

**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 September 9th, 2025

1. Call meeting to order – Meeting opened at 6:03pm. Present were Eleanor Meltzer, Judy Pokorny, Bob McBride Jr., Feliza Conway 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 – Four bills were presented for approval for payment: NTD Interests \$500.00 for September space rental; Sheryl Morris \$519.60 for August contracted services & expenses; clicktunity \$149.00 for monthly website hosting & support; and Williamson Central Appraisal District \$412.50 for quarterly income from taxing units. Commissioner McBride motioned to pay the bills as presented; seconded by Commissioner Meltzer and approved 5-0.
 - b. approval of monthly financial report – The financial report for August was presented and reviewed. Commissioner Meltzer motioned to accept the financial report; seconded by Commissioner McBride and approved 5-0. Commissioner Pokorny explained that the Frost savings account was declared inactive by the bank due to no activity since the account was opened. Commissioner Pokorny made a \$10 cash deposit and immediately withdrew the \$10 to reactivate the account. Commissioner Pokorny proposed moving the savings account balance of \$23,809.54 to the TexPool account, moving the \$23,737.02 in total Wilco EMS Reimbursement checks received over the years from Frost checking to Frost savings, and depositing the Wilco EMS Reimbursement checks received twice a year into the savings account to keep it active. Commissioners agreed it would make more sense to deposit these checks in savings rather than to checking. Commissioner Pokorny motioned to move \$23,809.54 from Frost Savings to TexPool and move \$23,737.02 from Frost Checking to Frost Savings; motion was seconded by Commissioner Meltzer and approved 5-0. Commissioner Pokorny will contact TexPool about moving these funds.
4. Receive report from service provider representative, City of Cedar Park – No report was received.
5. Receive report from Williamson County Assistant Fire Marshal – No report was received.
6. Discuss and consider approval of minutes for the August 12th, 2025 regular meeting – Minutes of the August 12th 2025 regular monthly meeting were reviewed and discussed. Commissioner McBride 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 – Commissioner Pokorny calculated the last calendar year 4 payments made and noted the ESD is in the ballpark when it comes to what the City expected. Commissioner Meltzer asked if the ESD needs to approach the City regarding contract concerns, and voiced a specific concern that the contract prohibits adoption on the NNR (lowest) tax rate. Commissioner Pokorny mentioned removing or changing the 91% calculation. Commissioner McBride noted any tweaks would necessitate contract negotiation. When Commissioner Conway asked if an addendum would be possible, Commissioner Meltzer replied an addendum is generally relevant when it is noted that something was missed, and this would be more of a re-negotiation; a positive partnership should result in a straightforward negotiation. Commissioner Pokorny produced a handout received at the 2022 SAFE-D training conference pertaining to contract negotiation, and agrees with Commissioner Meltzer regarding re-negotiation of the contract. Commissioner Meltzer is interested in pursuing this but she won't be in attendance next month; she offered to draft something to present to Attorney Carlton to ask if the law firm thinks this is feasible/reasonable or if they think this is a poor idea. All commissioners agree this is worth looking into, and Commissioner Meltzer offered to draft correspondence to the law firm to be presented to the commissioners for discussion next month. No action taken.
8. Take any necessary action required regarding the 2026 fiscal year budget adopted at the August 12th meeting – The budget adopted last month was reviewed along with the budget resolution and certificate for same. Commissioner Conway motioned to sign and submit the Resolution Adopting Budget and Certificate For Resolution; motion seconded by Commissioner Carlson and approved 5-0.
9. Take a record vote on the District's 2025 tax rate, adopt an Order Levying Taxes, authorize filing the order with the Williamson County Tax Assessor/Collector -
 - a) take record vote on the District's 2025 tax rate - the information provided by Attorney Carlton's office was reviewed. Commissioner Meltzer motioned adopt the VAR (voter-approval rate), stating *"I move that the property tax rate be increased by the adoption of a tax rate of \$0.083640 per \$100 valuation, which is effectively a 3.50 percent increase in the tax rate"*. The motion was seconded by Commissioner McBride and approved 5-0 with each board member voting yes on the record vote:
 - Eleanor Meltzer, Vice-President – yes
 - Bob McBride, Jr., Assistant Treasurer – yes
 - Judy Pokorny, Treasurer - yes
 - Feliza Conway, President – yes
 - Laurie Carlson, Secretary – yes
 - b) adopt an Order Levying Taxes – an Order Levying Taxes was introduced for the consideration of the Board. Commissioner Carlson moved that the Order be adopted; motion was seconded by Commissioner McBride and approved 5-0.
 - c) Authorize filing the order with the Williamson County Tax Assessor/Collector – Commissioner Conway motioned to authorize filing the Order Levying Taxes with the Williamson County Tax Assessor/Collector; the motion was seconded by Commissioner Meltzer and approved 5-0.
10. Authorize posting of statement regarding adopted tax rate to home page of District website – Commissioner McBride moved to authorize posting of statement regarding adopted tax rate to the home page of District website, utilizing the language provided by The Carlton Law Firm; motion was seconded by Commissioner Meltzer and approved 5-0.

11. Discuss and consider action on amended tax collection agreement provided by Larry Gaddes, Wilco Tax Assessor/Collector – the amended Tax Collection Agreement provided by the Williamson County Tax Assessor/Collector was reviewed and discussed. Commissioner Pokorny volunteered to oversee the annual truth-in-taxation requirements. Commissioner Conway motioned to confirm Commissioner Pokorny, designated treasurer, to oversee the process; motion seconded by Commissioner Pokorny and approved 5-0. Commissioner McBride moved to approve the Tax Collection Agreement and the Authorizing Agreement with the County of Williamson for the Collection of Taxes; motion seconded by Commissioner Pokorny and approved 5-0. The Authorizing Agreement was signed by President Conway. Sheryl will request a signed copy of the Authorizing Contract for Collection of Ad Valorem Taxes when the tax collection agreement is returned to Mr. Gaddes.
12. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, October 21, 2025, at 6pm (3rd Tuesday due to commissioner scheduling conflicts). Nothing new was added to the agenda at this time.
13. Adjournment – Meeting was adjourned at 7:25pm.

Monthly Minutes Approved

On Oct 21, 2025 (date); at 6:26 pm (time)

By Laurie D Carlson (Secretary)