

**Williamson County Emergency Services District #12**  
**Board of Directors Meeting**  
**Tuesday, December 8<sup>th</sup>, 2020**  
**2114 Downing Lane**  
**Leander, TX 78641**  
**6:00 P.M.**

**Minutes of meeting for November 10<sup>th</sup>, 2020**

1. Call meeting to order – Meeting opened at 6:00pm. Present were Edward Trent, Feliza Conway, Erin Tanner, Daniel Martillotti and Judy Pokorny.
2. Public Comment – There were no citizens present for comment.
3. Discuss Administrative Items – No administrative items were discussed.
4. 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 \$350.00 for November space rental; Sheryl Morris \$367.83 for October contracted services & expenses; The Carlton Law Firm \$280.50 for services rendered 10/07-10/13/20; and Larry Gaddes CTA, Williamson County Tax Assessor/Collector, \$130.52 for entity collection fees. All were approved to pay, motion by Tanner, seconded by Conway, approved 5-0.
  - b. approval of monthly financial report – Financial report for October 2020 was reviewed. The report was approved as presented; motion by Trent, seconded by Tanner, approved 5-0.
  - c. review and approve quarterly investment report for 3<sup>rd</sup> quarter – Pokorny said the investment report is not yet available.
5. Receive report from service provider representative, City of Cedar Park – The quarterly report was received and reviewed. It was noted that most calls were medical assist.
6. Discuss and consider approval of minutes for the October 13<sup>th</sup> 2020 meeting – Minutes of the October 13<sup>th</sup>, 2020 monthly meeting were reviewed. Tanner motioned to approve the minutes as presented; seconded by Trent and approved 5-0.
7. Discuss and consider status of reserve fund bank account – Pokorny showed forms provided by Attorney Carlton’s office, to be sent to State Comptroller’s office for approval to set up the account. Forms were signed by Martillotti, Conway and Pokorny. Pokorny noted Tanner needed to be added, which she did. Forms need to be sent to TexPool. Pokorny will follow up.
8. Update on capital improvements feasibility study – No update.
9. Discuss District website – Conway said she reviewed the website and it is getting really close to having everything it needs. She noted the report titled “Erin’s Budget Report” should have the

name changed to "Budget Changes 2019-2020". A new report titled "Budget Changes 2020-2021" will be added. It was noted that otherwise the website looks good.

10. Discuss investigation into potential District sales tax collection, to include whether a May election may be needed (for sales tax, annexation, tax rate, bonds, etc.) – Martillotti said there is nothing new to report and he will provide an update in December.
11. Discuss upcoming SAFE-D training opportunities – No new training opportunities were discussed but Board Members asked about status of the Annual Conference and if it would be virtual this year. Cliff Avery of SAFE-D provided a report showing status of Commissioner training hours he has on record. Commissioners asked Sheryl to create a simple spreadsheet tracking their training hours. It was noted that 6 hours every 2 years is required.
12. Discuss and consider Commissioners' terms of office expiring at year end – Judy Pokorny and Erin Tanner are expiring at 2020 year end. Both will continue to serve on the Board. Martillotti said they will hear from Commissioner Cynthia Long's office.
13. Discuss agenda items, time and date for next meeting –The next regular monthly meeting was scheduled for Tuesday December 8<sup>th</sup> at 6pm. City of Cedar Park service provider fire service contract discussion will be added to the agenda.
14. Adjournment – Meeting was adjourned at 6:38pm.

Monthly Minutes Approved

On 12-08-2020 (date); at 6:12pm (time);  
By Julie Conway (Secretary)