

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Wednesday, July 28, 2021
Regular Meeting Minutes

Present:

- James Sibley – Commissioner / President
- Mike Mason – Commissioner / Vice President
- Kim Parrish – Commissioner – Treasurer / Secretary
- Burt Green – Commissioner
- Eric Gensheimer – Commissioner
- Kaye Trenary – Municipal Accounts & Consulting, L.P.
- John Peeler – Coveler & Peeler
- Lonnie Mapston – Battalion Chief
- Brian Edwards – Fire Chief (via Telephone)
- Ricardo Martinez – Martinez Architects
- Katie Biggers – HdL Companies
- Richard Fletcher – HdL Companies
- Ryan Fortner – Revenue Management Services
- Catherine M. Wheeler – Sales Revenue, Inc.
- Derrick Michael – Sales Revenue, Inc.

Meeting Commenced: Wednesday, July 28, 2021 at 5:30 PM.

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 PM
2. Roll Call:
 - a. All members present as listed above.
3. Public Comment: None
4. Reading and approval of the following minutes:
 - a. June 23, 2021
 1. James Sibley called for a motion to approve the above listed minutes.
 - a. Eric Gensheimer made a motion to approve the above listed minutes.
 - b. Mike Mason seconded the motion.
 - c. There were no objections and the motion carried.
5. Financial Matters
 - a. Monthly Financial Report presented by Kaye Trenary District Bookkeeper. Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, investment actions, and district debt.
 1. James Sibley called for a motion to accept the Monthly Financial Report and ratify the June 2021 Bills.
 - a. Eric Gensheimer made a motion to accept Monthly Financial Report and ratify the June 2021 Bills.
 - b. Burt Green seconded the motion.
 - c. No objections, motion carried.
 - b. Sales Tax update from Sales Revenue, Inc.
 1. Sales tax report was given by Municipal Accounts..
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.
 1. Station 55:
 - a. Extending fence to cover rear property is currently in design review.
 - b. Roof installation is complete.
 - c. CMU walls are complete.
 - d. Mezzanine decks have been poured.

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Wednesday, July 28, 2021
Regular Meeting Minutes- page 2 of 4

- e. Interior framing is complete.
- f. Apparatus Bay infrastructure and equipment.
- g. James Sibley called for a motion to include motion to approve Draw No. 10 in the amount of \$312,460.70 payable to Martinez Architects and authorize Municipal Accounts & Consulting, PLLC to wire said funds.
 - a. Mike Mason made a motion to include motion to approve Draw No. 10 in the amount of \$312,460.70 payable to Martinez Architects and authorize Municipal Accounts & Consulting, PLLC to wire said funds.
 - b. Eric Gensheimer seconded the motion.
 - c. There were no objections and the motion carried.

2. Station 54:

- a. Drainage Study from Bleyl Engineering, including detention design requirements, downstream storm capacity, Storm Water Lift Station design, MA recommendations, and project coordination are in design review.
 - a. MCESD # 2, Ricardo Martinez, Walden CIA, and Walden MUD have a meeting scheduled for August 4, 2021 at 9:00 AM to discuss issues and proposed resolutions with drainage in order to move forward with property purchase.
 - b. James Sibley called for a motion to approve scope of service by Bleyl Engineering for an amount not to exceed \$15,000, but subject to approval of ESD # 2 Board President after scheduled meeting for August 4, 2021.
 - i. Eric Gensheimer made a motion to approve scope of service by Bleyl Engineering for an amount not to exceed \$15,000, but subject to approval of ESD # 2 Board President after scheduled meeting for August 4, 2021.
 - ii. Mike Mason seconded the motion.
 - iii. There were no objections and the motion carried.
- b. Anticipated Activities:
 - a. Depending Bleyl study and drainage design:
 - i. Additional surveying may be required.
 - ii. Offsite civil design may be required if storm tie into inlet at Emerson and Brightwood.
 - b. Minimize detention requirements.
 - c. Design storm capacity within oversized infrastructure.
 - d. Tie into inlet at Emerson and Brightwood.
 - e. Bleyl Engineering to provide No Objection Letter to Montgomery County.

