



Travis County Emergency Services District 12

12701 US 290 E, Manor, TX 78653

Office: 512-272-4502

www.TCESD12.com



Regular Meeting Minutes

September 14, 2026

1. Call meeting to order and establish quorum.

With a quorum present, the regular session meeting of Travis County ESD No. 12 was called to order by Commissioner Anderson at 6:05 p.m. on Monday, September 14, 2026 at Travis County ESD No. 12, Station 1204, 12701 US 290 Hwy E, Manor, Texas 78653.

Commissioner Thomas Graham	President	Not Present
Commissioner Al Mays	Vice President	Present
Commissioner Michael Rhone	Treasurer	Present
Commissioner Eric Anderson	Deputy Treasurer	Present
Commissioner Shawn Barnes	Secretary	Not Present

2. Pledge of Allegiance

3. Citizen's Communication

No citizen's present

CONSENT AGENDA: Review, discuss and/or take appropriate action on all items listed below:

4. Approve the minutes from August 19, 2026 Regular Meeting, and August 19, 2026, Special Tax Meeting.

5. Approve the August 2026 financial reports and bills.

MOTION: "I move to approve consent items 4 & 5 as presented."

RESULT: **APPROVED (UNANIMOUS)**

MOVER: Commissioner Michael Rhone

SECONDER: Commissioner Al Mays

AYES: Al Mays, Michael Rhone & Eric Anderson

PRESENTATION/ACTION AGENDA: Review, discuss and/or take appropriate action on all items listed below:

6. Discussion, consideration, and possible action regarding a report from Martinez Architects on issues related to design and construction matters including but not limited to contract negotiations and approval of general contractor, engagement with design professionals, review, and approval of pay design.”

John Smead with Martinez Architects provided an update regarding the District's construction project. Two change orders were presented. One included an approximately \$6,900 credit to the District related to a leaking water utility line. The second involved approximately \$5,000 for additional materials testing related to concrete cracking, with the amount returning to the project budget. The project was reported to be nearing completion, with approximately \$20,000 in retainage anticipated for final payout the following month. An eight-month warranty period remains.

No actions taken.

7. Discussion, consideration, and possible action regarding FY 26 budget amendments.

MOTION:	“I move to approve the FY 26 budget amendments as presented.”
RESULT:	APPROVED (UNANIMOUS)
MOVER:	Commissioner Al Mays
SECONDER:	Commissioner Eric Anderson
AYES:	Al Mays, Michael Rhone, & Eric Anderson

8. Discussion, consideration, and possible action regarding adoption of a resolution authorizing designated TCESD12 staff to sign checks and initiate or execute transfers of District funds between District accounts, subject to established limits, procedures, and approval by the District Treasurer.

The Board discussed a resolution authorizing designated District staff to sign checks and initiate or execute transfers of District funds between District accounts, subject to established limits, procedures, and approval requirements. The District's attorney prepared the proposed resolution based on a standing resolution used by other emergency services districts.

MOTION:	“I move to adopt the resolution authorizing bank account access, check signing, electronic funds transfers, wire transfers, and disbursement of district funds.”
RESULT:	APPROVED (UNANIMOUS)
MOVER:	Commissioner Michael Rhone
SECONDER:	Commissioner Al Mays
AYES:	Al Mays, Michael Rhone, & Eric Anderson

9. Discussion, consideration, and possible action regarding right of way dedication deed.

This item was tabled.

10. Discussion and consideration regarding the sales tax Interlocal Agreement with the City of Manor.

This item was tabled.

REPORTS: Informational updates from district officials and staff listed below:

11. Chief Report - emergency operations related to fire suppression and EMS, response times, call volume, personnel and staffing and training, management activities, communications and public information activities

Chief McKenzie provided a report on department events, awards, and meetings that have taken place since the previous Commissioner meeting. Topics included:

- A 15-acre grass fire occurred off Highway 130 near Austin Executive Airport.
- Another fire off Lockwood burned 20–25 acres
- ESDs presented on wildfire prevention at the commissioners court.
- Volunteers participated in a cleanup day at Park Spring Cemetery.
- The new 2026 fire truck has arrived and is being equipped with radios.
- Chief McKenzie will submit a letter to re-enter a full auto aid agreement with the City of Austin.

12. Fire Marshal Report - relating to fire code and other matters under the jurisdiction of the Fire Marshal.

Bill Carlson provided a report on the Prevention Division. Topics included:

- The city has implemented the new fire code; a council reading is expected in the second week of October.
- The ESD plans to adopt the new code on the city's start date to ensure a smooth transition.
- Pre-development meetings are being held to resolve issues with developers in advance.

13. Operational Report

Operational crews were not present at this meeting.

14. Commissioner Report -

Commissioner did not have any pertinent information since the last meeting.

Closing Items: Concluding business

15. Next meeting date is tentatively set for October 12, 2026 6:00PM at Station 1204.

16. Proposed agenda items for next meeting.

No new agenda items were proposed.

17. Adjourned 6:35PM

MOTION:	"I move to adjourn this meeting."
RESULT:	APPROVED (UNANIMOUS)
MOVER:	Commissioner Michael Rhone
SECONDER:	Commissioner Al Mays
AYES:	Al Mays, Michael Rhone & Eric Anderson

Approved by the Board of Commissioners:


Signature

10 | 12 | 26

Date