

**Montgomery County E.S.D. # 2**  
**Board of Commissioners Regular Meeting**  
Wednesday, June 24, 2020  
*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
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- John Peeler – Coveler & Peeler
- Brian Edwards – Fire Chief
- Ricardo Martinez – Martinez Architects
- Ryan Fortner – Sales Revenue, Inc.

**Meeting Commenced:** Wednesday, June 24, 2020 at 5:30 via Teleconference

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

Teleconference

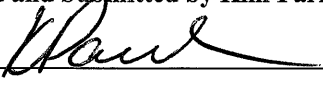
1. Call to Order: President Mike Mason called the meeting to order at 5:30 PM
2. Roll Call:
  - a. All members present as listed above via Teleconference
3. Public Comment:
  - a. No public present or conferenced in.
4. Reading and approval of the following minutes:
  - a. May 27, 2020 Regular Meeting Minutes
    1. Lonnie Clover made a motion to approve the above listed Minutes
    2. James Sibley seconded the motion.
    3. There were no objections and the motion carried
5. Financial Matters
  - a. 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 May 2020 Bills.
      1. Bart Green made a motion to accept and ratify the May 2020 Bills.
      2. James Sibley seconded the motion.
      3. There were no objections and the motion carried.
  - b. Sales Tax update from Sales Revenue, Inc.
    - i. Review report from Sales Revenue, Inc. as presented by Ryan Fortner
  - c. Discuss and take any action on the payment options for new Fire Station 54 and 55
    - i. Mike Mason called for a motion to authorize Kaye Townley and John Peeler to prepare the request for proposals for stations 54 and 55 for financing.
      1. James Sibley made a motion to authorize Kaye Townley and John Peeler to prepare the request for proposals for stations 54 and 55 for financing.
      2. Bart Green 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: Martinez Architects to begin receiving bids and will submit a tabulation of presented bid pricing the week of July6. Will coordinate as needed for review. Mike Mason and James Sibley to attend via Telaconference
    - ii. Station 54:

**Montgomery County E.S.D. # 2**  
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*Regular Meeting Minutes*  
*Page 2 of 3*

- 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. Discussion regarding the procurement of property in outlying areas of the District currently not covered by existing Stations.
  - c. To review and act on matters related to MCESD # 2 and MCHD contract for new Station 55. Contract has been signed and each party has an original copy. Effective date of June 1, 2020.
  - 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 and return information has not been received. Counsel will follow up regarding the delay.
7. New Business
- a. 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 completed the required training and sent to proper agency for compliance .
  - b. 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.
    - ii. Members of the department that have either been at risk or have tested for positive for COVID19 have been in quarantine and will return to work when able.
  - c. Fire Department to present Draft Budget FY 2020-2021
    - i. Review Draft Budget FY 2020-2021 as presented by Chief Edwards.
  - d. Discuss and take any action on Truth in Taxation and Tax Rate Adoption Schedule for 2020 Tax Rate
    - i. Kim Parrish called for a motion to confirm that Tammy McRae will still calculate the rates, tentatively schedule a Tax meeting for the August 10, 2020 at 5:30 P.M., and authorize District Bookkeeper and Counsel to submit as necessary.
      - 1. Burt Green made a motion to confirm that Tammy McRae will still calculate the rates, schedule a Tax meeting for the August 10, 2020, and authorize District Bookkeeper and Counsel to submit as necessary.
      - 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.
    - 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. The Board will agree to cancel this year's Christmas banquet in regard to booking a hall and all of the requirements that it involves. However, the awards and recognition portion of this event will still take place without meeting in a group.
11. Set Meeting Date, Time and Location for upcoming ESD Meeting(s)
- a. Regular Meeting – Wednesday, July 22, 2020 at 5:30 P.M. via Teleconference
  - b. Special Tax Meeting – Monday, August 10, 2020 at 5:30 P.M. via Teleconference (Tentative)
12. Adjournment:
- 13. Meeting adjourned at by President Mike Mason 6:45 PM

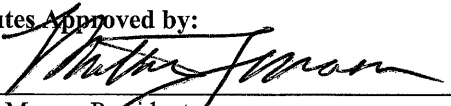
Montgomery County E.S.D. # 2  
Board of Commissioners Regular Meeting  
Wednesday, June 24, 2020  
Regular Meeting Minutes  
Page 3 of 3

Minutes Prepared and Submitted by Kim Parrish, Secretary / Treasurer

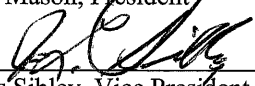
  
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Kim Parrish

7/22/20  
Date

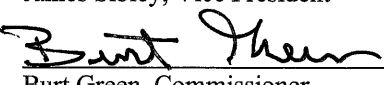
Minutes Approved by:

  
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Mike Mason, President

7/22/20  
Date

  
\_\_\_\_\_  
James Sibley, Vice President

7/22/20  
Date

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

7-22-20  
Date

  
\_\_\_\_\_  
Lonnie Clover, Commissioner

7/22/2020  
Date