

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2 MINUTES OF THE REGULAR MEETING – July 7, 2025

Williamson County Emergency Services District #2 held a regular meeting on July 7, 2025 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at <https://meet.google.com/bub-odpp-zaz>.

Commissioners in Attendance:

Commissioners present in person: Jordan Baltazor, President Russell Strahan, Vice-President; Tim Hunsberger, Treasurer; Darryl Pool, Secretary; Trish Weiner, Assistant Secretary/Treasurer.

Meeting called to order at 7:00pm by Commissioner Baltazor. A quorum was present.

Pledge of Allegiance led by Commissioner Baltazor.

Public Comment: No member of the public requested to speak.

Action items

ITEM 4: *Discuss and take action relative to contracting Medack & Oltmann, LLP as District bookkeeper.*

Commissioners considered a proposed contract from Medack & Oltmann LLP to provide the District with financial management services. District Legal Counsel Ken Campbell said he had reviewed the proposed contract and found it acceptable.

James Medack, Managing Partner, and staff member Ashton McGonagle, CPA, were present on-line to discuss the company's services. They answered questions regarding who would be the primary points of contact between the company and the board, how board members would submit information to the company, and the company's internet security.

The proposed contract has an ending date of 12/31/25. McGonagle said it is industry standard for both parties to affirmatively consent to renewal of such a contract on an annual basis.

The proposed contract contained no provision for either party to terminate the contract early. Medack said he would be agreeable to adding an early termination clause such as allowing either party the opportunity to terminate the contract with thirty days notice.

Motion to authorize President Baltazor to sign the contract with Medack & Oltmann LLP once an acceptable early termination clause is added.

Motion: Baltazor Second: Pool [Unanimous in favor]

Commissioner Baltazor said he will have Campbell review the early termination clause once provided by Medack & Oltmann and will sign the contract once the wording of that clause is acceptable to both parties.

ITEM 5: *Discussion and action relative to Sales and Use Tax setup and ongoing management agreement with HDL Companies.*

Commissioners considered a proposed contract from HDL Companies to provide the District with sales and use tax advisory, setup, and administration services. Campbell said he had reviewed the proposed contract and found it acceptable.

Commissioner Baltazor said HDL Companies have confirmed they can meet the initial deadline set by the Texas Comptroller of Public Accounts for providing them a list of taxpayers in the District.

The proposed contract offered the option for HDL to identify and correct errors reported by taxpayers to the Comptroller or not to provide that service. Campbell recommended having HDL perform the service, and Commissioners agreed to that option.

The proposed contract calls for the District to pay a \$5000 advisory and setup fee and a \$4800 annual reports and consultation fee. It was noted these fees will need to be included when the board amends the District's 2025 budget this summer.

The proposed contract requested designation of a point of contact for interactions between HDL and the board. Commissioners decided Treasurer Tim Hunsberger and SBFD Administrator Emma Replogle should be designated as the primary points of contact.

Commissioners and Campbell discussed and agreed to the proposed contract's provision on how HDL and the District will handle confidential information provided by taxpayers to the Comptroller.

The proposed contract offered the District the option of requesting a copy of HDL's Certificate of Insurance providing evidence that HDL has general liability insurance of not less than \$1,000,000 from an A+ or better carrier. Commissioners agreed to request this certificate.

Motion to authorize President Baltazor to sign the contract with HDL Companies.

Motion: Hunsberger Second: Weiner [Unanimous in favor]

Adjournment:

Motion to adjourn made at 7:53pm.

Motion: Strahan Second: Hunsberger [Unanimous in favor]

"I attest that all the above information is true and correct to the best of my knowledge."

Submitted by Darryl Pool, Secretary, Williamson County ESD #2