

Williamson County Emergency Services District #12
Board of Directors Meeting
Tuesday, July 15, 2025
2114 Downing Lane
Leander, TX 78641
6:00 P.M.

Minutes of meeting for June 17th, 2025

1. Call meeting to order – Meeting opened at 6:00pm. Present were Eleanor Meltzer, Bob McBride Jr., Feliza Conway and Judy Pokorny.
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 – Five bills were presented for approval for payment: NTD Interests \$500.00 for June space rental; Sheryl Morris \$516.80 for May contracted services & expenses; Carlton Law Firm \$647.55 for invoice dated 6/05/25 (services rendered 5/01-5/30); clicktunity \$149.00 for monthly website hosting & support; and Donald L Allman CPA \$6,000.00 for September 2024 audited financial statements and reports. McBride motioned to pay the bills as presented; seconded by Meltzer and approved 4-0. Sheryl was instructed to hold the check paying CPA Allman until the finalized signed copy of the audit is received.
 - b. approval of monthly financial report – The financial reports for May were not available and will be presented next month. No action taken.
4. Receive report from service provider representative, City of Cedar Park – No report was received.
5. Receive report from Williamson County Assistant Fire Marshall – No report was received.
6. Discuss and consider approval of minutes for the May 13th, 2025 regular meeting – Minutes of the May 13th 2025 regular monthly meeting were reviewed and discussed. McBride motioned to approve the monthly minutes as presented, seconded by Meltzer and approved 4-0.
7. Discuss and consider action regarding the service contract with the City of Cedar Park –Meltzer presented a list of possible questions regarding the Interlocal Agreement with the City of Cedar Park. Conway said she researched Chapter 775 of the Texas Health and Safety code but could not find mention of requirement that funds received by ESD be used exclusively for emergency response services. The City maintains sole discretion of how funds are spent. Board members agreed Meltzer's list is concise and addresses main concerns. The issue of 4 equal quarterly payments in the amounts dictated by The City is a concern. Meltzer can reach out to Michael Parsons at The Carlton Law Firm. Pokorny noted the contract says The City has no legal obligation to provide services, which Meltzer said conflicts with the Williamson County interlocal agreement. Meltzer will re-draft the Possible Questions document and address next month. No action taken.

8. Discuss and consider action regarding status and approval of FY24 audit and filing same with the county – The Audited Financial Statements and Supplemental Schedules and Independent Auditor's Report for the Fiscal Year Ended September 30, 2024 was presented for review. Meltzer referred to page 2 of the Independent Auditor's Report and noted the conclusion is favorable. Pokorny pointed out that on page 5 of the same report there are page numbers noted that do not match up with the provided documentation. Sheryl will reach out to CPA Allman for clarification. Pokorny questioned the terminology "restricted" funds and wondered if this means "reserve" funds. Sheryl will ask CPA Allman for clarification. Pokorny will contact CPA Allman directly with anything she needs clarification on. Meltzer noted although The Board needs clarification, the substance of the report is clean and The Board does not believe there are any issues. Meltzer made the following motion:

"The Board provisionally accepts the audit report submitted by Don Allman. The Board requests that Mr. Allman either: 1) re-paginate references to pages 17-39; or 2) correct them to read that the document ends at page 29 as stated in the table of contents. Finally, The Board's provisional approval of the clean audit report provided is subject to Mr. Allman's responses to inquiries from The Board's treasurer regarding ESD 12's reserve assets."

The above motion was seconded by Conway and approved 4-0.

9. Discuss and consider adoption of the tax and budget planning calendar for 2025, and authorization of payments for the tax process publications, and take any related action – The 2025 Tax Planning Calendar for fiscal year 2025-2026 provided by The Carlton Law Firm was reviewed. The "Green Route", applicable if the District plans to adopt a tax rate that does not exceed the voter-approval rate and requires the District to adopt its budget and tax rate by September 30th, with no election, was chosen. Conway motioned to adopt the Green Route tax planning calendar that does not exceed the voter-approval rate, and authorized payments for the tax process publications. Motion was seconded by Meltzer and approved 4-0.
10. Discuss and schedule budget meetings/workshops if necessary – It was determined that budget meetings/workshops are not necessary. No action taken.
11. Discuss and consider status of District website, accessibility, and posting requirements and take any related action – Conway thinks the website is good, but wondered about the comparisons going back 3 years. She will reach out to the clicktunity website provider to ensure the ESD 12 website is compliant. No action taken.
12. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, July 15, 2025 at 6pm. Fiscal year 2025-2026 budget discussion was added to the agenda.
12. Adjournment – Meeting was adjourned at 6:38pm.

Monthly Minutes Approved

On July 15, 2025 (date); at 6:13 pm (time)
By Jaurie Carlson (Secretary)