3. Station 52:

- a. Roof leak located in the training room area.
- b. Teal has been contacted and will visit the property to assess the issue on Thursday, July 29.
- 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.
 - 1. Discussed in previous item 6. 2. Station 54.

7. New Business

- a. Review presentations from sales tax consultants, discussion, and take any action.
 - 1. Revenue Management Services – Ryan Fortner
 - 2. Sales Revenue, Inc. Catherine M. Wheeler & Derrick Michael
 - 3. HdL Companies – Richard Fletcher & Katie Biggers
- 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.
 - 1. Chief Edwards did comment that there is a spike in COVID cases. MCESD#2 will monitor.
- c. Discuss and take any action on continued in person meetings due to Covid.

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Wednesday, July 28, 2021
Regular Meeting Minutes- page 3 of 4

1. The Board will continue to meet in person until otherwise discussed.
- d. Discuss and take action on Truth in Taxation schedule for 2021.
 1. Monday, August 9, 2021 at 7:30 AM – Special Tax Meeting to Propose Tax Rate.
 2. Monday, August 23, 2021 at 5:30 PM – Special Tax Meeting to Adopt Tax Rate.
- e. Legislative update.
 1. John Peeler updated the Board on current Legislative issues.
- f. Discuss and take any action on Fall Safe-D Event scheduled for September 16-18, 2021.
 1. Commissioners planning to attend the event are to inform Gretchen of their intent so that she can handle registration.
 2. Commissioners are responsible for booking any needed accommodations and submitting them for reimbursement.
- g. Take action on budget for FY 2021 / 2022
 1. To review once Truth in Taxation finalized.
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.
 1. No Closed Session Needed
 - b. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matter.
 1. No Closed Session Needed
 - c. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
 1. No Closed Session Needed
9. Take any action on item(s) discussed in closed session.
 - a. Pending or contemplated litigation or settlement.
 1. No action needed
 - b. Real estate, including, but not limited to purchase, sale, platting, or permits.
 1. No action needed
 - c. Personnel matters, including hiring, retention, duties, and benefits, including administrative staff, fire suppression staff, command staff, and fire chief.
 1. No action needed.
10. Report from fire department on Present Activities and Events
 - a. Department working on projects to complete FY 20/21.
 - b. Additional office space at Station 51 in progress.
 - c. Sending two Battalion Chiefs to San Antonio for a station building seminar and station facilities management / effectiveness.
 - d. Department has had eight classes on Active Shooter that multiple law enforcement agencies attended.
 - e. Department annual medical exams, as required by NFPA, are scheduled.
 - f. Hiring process is scheduled for August.
 - g. Runs have been consistently steady.
11. Set Meeting Date, Time, and Location for upcoming meetings:
 - a. Monday, August 9, 2021 at 7:30 AM – Special Tax Meeting
 - b. Monday, August 23, 2021 at 5:30 PM – Special Tax Meeting
 - c. Wednesday, August 25, 2021 at 5:30 PM- Regular meeting
12. Adjournment
 - a. Meeting adjourned at 7:38 P.M. by President James Sibley

Montgomery County E.S.D. # 2
Board of Commissioners Regular Meeting
Wednesday, July 28, 2021
Regular Meeting Minutes- page 4 of 4

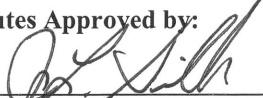
Minutes Prepared and Submitted by Kim Parrish – Commissioner – Secretary / Treasurer



Kim Parrish, Secretary

8/25/21
Date

Minutes Approved by:



James Sibley, President

8/25/21
Date

Mike Mason, Vice President

Date



Burt Green, Commissioner

8-25-21
Date



Eric Gensheimer, Commissioner

8/25/21
Date