

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

Minutes of meeting for July 15th, 2025

1. Call meeting to order – Meeting opened at 6:02pm. Present were Eleanor Meltzer, Judy Pokorny, Feliza Conway, Bob McBride Jr. and Laurie Carlson.
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 July space rental; Sheryl Morris \$519.60 for June contracted services & expenses; Carlton Law Firm \$852.49 for invoice dated 7/11/25 (services rendered 6/02-6/26); clicktunity \$149.00 for monthly website hosting & support; and Williamson Central Appraisal District (WCAD) \$412.50 for quarterly taxing units billing. Commissioner McBride motioned to pay the bills as presented; seconded by Commissioner Pokorny and approved 5-0. In addition to the bills presented, the 2nd quarterly payment to City of Cedar Park in the amount of \$50,000.00 was made as noted below in item 7.
 - b. approval of monthly financial report – The financial reports for May and June were presented and reviewed. Commissioner Pokorny motioned to accept the reports; seconded by Commissioner Meltzer 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 Marshal – Reports for April and May were received and reviewed. Commissioner Meltzer questioned the estimated loss of \$250k noted on the April report, with no activity. The May report noted an estimated loss of \$2,500 and showed minimal activity, noting two inspections and one permit. No action was taken.
6. Discuss and consider approval of minutes for the June 17th, 2025 regular meeting – Minutes of the June 17th 2025 regular monthly meeting were reviewed and discussed. Commissioner Pokorny motioned to approve the monthly minutes as presented, seconded by Commissioner McBride and approved 5-0.
7. Discuss and consider action regarding the service contract with the City of Cedar Park – Commissioner Pokorny noted the 2nd quarterly payment was due. The payment amount was discussed. Commissioner Pokorny motioned to make the 2025 Q2 payment in the amount of \$50,000.00; motion seconded by Commissioner Conway and approved 5-0. Commissioner Meltzer's revised Possible Questions memo was presented. She added two items that were

discussed: Concern #3 regarding the ESD's ability to meet payment terms for any given fiscal year, and Concern #4 regarding the relationship between the ESD's Interlocal Agreement with City of Cedar Park and the Emergency Service Organizations Agreement encompassing multiple fire departments in the area. Commissioner Conway noted her main concern is compliance with payments. Commissioner Pokorny noted the letter they refer to as an invoice never contains accurate numbers. Commissioner Conway noted the clause that says we can't pay what we don't have is rather vague. Commissioner McBride affirmed that issue was brought up at the last SAFE-D conference. Commissioner Meltzer said the next stage would be to have someone at the attorney's office. It was noted that due to this time of year, this might need to be addressed after the fiscal year ends. Commissioner McBride motioned Commissioner Meltzer can forward the Possible Questions memo to Michael Parsons at the law firm; the motion was seconded by Commissioner Carlson and approved 5-0.

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 emailed to Andrea Schiele at Wilco Judge Steve Snell's office, and also to Kathy Pierce at Williamson County and Elle Eades at The Carlton Law Firm, on June 25th. This item is complete.
9. Discuss and consider adoption of the 2026 fiscal year budget – The budget was discussed and each category of the current budget was reviewed. The anticipated tax collections report is needed from the county, so this item will be addressed next month. No action taken.
10. Discuss and consider status of District website, accessibility, and posting requirements and take any related action – Commissioner Conway looked over the website and researched the ESD Handbook, and said the website looks compliant. No action taken.
11. Review and consider approving quarterly investment report for the 2nd quarter – This item was tabled until the next meeting.
12. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, August 12, 2025 at 6pm. Following the "green route" of the tax planning calendar will be added to the agenda.
12. Adjournment – Meeting was adjourned at 6:49pm.

Monthly Minutes Approved

On Aug 12, 2025 (date); at 6:07 pm (time)

By Laurie D. Carlson (Secretary)