

**Williamson County Emergency Services District #11 (ESD11-Shenandoah)
Board of Commissioners Meeting**

Tuesday, March 11th, 2025 --- 6:00 P.M. Shenandoah Baptist Church – Sanctuary Building 3003
Blue Ridge Drive, Cedar Park, Texas 78613

AGENDA

1. Approval of minutes: Corrections and approval of February 11, 2025 meeting minutes.
2. Public Comment: Members of the public may speak for up to three minutes on any agenda item listed. Additionally, members of the public may speak on topics not listed on the posted agenda. In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item that is not on the posted final agenda will be limited to a statement of factual information or a statement of existing policy given in response to the public comment. Any deliberation or decision by the Board regarding public comment on items not on the posted agenda must be limited to a proposal to place the subject on a future agenda.
3. President's report, including:
 - a. Status report on bonding requirements for ESD and take any related action.
 - b. Review fire service true-up including Q4 payment.
 - c. Review coming calendar year fire service payments with Cedar Park
 - d. Review and approve financial compilation/audit report from CPA.
 - e. Discuss and consider action on collateralization requirements for RBFCU.
4. Vice President's Report, including:
 - a. Status report of Google workspace account and take any related action.
5. Treasurer's Report, including but not limited to:
 - a. Discuss and consider action on bank statement review.
 - b. Pay WCAD Quarterly Payment
 - c. Discuss and consider action on paying District expenses.
 - d. Discuss and consider approving quarterly investment report for 4th quarter of 2024.
 - e. Discuss and consider action on SPD Texas Comptroller Special Purpose District Financial and Tax Reporting Requirements.
6. Discuss and consider action on adoption of Records Management Program, including
 - a. Order Establishing Records Management Program, Appointing Management Office, and appointing Public Information Coordinator, and

- b. Declaration of Compliance with Records Scheduling requirements of the local Government Records Act.
- 7. Review annual "To Do" list, assigning action for items that are coming due in the next few months, including:
 - a. Approve annual report to commissioners and deliver to Commissioners Court, attaching financial compilation/audit and accuracy statement. (must be delivered by June 1st)
 - b. Review ESD Training
 - c. Pay fire service bill
 - d. Pay mailbox bill
- 8. Set next meeting date.
- 9. Adjourn

A packet containing all supportive documentation for this agenda is available for inspection at The Carlton Law Firm, P.L.L.C., 4301 Westbank Drive, Suite B-130, Austin, Texas between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.

Jason Willis, President

Williamson County Emergency Services District No. 11 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact Williamson County Emergency Services District No. 11 at jasonw.wilcoesd11@gmail.com for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); discussion of real estate acquisition (Section 551.072); discussion regarding a prospective gift to the District (Section 551.073); personnel matters (Section 551.074); and/or deliberation regarding security devices or security audits (Sections 551.076 and 551.089). Action, if any, will be taken in open session.