

**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 December 9th, 2025

1. Call meeting to order – Meeting opened at 6:01pm. Present were Eleanor Meltzer, Feliza Conway, Bob McBride Jr. 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 – Four bills were presented for approval for payment: NTD Interests \$500.00 for December space rental; Sheryl Morris \$633.06 for November contracted services & expenses; clicktunity \$149.00 for monthly website hosting & support; and SAFE-D \$295.00 for Commissioner Meltzer’s conference registration. Commissioner McBride motioned to pay the bills as presented; seconded by Commissioner Pokorny and approved 4-0.
 - b. approval of monthly financial report – The financial report for November was presented and reviewed. Commissioner Meltzer motioned to accept the financial report; seconded by Commissioner McBride and approved 4-0.
4. Receive report from service provider representative, City of Cedar Park – No report was received.
5. Receive report from Williamson County Assistant Fire Marshal – No report was received.
6. Discuss and consider approval of minutes for the November 11th, 2025 regular meeting – Minutes of the November 11th, 2025 regular monthly meeting were reviewed. Commissioner Pokorny motioned to approve the monthly minutes as presented, seconded by Commissioner McBride and approved 4-0.
7. Discuss and consider action regarding the service contract with the City of Cedar Park – Michael Parsons from The Carlton Law Firm arrived at 6:08pm to discuss the service contract. He passed out info pertaining to the work he’s been doing in response to Commissioner Conway’s email correspondence. This correspondence regards specific contract items of concern, as documented by Commissioner Meltzer, as well as the Notice of Breach from City of Cedar Park dated 11/24/25. At 6:17pm the board entered into closed session for consultation with legal counsel pertaining to these issues, pursuant to Section 551.071 of the Government Code. No action was taken during closed session. The board reconvened to open session at 8:04pm. Commissioner Meltzer motioned to authorize The Carlton Law Firm to respond on behalf of ESD 12, to the City of Cedar Park to its “Notice of Breach & Demand for Payment” dated November 24,2025, noting that ESD 12 calculates an amount owing the City of \$13,079.74 through the period of November 21,2025

and further noting that ESD 12 does not contribute to a capital fund. The motion was seconded by Commissioner McBride and approved 4-0.

8. Discuss status of Fiscal Year 2025 audit – Sheryl received the engagement letter from CPA Don Allman and sent him the necessary financial information.
9. Review and approve quarterly investment report – Commissioner McBride presented the 2025 3rd quarter investment report. Commissioner Conway motioned to approve the report as presented; seconded by Commissioner Meltzer and approved 4-0.
10. 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 was registered and the registration fee was paid as noted in item 3a above.
11. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, January 13th, 2026 at 6:00pm. Nothing new was added to the agenda at this time.
13. Adjournment – Meeting was adjourned at 8:14pm.

Monthly Minutes Approved

On Jan. 13, 2026 (date); at 6:14pm (time)
By Laurie D Carlson (Secretary)