

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Wednesday, May 27, 2020
Regular Meeting Minutes

Present:

- Mike Mason – Commissioner / President
- James Sibley – Commissioner / Vice President
- Kim Parrish – Commissioner / Secretary-Treasurer
- Burt Green – Commissioner
- Lonnie Clover – Commissioner
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- John Peeler – Coveler & Peeler
- Brian Edwards – Fire Chief
- Ricardo Martinez – Martinez Architects
- Mike Others – McCall Gibson

Meeting Commenced: Wednesday, May 27, 2020 at 5:30 via Teleconference

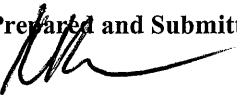
Location: Montgomery Fire Station # 51
20590 Eva Street
Montgomery, Texas 77356

Teleconference

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 via Teleconference
3. Public Comment:
 - a. No public present or conferenced in.
4. Reading and approval of the following minutes:
 - a. April 22, 2020 Regular Meeting Minutes
 - b. April 29, 2020 Special Meeting Minutes
 1. Lonnie Clover made a motion to approve the above listed Minutes
 2. Burt Green seconded the motion.
 3. There were no objections and the motion carried
5. Financial Matters
 - a. Take action and report on ESD financial accounts and amending bank signature cards.
 - i. Spirit of Texas account is now open and Kaye Townley will write check to transfer funds.
 - b. Monthly Financial Report presented by District Bookkeeper. Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, investment actions, and district debt.
 - i. Mike Mason called for a motion to accept and ratify the April 2020 Bills.
 1. Lonnie Clover made a motion to accept and ratify the April 2020 Bills.
 2. James Sibley seconded the motion.
 3. There were no objections and the motion carried.
 - c. Sales Tax update from Sales Revenue, Inc.
 - i. No report.
 - d. Review and take any action on approval of ESD # 2 audit year ending September 2019.
 - i. Mike Others with McCall Gibson presented the ESD # 2 audit for year ending September 2019.
 - ii. Mike Mason called for a motion to accept and approve the audit for year ending September 2019 as presented.
 1. Bart Green made a motion to accept and approve the audit for year ending September 2019 as presented.
 2. Lonnie Clover seconded the motion.
 3. There were no objections and the motion carried.
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. Station 55: Proposals to be reviewed May 28, 2020 to be presented to the Board at a Special Meeting on July 6,

- 2020, with the expectations of beginning construction on Station 55 in July 2020.
- ii. Station 54: Plans to proceed with design components at this time and will review and refine as needed. The Board will call a Special Meeting to review Financial Documents regarding Station 54 and discuss options.
- iii. Station 52: No discussion
- 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. No discussion
- c. To review and act on matters related to MCESD # 2 and MCHD contract for new Station 55
 - i. All parties have approved the contract for Station 55
- d. Review, discuss, and take action on water line with MUD 18, including approving contracts or easements and costs associated with installing water lines.
 - i. No update
- 7. New Business
 - a. To review, discuss, and take action regarding adoption of the District's 2020 Investment Policy.
 - i. The State requires that all entities review investment policy on an annual basis. Counsel does not recommend any changes at this time and requests that we approve the retention of Mark Burton and Gia Lewis as investment counselors.
 - 1. Mike Mason called for a motion that we adopt and approve the District's investment policy and that we continue to retain Mark Burton and Gia Lewis as investment counselors.
 - a. James Sibley made a motion that we adopt and approve the District's investment policy and that we continue to retain Mark Burton and Gia Lewis as investment counselors.
 - b. Lonnie Clover seconded the motion.
 - c. There were no objections and the motion carried.
 - b. To review and take action on requirements of Government Code §2054.5191 [HB 3834 (2019)] and District compliance with cybersecurity training.
 - i. All employees have received cybersecurity training earlier in the year. However, as an added precaution, there will be an additional cyber training class available to all district employees within the next 14 days.
 - ii. Counsel recommends that all Board Members take part in this available training.
 - c. To review and take action on emergency operational procedures during the COVID-19 disaster, including designation of commissioners or employees to authorize emergency expenditures during the duration of the declared state of disaster.
 - i. While the governor's proclamations are allowing the reopening of various offices and businesses, there is still flexibility available on where and how our meetings are held in the coming weeks and months. The coming meeting(s) will be held via teleconference / remote until otherwise noted.
- 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.
 - i. No Closed Session required.
- 9. Take any action on item(s) discussed in closed session.
 - a. Pending or contemplated litigation, settlement.
 - b. Real estate, including but not limited to purchase, sale, platting, or permits.
 - c. 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. No positive cases within the department for COVID-19
 - b. Work has begun on the 2020 – 2021 Budget
 - c. Position will become available / posted in the coming weeks for an additional full-time fire fighter.
- 11. Set Meeting Date, Time and Location for upcoming ESD Meeting(s)
 - a. Regular Meeting – Wednesday, June 24, 2020 at 5:30 P.M. via Teleconference
- 12. Adjournment:
 - 13. Meeting adjourned at by President Mike Mason 6:30 PM

Minutes Prepared and Submitted by Kim Parrish, Secretary / Treasurer

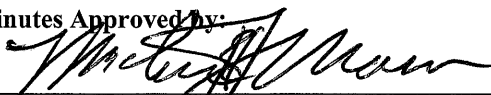


Kim Parrish

6/24/20

Date

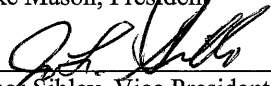
Minutes Approved by:



Mike Mason, President

6/24/20

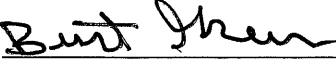
Date



James Sibley, Vice President

6/24/20

Date



Burt Green, Commissioner

6-24-20

Date



Lonnie Clover, Commissioner

6/24/2020

Date