APPROVED

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 12

Regular Meeting Minutes

August 19, 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 President Graham at 6:23 p.m. on Monday, August 19, 2026 at Travis County ESD No. 12, Station 1204, 12701 E US 290 Hwy, Manor, Texas 78653.

Commissioner Thomas Graham	President	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 July 13, 2026, Regular Meeting.

5. Approve the July 2026 financial reports and bills.

MOTION:	"I move to approve consent items 4 & 5 as presented".
RESULT:	**APPROVED (UNANIMOUS)**
MOVER:	Commissioner Al Mays
SECONDER:	Commissioner Michael Rhone
AYES:	Thomas Graham, 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."

Chief McKenzie explained that Pay Application No. 17 had previously been submitted twice and that the unpaid application was being presented as a catch-up payment.

MOTION:	"I move to approve the payment to Cerris Builders in the amount of \$20,844.06"
RESULT:	**APPROVED (UNANIMOUS)**
MOVER:	Commissioner Eric Anderson
SECONDER:	Commissioner Michael Rhone
AYES:	Thomas Graham, Al Mays, Michael Rhone, & Eric Anderson

7. Discuss and take action regarding the Government Relations engagement letter.

The Government Relations engagement letter was signed in the July Regular Meeting; however, no formal motion was made. The item was revisited to allow the Board to formally approve participation in the Government Relations program.

MOTION:	"I move to approve the Government Relations engagement letter as presented."
RESULT:	**APPROVED (UNANIMOUS)**
MOVER:	Commissioner Al Mays
SECONDER:	Commissioner Michael Rhone
AYES:	Thomas Graham, Al Mays, Michael Rhone, & Eric Anderson

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

Chief McKenzie presented budget amendments to address equipment repair and maintenance expenses and a proposed use of $190,777 in excess sales-tax revenue to purchase 18 new SCBA units.

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

9. Discussion, consideration, and possible action regarding the adoption of District financial procedures, including authorization of designated personnel to sign checks up to an established dollar amount and transfer funds between District accounts with Treasurer approval.

The Board voted to amend its current check-writing policy, raising the threshold requiring dual board member signatures from $2,000 to $5,000. A resolution authorizing designated staff signatories and transfers between District accounts with Treasurer approval will be presented at a future meeting.

MOTION:	"I move that the Board amend its existing check-signature policy so that any District check in excess of $5,000 shall require the signatures of two authorized Board members, replacing the current $2,000 threshold, with all other provisions of the existing policy remaining unchanged."
RESULT:	**APPROVED (UNANIMOUS)**
MOVER:	Commissioner Michael Rhone
SECONDER:	Commissioner Eric Anderson
AYES:	Thomas Graham, Al Mays, Michael Rhone, & Eric Anderson

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

This item was tabled. The Board was advised that legal counsel had not completed review of the proposed right-of-way dedication deed relating to the rear access-road connection.

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

Scott Jones and Scott Moore discussed the City's proposed sales-tax ILA, anticipated infrastructure needs, economic-development incentives, potential commercial projects, and the need for a long-term agreement. Commissioners and staff discussed the District's service costs, revenue needs, geographic coverage, accountability, and proposed agreement terms. President Graham appointed a two-commissioner working group (Rhone & Mays) to meet with City representatives and return with recommendations. No final action was taken on the agreement.

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

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

Chief McKenzie reported on live-fire training conducted using Manor ISD portable buildings; progress by advanced EMT personnel; the status of recent hires nearing completion of probation; medical standby coverage at the City of Manor Fourth of July event; and an emergency cardiac call in which advance planning, rapid ECG acquisition, and air-medical coordination significantly reduced the time to cardiology care. PIO Kassidy Buth also reported community fire-truck visits, a Martinez Architects facility photo shoot, the District's selection for a Setcom product spotlight, and three child car-seat installations or inspections.

13. Fire Marshal Report - Bill Carlson provided a report on the Prevention Division. Topics included:

Deputy Fire Marshal Bill Carlson reported that the final version of the fire code has been coordinated with the City of Manor with "almost no deviation from the county code". The city's legal team is reviewing it for presentation to the council on October 1st. He recommended the board adopt it in unison and have own legal counsel review it.

14. Operational Report

Engine 1201 and Squad 1207 introduced themselves to the commissioners.

15. Commissioner Report

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

EXECUTIVE SESSION (No public discussion on these items)

16. EXECUTIVE SESSION: The Board reserves the right to meet in closed session to discuss any matter on this agenda pursuant to the relevant provisions of the Texas Government Code 551.071, Consultation with an attorney. 551.072, Deliberation Regarding Real Property, or 551.074, Personnel Matters

No executive session was held. No actions were taken.

Closing Items: Concluding business

17. Set next meeting date

Tentatively set for September 14, 2026 6:00PM at Station 1204.

18. Proposed agenda items for next meeting.

No agenda items were proposed.

19. Adjourned 7:37PM

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

Approved by the Board of Commissioners:

Signature

9-14-2026.

Date