



## BURNET COUNTY COMMISSIONERS COURT

**Jim Luther, Jr**  
*Precinct 1*

**Damon Beierle**  
*Precinct 2*

**James Oakley**  
*County Judge*

**Billy Wall**  
*Precinct 3*

**Joe Don Dockery**  
*Precinct 4*

An agenda packet containing detailed information on the items listed below is distributed to the County Judge, Commissioners, and County Clerk the Friday preceding the meeting. The agenda packet is also posted on the county website at [www.burnetcountytexas.org](http://www.burnetcountytexas.org), under Public Meetings. A hard copy of the agenda packet is available in the County Clerk's office. Our Mission Statement: The mission of Burnet County is to maintain overall efficient and effective management of county resources while providing the services mandated by state and federal law and desired by the citizens of Burnet County.

**REGULAR SESSION MEETING DATE: Thursday DECEMBER 19, 2024**

**MEETING TIME: 9:00 a.m.**

**MEETING PLACE: 2nd Floor Courtroom located at 220 S. Pierce, Burnet, Texas**

1. Call to Order
2. Invocation and Pledge of Allegiance to the Flags
3. Public Comments - Pursuant to Texas Government Code 551.007 (b), any person may make comment on any item appearing on the agenda. Any comments made will not be addressed by the Commissioners Court during the Public Comments agenda item. Public Comments are limited to three (3) minutes per person.
4. Discussion and/or action regarding the acceptance of a \$1000 donation from Rachel Bryson for the Stringtown Cemetery Project (Oakley)
5. Discussion and/or action regarding the reappointment of Barker Keith, Ned Ewart, and Bill Eide to the ESD #8 Board, effective January 1, 2025 (Beierle)
6. Discussion and/or action regarding the reappointment of Londa Chandler and J. Don McAlpin to the ESD #6 Board, effective January 1, 2025 (Luther)
7. Discussion and/or action regarding the reappointment of Clayton Smith, Brenda Goble, and Roy Hallmark to the ESD #7 Board, effective January 1, 2025 (Beierle)
8. Discussion and/or action regarding the resolution amending authorized signers - TexPool Participant Services (Oakley)
9. Discussion and/or action regarding the approval of the monthly Treasurer's Report - November 2024 (Oakley)
10. Discussion and/or action regarding the approval to renew liability insurance with the Texas Association of Counties Risk Management Pool. Coverage dates are 4/1/202/ - 4/1/2026 (Oakley)  
  
Attachments  
liability insurance  
CJIS Cert Insurance
11. Discussion and/or action regarding the acceptance of donated preservation services from Kofile in regard

to a historic record in the Burnet County Clerk's Office (Oakley)

Attachments

Probate book

12. Discussion and/or action regarding the formation of an advisory committee to the Commissioners Court that will explore options and potential modifications to the countywide Holiday Leave policy. Potential modifications and options will address all Burnet County employees, including those who fall under the policy category of "Full Time Shift Employees" (departments that operate 24/7). Potential modifications and options may also address the issue of excessive build-up of holiday leave by "Full Time Shift Employees" due to staffing demands:  
Recommended committee members: Alan Trevino, Matt Kimbler, Karin Smith, Shirley Bullard, Eddie Arredondo, Damon Beierle. (Beierle)
13. Discussion and/or action regarding the temporary suspension by the Commissioners Court of the Burnet County Vacation Leave Carry Forward Policy for all county employees as applied to BCSO Communication Officers, Correction Officers and Patrol Officers due to staffing demands. Temporary suspension of this policy will allow said employees to carry forward any unused hours until 12-31-25 (Beierle)
14. Discussion and/or action regarding the CSCD Statement of Financial Position - FY 2024 per Local Government Code 140.004 (Oakley)

Attachments

CSCD Fin. Statement

15. Executive Session. Discussion with Burnet County Commissioner's Court and the County Civil Attorney(s) and/or the County Attorney in accordance with Texas Government Codes 551.071. The Commissioners Court reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters as authorized by the Texas Government Code including, but not limited to, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues), 551.0725 (Contracts being negotiated).
  - a. Personnel matters
16. Reconvene in Open Session.
17. Discussion and/or action regarding items discussed in Executive Session.
18. Discussion and/or action concerning hiring part-time General Counsel to advise the Commissioners Court on civil and procedural matters, and necessary budget amendments to accommodate said hiring (Oakley)

Attachments

budget amendment

19. Discussion and/or action regarding the final plat of The Ranch on Lake LBJ Warehouse Subdivision, a private subdivision consisting of 28 lots on 8.38 acres located off Paris Lane (Luther)
20. Discussion and/or action regarding the burn ban for unincorporated areas of Burnet County (Oakley)
21. Discussion and/or action regarding budget inner departmental line item transfers (Oakley)

Attachments

line item transfers

22. Discussion and/or action for the authorization of payment of claims previously approved by the County Auditor (Oakley)
23. Discussion and/or action regarding Departmental asset transfers (Oakley)
24. Acknowledgment of Receipt:
  - a. Acceptance of reports of County Officials as required by Local Government Code 115 previously examined by the County Auditor: Agrilife/October 2024; Agrilife/November 2024; Elections/November 2024; Environmental Services/911 Addressing/ November 2024; Justice of the Peace, Pct. #1/November 2024; Justice of the Peace, Pct. #2/November 2024; Justice of the Peace, Pct. #3/November 2024; Justice of the Peace, Pct. #4/November; Tax Assessor Collector/November 2024
  - b. TCEQ Notice - Renewal permit
25. Discussion and/or action regarding contracts, agreements or grants to be approved and/or ratified:
  - a. Approval to apply for the Tocker Foundation Newspapers Digitization Grant for the Herman Brown Free Library. Applications open January 1, 2025
  - b. Approval of an agreement with BOPATE vendor Triumvirate Environmental Services, Inc. for the April 26, 2025 clean up event
  - c. Agreement with Johnson Controls for troubleshooting the courthouse fire system
  - d. Approval to accept the Replacement of Outdated Core Switches Project for FY25 State and Local Cybersecurity Grant Program (SLCGP) - Mitigation Projects, FY 2025

Attachments

Library Tocker Grant

Johnson Controls

26. Discussion and/or action concerning calling for Bids and Bid openings, request for proposals/qualifications and related openings:
27. Calendar Review.
28. Adjournment

The Commissioners' Court reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters as authorized by the Texas Government Code including, but not limited to, Sections: 551.071 (Consultation with Attorney) 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations) Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues). Compliance with the Americans with Disabilities Act, Burnet County will provide for reasonable accommodations for persons attending Commissioners' Court. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Ms. Stephanie McCormick, Commissioners' Court Coordinator, at (512) 715-5276. Please note, the location of the meeting is subject to change based upon availability of the Courtroom. If meeting location is changed, notice at the above meeting location shall be posted to ensure public access to meeting is granted.

Posted by 5:00 o'clock P.M. on the 13th day of December, 2024  
COMMISSIONERS COURT, BURNET COUNTY, TEXAS

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CLERK OF THE COURT

## Burnet County Commissioners Court

**Jim Luther Jr.**  
*Precinct 1*

**Damon Beierle**  
*Precinct 2*

**James Oakley**  
*County Judge*

**Billy Wall**  
*Precinct 3*

**Joe Don Dockery**  
*Precinct 4*

### Regular Session

10.

