

Williamson County Emergency Services District #12
Board of Commissioners Meeting Minutes
2114 Downing Lane
Leander, TX 78641
6:00 P.M.

Minutes of meeting for January 13th, 2026

1. Call meeting to order – Meeting opened at 6:01 p.m. Present were Eleanor Meltzer, Feliza Conway, Laurie Carlson and Judy Pokorny.
2. Public comment – No public present.
3. Approve and accept statements and oaths of office for appointed/reappointed commissioners - Commissioner Eleanor Meltzer’s statement and oath of office was approved and accepted. Commissioner Bob McBride Jr. was unable to attend the meeting; tabled McBride’s to next month.
4. Action regarding election of officers for board – This item was tabled until next month due to the absence of Commissioner McBride.
5. REPORTS – Receive monthly report from the Treasurer and consider:
 - a. approval of payment of monthly bills and invoices – Eight bills were presented for approval for payment: NTD Interests \$500.00 for January space rental; Sheryl Morris \$522.75 for December contracted services & expenses; two bills from The Carlton Law Firm totaling \$5,661.60 (\$807.00 for services provided 11/11 – 11/25/25 and \$4854.60 for services provided 12/04-12/23/25) clicktunity \$149.00 for monthly website hosting & support; US Postal Service \$156.00 for yearly post office box renewal fee; VFIS \$1,312.00 for annual insurance policy renewal; and WCAD \$449.25 for quarterly taxing unit payment. Commissioner Meltzer motioned to pay the bills as presented; seconded by Commissioner Carlson and approved 4-0.
 - b. approval of monthly financial report – The financial report for December was presented and reviewed. Commissioner Meltzer motioned to accept the financial report; seconded by Commissioner Carlson and approved 4-0.
6. Receive report from service provider representative, City of Cedar Park – No Action taken; report was not received.
7. Receive report from Williamson County Assistant Fire Marshal – No Action taken; report was not received.
8. Discuss and consider approval of minutes for the December 9th, 2025 regular meeting – Minutes of the December 9th, 2025 regular monthly meeting were reviewed. Commissioner Conway motioned to approve the monthly minutes as presented, seconded by Commissioner Pokorny and approved 4-0.

9. Review training requirements and compliance status for each commissioner – Training hours required and compliance status were discussed. Commissioners are currently up to date, with Commissioner Carlson potentially needing additional online training.
10. Discuss and consider action regarding the service contract with the City of Cedar Park – Commissioner Conway recapped last month’s discussion for Commissioner Carlson, who was absent last month. Commissioner Conway mentioned the email she received from Erica Solis, City of Cedar Park Finance Director, inviting her to meet in person. Commissioner Conway said she reached out to Michael from The Carlton Law Firm, who suggested she hold off on a meeting at this time, and said there was an issue with the demand letter from The City. Commissioner Conway asked Sheryl to provide Michael with the fiscal year financials for 2023-2024. Commissioner Conway will follow up with legal counsel regarding concerns. Commissioner Pokorny calculated as usual, using the 2025 calendar year, for the 4th quarter true-up and determined the amount to be \$88,707.08. Commissioner Conway motioned to pay the City of Cedar Park \$88,707.08 for the 2025 true-up, seconded by Commissioner Meltzer and approved 4-0.
11. Discuss status of Fiscal Year 2025 audit – CPA Don Allman emailed Sheryl and said the audit is in progress.
12. Approve publication of notice of address of administrative office location – Commissioner Meltzer motioned to approve the annual publication of notice of address of administrative office location in the Hill Country News and authorized Sheryl to proceed with publication; her motion was seconded by Commissioner Carlson and approved 4-0.
13. Review and approve quarterly investment report for 4th quarter 2025 – This item was tabled until next month due to the absence of Commissioner McBride Jr.
14. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, February 3rd, 2026 at 6:00 p.m. Nothing new was added to the agenda at this time.
15. Adjournment – Meeting was adjourned at 7:34 p.m.

Monthly Minutes Approved

On 2-3-2026 (date); at 6:19 pm (time)
 By [Signature] [Signature]
 (Secretary) (President)