


Williamson County Emergency Services District #12
Board of Directors Meeting
Tuesday, February 9th, 2021
2114 Downing Lane
Leander, TX 78641
6:00 P.M.

Minutes of meeting for January 12th, 2021

1. Call meeting to order – Meeting opened at 6:01pm. Present were Judy Pokorny, Edward Trent, Feliza Conway, Erin Tanner, and Daniel Martillotti.
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 – Six bills were presented for approval for payment: NTD Interests \$350.00 for January space rental; Sheryl Morris \$378.93 for December contracted services & expenses; The Carlton Law Firm \$99.00 for service rendered 11/03/20 and \$57.50 for services rendered 12/03/20; Postmaster Cedar Park \$70.00 for box renewal; VFIS \$1,302.00 for policy renewal; and SAFE-D \$275.00 for annual membership dues. All were approved to pay, motion made by Trent, seconded by Conway, approved 5-0.
 - b. approval of monthly financial report – The November financial report was reviewed and approved; motion by Tanner, seconded by Trent, approved 5-0. No December financial report was available because the bank statement was not received in time for the meeting.
 - c. review and approve quarterly investment report for 3rd quarter – Pokorny said the investment report would not be available until TexPool account is set up, which is in progress.
5. Receive report from service provider representative, City of Cedar Park – No report was received. Tanner mentioned a grass fire in her neighborhood and possibly a medical assist as well.
6. Discuss and consider approval of minutes for the December 8th 2020 meeting – Minutes of the December 8th, 2020 monthly meeting were reviewed. Tanner motioned to approve the minutes as presented; seconded by Trent and approved 5-0.
7. Approve and accept statements and oaths of office for appointed/reappointed Commissioners – Judy Pokorny and Erin Tanner were contacted by Commissioner Long's office regarding their reappointment and both agreed to serving new terms. Commissioners said they would all continue to serve in their previously designated positions. Commissioners said they were sworn in by County Commissioner Long's office and no one knew what was expected of them for this item. Sheryl will contact Attorney Carlton's office since they added this item to the agenda and ask them what, if anything further, is required.

8. Discuss and consider status of reserve fund bank account – Pokorny said the paperwork has been submitted to TexPool.
9. Discuss City of Cedar Park contract for fire protection – Martillotti invited the new City assistant manager to this meeting but he declined. Martillotti agreed to a chat with him as well as the finance director. During this phone call Martillotti explained the CPA who provided the reports is the same CPA this ESD has always used. The City representatives asked for 2016 audit report; Sheryl will email it to Martillotti so he can pass it on. Martillotti mentioned during this call that the contract is “silent” regarding current withholding amounts. Martillotti will follow up by sending the 2016 Compilation and inviting them to attend the next ESD meeting.
10. Discuss potential District capital improvements – Nothing new was discussed.
11. 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 emailed Attorney John Carlton earlier today and will have more information next month.
12. Update on required annual report to the Division of Emergency Management – Sheryl received an email regarding this report; the due date is April 1st. Sheryl will complete this online.
13. Discuss upcoming SAFE-D training opportunities – Nothing new was discussed. Board Members were concerned that they may not be receiving all of the SAFE-D emails. Martillotti said there might not be as much going on right now and encouraged everyone to check their junk mail in case emails are going there.
14. Publish notice of address of administrative office location – Sheryl has a copy of last year’s notice and will take care of this item.
15. Review training requirements and compliance status for each Commissioner – Sheryl will provide a spreadsheet listing all training on file for the next meeting.
16. Discuss agenda items, time and date for next meeting –The next regular monthly meeting was scheduled for Tuesday February 9th at 6pm. Add visit by City of Cedar Park assistant manager and finance director, as Martillotti will invite them again. Add discussion on letter from Foreign Trade Zone regarding Warm Audio.
17. Adjournment – Meeting was adjourned at 6:31pm.

Monthly Minutes Approved

On 2-9-2021 (date); at 6:12 pm (time);
By  (Secretary)