

**Travis County ESD No. 12**  
**Minutes of the Regular Meeting**  
**September 13, 2023**

 **APPROVED**

Meeting was held at the TCESD No.12 District Office  
11200 Gregg Lane, Manor, TX 78653

I. Call meeting to order and establish quorum

President Arellano called the meeting to order at 6:49 PM.

Present: President Arellano and Commissioners Fowler, Anderson, Barnes, and Zabalza

Not present: All present

Visitors: Chief Ryan Smith, AC Chris McKenzie, Michelle McRae, Stephanie Naron, Capt. Von Beals, Ken Campbell, Attorney; PIO Kassidy Buth, Casey Palous, Henry Rhea, Darren Nguyen, Victor Estrada, Zach Hubenak, Zulema Dominguez, Joshua Ruiz, and B/C Adam Tapia

John Smead of Martinez Architects was not in attendance.

II. Review certified agenda

President Arellano verified the existence of a certified agenda.

III. Citizen's Communication

No public was in attendance.

IV. Consent items

- a) Approval of the minutes of the August 16, 2023 Regular Meeting and August 16, 2023 special meeting which may include corrections, if needed.
- b) Approval of the August 2023 financial reports and bills, which may include corrections, if needed.

After review, Commissioner Zabalza made a motion to approve Consent items a and b as presented. (The treasurer's report consisted of the over \$2000 expenditures report, the P & L report, expenditures by vendor report, 290 station expense report, 290 station detail report, and balance sheet.) Commissioner Barnes seconded the motion. Motion carried unanimously.

V. Communications

- a) Report from Commissioners on pertinent information and activity since the August 2023 meeting.  
No comments.

- b) Receive Administrative/Operations/Fire Prevention updates, which may include the 2023 Pierce Quint, possible naming and updates of the Hwy 290 project, and the 290 Station Brick Project.  
AC McKenzie provided the call summary report, Training and Events, Awards and Recognitions. Chief Smith provided the Fire Prevention report.

VI. Action items

- a) Discussion, consideration, and possible action after review of the expenditures required for the design, construction, repair, maintenance and replacement of the district's real property, facilities, and equipment presented by Martinez Architect. The Board reserves the right to conduct a closed meeting pursuant to TGC 551.071, Consultation with an attorney, and/or TGC 551.074, Personnel Matters.

Commissioner Zabalza made a motion to authorize Commissioner Fowler to proceed as deliberated in Executive Session. Commissioner Barnes seconded the motion.  
Motion carried unanimously.

- b) Discussion, consideration, and possible action regarding the adoption of the 2021 International Fire Code to include local amendments. The Board reserves the right to conduct a closed meeting pursuant to TGC 551.071, Consultation with an attorney.

Commissioner Barnes made a motion to authorize Commissioner Barnes, Chief Smith, Ken Campbell, Attorney, and Commissioner Fowler to proceed as deliberated in Executive session. Commissioner Zabalza seconded the motion. Motion carried unanimously.

- c) Discussion, consideration, update, and possible action after review of the expenditures required for the design, construction, repair, maintenance, and replacement of the district's real property facilities, and equipment presented by Martinez Architect.

AC McKenzie gave an update on the estimated project schedule for Martinez Architects:  
Design development/owner review Sept 20, 2023,  
Construction documents/75% design team coordination Oct 11, 2023,  
Construction documents/100% design team coordination Nov 8, 2023,  
Issue construction documents for permitting Nov 22, 2023,  
Issue Solicitation for bidding March 2024,  
Receives proposals @2:00 p.m./begin proposal evaluation April 2024,  
Evaluate proposal @2:00 p.m./interviews (If interviews are required) April 2024,  
Recommend best value for award (Assumes no interviews will be held) April 10, 2024,  
Approval of contract award April 10, 2024,  
Issue notice to proceed with construction/begin construction May 2024,  
Substantial completion May 2025,  
Project close out June 2025,  
Conclusion of 1-year warranty period June 2026.

- d) Discussion, consideration, and possible action regarding current fiscal year budget amendments

Commissioner Zabalza made a motion to approve the budget amendment as presented and moved to approve the transfer sales tax overage of \$600,000 into the reserve fund and \$318,000 into the capital fund. Commissioner Barnes seconded this motion.  
Motion passed unanimously.

- e) Discussion, consideration, and possible action regarding the ESD 12 adoption of the 2021 International Fire Code to include local amendments. Discussion, consideration, and possible action regarding the Reserve fund policy.

This item was tabled.



- f) Discussion, consideration, and possible action regarding a District Investment/Financial Officer.  
Commissioner Barnes made a motion to appoint Commissioner Eric Anderson as the District's Investment and Financial Officer and to review the district's policy. Commissioner Zabalza seconded the motion. Motion carried unanimously.

- g) Discussion, consideration, and possible action regarding the Reserve fund policy.

No discussion on this item.

VII. Closing items

- a) Set meeting date.

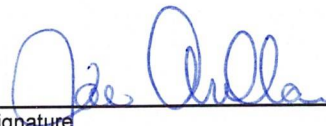
Next meeting is tentatively scheduled for October 11, 2023.

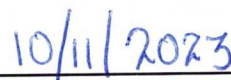
- b) Proposed agenda items for next meeting.

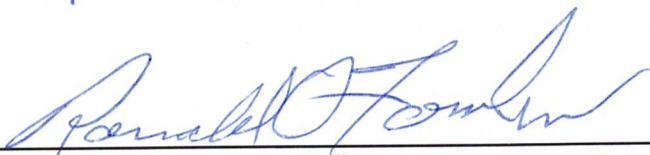
Discussion, Consideration, and possible action regarding the Reserve fund policy.

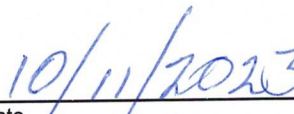
- c) Adjourn

President Arellano made a motion to adjourn the meeting. Commissioner Barnes seconded the motion and the motion passed. Meeting adjourned at 8:03 PM.

  
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Signature

  
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Date

  
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Signature

  
\_\_\_\_\_  
Date