

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, August 23, 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
- Lonnie Mapston – Battalion Chief
- Mark Miller – Municipal Accounts & Consulting, L.P
- John Peeler – Peeler & Coveler
- Ricardo Martinez – Martinez Architects

Meeting Commenced: Wednesday, August 23, 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 5:45 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) Monday, July 10, 2023
 - b) Wednesday, July 26, 2023
 - c) Wednesday, August 9, 2023
 - i) James Sibley called for a motion to accept the above-listed minutes as written..
 - (1) Mike Mason made a motion to accept the above listed minutes as written.
 - (2) Burt Green 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.
 - (a) Mike Mason made a motion to accept the Monthly Financial Report and Ratify the Bills as presented.
 - (b) Eric Gensheimer seconded the motion.
 - (c) 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.
- 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 # 54
 - (1) General:

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, August 23, 2023- page 2 of 4

- Water test failed.
 - General Contractor making necessary corrections.
 - CBG to coordinate retest of failed installation (8/24)
- Masonry is complete.
- ATS was approved by the building committee.
 - CBG to coordinate installation with electrician.
 - Coordination of Emergency Generator.
- CBG to Coordinate electrical line located on south property line.
 - May conflict with Sand Oil Separator.
 - Lines to existing meter to be moved by the Owner (Walden); MFD assisting to coordinate.
- Natural Gas has been ordered for the site.
- Stonework to be completed.

(2) Anticipated Activities:

- Revisions to the Electrical Service Entrance.
 - Currently not installed per Entergy Standards.
 - CBG to coordinate revisions to service feed.
- Porcelain Ceramic Tile Installation.
- Final Grading along South Side of the building.
- Site paving to be completed.
- Site cleaning.
- Condensing Unites to be installed by the end of the week. (8/25/23)
- Anticipated schedule for permanent power – 2 weeks.

(3) General Discussion:

- (a) Ricardo Martinez updated the Board on details of building progress.

(4) Financial Standing

- (a) Original Guaranteed Maximum Cost: \$4,169,000.00

- (b) Change Orders to the Project: \$0.00

(c) Pay Application:

- (i) James Sibley called for a motion to approve Pay App # 13 in the amount of \$171,435.58 contingent upon final receipt of conditional lien releases, certificates of insurance for stored material, and confirmation of documentation regarding storage.

1. Eric Gensheimer made a motion to approve Pay App # 11 in the amount of \$171,435.58 contingent upon final receipt of conditional lien releases and certificates of insurance for stored material, and confirmation of documentation regarding storage.

2. Bert Green seconded the motion.

3. There were no objections and the motion carried.

- (d) Balance of Contract: \$1,196,257.17

ii) Station # 55

- (a) Discussion on the stone that has fallen off the front of the building.

- (i) James Sibley to reach out to Christenson on behalf of the Board to address this issue and will report back upon receipt of additional information.

- b) Any report and take any action on the Strategic Planning Process.

No report

7) New 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 the 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.

Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

Wednesday, August 23, 2023-page 3 of 4

- i) Station 52:
 - (1) Report from Ricardo Martinez and Chief B. Edwards.
 - (a) Two companies, LDF and Collier Construction Services, have submitted bids for the proposed project at Station 52.
 - (2) James Sibley called for a motion to engage LDF based on their submitted quote and request a contract to review at the September Regular Meeting.
 - (a) Eric Gensheimer made a motion to engage LDF based on their submitted quote and request a contract to review at the September Regular Meeting.
 - (b) Mike Mason seconded the motion.
 - (c) There were no objections and the motion carried.
 - (3) James Sibley called for a motion to authorize a payment of \$180,000 for design and all contingency related to improvements / construction to Station 52.
 - (a) Eric Gensheimer made a motion to authorize a payment of \$180,000 for design and all contingency related to improvements / construction to Station 52.
 - (b) Mike Mason seconded the motion.
 - (c) There were no objections and the motion carried.
 - (4) Board authorized counsel to revise the current contract with MCHD to include this new construction remodel and revise section 6.1 in current contract.
- ii) Approve Job Order Contract(s) engaging contractor(s) through a cooperative purchasing program for maintenance and renovation projects.
 - (a) After discussion , no action taken, tabled.
- b) Discuss and take any action on budget for FY 2023 / 2024.
 - i) No action was taken.
- c) Approve district participation in qualified cooperative purchasing programs as allowed by Local Government Code §271.102.
 - i) Discussion regarding the district participation in qualified cooperative purchasing programs as permitted by Local Government Code §271.102.
 - ii) Discussion tabled to be discussed at a future date, as needed.
- 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 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.
 - i) No closed session needed.
- 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 as presented by Chief Edwards.
 - a) Incidents
 - b) Start the promotional process, which will be about three months.
 - c) Have 4 of our FF deployed currently on TIFMAs assignments – two (2) on our tanker and two (2) with others (New Waverly and Schertz).
 - d) Finalizing revisions to Employee Handbook.

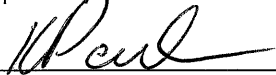
Montgomery County Emergency Service District # 2

Board of Commissioners Regular Meeting

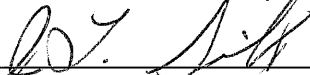
Wednesday, August 23, 2023- page 4 of 4

- e) Looking to do a Community CPR event at Lone Star Community Center – September 16 for approximately 50 – 100 participants.
f) September 16 – Music in the Park – Will have a crew for EMS.
- 11) Confirm Meeting Date, Time, and Location for September 2023 meeting(s):
a) Regular Public Hearing
i) Wednesday, September 27, 2023, at 5:30 PM at Montgomery Fire Station # 51 located at 20590 Eva Street, Montgomery, Texas 77356
- 12) Adjournment
a) The meeting was adjourned at 7:04 P.M.

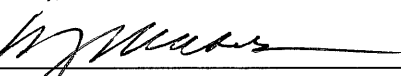
Minutes Prepared by:



Kim Parrish, Treasurer / Secretary



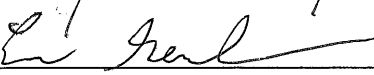
James Sibley, President



Mike Mason, Vice President



Burt Green, Commissioner



Eric Gensheimer, Commissioner

9/27/2023

Date

9/27/2023

Date

9/23/23

Date

9-23-23

Date

9/27/23

Date