

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 February 3rd, 2026

1. Call meeting to order – Meeting opened at 6:01 p.m. Present were Commissioners Eleanor Meltzer, Bob McBride Jr, Feliza Conway and Judy Pokorny.
2. Public comment – No public present.
3. Approve and accept statement and oath of office for reappointed commissioner Bob McBride Jr – Commissioner Bob McBride Jr’s statement and oath of office were approved and accepted.
4. Action regarding election of officers for board – This item was tabled until next month due to the absence of Commissioner Carlson.
5. REPORTS – Receive monthly report from the Treasurer and consider:
 - a. approval of payment of monthly bills and invoices – Five bills were presented for approval for payment: NTD Interests \$500.00 for February space rental; Sheryl Morris \$520.30 for January contracted services & expenses; clicktunity \$149.00 for monthly website hosting & support; Hill Country News \$34.50 for legal notice posting; and Commissioner Eleanor Meltzer \$651.54 for SAFE-D Conference expense reimbursement. Commissioner McBride motioned to pay the bills as presented; seconded by Commissioner Pokorny and approved 4-0.
 - b. approval of monthly financial reports – This item was tabled due to not receiving bank statements and unable to complete the January financial reports in time for the meeting.
6. Receive report from service provider representative, City of Cedar Park – Report for Quarter 4 2025 was received and reviewed. Commissioner Meltzer commented if there was a way to indicate calls within the ESD boundaries could be noted on the list.
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 January 13, 2026 regular meeting – Minutes of the January 13th, 2026 regular monthly meeting were reviewed. Commissioner Meltzer motioned to approve the monthly minutes as presented, seconded by Commissioner Pokorny and approved 4-0.
9. Discuss and consider action regarding the service contract with the City of Cedar Park, including authorizing response and/or payment to the City of Cedar Park – The Board reviewed and discussed email from Michael Parsons to Commissioner Conway regarding the payment

calculation for the City of Cedar Park. Commissioner Conway confirmed these calculations were prepared by District counsel, Michael Parsons and Kelli Carlton and that she would have further discussions with Mr. Parsons regarding the calculations.

Commissioner Conway reported on an upcoming February 4, 2026 meeting with the City. Williamson County Commissioner Cynthia Long, the City of Cedar Park representatives Erica Solis and two assistants, and Commissioners Conway & Pokorny will attend the meeting. Commissioners discussed the importance of fiscally responsible constituent representation and of action being needed by Friday, February 6, 2026. Commissioner Meltzer motioned that following the February 4, 2026 meeting between the ESD and City of Cedar Park, should the ESD representatives deem it appropriate, the Board would be authorized to pay an amount, not exceeding \$40,000, to the City. The motion was seconded by Commissioner McBride and approved 4-0.

10. Discuss status of Fiscal Year 2025 audit – Sheryl reported that she has not heard back from Don Allman since notifying him of the schedule meeting. She noted that she would follow up with Mr. Allman following this meeting. Commissioner Pokorny stated she prefers not to request another extension this year.
11. Review and approve quarterly investment report for 4th quarter 2025 – The Board reviewed the TexPool and Frost Bank reports submitted by Commissioner McBride and Commissioner Pokorny. Commissioner Conway motioned to approve both reports as presented. The motion was seconded by Commissioner McBride and approved 4-0.
12. Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement – Sheryl reported on the completion of the annual reporting requirement and plans to send a copy to The Carlton Law Firm. No action taken.
13. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, March 10th, 2026 at 6:00 p.m. Board discussed no new items to be added to the agenda at this time.
14. Adjournment – Meeting was adjourned at 7:43 p.m.

Monthly Minutes Approved

On 3/10/26 (date); at 6:11 pm. (time)

By Laurie Carlson (Secretary)