

Williamson County Emergency Services District #12
Board of Directors Meeting
Tuesday, June 11th, 2019
2114 Downing Lane
Leander, TX 78641
6:00 P.M.

Minutes of meeting for May 14th, 2019

1. Call meeting to order – Meeting opened at 6:00pm. Present were Clark, Tanner, and Pokorny.
2. Public Comment – There were no citizens 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 to be paid: NTD Interests \$350.00 for May space rental; Sheryl Morris \$317.40 for April contracted services & expenses; and two invoices from Carlton Law Firm totaling \$575.00 for professional services rendered. All were approved to pay; motion by Tanner, seconded by Pokorny, approved 3-0.
 - (b) approval of monthly financial report: Financial reports for April 2019 were reviewed and approved; motion by Tanner, seconded by Pokorny, approved 3-0.
4. Receive report from service provider representative, City of Cedar Park – No report was received.
5. Discuss and consider approval of minutes for the April 16th regular meeting – Minutes of the April 16th meeting were reviewed. Pokorny noted “Carlton” on the last line of item 9 should be changed to “Prossner” and motioned to approve with that change; seconded by Tanner and approved 3-0.
6. Update on capital improvements feasibility study from Steve Ihnen of Garret-Ihnen Civil Engineers – As no input from Attorney Carlton was received in time for the meeting, this item was tabled until next month.
7. Discuss and consider action regarding service provider contract(s) for fire protection and first responder EMS services, including approval of contract payment(s) – There was no contract discussion. Contract payment was discussed. Pokorny said she sent the 2018 true up letter to Prossner for review per last month's meeting. Clark said to send the letter to the City of Cedar Park along with payment of the \$44,841.91 due.
8. Update from Martillotti on required annual report to the Texas Division of Emergency Management – Since Martillotti could not be present, this item will be revisited next meeting.
9. Discuss and consider adoption of an investment policy for the District and a resolution for the same – Pokorny is currently researching. Further action on this item was tabled until the next meeting.
10. Update on reporting completed training for commissioners to County Commissioners Court and County Attorney – Sheryl presented board members present with copies of the email received from Kelli Carlton and the sample letter to Judge Gravell, and she was instructed to send the letter.
11. Discuss upcoming SAFE-D training opportunities – Board members were presented with copies of the SAFE-D email dated May 03 regarding Senate Bill 2. No new training was discussed.
12. Discuss and consider approval of District's financial audit and filing audit with county (or request 30 day extension if needed) – Since revenues are under \$250K, Sheryl will contact CPA Don Allman about the yearly Compilation Report.

13. Discuss agenda items, time, and date for next meeting – The next ESD meeting is scheduled to take place on Tuesday, June 11th at 6:00pm. Agenda items will include update from Steve Ihnen on the capital improvements feasibility, update from Dan Martillotti on the Texas Division of Emergency Management report, update on an investment policy, review and action regarding CPA compilation report; and announcement of President Clark's resignation from the board.
14. Adjourn – Meeting was adjourned at 6:30pm.

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On _____ (date); at _____ (time);
By _____