

Travis County ESD No. 12
Minutes of the Regular Meeting
September 10, 2025 6:30 PM



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 6:35 PM.

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

Not present: All present

Visitors: Interim Chief McKenzie, PIO Kassidy Buth, Stephanie Naron, Bill Carlson, FMO Randy Treffer, BC Nathan McRae, Sharee Salmons, Steve Kaucher, Ashley Brackett, Adam Tapia, Connor Palacios, Richard Prado, Jacob Lopez, Victor Estrada, Juan Garcia, Kylie Uhlaender, Ken Campbell, Former Fire Chief Don Smith and John Smead with Martinez Architects.

II. Review certified agenda

President Arellano verified the existence of a certified agenda.

III. Pledge of Allegiance

IV. Citizen's Communication

Former Fire Chief Don Smith spoke.

V. Consent items

- a) Approval of the minutes of the August 13, 2025 Regular Meeting and August 19th, 2025 Special Meeting which may include corrections, if needed.
- b) Approval of the August 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.

VI. Communications

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

The Board went into closed session under 551.071, Texas Government Code, at 6:48 PM. The Board returned to open session at 7:00 PM.

- 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: August 2025 - 466 Year to Date – 3634
- Prevention: August: Builder Development Meetings- 4, Building Permits- 9, Plan Reviews- 71, Inspections- 75, Investigations- 8, Hydrant Inspections – 4

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. Finalizing mechanical, electrical, and plumbing systems. A new Superintendent was assigned to the Station 1204 project. The project is running smooth with no big change orders.

Martinez received the full surveys for the George Bush South access road expansion project. They expect to have the surveys in the hands of the engineers by the end of the month.

Commissioner Fowler made a motion to pay Cerris Builders the amount of \$732,797.89 as of September 9, 2025. Commissioner Barnes seconded the motion. Motion carried unanimously.

- b) Discussion, consideration, and possible action regarding Chief Executive Officer employment Agreement. (The district reserves the right to deliberate in closed session under 551.071, Texas Government Code.)

This item was tabled until further notice.

- c) Discussion, consideration, and possible action regarding the Medack and Oltmann, LLP Certified Public Accountants 2025 engagement letter.

Commissioner Fowler made a motion for the approval of Medack and Oltmann, LLP to prepare our annual audit and not to exceed the amount of \$15,000. Commissioner Anderson seconded the motion. Motion carried unanimously.

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

The Commissioners reviewed the current fiscal year amendments.

Commissioner Fowler made a motion to approve the budget amendments as presented. Commissioner Barnes seconded the motion. Motion carried unanimously.

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

This item was tabled until further notice.

VIII. Closing items

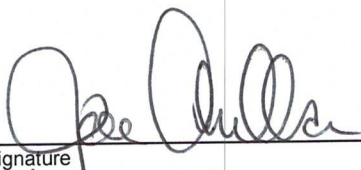
a) Set meeting date.

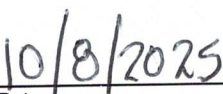
Next Regular Meeting is tentatively scheduled for October 8, 2025.

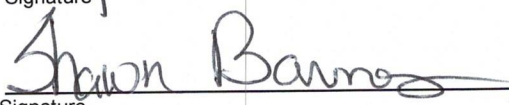
b) Proposed agenda items for next meeting.

c) Adjourn

Commissioner Barnes made a motion to adjourn the meeting. Commissioner Fowler seconded the motion and the motion passed. Meeting adjourned at 7:22 PM


Signature


Date


Signature


Date