

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 November 11th, 2025

1. Call meeting to order – Meeting opened at 6:07pm. 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 November space rental; Sheryl Morris \$522.40 for October contracted services & expenses; clicktunity \$149.00 for monthly website hosting & support; The Carlton Law Firm \$562.50 for services rendered 10/01-10/30/25; and Williamson County Tax Assessor/Collector \$240.48 for quarterly entity collection fees. 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 October was presented and reviewed. Commissioner McBride motioned to accept the financial report; seconded by Commissioner Carlson and approved 5-0. Commissioner Pokorny said she transferred the total Wilco EMS funds received from checking to savings, as discussed and approved previously, but did not move the funds from Frost Savings to TexPool as discussed because of a \$30.00 fee for doing so. Conway motioned to authorize the \$30.00 fee for transferring these funds, seconded by McBride and approved 5-0. Pokorny will proceed with the transfer. Pokorny and Sheryl let the commissioners know that the gift card with a balance remaining of \$322.17 was misplaced, that Pokorny was able to obtain the gift card number from Frost Bank, and that Sheryl would contact the bank about replacing the card.
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 October 21st, 2025 regular meeting – Minutes of the October 21st, 2025 regular monthly meeting were reviewed. Commissioner McBride motioned to approve the monthly minutes as presented, seconded by Commissioner Conway and approved 5-0.
7. Discuss and consider action regarding the service contract with the City of Cedar Park – The draft of potential contract revisions provided by Commissioner Meltzer was presented. Commissioner Conway said she spoke with Erica Solis, the interim director of finance, who called Commissioner

Conway wanting to touch base. The reserve account was mentioned, and information addressed in the letter was reviewed. Commissioner Conway explained to Solis the reserve account was established prior to the current contract and in accordance with the prior contract terms. Solis said she based her numbers on the tax rate. Commissioner Conway said Solis was very nice, mentioning The City was going to send a non-compliance letter and that's why she wanted to touch base. Commissioner Conway said they had a nice conversation, and she invited Solis to a meeting. Solis said she would contact the city manager and legal department; Commissioner Conway had not heard back prior to the meeting. Commissioner Conway said it would be irresponsible to deplete the bank account. The draft presented by Commissioner Meltzer was discussed, and a couple of contract items were noted as being concerns. Commissioner Meltzer will make noted revisions and send to Commissioner Conway, who will forward on to Michael Parsons at The Carlton Law Firm.

8. Discuss and consider engagement of an auditor to perform Fiscal Year 2025 audit – Sheryl reached out to CPA Don Allman, who said he would perform the annual audit and would send Sheryl the engagement letter.
9. Review and approve quarterly investment report – This item was tabled until next month.
10. Discuss and consider action on Commissioners' terms of office expiring at end of year – Commissioner Meltzer said she is willing to be reappointed to a new term. The county commissioner's office should be reaching out to Commissioners Meltzer and McBride.
11. Discuss and consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference scheduled for January 29-31, 2026, at the Henry B. Gonzalez Convention Center in San Antonio – Commissioner Meltzer will attend; Sheryl will complete her registration prior to next month's meeting.
12. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, December 9th, 2025. Commissioner Carlson noted she will be unable to attend. Nothing new was added to the agenda at this time.
13. Adjournment – Meeting was adjourned at 7:19pm.

Monthly Minutes Approved

On 12-9-2025 (date); at 6:08 pm (time)
By Sheryl L Conway President
(Secretary)