Meeting Date: 12/19/2024

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#### Subject

Discussion and/or action regarding the approval to renew liability insurance with the Texas Association of Counties Risk Management Pool. Coverage dates are 4/1/202/ - 4/1/2026 (Oakley)

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#### Attachments

liability insurance  
CJIS Cert Insurance

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# TEXAS ASSOCIATION *of* COUNTIES

## RISK MANAGEMENT POOL

### Liability Renewal Questionnaire

Member: Burnet County

Coverage Period: April 1, 2025 through April 1, 2026

Thank you for participating in the TAC Risk Management Pool's Liability program. As we prepare your renewal, there are a few questions we need you to answer so that we can provide you the most comprehensive and cost effective coverage possible. Pursuant to the Interlocal Participation Agreement, Section 4. Annual Contribution, 4.01 requires that the member timely submit to the Pool documentation necessary for the Pool to properly underwrite the renewal. To ensure that we have up-to-date information, please fill out each page completely and make any changes directly to this document. You can also provide supplemental sheets as necessary. NOTE: Omitted information may result in an exclusion from coverage.

The following coverage is eligible for renewal:

- Auto Liability
- Auto Physical Damage
- General Liability
- Privacy or Security Event Liability and Expense Coverage
- Public Officials Liability
- Law Enforcement Liability

Your Vehicle Schedule is attached to this renewal questionnaire. We ask that you review your Vehicle Schedule carefully and report any of the following:

- Sold or totaled vehicles
- Newly purchased or obtained vehicles

We value your membership in the TAC Risk Management Pool and look forward to another successful year! If you have any questions or need help completing the Renewal Questionnaire, please contact your Member Services Representative Sofia Maldonado at 800-456-5974 or [sofiam@county.org](mailto:sofiam@county.org).

#### Pool Coordinator

Our records indicate that the Member has designated the individual below as the Pool Coordinator for this coverage. In accordance with the terms of the Interlocal Participation Agreement, the Pool Coordinator has express authority to represent and to bind the Member, and the Pool will not be required to contact any other individual regarding matters arising from or related to this Agreement. If the Member wishes to change or update the Pool Coordinator information, please make the necessary changes below.

Pool Coordinator: Karin Smith

Email: [Ksmith@burnetcountytexas.org](mailto:Ksmith@burnetcountytexas.org)

Phone Number: (512) 756-5466

Fax Number: (512) 715-5264

Address: 133 E Jackson St

City, State, Zip: Burnet TX, 78611-3298

Liability Renewal Questions

1. Please update the total number of budgeted Burnet County employees, including elected officials.

|                      | Total | Airport | Hospital |                                         |
|----------------------|-------|---------|----------|-----------------------------------------|
| Full Time Employees: | 369   | 0       | 0        | Full Time = 35 or more hours per week   |
| Part Time Employees: | 31    |         |          | Part Time = Less than 35 hours per week |
| Volunteers:          | 5     |         |          | Volunteer = Actively serving            |

Auto Liability

Current Auto Liability Deductible: \$1,000

To make changes to your current Auto Liability coverage, please complete the section below:

| Coverage                          | Currently Included                  | Add to Coverage | Reject from Coverage            | Current Limit                 | Change Limit             | Limit Options                                                                                                                                                                  |
|-----------------------------------|-------------------------------------|-----------------|---------------------------------|-------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Auto Liability                    | <input checked="" type="checkbox"/> |                 |                                 | \$100,000/\$300,000/\$100,000 | <input type="checkbox"/> | <input type="checkbox"/> \$100k/\$300k/\$100k<br><input type="checkbox"/> \$250k/\$500k/\$250k<br><input type="checkbox"/> \$1,000,000<br><input type="checkbox"/> \$2,000,000 |
| Personal Injury Protection        | <input checked="" type="checkbox"/> |                 | <input type="checkbox"/> Reject | \$5,000                       |                          |                                                                                                                                                                                |
| Uninsured / Underinsured Motorist | <input checked="" type="checkbox"/> |                 | <input type="checkbox"/> Reject | \$30,000/\$60,000/\$25,000    |                          |                                                                                                                                                                                |

Vehicle Schedule Verification

☒ Yes, I have reviewed Burnet County's Vehicle Schedule, and made corrections and updates which are incorporated into this Liability Renewal Questionnaire.

Auto Physical Damage

Current Auto Physical Damage Collision Deductible: \$2,500  
Current Auto Physical Damage Comprehensive Deductible: \$2,500

## General Liability

Current General Liability Deductible: \$1,000

To make changes to your current General Liability coverage, please complete the section below:

| Coverage          | Currently Included                  | Add to Coverage | Reject from Coverage               | Current Limit                 | Change Limit             | Limit Options                                                                                                                                                                                                        |
|-------------------|-------------------------------------|-----------------|------------------------------------|-------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Liability | <input checked="" type="checkbox"/> |                 |                                    | \$100,000/\$300,000/\$100,000 | <input type="checkbox"/> | <input type="checkbox"/> \$100k/\$300k/\$100k<br><input type="checkbox"/> \$250k/\$500k/\$250k<br><input type="checkbox"/> \$500,000<br><input type="checkbox"/> \$1,000,000<br><input type="checkbox"/> \$2,000,000 |
| Unmanned Aircraft | <input checked="" type="checkbox"/> |                 | <input type="checkbox"/><br>Reject |                               |                          |                                                                                                                                                                                                                      |

1. How many law enforcement watercrafts under 26 feet, do you own? 0

2. If Unmanned Aircraft is selected, please complete the following for each Unmanned Aircraft:

- U.A.S./ Drone Model and Value Mavic 2 Enterprise Drone \$4,103.05
- Weight in lbs including all attachments 2.425lbs.
- Year and Serial Number 298CGABR0A05GQ
- Description of use Law Enforcement
- Operator Name Paul Kowalik
- Date of Receipt of FAA COA & Registration Number as applicable 6/3/2020 GA3YCPEALY
- Total U.A.S./Drone flight hours 1,500
- Description of Training Certifications Remote Pilot Certificate # 4246008DOT Federal Aviation Administration

3. Does your county own an airport? Yes ☒ No

If yes, who operates the airport? n/a

If the airport is privately operated, the Pool recommends Burnet County request a currently dated Certificate of Insurance issued by the airport operator's insurance agent or company that names the County as an Additional Insured and includes the following coverage as applicable:

General Liability  
Professional Liability (airport facility operations)  
Employment Practices Liability  
Property (if the County owns the building)

## Privacy or Security Event Liability and Expense Coverage

Current Privacy or Security Event Liability and Expense Deductible: \$5,000

To make changes to your current Privacy or Security Event Liability and Expense coverage, please complete the section below

| Coverage                                        | Currently Included                  | Add to Coverage | Reject from Coverage | Current Limit       | Change Limit             | Limit Options                                                                                                      |
|-------------------------------------------------|-------------------------------------|-----------------|----------------------|---------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------|
| Privacy or Security Event Liability and Expense | <input checked="" type="checkbox"/> |                 |                      | \$500,000           | <input type="checkbox"/> | <input type="checkbox"/> \$500,000<br><input type="checkbox"/> \$1,000,000<br><input type="checkbox"/> \$2,000,000 |
| Business Interruption                           | <input checked="" type="checkbox"/> |                 |                      | \$50,000 / \$50,000 |                          |                                                                                                                    |
| Electronic Equipment and Data Recovery          | <input checked="" type="checkbox"/> |                 |                      | \$50,000 / \$50,000 |                          |                                                                                                                    |
| eCrime                                          | <input checked="" type="checkbox"/> |                 |                      | \$25,000 / \$25,000 |                          |                                                                                                                    |
| Extortion                                       | <input checked="" type="checkbox"/> |                 |                      | \$10,000 / \$10,000 |                          |                                                                                                                    |

### Internal Cyber Security Point of Contact:

|                  |               |              |                              |
|------------------|---------------|--------------|------------------------------|
| <b>Name</b>      | Mickiel Hodge | <b>Title</b> | Technology Department        |
| <b>Telephone</b> | 512-715-5286  | <b>Email</b> | mhodge@burnetcountytexas.org |

Please complete all the following questions concerning the Information Technology environment within your organization. These questions are intended to be answered by an IT Director (or equivalent professional) with adequate knowledge of the organization's cybersecurity measures and protocols. All questions require completion for Privacy or Security Event Liability coverage. Increased limits will require underwriting review for consideration.

