

**Travis County ESD No. 12
Minutes of the Regular Meeting
October 08, 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 6:45 PM.

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

Not present:

Visitors: Interim Chief McKenzie, PIO Kassidy Buth, Stephanie Naron, Captain Von Beals, Bill Carlson, John Smead with Martinez Architects, Ashley Brackett, Daniel Michaelson, Sharee Salmons,

II. Review certified agenda

President Arellano verified the existence of a certified agenda.

III. Pledge of Allegiance

IV. Citizen's Communication

No Public was in attendance.

V. Consent items

a) Approval of the minutes of the September 10, 2025 Regular Meeting which may include corrections, if needed.

b) Approval of the September 10, 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 Anderson seconded the motion. Motion carried unanimously.

VI. Communications

a) Report from Commissioners on pertinent information and activity since the September 2025 meeting.

No communications since the last meeting.

b) Receive Administrative/Operations/Fire Prevention updates.

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

- September Operations: 473 Incidents YTD 4107
- Awards and Recognitions:
 - Years of Service -FF. Bogard and Higginbotham 2yrs.
 - Badge Pinning -FE. Holz
- Additional Commutations:
 - Chief McKenzie went over trainings. The Event, DCPE Trauma training
 - Events attended we lead the Jack Jack's Pack Street Dog Rescue, Manor Rise YMCA visit, 9/11 Memorial Stair Climb, Touch a Truck event, and Frontline Mobile Health.

VII. 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. We are finishing up site items, and working on a proposal for the potential access road down George Bush South. All utilities will be up and working soon. Manville is the last one holding out. We are waiting to hear back from them. Gas is set up; Electric just passed inspection for the system. They should be placing the transformer and connecting to the grid soon. There should be a substantial completion update at the next meeting or November 1st.

Commissioner Fowler made a motion to pay Cerris Builders the amount of \$1,395,222.96 as of April 9, 2025. Commissioner Barnes seconded the motion. Motion carried unanimously.

b) Discussion, consideration, and possible action regarding potentially drafting and entering into an automatic aid agreement with Bastrop/Travis County ESD 1.

To see if the board would be interested in hearing what they are wanting. If so, I can tell you what they are looking for is manpower on major incidents. This would be only on the Travis County side of their district. They have already entered an agreement with ESD 2. If we enter, they are looking for one maybe two engines. One from us and one from ESD 2. I would like to send a copy of the agreement that ESD 2 entered with ESD 1 to our attorney for review. To see if this is something that makes sense for us. Then I would like to present to you the Board.

c) Discussion, consideration, and possible action regarding final FY25 budget amendments.

Chief McKenzie gave the update that Mrs. McRae came in to the office and assisted Stephanie in working on closing the budget for the year. The only amendments made were within the line items. For this reason, we did not need to ask for any additional funds. 94.6 percent of the funding was used. Chief McKenzie added the surplus into the Capital Projects for the upcoming year.

- d) The Board will convene in executive session pursuant to Texas Government Code 551.074 to deliberate the evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

The Board went into executive session at 7:09 pm. The Board came out of executive session at 7:37 pm.

VIII.

Closing items

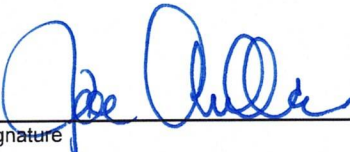
- a) Set meeting date.

Next meeting is tentatively scheduled for November 12, 2025.


- b) Proposed agenda items for next meeting.

- c) Adjourn


Commissioner Barnes made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 7:38 PM.




Signature



Date



Signature



Date