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 May 12th, 2026

Agenda items were addressed in the following order:

1. Call meeting to order – Meeting opened at 6:01 p.m. Present were Commissioners Eleanor Meltzer, Judy Pokorny, Laurie Carlson, Bob McBride Jr and Feliza Conway.

2. Public comment – No public present.

3. 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 May 2026 space rental; Sheryl Morris $500.00 for April 2026 contracted services; clicktunity $149.00 for monthly website hosting & support; and two bills from The Carlton Law Firm totaling $1474.50 for invoices dated 4/15/26 & 5/11/26. Commissioner McBride motioned to pay the bills as presented; seconded by Commissioner Carlson and approved 5-0.

    b. approval of monthly financial report – The April 2026 financial reports were presented and reviewed. Commissioner Pokorny motioned to approve the reports as presented; seconded by Commissioner McBride and approved 5-0.

4. Receive report from service provider representative- City of Cedar Park – No report was received. No action taken.

5. Receive report from Williamson County Assistant Fire Marshal – No report was received. No action taken.

6. Discuss and consider approval of minutes for the April 14, 2026 regular meeting – Minutes of the April 14th, 2026 regular monthly meeting were reviewed. Commissioner Meltzer motioned to approve the monthly minutes as presented, seconded by Commissioner Pokorny and approved 5-0.

7. Discuss and consider action regarding the service contract with the City of Cedar Park – Commissioners reviewed and discussed the email correspondence between Commissioner Conway and The Carlton Law Firm representative Michael Parsons. The contracted quarterly payments were discussed. The de minimus rate was discussed. Commissioners discussed whether to work with the law firm or Williamson County directly to set the tax rate and mentioned the additional cost of having the law firm assist. Commissioner Pokorny said she would like a representative of the law firm to attend a meeting prior to setting the tax rate. Commissioner Conway agreed to invite Michael Parsons to one of the upcoming two meetings and will let Sheryl know which one, so it can be added to the agenda. No additional action taken.

8. Discuss and consider action on approval of Fiscal Year 2024-2025 audit and filing same with the county (or requesting a 30-day extension if needed) – Commissioner Pokorny discussed her findings after reviewing the audit and mentioned one item of concern regarding Category 2 "inactive" funds. Sheryl was asked to contact CPA Allman about changing "only as certificates of deposit" to wording that would accommodate the TexPool investment account. Commissioner Conway motioned to approve and submit the audit with that one change in wording. The motion was seconded by Commissioner McBride and approved 5-0. Sheryl will ask CPA Allman to change the wording of that item and will submit the audit once the revision has been received.

9. Conduct annual review of investment policy and investment strategies and adopt resolution confirming – Commissioner Pokorny discussed her review of the investment policy. She explained that when the investment policy was established, the ESD banked with RBFCU and the credit union declined to sign the Exhibit A "Registered Principal's Certification of Receipt and Review of Investment Policy", so Kelli Carlton of The Carlton Law Firm instructed Commissioner Pokorny to just include a copy of the RBFCU representative's email stating this with the investment policy. Commissioner Pokorny questioned whether or not Frost Bank should be presented with the investment policy and have one of their representatives sign the Exhibit A. Sheryl was asked to reach out to Kelli Carlton to ask about this. The policy itself was reviewed and is good as it stands. No action taken.

10. Review Resolution Regarding Public Participation at Open Meetings and make changes as appropriate, *if needed* – The resolution was reviewed and Commissioners agreed it looks good as is and no changes are necessary. No action taken.

11. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, June 16th, 2026 at 6:00 p.m., which is the third Tuesday of the month. Board discussed no new items to be added to the agenda at this time.

12. Adjournment – Meeting was adjourned at 6:51 p.m.

Monthly Minutes Approved

On 6/16/26 (date); at 6:18 pm. (time)

By Laurie D Carlson (Secretary)