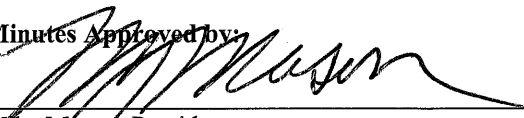
- i. No Closed Session required.
9. Take any action on item(s) discussed in closed session.
  - a. No closed session required.
    - i. Pending or contemplated litigation, settlement.
    - ii. Real estate, including but not limited to purchase, sale, platting, or permits.
    - iii. Personnel matters, including hiring, retention, duties, and benefits, including administrative staff, fire suppression staff, command staff, and fire chief.
10. Report from fire department on Present Activities and Events
  - a. Officer Classes has been taking place this week
11. Set Meeting Date, Time and Location for upcoming ESD Meeting(s)
  - a. Regular Meeting - Tuesday, July 23, 2019 at 5:30 PM
  - b. Special Meeting - Budget - Wednesday, August 7, 2019 at 5:30 PM
  - c. Public Hearing 1 - Budget - Wednesday, August 21, 2019 at 5:30 PM
  - d. Public Hearing 2 - Budget - Wednesday, August 28, 2019 at 5:30 PM
  - e. Regular Meeting- Wednesday, August 28, 2019 at 5:45 PM
  - f. Special Meeting - Budget - Wednesday, September 4, 2019 at 5:30 PM
12. Adjournment:
  13. Meeting adjourned at by President Mike Mason at 7: 08 PM

Minutes Prepared and Submitted by Kim Parrish, Secretary / Treasurer

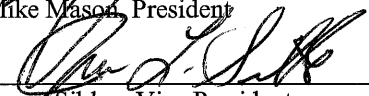
  
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Kim Parrish

7/23/19  
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Date

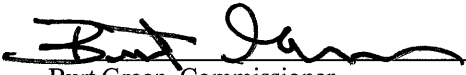
Minutes Approved by:

  
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Mike Mason, President

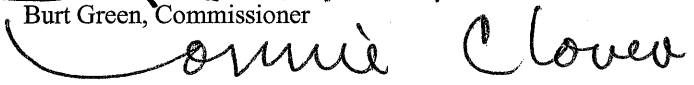
7/23/19  
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Date

  
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James Sibley, Vice President

7/23/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Burt Green, Commissioner

7/23-19  
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Date

  
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Lonnie Clover, Commissioner

7/23/19  
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Date