

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Wednesday, October 27, 2021
Regular Meeting Minutes

Present:

- James Sibley – Commissioner / President
- Kim Parrish – Commissioner – Treasurer / Secretary
- Mike Mason – Commissioner – Vice President
- Burt Green – Commissioner
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- Kaye Townley – Municipal Accounts & Consulting, L.P.
- John Peeler – Coveler & Peeler
- Rusty Griffith – Battalion Chief
- Ricardo Martinez – Martinez Architects

Meeting Commenced: Wednesday, October 27, 2021, at 5:30 P.M.

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

- 1) Call to Order: President James Sibley called the meeting to order at 5:30 P.M.
- 2) Roll Call
 - a) All members present as listed above
- 3) Public Comment
 - a) No public present
- 4) Reading and approval of the following minutes:
 - a) Wednesday, September 22, 2021, Regular Meeting Minutes
 - James Sibley called for a motion to accept the minutes listed above as written
 - Mike Mason made a motion to accept the minutes listed above as written
 - Burt seconded the motion.
 - There were no objections and the motion carried.
 - b) Tuesday, October 12, 2021, Special Meeting Minutes
 - James Sibley called for a motion to accept the minutes listed above as written
 - Mike Mason made a motion to accept the minutes listed above as written
 - Burt Green seconded the motion.
 - There were no objections and the motion carried.
- 5) Financial Matters
 - a) Monthly Financial Report as presented by District Bookkeeper
 - James Sibley called for a motion to accept the Monthly Financial Report and ratify the September 2021 Bills
 - Burt Green made a motion to accept the Monthly Financial Report and ratify the September 2021 Bills
 - Eric Gensheimer seconded the motion
 - There were no objections and the motion carried.
 - b) Sales Tax Update
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 - Burt Green seconded the motion.
 - There were no objections and the motion carried.

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6) Old Business

- a) To review and take action on any matters related on construction of 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.
- Ricardo Martinez presented station reports as listed:
 - Station 52:
 - Nothing to report.
 - Station 54:
 - S & G has submitted site drainage design for MUD review
 - MA to submit for permit November 8th.
 - MA to provide Exterior and Interior renderings for Client review and material selection and provide set of documents for Owner review 11/5
 - Station 55:
 - Sectional Doors complete and operational
 - Interior paint is complete and touch up is underway
 - Ceilings underway
 - Flooring complete
 - Exterior and Interior Signage complete
 - Fire Sprinkler system complete
 - Exterior finishes, site fencing, electrical fixtures, plumbing fixtures, and toilet accessories expected to be completed soon.
 - Emergency Generator delay due to supply chain delays – Expected ship date 1/17/21 – Temporary generator currently in negotiation.
 - Owner / Architect punch-list scheduled for 11/23/21
 - Temporary Certificate of Occupancy expected by end of November.
 - James Sibley called for a motion to approve Draw No. 13 in the amount of \$281,240.17 payable to Martinez Architects and authorize Municipal Accounts & Consulting, PLLC to wire the funds as indicated by Pay Application, Draw No. 13.
 - Burt Green made a motion to approve Draw No. 13 in the amount of \$281,240.17 payable to Martinez Architects and authorize Municipal Accounts & Consulting, PLLC to wire the funds as indicated by Pay Application, Draw No. 13.
 - Mike Mason seconded the motion.
 - There were no objections and the motion carried.
- 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.
- Mike Mason made a motion that, in the event that permitting is approved and signed off upon, that the President Sibley is authorized to move forward with the closing of the property for future Station 54.
 - Burt Green seconded the motion that, in the event that permitting is approved and signed off upon, that the President Sibley is authorized to move forward with the closing of the property for future Station 54.
 - There were no objections and the motion carried.

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7) New Business

- a) Review, discuss, and take any action on sales tax consultants.
 - o James Sibley presented the Sales Tax Snapshot as submitted HdL Companies
 - o James Sibley called for a motion to engage HdL Companies as the Sales Tax Consultant for MCESD # 2.
 - o Mike Mason made a motion to engage HdL Companies as the Sales Tax Consultant for MCESD # 2.
 - o Burt Green seconded the motion.
 - o There were no objections and the motion carried.
- 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.
 - No new report
- c) Discuss and take action on current Fire Station 55 when ESD # 2 moves into the newly constructed Station # 55.
 - Edwards, Peeler, and Sibley to meet and discuss ESD#2 options.
- d) Discuss and take any action on FY 2021/2022 Employee Retention Program.
 - James Sibley called for a motion to approve Retention Program Option 3 for a Total Combined cost of \$74,700.00.
 - Mike Mason made a motion to approve Retention Program Option 3 for a Total Combined cost of \$74,700.00.
 - Burt Green seconded the motion.
 - There were no objections and the motion carried.
- e) Present apparatus purchase for FY 2021/2022 and take any action.
 - Chief Edwards presented the MCESD 2 Lake Boat Proposal 2021 as submitted by Lonnie Mapston for a preliminary cost of \$220,000.
 - Mike Mason made a motion to authorize Chief Edwards to submit the Purchase Order for the presented Lake Boat Proposal.
 - Burt Green seconded the motion to authorize Chief Edwards to submit the Purchase Order for the presented Lake Boat Proposal.
 - 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 matter.
- c. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

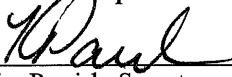
9) Take any action on item(s) discussed in Closed Session.

- a. Pending or contemplated litigation or settlement.
 - Nothing to report.
- b. Real estate, including, but not limited to purchase, sale, platting, or permits.

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- 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.
- Incidents have kept the department very busy
- 11) Confirm Meeting Date, Time, and Location for November 2021 Regular Meeting
- a) Wednesday, November 17, 2021, at 5:30 at Station 51
- 12) Adjournment
- a) Meeting adjourned at 7:37 P.M.

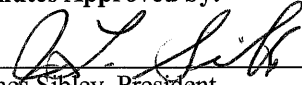
Minutes Prepared and Submitted by Kim Parrish – Commissioner – Secretary / Treasurer



Kim Parrish, Secretary

11/17/21
Date

Minutes Approved by:



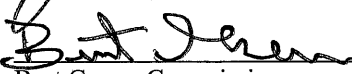
James Sibley, President

11/17/21
Date



Mike Mason, Vice President

11/17/21
Date



Burt Green, Commissioner

11-17-21
Date



Eric Gensheimer, Commissioner

11-17-21
Date