**To be considered for a \$1M Privacy or Security Event Liability and Expense limit the following must be met satisfactorily:**

1. Our staff receive mandatory cybersecurity awareness training at least annually on expectations of staff to recognize common cyber-attacks, such as social engineering and phishing, to report possible cybersecurity incidents or other types of cyber-attacks, and to know who to report cybersecurity issues/problems to.
  - a. No, we do not receive mandatory cybersecurity awareness training annually.
  - b. Yes, we are required to participate in mandatory cybersecurity awareness training at least annually.
2. Our staff logs in to their web-based email using multi-factor authentication (e.g., receiving a text message to validate log in).
  - a. True
  - b. False
3. Our critical and sensitive data is backed up, stored and encrypted offline on a different logical or physical network such as a cloud backup to support recovery from a catastrophic cyber incident if required.
  - a. True, but our backups are not stored offline on a different logical network location; they are connected to our IT network, and they are encrypted.
  - b. True, our backups are offline (in a different logical network) and encrypted.
  - c. True, our backups are offline (such as a manual hard drive backup), but they are not encrypted.
  - d. False, we do not back up our critical or sensitive data.

**To be considered for a \$2M Privacy or Security Event Liability and Expense limit the following must be met satisfactorily in addition to the questions noted above:**

4. My organization/county has formalized IT and cybersecurity policies and plans that document, for example, guidelines for acceptable use of IT, passwords, reporting of unusual activity (e.g., workstation locking up or not functioning properly), cybersecurity training, and cyber incident response.
  - a. We have no documented policies or plans.
  - b. We have some documented policies, procedures, and plans, but there are known gaps.
  - c. We have a robust, well documented IT and cybersecurity program that is current.
5. Our organization/county requires multi-factor authentication for remote access to our network (both cloud-hosted and on-premises, including Virtual Private Networks (VPNs))
  - a. True
  - b. False
6. We review our organizations' IT and cybersecurity policies, procedures, and plans at least annually and we make updates/changes based on changes in the organization, the cybersecurity environment, and technology.
  - a. True
  - b. False
7. In the case of a cybersecurity incident, we report the incident to.
  - a. Cyber Insurance Provider
  - b. Cyber Insurance Provider and Law Enforcement
  - c. Cyber Insurance Provider, Law Enforcement, and Cyber Incident Support Vendors (may include Cyber Forensics, Cyber Legal Support, and other Cyber Incident support)
  - d. None of the Above

8. We have staff (either internal staff or outsourced contractors/vendors) who are responsible for maintaining our IT systems and applying maintenance and cybersecurity patches to software on the workstations within our organization.
  - a. No, we do not have staff/contractors who perform this function.
  - b. Yes, we do have staff/contractors who perform this function.
9. We have cybersecurity tools and systems that monitor who is on our network, when they are on the network, and what network resources they are using.
  - a. True
  - b. False
10. We have implemented email content filtering and web content filtering to identify unauthorized activity, malicious attachments, and other prohibited activity that may negatively impact our IT network and systems.
  - a. True
  - b. False
11. We conduct interactive or simulated social engineering (i.e., KnowBe4 phishing emails) training.
  - a. True
  - b. False
12. We have implemented tools (e.g., Endpoint Detection and Response tools such as Microsoft Defender for endpoints, CrowdStrike Falcon, or Malwarebytes Endpoint Security) to automatically monitor, log, and report unusual and unauthorized activities that occur on our IT workstations.
  - a. True
  - b. False
13. We have software/hardware that is no longer supported by the manufacturer or vendor but is active on our IT network.
  - a. Yes, we have outdated hardware or software on our network that is no longer supported by the manufacturer or vendor.
  - b. No, we do not have any hardware or software on our IT network that is no longer supported by the manufacturer or vendor.
  - c. I do not know.
14. We have a formal Disaster Recovery Plan and a formal Business Continuity Plan that guides us in setting the priority of system (applications / systems / databases) restoration to recover from a cyber incident that impacts our business operations.
  - a. True
  - b. False

#### **Money Transfer Controls**

15. Are employees who are responsible for disbursing or transmitting funds provided anti-fraud training, including detection of social engineering, phishing, business email compromise, and other scams, on at least an annual basis?
  - a. Yes
  - b. No
16. When a vendor or supplier requests any change to its account details (including routing numbers and account numbers), do you confirm requested changes via an out-of-band authentication (a method other than the original means of request)? For example, if a request is made by email, a follow-up phone call is placed to confirm that the supplier or vendor made the request.
  - a. Yes
  - b. No

## Public Officials Liability

Current Public Officials Liability Deductible: \$5,000

To make changes to your current Public Officials coverage, please complete the section below:

| Coverage                                                                                                 | Currently Included                  | Add to Coverage                 | Reject from Coverage               | Current Limit | Change Limit             | Limit Options                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------|------------------------------------|---------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Officials Liability                                                                               | <input checked="" type="checkbox"/> |                                 |                                    | \$2,000,000   | <input type="checkbox"/> | <input type="checkbox"/> \$2,000,000<br><input type="checkbox"/> \$3,000,000                                                                                                                                                                      |
| District Attorney                                                                                        | <input checked="" type="checkbox"/> |                                 | <input type="checkbox"/><br>Reject |               |                          |                                                                                                                                                                                                                                                   |
| District Judge                                                                                           | <input checked="" type="checkbox"/> |                                 | <input type="checkbox"/><br>Reject |               |                          |                                                                                                                                                                                                                                                   |
| Back Wages - Optional Increased Limits<br><small>(included coverage limit is \$50,000/\$100,000)</small> |                                     | <input type="checkbox"/><br>Add |                                    |               | <input type="checkbox"/> | <input type="checkbox"/> \$50,000/\$100,000<br><input type="checkbox"/> \$100,000/\$250,000<br><input type="checkbox"/> \$250,000/\$500,000<br><input type="checkbox"/> \$500,000/\$1,000,000<br><input type="checkbox"/> \$1,000,000/\$1,000,000 |

**Law Enforcement Liability**

Current Law Enforcement Liability Deductible: \$5,000

To make changes to your current Law Enforcement Liability coverage, please complete the section below:

| Coverage                  | Currently Included                  | Add to Coverage | Reject from Coverage               | Current Limit | Change Limit             | Limit Options                                                                |
|---------------------------|-------------------------------------|-----------------|------------------------------------|---------------|--------------------------|------------------------------------------------------------------------------|
| Law Enforcement Liability | <input checked="" type="checkbox"/> |                 |                                    | \$2,000,000   | <input type="checkbox"/> | <input type="checkbox"/> \$2,000,000<br><input type="checkbox"/> \$3,000,000 |
| District Judge            | <input checked="" type="checkbox"/> |                 | <input type="checkbox"/><br>Reject |               |                          |                                                                              |
| District Attorney         | <input checked="" type="checkbox"/> |                 | <input type="checkbox"/><br>Reject |               |                          |                                                                              |
| Unmanned Aircraft         | <input checked="" type="checkbox"/> |                 | <input type="checkbox"/><br>Reject |               |                          |                                                                              |

