

Montgomery County Emergency Service District # 2
Board of Commissioners Regular Meeting
Wednesday, November 29, 2023

Present:

- James Sibley, Commissioner – President
- Mike Mason – Commissioner – Vice President
- Kim Parrish, Commissioner – Treasurer / Secretary
- Burt Green – Commissioner
- Eric Gensheimer – Commissioner
- Brian Edwards – Fire Chief
- Mark Miller – Municipal Accounts & Consulting, L.P
- Krystine Ramon – Peeler & Coveler
- Ricardo Martinez – Martinez Architects

Meeting Commenced: Wednesday, November 29, 2023

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 and Establish a Quorum
 - a) All members were present as listed above.
 - b) Quorum established.
- 3) To Receive Public Comment
 - a) No Public in Attendance
- 4) Reading and Approval of following meeting minute(s).
 - a) Wednesday, October 25, 2023 – Regular Meeting Minutes
 - i) James Sibley called for a motion to accept the above-listed minutes as written.
 - (1) Eric Gensheimer made a motion to accept the above-listed minutes as written.
 - (2) Mike Mason seconded the motion.
 - (3) There were no objections and the motion carried.
- 5) Financial Matters
 - a) Monthly Financial Report as presented by District Bookkeeper.
 - i) Review, discuss, and take action as necessary on financial matters, including bill payment, depositories, investment actions, Investment Policy, and district debt.
 - (1) James Sibley called for a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
 - Mike Mason made a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
 - Burt Green seconded the motion.
 - There were no objections and the motion carried.
 - b) Sales Tax Report and take any action on Sales Tax.
 - i) Eric Gensheimer to present updated Sales Tax Report.
 - (1) Eric discussing a few tax payers with Sales Tax Consultant and will report back.
 - (2) HDL to be at the December meeting.
- 6) Old Business
 - a) To review and take action on any matters related to construction of new station(s), including action to engage architectural or engineering service, to select delivery methods to engage contractor(s), to approve plans / designs / changes, to approve payments, and to authorize Building Committee to act on behalf of the District regarding construction matters. To review and take action on construction and improvements of District facilities and property, including selection of contractors and consultants for construction and material testing services.
 - i) Station # 52 – Remodel

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- (1) General:
 - Demolition has been completed .
 - Pocket doors have arrived, but not yet installed.
- (2) Anticipated Activities:
 - Meeting with building committee to finalize plans.
 - Framing of proposed renovated areas.
- (3) Financial Standing of the Project.
 - Original Guaranteed Maximum Price: \$119,000.00
 - Change Orders to the Project: \$0.00
 - Pay Applications – Pay App No. 1: \$0.00
 - Balance of Contract: \$119,000.00
- ii) Station # 54
 - (1) General:
 - Paint
 - First coat of paint.
 - Sand Oil Separator set 10/17
 - CBG made modifications to the unit.
 - Civil and Plumbing Engineers strongly recommended modifications to Park Equipment not be made.
 - Modification changes the performance and capacity of the unit.
 - Recommendations to replace the unit have been made to CBG.
 - Final grading ongoing.
 - Electrical trim-out ongoing.
 - Fire Alarm installation started.
 - Overhead Door installation ongoing.
 - MA Coordinated testing of concrete floors (for delamination) by WJE Engineers.
 - Areas throughout the facility indicated concrete topcoat has delaminated.
 - Corrective measures should be considered by the Owner.
 - (2) Anticipated Activities:
 - Apparatus Bay floor finish.
 - Paint touch-up.
 - Interior signage installation.
 - Owner to coordinate account information for Fire Alarm System Monitoring.
 - Complete items identified on observation reports.
 - Start initial punch list items.
 - (3) General Discussion:
 - Eric Gensheimer updated the Board on details of building progress.
 - (4) Financial Standing
 - Original Guaranteed Maximum Cost: \$4,169,000.00
 - Change Orders to the Project: \$0.00
 - Pay Application:
 - i. James Sibley called for a motion to delay the approval of Pay App # 16 in the amount of \$242,390.67 contingent upon discussion and review outstanding and incomplete items of Building Committee Members, James Sibley and Eric Gensheimer, with owner, Mark Christensen. The Building Committee will be authorized to approve Pay App # 16 contingent upon discussion on percentage of completion, final receipt of conditional lien releases, certificates of insurance for stored material, and confirmation of documentation regarding storage if terms are agreed upon.
 - ii. Mike Mason made a motion to delay the approval of Pay App # 16 in the amount of \$242,390.67 contingent upon discussion and review outstanding and incomplete items of Building Committee

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Members, James Sibley and Eric Gensheimer, with owner, Mark Christensen. The Building Committee will be authorized to approve Pay App # 16 contingent upon discussion on percentage of completion, final receipt of conditional lien releases, certificates of insurance for stored material, and confirmation of documentation regarding storage if terms are agreed upon.

1. Burt Green seconded the motion.

2. There were no objections and the motion carried.

- Balance of Contract if Pay App Approved: \$660,383.39.

- Balance of Contract if Pay App Not Approved: \$902,774.06

iii) Station # 55

(1) Eric Gensheimer met with Contractor regarding the ongoing issues with brick at Station # 55. Approval was given to move forward with testing and repairs.

7) New Business

a) Discuss and take any action on ESD Commissioners reappointment / appointment for 2024 / 2025 Term.

i) Mike Mason and Kim Parrish both have agreed to reappointment for the 2024 / 2025 Term.

(1) Letters to be sent to County Commissioner for January Reappointment.

b) To review and take action on the election ballot for the 2024 – 2025 Montgomery Central Appraisal District Board of Directors Election.

i) MCESD # 2 can now participate in the Election Ballot for the 2024 – 2025 Montgomery Central Appraisal District Board of Directors.

ii) No action taken.

8) To Meet in Closed Session. (No closed session)

a) To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplative 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.

9) Take any action on item(s) discussed in Closed Session. (no 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 as presented by Chief Edwards.

a) Promotion tests were successfully completed.

i) Promoting eighteen driver operators, four Captains,

ii) Captain Simon and his assistants did a great job during this process.

b) Safe-D upcoming. Please let Gretchen know if questions. Everyone has been registered, including hotel.

c) Edwards has distributed a list of upcoming items for ESD to address: Radios, Approved Apparatus, Future Apparatus, and Land.

d) Presented FY 2022/ 2023 Final Budget Report. ESD should be receiving funds at a later date from TIFMAS.

11) Confirm Meeting Date, Time, and Location for upcoming meeting(s):

a) Regular Public Hearing

i) Thursday, December 28, 2023, at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356

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12) Adjournment

- a) The meeting was adjourned at 6:37 P.M.

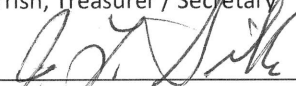
Minutes Prepared by:



Kim Parrish, Treasurer / Secretary

12-28-23

Date



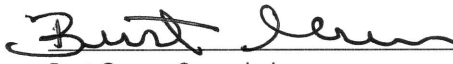
James Sibley, President

12-28-23

Date

Mike Mason, Vice President

Date



Burt Green, Commissioner

12-28-23

Date



Eric Gensheimer, Commissioner

12/28/23

Date