

**Montgomery County E.S.D. # 2**  
**Board of Commissioners Meeting**  
Wednesday, May 24, 2017  
*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
- Brian Edwards – Fire Chief
- Kaye Townley – Manager / Sr. Consultant – Municipal Accounts & Consulting, L.P.
- Mark Miller – Municipal Accounts & Consulting, L.P.
- John Peeler – Coveler & Katz, P.C.
- Rusty Griffith – Battalion Chief
- Ricardo Martinez – Martinez Architects

**Meeting Commenced:** Wednesday, May 24, 2017 @ 5:30 PM

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

1. Call to Order: President Mike Mason called the meeting to order at 5:30 PM
2. Public Comment: No public comment
3. Roll Call:
  - a. All members present as listed above.
4. Adoption of Minutes - Regular Meeting from Wednesday, April 26, 2017
  - a. Mike Mason called for the adoption of the minutes from the previous meeting.
  - b. Burt Green made a motion to accept the adoption of the minutes from the previous meeting.
  - c. Lonnie Clover seconded motion to accept.
  - d. There were no objections and the motion carried.
5. Treasurer's Report:
  - a. Kaye Townley presented the Treasurer's Report.
  - b. Mike Mason moved to accept the Treasurer's Report as written and ratify the March bills.
  - c. James Sibley made a motion to accept the Treasurer's Report as written and ratify the March bills.
  - d. Lonnie Clover seconded motion to accept.
  - e. There were no objections and the motion carried.
6. Old Business:
  - a. Sales Tax update from Ryan Fortner with Sales Revenue, Inc.
    - i. Report submitted.
  - b. 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.
    - i. Ricardo Martinez presented a Preliminary Estimate based on 95% CD Drawings dated 4/25/2017.
  - c. To review and take action on the inter local group meeting between ESD # 2 and ESD # 3 regarding the Keenan Station.
    - i. Proposed Term of Lease – 5 Years with both parties to review and modify MOU, if needed.
    - ii. Termination Clause to be included, and some guarantee by both parties, that housing will be available, and for ESD # 2 that added income and added expense provides some guarantee of income.


- iii. Suggested and preliminary Monthly Rate of \$2,000 payable to ESD # 2 by ESD # 3.
      - 1. TBD Due Date
      - 2. TBD Billed Monthly or Yearly
      - 3. TBD Options for Increase
    - iv. ESD # 2 will provide a minimum of three firefighters and ESD # 3 will provide minimum of two firefighters. The station will be manned 24 hours per day.
    - v. The building will be owned and operated by ESD # 2. There will be certain items that each ESD must fund. ESD # 3 will be responsible for fiber optics, ESD # Specific Phone Lines, Computers, and any other ESD # 3 outside tool.
    - vi. Must develop wording for any damages done by a specific ESD Employee. For Example: ESD # 2 employee damages a computer owned by ESD # 3.
    - vii. Each ESD will maintain insurance on their property and employees housed at station.
    - viii. ESD # 2 will maintain insurance for building and property.
    - ix. ESD # 2 will not be responsible for injuries to employees housed at said station.
    - x. Any modifications to the station or property must be approved in writing by both acting Fire Chiefs.
    - xi. Any addition of staff must be approved in writing by both acting Fire Chiefs.
  - d. Report and take action as necessary from MUD 8 regarding Walden Fire Station 54.
    - i. MUD 8 has not responded to the letter sent in February 2017.
  - e. Discuss and take any necessary action on "Paid Time Off" compensation plan for full time employees with 5, or more, years of service with ESD # 2.
    - i. John Peeler researched the Texas Constitutional Provisions and deemed this Compensation Plan valid under Texas Law.
    - ii. James Sibley moved to accept the recommendation to bring the Paid Time Off Compensation Plan for full time employees with 5, or more, years of service with ESD # 2, to allow their banked hours to closer align with the actual number of hours that have been accumulated over previous years.
    - iii. Burt Green seconded the motion to accept the recommendation to bring the Paid Time Off Compensation Plan for full time employees with 5, or more, years of service with ESD # 2, to allow their banked hours to closer align with the actual number of hours that have been accumulated over previous years.
    - iv. There was no objection and the motion carried.
  - f. To meet in Closed Session, pursuant to Government Code §§ 551.071, 551.072 and 551.074 to consult with District legal counsel.
    - i. No Closed Session Required
- 7. New Business:
  - a. Discuss and take necessary action on Polaris 6 x 6 vehicle.
    - i. Table till June 2017 Regular Meeting
  - b. Discuss and take any action on proposal from PAS Property Acquisition Services for .1722 of an acre of ESD # 2 property located on Keenan Cut-Off Road for road expansion.
    - i. Keenan Cut-Off Road to be widened approximately 30 feet of frontage road.
    - ii. The County has offered ESD # 2 \$9,400 for the acquisition of this frontage property.
    - iii. Upon acquisition of the property, Keenan Station will be land-locked, with the County in control of the frontage area. Requests must be made regarding access to property, easement, utilities, and the removal of the currently installed fence.
    - iv. Burt Green made a motion to have John Peeler draft a letter to Property Acquisition Service, LLC accepting the county's offer contingent upon the resolution of items identified by District Architect, included, but not limited to, fence, access to the property, easement, utilities, the removal of the currently installed fence to.
    - v. James Sibley seconded the motion to have John Peeler draft a letter to Property Acquisition Service, LLC accepting the county's offer contingent upon the resolution of items identified by District Architect, included, but not limited to, fence, access to the property, easement, utilities, the removal of the currently installed fence to.
    - vi. There were no objections and the motion carried.
- 8. Present Activities and Events:
  - a. Suggested the Commissioners book their rooms for the 2018 Safe-D Meeting in Galveston, Texas

9. Set Meeting Date, Time and Location for June 2017 ESD Meeting(s)  
a. Special Meeting: Wednesday, June 14, 2017 at 5:30 P.M. to Review Loan Documents  
b. Regular Meeting: Wednesday, June 28, 2017 at 5:30 P.M.

Montgomery Fire Station 51  
20590 Eva Street  
Montgomery, Texas 77356

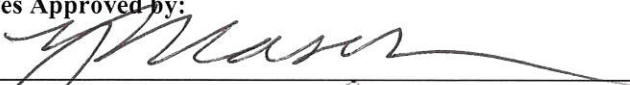
10. Adjournment:  
a. Meeting adjourned at by President Mike Mason at 6:34 PM.

**Minutes Prepared and Submitted by Kim Parrish, Secretary / Treasurer**

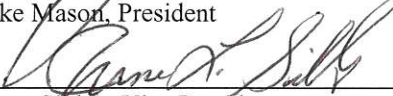
  
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Kim Parrish

6/28/17  
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Date

**Minutes Approved by:**

  
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Mike Mason, President


6/28/17  
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Date

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

\_\_\_\_\_  
Date

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

6-28-17  
\_\_\_\_\_  
Date

  
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Lonnie Clover, Commissioner

6.28.17  
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Date