1. Please review the list of law enforcement departments and agencies below and add or delete as appropriate:

*Example: Sheriff's Department, Constables' Offices, Detention Facilities*

Burnet County Attorney's Office  
 Burnet County Constable's Office  
 Burnet County Employees Of The District Attorney's Office  
 Burnet County Juvenile Probation Department  
 Burnet County Sheriff's Office

North Hill Country Public Defender's Office  
 Heart of Texas Auto Theft Task Force

2. If Unmanned Aircraft is selected, please complete the following for each Unmanned Aircraft:

- a. U.A.S./ Drone Model and Value KJI Matrice 30T Drone
- b. Weight in lbs including all attachments 9lbs.
- c. Year and Serial Number 2019 1581F5BKD226L00BPJ8W
- d. Description of use Law Enforcement
- e. Operator Name Adam Crispin, Paul Kowalik, and Brian Richey
- f. Date of Receipt of FAA COA & Registration Number as applicable 7/29/2022 FA3LH4CP97
- g. Total U.A.S./Drone flight hours over 700
- h. Description of Training Certifications FAA Part 107, Certified

3. Please provide below, the current budgeted number of Law Enforcement personnel for all law enforcement office, department, and agency listed above. If no Juvenile - Class B personnel are reported, coverage will not be provided for these personnel.

**NOTE:** Full time = 35 or more hours per week. Part Time = Less than 35 hours per week

| Actively Engaged                                                                                                                     |            |     | Juvenile                                                                           |            |    | Other                                                                                                                            |            |    | Reserves                                                         |            |   |
|--------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------------------------------------------------------------------------------------|------------|----|----------------------------------------------------------------------------------------------------------------------------------|------------|----|------------------------------------------------------------------|------------|---|
| <b>Include:</b> sheriff, deputies, armed investigators, armed bailiffs, constables, jail admins, jailers, other front line personnel |            |     | <b>Include:</b> probation officers, detention center guards, boot camp instructors |            |    | <b>Include:</b> dispatchers, unarmed prosecutors' investigators, jail nurses, cooks, clerical, unarmed bailiffs, other personnel |            |    | <b>Include:</b> all reserve and auxiliary officers and employees |            |   |
| Class A                                                                                                                              | Full Time: | 155 | Class B                                                                            | Full Time: | 12 | Class C                                                                                                                          | Full Time: | 52 | Class D                                                          | Full Time: | 0 |
|                                                                                                                                      | Part Time: | 0   |                                                                                    | Part Time: | 0  |                                                                                                                                  | Part Time: | 2  |                                                                  | Part Time: | 7 |

4. Does Burnet County participate in a Law Enforcement Task Force? ☒ Yes ☐ No

If yes, do you lead this Task Force? ☒ Yes ☐ No

Name of Law Enforcement Task Force: Heart of Texas Auto Theft Task Force

5. Do you participate in a Mutual Aid Agreement? ☒ Yes ☐ No

If yes, list name of Mutual Aid Agreement Various Agreements with cities in Burnet County

6. Is any law enforcement officer, office, department or agency for which coverage is requested under any criminal or administrative investigation? Yes ☐ No ☒

If yes, provide details or circumstances which are unprivileged public information.

n/a

7. Does Burnet County own a Jail Facility and/or Detention Facility? ☒ Yes ☐ No

If yes, who operates the Jail Facility? Burnet County Sheriff Department

If yes, who operates the Detention Facility? n/a

If the Jail Facility or Detention Facility is privately operated, the Pool recommends Burnet County request a currently dated Certificate of Insurance issued by the facility operator's insurance agent or company that names the County as an Additional Insured and includes the following coverage as applicable:

General Liability

Professional Liability

Employment Practices Liability

Property (if the County owns the building)

8. If Burnet County operates a Jail Facility and/or Detention Facility, please provide a copy of the Certificate of Compliance from the Texas Commissions of Jail Standards.

Please see attached.

9. If a copy of the Certificate of Compliance is not held, attach information on actions being taken to bring facility into compliance. NOTE: Failure to provide Certificate of Compliance from the Texas Commissions of Jail Standards may result in the jail being excluded from coverage.

#### Unreported Claims

Are you, or any officer or employee, aware of, or have knowledge of any circumstance, occurrence, fact or event which is likely to be a basis of a claim, either now or in the future? Yes ☒ No

If yes, please describe: n/a

Has the situation been reported to TAC Claims Department? Yes ☐ No ☐

n/a

## Acknowledgement and Acceptance

Burnet County (Member) acknowledges that the information submitted in this questionnaire and Auto Schedule is true and accurate, including all known potential claims. The information submitted may be used by the Pool in processing the renewal and in assessing the coverage needs of Member. The questions posed, or any wording of the questionnaire, should not and may not be relied upon by Member as implying that coverage exists for any particular claim or class of claims. The only coverage provided by the Pool to Member is as described in the applicable Coverage Document, including any endorsements and the Contribution and Coverage Declaration, issued to a covered Member.

Member acknowledges and agrees that vehicles not listed on the attached vehicle schedule, and/or additionally identified by Member as an update to the attached vehicle schedule, will not be provided coverage during the Coverage Period.

If Member makes no changes, the Pool will assume Member is requesting renewal for the same Liability Coverage as in the previous applicable Coverage Period. Member understands that any failure to fully and accurately answer the questionnaire and any attached schedules may result in denial of coverage provided by the Pool. Coverage issued for Public Officials Liability and Law Enforcement Liability will apply on a Claims Made Basis.

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Signature of County Judge or presiding official of the Political Subdivision

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Date



# **CERTIFICATE OF COMPLIANCE**

*This is to certify that the*

## **BURNET COUNTY JAIL**

**Has been duly inspected on**

**MAY 28-29, 2024**

**and has been found that date to be in compliance with**

**Texas Minimum Jail Standards**

Under Authority of Government Code,  
Chapter 511, Texas Commission On Jail Standards



  
**Brandon S. Wood, Executive Director**

## Burnet County Commissioners Court

**Jim Luther Jr.**  
*Precinct 1*

**Damon Beierle**  
*Precinct 2*

**James Oakley**  
*County Judge*

**Billy Wall**  
*Precinct 3*

**Joe Don Dockery**  
*Precinct 4*

### Regular Session

11.

Meeting Date: 12/19/2024

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#### Subject

Discussion and/or action regarding the acceptance of donated preservation services from Kofile in regard to a historic record in the Burnet County Clerk's Office (Oakley)

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#### Attachments

Probate book

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December 12, 2024

Honorable Vicinta Stafford  
Burnet County Clerk  
220 S. Pierce  
Burnet, Texas 78611

RE: Donation of Restoration & Preservation Services for two Probate Volumes

Dear Hon. Vicinta Stafford,

Kofile Technologies, Inc. is pleased to donate restoration and preservation services for two probate volumes. Probate Volume A (1854 to 1857) and Probate Volume 1856 to 1860 detail the unique transfer of property for the estate of Logan Vandiver.

During the archival imaging of these volumes, it was discovered that Logan Vandiver owned a slave family. To the best of Kofile's research and knowledge this is the only documentation of this family and the only probate book that actually detailed the names of any slave individual(s). (Typically, of this time period only descriptions of the individuals, i.e., scars, birthmarks, etc. were provided.)

A professional display of these volumes will demonstrate Burnet County's commitment to ensuring the integrity of its permanent retention and historical records for future generations. These volumes will serve as a reminder of the importance of maintaining public records.

