

**Travis County ESD No. 12
Minutes of the Regular Meeting
July 9, 2025 6:30 PM**

 **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 6:30 PM.

Present: President Arellano, Commissioners Fowler, Commissioner Anderson, and Commissioner Barnes.

Not present: All present

Visitors: Interim Chief McKenzie, PIO Cassidy Buth, Stephanie Naron, Bill Carlson, FMO Randy Treffer, BC Nathan McRae, Captain Von Beals, Sharee Salmons, Nathaniel Canclini, Zachary Hubenak, Julian Miller, Jeremy Holz, Ashley Brackett, Matt Woodard and Scott Moore with The City of Manor, and John Smead with Martinez Architects.

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 June 11, 2025 Regular Meeting which may include corrections, if needed.

b) Approval of the June 2025 financial reports and bills, which may include corrections, if needed.
After review, Commissioner Barnes 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 Fowler seconded the motion. Motion carried unanimously.

V. Communications

a) Report from Commissioners on pertinent information and activity since the June 2025 meeting.
President Arellano spoke about the Central Texas Flooding that occurred July 4th, 2025 weekend. "We mourn with everyone who's been affected and we pray that they will have peace to get through all this."

b) Receive Administrative/Operations/Fire Prevention updates.

Interim Chief McKenzie gave the call summary report, Training and Events, and Recognitions. Bill Carlson provided the Fire Prevention report.

- Operations: Incidents: June 2025 - 400, Year to Date – 2723
- Prevention: May: Builder Development Meetings- 2, Building Permits- 8, Plan Reviews- 66, Inspections- 81, Investigations- 4, Hydrant Inspections – 4

- Additional Communications – President Arrellano wanted it to be noted that TCESD 12 responded to the Flooding Incident in Travis County ESD 1 to provide support. Chief McKenzie will have further information at the next meeting.

VI. Action items

- a) Discussion, consideration, and possible action regarding upon receiving a report from Martinez Architects on issues related to design and construction matters included but not limited to contract negotiations and approval of general contractor, engagement with design professional, review, and approval of pay applications and change orders, and any other matters related to the site development and project design.

John Smead with Martinez Architects gave an update. The project is moving fast. We should expect another box walk at the end of the month. Construction crews will be drying in the building soon which will eliminate weather delays. Martinez has been in contact with the contractor to verify the completion of the station is on track for late December right now.

Interim Chief McKenzie addresses Exhibit A. John Smead explains the proposal is for the design services to perform a feasibility study to upgrade George Bush South as well as providing access to Emu Lane behind the building site. The proposal covers drainage, sanitary, and paving studies. City Manager Scott Moore speaks about the City of Manor working to help TCESD12 improve roads in exchange for access to the city sewer for properties close to Station 1204. The City of Manor will be meeting with property owners in the New Katy area to possibly allow access to the neighborhood from George Bush as well. Exhibit A is the fact-finding mission. Once completed a rough estimate would be obtained which would allow discussions to begin on how the project would be funded.

Commissioner Fowler made a motion to accept the proposal for architectural and design services submitted by Martinez Architects for \$12,750. Commissioner Anderson seconded the motion. Motion carried unanimously.

Commissioner Fowler made a motion to pay Cerris Builders the amount of \$992,210.51 as of July 9, 2025. Commissioner Barnes seconded the motion. Motion carried unanimously.

- b) Discussion, consideration, and possible action regarding having Martinez Architects on the feasibility of possible expansion to the 11200 Gregg Lane property.
No new updates on the project from John Smead or Interim Chief McKenzie.
- c) Discussion, consideration, and possible action regarding receiving a report from the County Resource Coordinator Gus Reyna.
Gus Reyna contacted Interim Chief McKenzie prior to the meeting to reschedule due to the Central Texas Flooding. He will be contacting Chief McKenzie at a later date to reschedule for next month's meeting.
- d) Discussion, consideration, and possible action regarding the appointment of the district's Fire Chief, and unfreezing of the district's Assistant Chief Position. (The district reserves the right to deliberate in closed session under TAC 551.074 Personnel Matters)
Item is tabled until further notice.
- e) Discussion, consideration, and possible action regarding the district's Interim Fire Chief, the position, and merit recommendation. (The district reserves the right to deliberate in closed session under TAC 551.074 Personnel Matters)
Item is tabled until further notice.

- f) Discussion, consideration, and possible action regarding the purchase of the Ford F250 (VIN:1FT7W2BT7LED3813) from Travis County ESD 6.

Item is tabled until further notice.

- g) Discussion, consideration, and possible action regarding on repairing and refinishing Station 1203's decking from Captain Von Beals.

Captain Von Beals gives an update. He reached out to several contractors we have previously worked with for quotes on the project with zero responses. Captain Beals received a quote from a contractor that came highly recommended by TCESD 12 staff. Texas Twins Contractors provided a quote of \$4,500 to replace the decking floor, rails, runners, and ramp along with applying stain and sealer.

Commissioner Barnes made a motion to accept the bid from Texas Twins Contractor in the amount of \$4,500 for the deck replacement on the front of Station 1203. Commissioner Fowler seconded the motion. Motion carried unanimously.

- h) Discussion, consideration, and possible action regarding the district's draft FY26 Operating Budget.

Interim Chief McKenzie addresses the proposed Operating Budget for the 2026 Fiscal year. The proposed budget was sent to the commissioners for review prior to the meeting. Chief McKenzie's advises that the projected ad valorem is going from 6.4 million to 6.7 million which is confirmed through the comptroller's office.

VII. Closing items

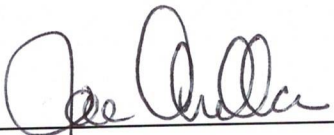
- a) Set meeting date.

Next meeting is tentatively scheduled for August 13, 2025.


- b) Proposed agenda items for next meeting.

- c) Adjourn


Commissioner Fowler made a motion to adjourn the meeting. Commissioner Barnes seconded the motion and the motion passed. Meeting adjourned at 7:11 PM



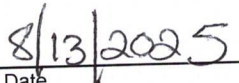
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