

**Travis County ESD No. 12  
Minutes of the Regular Meeting  
November 8, 2023 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 6:46 PM. Commissioner Fowler arrived at 6:50 PM.  
Present: President Arellano and Commissioners Fowler, Barnes, and Zabalza  
Not present: Eric Anderson  
Visitors: Chief Ryan Smith, AC Chris McKenzie, Stephanie Naron, Capt. Von Beals, PIO Cassidy Buth, BC Adam Tapia, Mike Frias, John Smead of Martinez Architects, and Manor resident Heather Barnes
- 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 October 8, 2023 Regular Meeting which may include corrections, if needed.
  - b) Approval of the October 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 October 2023 meeting.  
Commissioner Zabalza took a moment to say thank you to President Arellano and Treasurer Flower for their service and to recognize all Veterans.
  - b) Receive Administrative/Operations/Fire Prevention updates.  
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 Regarding  
  
Item was tabled.

b) Discussion, consideration, and possible action regarding

Martinez Architect representative, John Smead, presented a rendering of the Hwy 290 Station. After viewing the presentation, the Board would like to move forward.

c) Discussion, consideration, update, and possible action regarding

Von Beals presented the FY 24 IT Independent Contractor Services Agreement provided by Kyle Haggerty. Commissioner Barnes made a motion to approve the IT Services Contract with Kyle Haggerty. In the amount of \$21,300.00 annually and that we amend the budget to reflect the price increase from the previous contract. Commissioner Zabalza seconded the motion and the motion passed.

VII. Closing items

a) Set meeting date.

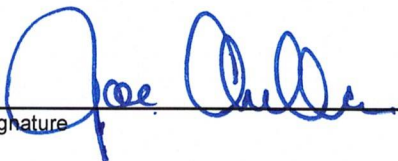
Next meeting is tentatively scheduled for December 13, 2023.

b) Proposed agenda items for next meeting.

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

c) Adjourn

Commissioner Barnes made a motion to adjourn the meeting. Commissioner Fowler seconded the motion and the motion passed. Meeting adjourned at 8:11 PM.

Signature 

Date 12/13/2023

Signature 

Date 12/13/2023