Kofile is honored to donate our services to Burnet County in commemoration of this administration's conservation efforts.

Sincerely,  
Catherine "Cathy" Drolet  
Kofile Technologies  
[Catherine.drolet@kofile.com](mailto:Catherine.drolet@kofile.com)  
210-860-6906

## Burnet County Commissioners Court

**Jim Luther Jr.**  
*Precinct 1*

**Damon Beierle**  
*Precinct 2*

**James Oakley**  
*County Judge*

**Billy Wall**  
*Precinct 3*

**Joe Don Dockery**  
*Precinct 4*

### Regular Session

14.

Meeting Date: 12/19/2024

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#### Subject

Discussion and/or action regarding the CSCD Statement of Financial Position - FY 2024 per Local Government Code 140.004 (Oakley)

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#### Attachments

CSCD Fin. Statement

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**STATEMENT OF FINANCIAL POSITION**  
**August 31, 2024**

**CSCD:**                      **BURNET COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

**ASSETS**

|                     |                   |                                   |
|---------------------|-------------------|-----------------------------------|
| CASH                | <u>425,753.59</u> |                                   |
| ACCOUNTS RECEIVABLE |                   |                                   |
| Supervision Fees    | <u>124,250.25</u> |                                   |
| Due from CJAD       |                   |                                   |
| Other               | <u>97,649.44</u>  |                                   |
| INVESTMENTS         |                   |                                   |
| CSCD                | <u>800,466.24</u> |                                   |
| <br>TOTAL ASSETS    |                   | <br><u><u>\$ 1,448,119.52</u></u> |

**LIABILITIES**

|                       |                       |                                 |
|-----------------------|-----------------------|---------------------------------|
| ACCOUNTS PAYABLE      |                       |                                 |
| Basic Supervision     | <u>202,481.59</u>     |                                 |
| Community Corrections | <u>-</u>              |                                 |
| Diversion Programs    | <u>222,182.89</u>     |                                 |
| TAIP                  |                       |                                 |
| Due to Others         | <u>205,764.63</u>     |                                 |
| <br>TOTAL LIABILITIES | <br><u>630,429.11</u> | <br><u><u>\$ 630,429.11</u></u> |

**FUND BALANCES**

|                                         |                   |                                   |
|-----------------------------------------|-------------------|-----------------------------------|
| Basic Supervision                       | <u>815,705.22</u> |                                   |
| Community Corrections                   | <u>1,985.19</u>   |                                   |
| Diversion Programs                      | <u>-</u>          |                                   |
| TAIP                                    | <u>-</u>          |                                   |
| <br>TOTAL FUND BALANCES                 |                   | <br><u><u>\$ 817,690.41</u></u>   |
| <br>TOTAL FUND BALANCES AND LIABILITIES |                   | <br><u><u>\$ 1,448,119.52</u></u> |

\_\_\_\_\_  
CSCD Director/Grant Recipient (signature)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Fiscal Officer (signature)

\_\_\_\_\_  
DATE

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Community Justice Assistance Division**

**BURNET COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
STATEMENT OF FINANCIAL POSITION**

# August 31, 2024

LINKED TO FORM

| ASSETS                                                    |                     |                   |                     |                     |
|-----------------------------------------------------------|---------------------|-------------------|---------------------|---------------------|
|                                                           | CSCD-FD 18          | ISF-FD 19         |                     |                     |
| <b>CASH</b>                                               |                     |                   |                     |                     |
| Cash in Bank                                              |                     |                   |                     |                     |
| CSCD/ ISF                                                 | 9,800.20            | 210,188.76        |                     |                     |
| Cash in Bank - Residents                                  |                     | 205,764.63        |                     | 425,753.59          |
| <b>ACCOUNTS RECEIVABLE</b>                                |                     |                   |                     |                     |
| <b>BASIC</b>                                              |                     |                   |                     |                     |
| Supervision Fees                                          | 124,250.25          |                   |                     | 124,250.25          |
| Due From                                                  |                     |                   |                     |                     |
| Due From                                                  |                     |                   |                     |                     |
| Misc Rec                                                  | 8,608.00            |                   |                     |                     |
| Interest                                                  | 2,785.31            |                   |                     |                     |
| Program Participant Fees                                  | 74,262.00           |                   |                     |                     |
| <b>ISF</b>                                                |                     |                   |                     |                     |
| Resident Room & Board                                     |                     | 3,890.21          |                     |                     |
| Commissary Sales                                          |                     |                   |                     |                     |
| Medical Reimbursements                                    |                     | 200.00            |                     |                     |
| Teletrust Phone Bill & Phone Commission / TAC LOSS OF VEH |                     | 6,233.65          |                     |                     |
| <b>DUE FROM OTHER FUNDS</b>                               |                     |                   |                     |                     |
| Prepaid Expenditures                                      |                     | 1,670.27          |                     |                     |
| Supervision due from ISF - Interest                       |                     |                   |                     |                     |
| Other Counties                                            |                     |                   |                     |                     |
| Basic due from ISF - Interfund Transfer                   |                     |                   |                     | 97,649.44           |
| <b>Investments</b>                                        |                     |                   |                     |                     |
| CSCD                                                      | 800,466.24          |                   |                     |                     |
| Intermediate Sanctions Facility                           | -                   | -                 |                     | 800,466.24          |
| <b>TOTAL ASSETS</b>                                       | <b>1,020,172.00</b> | <b>427,947.52</b> | <b>1,448,119.52</b> | <b>1,448,119.52</b> |
| <b>LIABILITIES</b>                                        |                     |                   |                     |                     |
| <b>DUE TO OTHERS</b>                                      |                     |                   |                     |                     |
| ISF - TDCJ Refund                                         |                     |                   |                     |                     |
| ISF Residents                                             |                     |                   |                     |                     |
| Shooting Match                                            |                     | 205,764.63        |                     |                     |
| <b>DUE TO OTHER FUNDS</b>                                 |                     |                   |                     |                     |
| ISF due to Supervision - Interest                         |                     |                   |                     |                     |
| ISF due to Basic - Interfund Transfer                     |                     |                   |                     | 205,764.63          |
| <b>ACCOUNTS PAYABLE</b>                                   |                     |                   |                     |                     |
| Basic Supervision                                         | 202,481.59          |                   |                     | 202,481.59          |
| Community Corrections                                     |                     |                   |                     |                     |
| Pre-Trial Services                                        |                     |                   |                     |                     |
| Diversion Programs                                        |                     |                   |                     |                     |
| Sex Offender Caseload                                     |                     |                   |                     |                     |
| Diversion Programs                                        |                     |                   |                     |                     |
| Sub Abuse Eval                                            |                     |                   |                     |                     |
| Diversion Target Programs                                 |                     |                   |                     |                     |
| ISF (residential)                                         |                     | 222,182.89        |                     | 222,182.89          |
| <b>TOTAL LIABILITIES</b>                                  | <b>202,481.59</b>   | <b>427,947.52</b> | <b>630,429.11</b>   | <b>630,429.11</b>   |
| <b>FUND BALANCES</b>                                      |                     |                   |                     |                     |
| <b>FUND BALANCES</b>                                      |                     |                   |                     |                     |
| Basic Supervision                                         | 815,705.22          |                   |                     | 815,705.22          |
| Community Corrections                                     |                     |                   |                     |                     |
| Pretrial Services                                         | 1,985.19            |                   |                     | 1,985.19            |
| Diversion Programs                                        |                     |                   |                     |                     |
| Sex Offender Caseload                                     |                     |                   |                     |                     |
| Diversion Target Programs                                 |                     |                   |                     |                     |
| ISF (residential)                                         |                     |                   |                     |                     |
| <b>TOTAL FUND BALANCES</b>                                | <b>817,690.41</b>   | <b>-</b>          | <b>817,690.41</b>   | <b>817,690.41</b>   |
| <b>TOTAL LIABILITIES AND FUND BALANCES</b>                |                     |                   | <b>1,448,119.52</b> | <b>1,448,119.52</b> |



