

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2**  
**MINUTES OF THE REGULAR MEETING – May 15, 2025**

Williamson County Emergency Services District #2 held a regular meeting on May 15, 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: *Approve minutes of prior meeting(s).*

Motion to approve minutes of regular meeting held April 17, 2025 as presented.

Motion: Baltazor      Second: Hunsberger      [Unanimous in favor]

Minutes of special meeting held May 13, 2025 were presented. It was noted the meeting began at 7:11pm rather than at 7:12pm.

Motion to approve minutes of special meeting held May 13, 2025 as corrected.

Motion: Baltazor      Second: Strahan

[Vote: 4 in favor, 0 opposed, 1 abstention – motion approved]

ITEM 5: *Review bookkeeper's report from Municipal Accounts & Consulting and consent to:*  
*a) approval of payment of monthly bills and invoices, b) approval of monthly financial report.*

Municipal Accounts & Consulting representative Alexia Kolmodin presented the District's monthly financial statements, bills, and invoices for April 2025. She stated there was nothing out of the ordinary to report.

Motion to approve MAC reports as presented.

Motion: Baltazor      Second: Hunsberger      [Unanimous in favor]

ITEM 6: *Review Sam Bass Fire Dept. bookkeeper's report from M.A.&C.*

Kolmodin presented SBFD's monthly financial statements, bills, and invoices for April 2025. She stated there was nothing out of the ordinary to report.

ITEM 7: *Discuss and take action relative to Municipal Accounts & Consulting resignation notice.*

Ashton McGonagle, CPA representing Medack & Oltmann, LLP introduced that firm and the financial services it can provide the board. An information sheet from the firm had previously been emailed to Commissioners. They provide financial management and auditing services for several ESDs.

Medack & Oltmann can provide almost all services that MAC has been providing. McGonagle will inquire about whether a representative could be present in person or on-line at monthly board meetings. They do not provide investment services. A board subcommittee would be permitted to manage investments after going through training. Commissioner Hunsberger as Treasurer already has a bond posted.

The proposed contract with Medack & Oltmann will be reviewed by District Legal Counsel Ken Campbell. MAC will continue to provide all financial services until a new financial management firm is approved and ready to assume all duties. Commissioner Baltazor estimated there would be about a three-month transition period. McGonagle will check how much their transition charges will be to work on District finances in conjunction with MAC.

ITEM 9: *Discuss and take action relative to the District's 2026 budget.*

Commissioners began preliminary discussion of issues that will affect preparation of a 2026 budget. MAC will provide a template to use for adjusting budgetary figures. A completed proposal, public hearing, and final adoption will need to be conducted in July and August.

As long as all necessary information relating to the Sales & Use Tax is submitted to the Texas Comptroller of Public Accounts in a timely manner and is approved by that agency, the District will begin receiving sales tax revenue in December 2025. It was recommended to not include any of that estimated revenue when preparing the 2026 budget. That budget can be amended in mid-2026 to recognize additional revenue and add any additional needed expenditures. SBFD Chief James Shofner said SBFD will need to purchase new radios, and he would like to phase in a second set of bunker gear for all firefighters.

ITEM 8: *Discussion and action on ordering an election to adopt a Sales and Use Tax in the District at a rate not to exceed two percent in any location in the District and authorize appropriate District officers and officials to take all necessary action to implement the same.*

Campbell will send all necessary documents to the Texas Comptroller of Public Accounts so a District sales and use tax can be approved by the end of June.

HdL Companies had submitted a proposal for providing set-up, advisory, administration, and oversight services for enabling the District to properly collect the maximum amount of revenue from the sales and use tax. Commissioner Baltazor will inquire whether the company would reduce their initial set-up charge if the board provides information gathered from the previous effort to approve a District sales and use tax.

ITEM 10: *Receive monthly operations report from Sam Bass Fire Department.*

a) *Receive monthly statistics report from Sam Bass Fire Department.*

SBFD Captain Corby Bryan presented abbreviated SBFD incident report data and activities for April 2025 plus comparison to prior years. Captain Bryan had previously emailed Commissioners the full report. There was nothing out of the ordinary to report.

*b) Receive update on Community Outreach Program at Sam Bass Fire Department.*

SBFD Assistant Chief Amber Jordan reported April events included SBFD personnel participating in Show & Tell with Scout Pack 265 and with the annual Cub Scout Egg Drop event. Station 2 held tours for students from Great Oaks Elementary School and Cedar Valley Middle School and hosted one open house. Engine 1 participated in Fern Bluff Elementary School's field day. An Easter party for children was held outside at Station 3 on April 12. SBFD Captain Chris Jones and Commissioner Weiner spoke at a Brushy Creek Municipal Utility District meeting.

*c) Receive report and take action to station maintenance.*

Chief Shofner reported no major repairs are needed at any of the stations; only routine maintenance is being performed.

Commissioner Hunsberger said he has recommended to Williamson County EMS that legislative action be pursued to enact a state law designating a specific entity be responsible for installing highway mile markers on toll roads.

ITEM 11: *Discuss potential agenda items, location, time, and date(s) for future business meetings. (6/19/2025)*

Next regular meeting to be held June 19, 2025 beginning at 7:00pm at Sam Bass Fire Station 2.

**Adjournment:**

Motion to adjourn made at 8:16pm.

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