

**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 August 12th, 2025

1. Call meeting to order – Meeting opened at 6:01pm. Present were Eleanor Meltzer, Judy Pokorny, Feliza Conway, Laurie Carlson and Bob McBride Jr.
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 August space rental; Sheryl Morris \$516.80 for July contracted services & expenses; Carlton Law Firm \$1,056.00 for invoice dated 8/11/25 (services rendered 7/16-7/30/25); and clicktunity \$149.00 for monthly website hosting & support. Commissioner Meltzer motioned to pay the bills as presented; seconded by Commissioner McBride and approved 5-0.
 - b. approval of monthly financial report – The financial report for July was presented and reviewed. Commissioner McBride motioned to accept the reports; seconded by Commissioner Pokorny and approved 5-0.
4. Receive report from service provider representative, City of Cedar Park – No report was received. It was noted that the ESD has not received a report from the City since sometime last year.
5. Receive report from Williamson County Assistant Fire Marshal – No report was received.
6. Discuss and consider approval of minutes for the July 15th, 2025 regular meeting – Minutes of the July 15th 2025 regular monthly meeting were reviewed and discussed. Commissioner McBride motioned to approve the monthly minutes as presented, seconded by Commissioner Carlson and approved 5-0.
7. Discuss and consider action regarding the service contract with the City of Cedar Park – Commissioner Meltzer provided the response to her list of questions from Michael Parsons at The Carlton Law Firm. The response was reviewed by the board, who shared several comments and concerns. Commissioner Meltzer thinks the City should be providing an accounting of where district funds are spent. Commissioner Conway researched Code 775 and could not find mention of reporting where the funds go, and Commissioner Pokorny said she saw nothing in the contract stating the City needs to report this information to the ESD. Commissioner Meltzer said some tweaks to the contract would be beneficial for housekeeping purposes. The questions and responses will be reviewed in depth as commissioner homework and will be discussed again next month. No action.

8. Review and consider approving quarterly investment report for the 2nd quarter - The 2025 Q2 investment report was presented and reviewed. Commissioner McBride motioned to accept the report as presented, seconded by Commissioner Conway and approved 5-0.
9. Discuss and consider action regarding 2025-26 budget – The budget discussed last month was reviewed. The estimated tax revenue as calculated by Williamson County Tax Assessor had not been received, so Commissioner Pokorny motioned to increase the tax revenue noted on the budget to \$280,000.00; the motion was seconded by Commissioner McBride and approved 5-0. Commissioner Conway motioned to approve the budget for fiscal year 2026, seconded by Commissioner Meltzer and approved 5-0. This item will remain on the agenda for next month.
10. Discuss and consider taking action regarding the 2025 tax rate, including:
 - a) establish proposed tax rate and take record vote- the information provided by Attorney Carlton's office was reviewed and discussed. Commissioner Pokorny motioned to establish a proposed tax rate of 0.083640/\$100, the VAR (voter-approval rate). The motion was seconded by Commissioner McBride and approved 5-0 with each board member voting yes on the record vote:
 - Judy Pokorny, Treasurer - yes
 - Eleanor Meltzer, Vice-President – yes
 - Laurie Carlson, Secretary – yes
 - Bob McBride, Jr., Assistant Treasurer – yes
 - Feliza Conway, President – yes
 - b) authorize expense and publication of "Small Taxing Unit Notice" in Hill Country News – Commissioner Meltzer motioned to authorize expense and publication of the Small Taxing Unit Notice in Hill Country News, seconded by Commissioner McBride and approved 5-0. Sheryl will contact The Carlton Law Firm's office to create the tax notice.
 - c) acknowledge and approve posting of "Small Taxing Unit Notice" to home page of District website – Commissioner Conway motioned to acknowledge and approve posting of the Small Taxing Unit Notice to the home page of the District website, seconded by Commissioner Carlson and approved 5-0. Sheryl will provide Clicktunity the information for posting.
11. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, September 9, 2025, at 6pm. Adoption of the 2025 tax rate was added to the agenda.
12. Adjournment – Meeting was adjourned at 7:00pm.

Monthly Minutes Approved

On Sept. 9, 2025 (date); at 6:19pm (time)
By Laurie D Carlson (Secretary)