# Burnet County, TX Adult Probation

## Balance Sheet Account Summary As Of 08/31/2024

| Account                                                         | Name                        | Balance             |
|-----------------------------------------------------------------|-----------------------------|---------------------|
| <b>Fund: 18 - CSCD/ADULT PROBATION</b>                          |                             |                     |
| <b>Assets</b>                                                   |                             |                     |
| <u>18-103-100</u>                                               | CLAIM ON POOLED CASH        | 9,800.20            |
| <u>18-117-000</u>                                               | PREPAID EXPENDITURES        | 0.00                |
| <u>18-131-019</u>                                               | DUE FROM 33RD JUD DIST ISF  | 0.00                |
| <u>18-132-100</u>                                               | DUE FROM BLANCO COUNTY      | 0.00                |
| <u>18-132-200</u>                                               | DUE FROM BURNET COUNTY      | 0.00                |
| <u>18-132-300</u>                                               | DUE FROM LLANO COUNTY       | 0.00                |
| <u>18-132-500</u>                                               | DUE FROM SAN SABA COUNTY    | 0.00                |
| <u>18-133-000</u>                                               | PROBATION FEES RECEIVABLE   | 124,250.25          |
| <u>18-134-000</u>                                               | MISCELLANEOUS RECEIVABLES   | 8,608.00            |
| <u>18-135-000</u>                                               | INTEREST RECEIVABLE         | 2,785.31            |
| <u>18-136-000</u>                                               | UA FEES RECEIVABLE          | 0.00                |
| <u>18-137-000</u>                                               | PARTICIPANT FEES RECEIVABLE | 74,262.00           |
| <u>18-151-400</u>                                               | TEXPOOL                     | 0.00                |
| <u>18-151-500</u>                                               | LOGIC                       | 800,466.24          |
| <b>Total Assets:</b>                                            |                             | <b>1,020,172.00</b> |
|                                                                 |                             | <b>1,020,172.00</b> |
| <b>Liability</b>                                                |                             |                     |
| <u>18-201-000</u>                                               | DUE TO TJPC/CJAD            | 0.00                |
| <u>18-201-100</u>                                               | DUE TO BLANCO COUNTY        | 0.00                |
| <u>18-201-200</u>                                               | DUE TO BURNET COUNTY        | 0.00                |
| <u>18-201-201</u>                                               | ACCOUNTS PAYABLE POOLED     | 0.00                |
| <u>18-201-300</u>                                               | DUE TO LLANO COUNTY         | 0.00                |
| <u>18-201-600</u>                                               | DUE TO UNCLAIMED PROPERTY   | 0.00                |
| <u>18-202-000</u>                                               | ACCOUNTS PAYABLE            | 202,481.59          |
| <u>18-202-099</u>                                               | ACCRUED WAGES PAYABLE       | 0.00                |
| <u>18-207-019</u>                                               | DUE TO ISF FUND             | 0.00                |
| <u>18-207-100</u>                                               | DUE TO OTHERS               | 0.00                |
| <u>18-223-000</u>                                               | REVENUES FUNDED IN ADVANCE  | 0.00                |
| <u>18-230-000</u>                                               | DEFERRED REVENUE            | 0.00                |
| <b>Total Liability:</b>                                         |                             | <b>202,481.59</b>   |
| <b>Equity</b>                                                   |                             |                     |
| <u>18-271-000</u>                                               | UNRESERVED FUND BALANCE     | 524,239.47          |
| <b>Total Beginning Equity:</b>                                  |                             | <b>524,239.47</b>   |
| <b>Total Revenue</b>                                            |                             | <b>1,850,374.39</b> |
| <b>Total Expense</b>                                            |                             | <b>1,556,923.45</b> |
| <b>Revenues Over/Under Expenses</b>                             |                             | <b>293,450.94</b>   |
| <b>Total Equity and Current Surplus (Deficit):</b>              |                             | <b>817,690.41</b>   |
| <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> |                             | <b>1,020,172.00</b> |

# Balance Sheet

As Of 08/31/2024

Account  
Fund: 19 - CSCD/ISF  
Assets

Name Balance

|            |                               |                   |                   |
|------------|-------------------------------|-------------------|-------------------|
| 19-103-050 | CLAIM ON POOLED CASH          | 210,188.76        |                   |
| 19-103-100 | CASH IN BANK (ISF) - 2184     | 0.00              |                   |
| 19-115-100 | ACCOUNTS REC - RESIDENTS      | 200.00            |                   |
| 19-115-101 | ALLOWANCE - UNCOLL RES REC    | 0.00              |                   |
| 19-115-200 | DUE FROM EMPLOYEES            | 0.00              |                   |
| 19-117-000 | PREPAID EXPENDITURES          | 1,670.27          |                   |
| 19-131-100 | DUE FROM RESIDENT MONIES ACCT | 3,890.21          |                   |
| 19-131-200 | DUE FROM CIAD                 | 0.00              |                   |
| 19-132-018 | DUE FROM 33RD JUD DIST CSCD   | 0.00              |                   |
| 19-132-200 | DUE FROM BURNET COUNTY        | 0.00              |                   |
| 19-134-000 | MISCELLANEOUS RECEIVABLES     | 6,233.65          |                   |
| 19-135-000 | INTEREST RECEIVABLE           | 0.00              |                   |
| 19-151-300 | GOVERNMENT SECURITIES         | 0.00              |                   |
| 19-151-400 | TEXPOOL                       | 0.00              |                   |
| 19-151-500 | LOGIC INVESTMENTS             | 0.00              |                   |
| 19-202-999 | A/P CREDITS WITH VENDORS      | 0.00              |                   |
|            | <b>Total Assets:</b>          | <b>222,182.89</b> | <b>222,182.89</b> |

## Liability

|            |                           |                   |  |
|------------|---------------------------|-------------------|--|
| 19-201-000 | DUE TO TJPC/CJD           | 0.00              |  |
| 19-201-100 | DUE TO OTHERS             | 0.00              |  |
| 19-201-200 | DUE TO BURNET COUNTY      | 0.00              |  |
| 19-201-201 | ACCOUNTS PAYABLE POOLED   | 0.00              |  |
| 19-202-000 | ACCOUNTS PAYABLE          | 222,182.89        |  |
| 19-207-018 | DUE TO 33RD JUD DIST CSCD | 0.00              |  |
| 19-207-100 | DUE TO OTHER FUNDS        | 0.00              |  |
|            | <b>Total Liability:</b>   | <b>222,182.89</b> |  |

## Equity

|                              |                                                    |              |  |
|------------------------------|----------------------------------------------------|--------------|--|
| 19-271-000                   | UNRESERVED FUND BALANCE                            | 0.00         |  |
|                              | <b>Total Beginning Equity:</b>                     | <b>0.00</b>  |  |
| Total Revenue                |                                                    | 1,893,931.79 |  |
| Total Expense                |                                                    | 1,893,931.79 |  |
| Revenues Over/Under Expenses |                                                    | 0.00         |  |
|                              | <b>Total Equity and Current Surplus (Deficit):</b> | <b>0.00</b>  |  |

**Total Liabilities, Equity and Current Surplus (Deficit): 222,182.89**

## Local Government Code

Sec. 140.004. BUDGETS OF CERTAIN JUVENILE BOARDS AND COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENTS. (a) This section applies only to:

(1) a juvenile board, juvenile probation office, or juvenile department established for one or more counties; and

(2) a community supervision and corrections department established for a judicial district.

