

Williamson County Emergency Services District #12
Board of Directors Meeting
Tuesday, June 10, 2025
2114 Downing Lane
Leander, TX 78641
6:00 P.M.

Minutes of meeting for May 13th, 2025

1. Call meeting to order – Meeting opened at 6:02pm. Present were Eleanor Meltzer, Judy Pokorny, Laurie Carlson, Bob McBride Jr. and Feliza Conway.
2. Public comment – No public present.
3. REPORTS – Receive monthly report from the Treasurer and consider:
 - a. approval of payment of monthly bills and invoices – Four bills were presented for approval for payment: NTD Interests \$500.00 for May space rental; Sheryl Morris \$522.40 for April contracted services & expenses; Carlton Law Firm \$625.50 for invoices dated 4/14/25 (\$339.00 3/03-3/31) & 5/08 (\$286.50 4/02-4/29) and clicktunity \$149.00 for monthly website hosting & support. McBride motioned to pay the bills as presented; seconded by Meltzer and approved 5-0.
 - b. approval of monthly financial report – The financial reports for April were reviewed. McBride motioned to approve the reports as presented, seconded by Carlson, and approved 5-0.
4. Receive report from service provider representative, City of Cedar Park – No report was received.
5. Receive report from Williamson County Assistant Fire Marshall – The report dated 4/10/25, noting four total permits, was reviewed.
6. Discuss and consider approval of minutes for the April 08th, 2025 regular meeting – Minutes of the April 08th 2025 regular monthly meeting were reviewed and discussed. McBride motioned to approve the monthly minutes as presented, seconded by Meltzer and approved 5-0.
7. Discuss and consider action regarding the service contract with the City of Cedar Park – Pokorny showed the letter she sent with the 2025 Q1 payment, which noted there was a letter enclosed explaining the final payment for calendar year 2024. She said no response had been received prior to the meeting. The board reviewed and discussed the contract marked up by Meltzer. Several specific contract items were singled out. The necessity of having a contract was mentioned, and it was noted that amending the current contract would cost money. The possibility of inviting Attorney Carlton to an upcoming meeting was mentioned. Meltzer offered to draft a list of contract related questions & issues. Conway wants to be compliant with the contract payment terms but Pokorny is concerned we can't meet the payment terms. Further discussion will take place next month. No action taken.

8. Discuss and consider action on approving 2025 Q1 investment report for Frost Bank – McBride presented the Frost Bank investment report for 2025 Q1. Pokorny motioned to approve the investment report for 2025 Q1 as presented, seconded by McBride and approved 5-0. Sheryl will send it to the attorney's office.
9. Discuss and consider action regarding status and approval of FY25 audit and filing same with the county (or requesting a 30-day extension if needed – Sheryl told the commissioners CPA Allman has not completed the audit. Meltzer motioned to request a 30-day extension, seconded by McBride and approved 5-0. Sheryl will email the county commissioner's office to get this item put on their agenda.
10. Discuss and consider action on improving District's website security with GoDaddy – Conway contacted the website guy who said additional website security is not necessary. No action taken.
11. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, June 10, 2025 at 6pm. No new items were added to the agenda at this time.
12. Adjournment – Meeting was adjourned at 7:04pm.

Monthly Minutes Approved

On 6/17/2025 (date); at 6:04 pm (time)
By [Signature] (Secretary)
President