(b) Before the 45th day before the first day of the fiscal year of a county, a juvenile board and a community supervision and corrections department that each have jurisdiction in the county shall:

(1) prepare a budget for the board's or department's next fiscal year; and

(2) hold a meeting to finalize the budget.

(c) Before the 14th day before the juvenile board or community supervision and corrections department has a meeting to finalize its budget, the board or department shall file with the commissioners court:

(1) a copy of the proposed budget; and

(2) a statement containing the date of the board's or department's meeting to finalize its budget.

(d) Before the later of the 90th day after the last day of the juvenile board's or community supervision and corrections department's fiscal year, or the date the county auditor's annual report is made to the commissioners court, the board or department shall file with the commissioners court a complete financial statement of the board or department covering the board's or department's preceding fiscal year.

(e) The financial statement required by Subsection (d) must contain any information considered appropriate by the juvenile board or community supervision and corrections department and any information required by the commissioners court of each county in which the board or department has jurisdiction.

(f) The budget for a juvenile board or community supervision and corrections department may not include an automobile allowance for a member of the governing body of the board or department if the member holds another state, county, or municipal office. The budget may include reimbursement of actual travel expenses, including mileage for automobile travel, incurred while the member is engaged in the official business of the board or department.

Added by Acts 1991, 72nd Leg., ch. 600, Sec. 1, eff. June 15, 1991. Amended by Acts 1995, 74th Leg., ch. 713, Sec. 1, eff. Sept. 1, 1995.

## Burnet County Commissioners Court

**Jim Luther Jr.**  
*Precinct 1*

**Damon Beierle**  
*Precinct 2*

**James Oakley**  
*County Judge*

**Billy Wall**  
*Precinct 3*

**Joe Don Dockery**  
*Precinct 4*

### Regular Session

18.

Meeting Date: 12/19/2024

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#### Subject

Discussion and/or action concerning hiring part-time General Counsel to advise the Commissioners Court on civil and procedural matters, and necessary budget amendments to accommodate said hiring (Oakley)

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#### Attachments

budget amendment

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## BUDGET AMENDMENT REQUEST

THE COUNTY OF BURNET

BURNET, TEXAS 78611

**FY2025**

**DATE:** 12/19/2024  
(Commissioners Court Date)

**TO :** **HONORABLE COMMISSIONERS COURT OF BURNET COUNTY**

**FROM:** General Fund

I SUBMIT TO YOU FOR YOUR CONSIDERATION THE FOLLOWING BUDGET AMENDMENT:

|              | <u>FUND/DEPT</u> | <u>LINE ITEM</u>  | <u>LINE ITEM#</u> | <u>AMOUNT</u> |
|--------------|------------------|-------------------|-------------------|---------------|
| <b>FROM:</b> | 100 / 4090       | PROFESSIONAL SVCS | 100-4090-4010     | \$ 43,430.00  |
| <b>TO:</b>   | 100 / 4010       | PT                | 100-4010-1070     | \$ 36,000.00  |
|              |                  | FICA              | 100-4010-2010     | \$ 2,800.00   |
|              |                  | RETIREMENT        | 100-4010-2030     | \$ 4,400.00   |
|              |                  | WRK COMP          | 100-4010-2040     | \$ 100.00     |
|              |                  | SUPPL DEATH       | 100-4010-2070     | \$ 130.00     |

**REASON:** Budget Amendment to create a New PT Position under the Commissioner's Court

\_\_\_\_\_  
DEPARTMENT HEAD OR AUTHORIZED OFFICIAL

(Department Head required for interdepartment transfers only)

\_\_\_\_\_  
APPROVED: COMMISSIONERS COURT

\_\_\_\_\_  
ATTEST: COUNTY CLERK

## Burnet County Commissioners Court

**Jim Luther Jr.**  
*Precinct 1*

**Damon Beierle**  
*Precinct 2*

**James Oakley**  
*County Judge*

**Billy Wall**  
*Precinct 3*

**Joe Don Dockery**  
*Precinct 4*

### Regular Session

21.

Meeting Date: 12/19/2024

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#### Subject

Discussion and/or action regarding budget inner departmental line item transfers (Oakley)

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#### Attachments

line item transfers

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Burnet County, TX

# Budget Adjustment Register

## Adjustment Detail

Packet: GL 42079 - CCT 12.19.24

| Adjustment Number | Budget Code            | Description  | Adjustment Date |
|-------------------|------------------------|--------------|-----------------|
| 3266              | FY 2025 ADOPTED BUDGET | CCT 12.19.24 | 12/19/2024      |

**Summary Description:**

| Account Number       | Account Name             | Adjustment Description | Before   | Adjustment | After    |
|----------------------|--------------------------|------------------------|----------|------------|----------|
| <u>270-5120-3990</u> | SECURITY SUPPLIES        | CCT 12.19.24           | 7,800.00 | -2,813.25  | 4,986.75 |
| December:            | -2,813.25                |                        |          |            |          |
| <u>270-5120-5760</u> | MACH/EQUIP (CAPITALIZED) | CCT 12.19.24           | 0.00     | 2,813.25   | 2,813.25 |
| December:            | 2,813.25                 |                        |          |            |          |

JUDGE Oakley Approval

X

Budget Adjustment Register

Packet: GL 42079 - CCT 12.19.24

Budget Code Summary

| Budget          | Budget Description    | Account              | Account Description      | Before   | Adjustment | After    |
|-----------------|-----------------------|----------------------|--------------------------|----------|------------|----------|
| FY 2025 ADOPTED | FY 2025 ADOPTED BUDGE | <u>270-5120-3990</u> | SECURITY SUPPLIES        | 7,800.00 | -2,813.25  | 4,986.75 |
|                 |                       | <u>270-5120-5760</u> | MACH/EQUIP (CAPITALIZED) | 0.00     | 2,813.25   | 2,813.25 |
|                 |                       |                      | FY 2025 ADOPTED Total:   | 7,800.00 | 0.00       | 7,800.00 |
|                 |                       |                      | Grand Total:             | 7,800.00 | 0.00       | 7,800.00 |

## Burnet County Commissioners Court

Jim Luther Jr.  
*Precinct 1*

Damon Beierle  
*Precinct 2*

James Oakley  
*County Judge*

Billy Wall  
*Precinct 3*

Joe Don Dockery  
*Precinct 4*

### Regular Session

25.

Meeting Date: 12/19/2024

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#### Subject

Discussion and/or action regarding contracts, agreements or grants to be approved and/or ratified:

- a. Approval to apply for the Tocker Foundation Newspapers Digitization Grant for the Herman Brown Free Library. Applications open January 1, 2025
  - b. Approval of an agreement with BOPATE vendor Triumvirate Environmental Services, Inc. for the April 26, 2025 clean up event
  - c. Agreement with Johnson Controls for troubleshooting the courthouse fire system
  - d. Approval to accept the Replacement of Outdated Core Switches Project for FY25 State and Local Cybersecurity Grant Program (SLCGP) - Mitigation Projects, FY 2025
- 

#### Attachments

Library Tocker Grant  
Johnson Controls

---

*Digitization Grant Program 2023*

***Herman Brown Free Library***

Florence Reeves  
100 E Washington  
Burnet, Texas 78611

hbfl@burnetcountylibrary.org  
O: (512) 715-5228  
F: (512) 715-5249

***Florence Reeves***

100 E Washington  
Burnet, Texas 78611

freeves@burnetcountylibrary.org  
O: (512) 715-5228

# Application Form

---

## *General Information*

---

### REPORTING

The Foundation does not require the library grantee to submit a final report for digitization grants. No response or entry is needed here.

### ASSURANCE OF CONTINUED LOCAL SUPPORT\*

It is agreed that local funding for this library will not be diminished, curtailed, or cut in any way as a result of awarding this grant.

### Name of Authorization\*

#### Title\*

Select applicable title for Authorizing Signature

### Date

### Original Signatures\*

The Tocker Foundation is pleased to offer this online application option however we still require the above signatures to be on file with each grant application. Please click [HERE](#) to download a signature page. Print, sign, scan and upload below.

### Library status\*

Are you applying on behalf of a public library? If yes, please continue with the application. If not, then we suggest you contact your local library to gain their interest in this project.

### Publisher Permission\*

If the publisher or copyright holder is still in existence, they must sign a digital rights agreement available [HERE](#) in order for us to move forward with your application. This applies to all papers published after 1923.

### 1. Complete Project Description\*

Please thoroughly describe the newspaper/s to be digitized.

### 2. Community Impact\*

Please explain the newspaper/s significance to the community. Include any background information that will help us understand how you decided to pursue this digitization project. Tell us your story.

### 3. Vendor quote from University of North Texas\*

### 4. Implementation\*

- What is the current staffing level at your library?
- Identify the person(s) who will implement the project, monitor the results and submit reports, including name(s) and title(s).

### 5. Special Collections

Does the library house other types of collections that might also be of interest to patrons making use of digital access?

### 6. Final Thoughts (optional)

Please include any additional information you believe is important for consideration of your project.

**Project Name\***

Name of Project

**Amount Requested\***

Amount Requested

**Current population of town\***

Eligibility for county libraries is determined by the population of the town where the library resides.

## File Attachment Summary

---

### *Applicant File Uploads*

*No files were uploaded*



Fire Protection

Sourcewell

Awarded Contract

Contract # 030421-JHN

Date: 11/25/2024

**RE: Sourcewell Contract 030421-JHN  
General Service Quote**

Purchasing Authority Contact

Name: Richard Gumbert

Phone #: 512-755-9603

Email Address: rgumbert@burnetcountytexas.org

Street Address: 220 S Pierce St Burnet TX 78611

Service Location

Name: Burnet Co Courthouse

Street Address: 220 S Pierce St

City, State, Zip: Burnet, TX 78611

Inspection SR#: N/A

Dear Sourcewell Customer:

The attached quote is furnished under the Johnson Controls Fire Protection Sourcewell contract #030421-JHN and it identifies parts/materials and/or labor for services to be performed.

To approve this quote, please sign it, scan and email your approval to john.3.carpenter@jci.com. Upon your approval, our local office will contact you within 10 business days to schedule the service.

If you have any questions, I can be reached at: 737-802-9550

We appreciate your business and look forward to working with you.

Respectfully,

Local Branch # 494  
Address: 401 Center Ridge Dr, Ste 400  
Austin, TX  
Telephone: 737-802-9550  
Sales Rep: John Carpenter

|                                                       |                                                      |
|-------------------------------------------------------|------------------------------------------------------|
| <b>FROM</b>                                           | <b>TO</b>                                            |
| Company Name: <u>Johnson Controls Fire Protection</u> | Company Name: <u>Burnet Co Courthouse</u>            |
| Contact: <u>John Carpenter</u>                        | Contact: <u>Richard Gumbert</u>                      |
| Phone#: <u>737-802-9550</u>                           | Phone # <u>512-755-9603</u>                          |
| Email Address <u>john.3.carpenter@jci.com</u>         | Email Address: <u>rgumbert@burnetcountytexas.org</u> |

### Sourcewell 030421-JHN General Service Quote (Time & Material only via ACE)

|                                                                                                                                                                                                                                                                                                                                            |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>SCOPE OF WORK:</b><br> This proposal provides fire alarm panel troubleshooting of four system device troubles. Proposal is based on utilizing Sourcewell pricing.<br> |                           |
| <b>TIME &amp; MATERIALS:</b><br>Estimated labor hours 9 @ rate of \$168.00 per hour<br><i>(Labor to be performed during normal business hours only, unless otherwise specified)</i>                                                                                                                                                        | \$1512.00                 |
| Estimated Parts/Materials: <i>(Material List Attached if over \$100.00)</i><br>Internal Parts/Materials – Reference Service Parts List<br>Outside Parts/Labor Purchase - 35% Markup over our Cost.                                                                                                                                         | Click here to enter text. |
| Subcontractor (If required)                                                                                                                                                                                                                                                                                                                | Click here to enter text. |
| Permits / Fees                                                                                                                                                                                                                                                                                                                             | Click here to enter text. |
| Additional testing (i.e.: Certification test by AHJ)                                                                                                                                                                                                                                                                                       |                           |
| Total estimated price for labor & materials for above scope<br><i>(Billing will depict actual labor, materials used, and tax)</i>                                                                                                                                                                                                          | \$1512.00                 |
| <b>If Fixed Price:</b>                                                                                                                                                                                                                                                                                                                     | Click here to enter text. |
| Summary reason for repair:<br> Fix device troubles in system                                                                                                         |                           |

**PLEASE NOTE:** The information provided to you is privileged and confidential and is submitted as contractor bid or proposal information. Accordingly, disclosure of this information to any non-Government source is prohibited. This information cannot be used to solicit other quotes, estimates, proposals or offers from other sources.

Quotation valid for 30 days from date of quote.

*By means of my signature I certify that I have authorization to order this work via the specified Sourcewell contract and authorize the completion of the above-mentioned work to be performed. I am fully authorized to approve this quote and to approve payment.*

**APPROVED BY**

Signature / Date

Print Name

**PO#**

(NOTE: Sourcewell Contract # must be on PO. If PO# is the same as existing PO# on file, we will need a Modification showing the addition of these charges.)

*By means of my signature I hereby decline to have the above-mentioned work performed. I am fully authorized to make this decision on behalf of the above referenced ordering activity.*

**DECLINED BY**

**Sourcewell 030421-JHN**  
**MATERIAL LIST for Time and Material**  
**only.**  
**Internal Parts/Material Pricing –**  
**Reference Service Parts List**  
**Outside Parts/Labor - 35% Markup over**  
**our Cost.**

[illegible]

|                                      |  |  |                           |
|--------------------------------------|--|--|---------------------------|
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|                                      |  |  |                           |
|                                      |  |  |                           |
|                                      |  |  |                           |
|                                      |  |  |                           |
|                                      |  |  |                           |
| <b>TOTAL MATERIAL COST (PRE-TAX)</b> |  |  | Click here to enter text. |

**U.S. SOURCEWELL CONTRACT #030421-JHN PREFERRED HOURLY SERVICE RATES - Effective April 2023**

|                                                                                       |                          |
|---------------------------------------------------------------------------------------|--------------------------|
| <b>SPRINKLER</b>                                                                      |                          |
| Sprinkler service rate (Non-Union)                                                    | \$139                    |
| Sprinkler service rate (Union) - Not to Exceed                                        | \$168                    |
| Sprinkler service rate (Metro Area*)                                                  | \$194                    |
| <b>SUPPRESSION AND EXTINGUISHER</b>                                                   |                          |
| Fire Extinguisher/Emergency Light/Kitchen Hood service rate                           | \$133                    |
| Fire Extinguisher/Emergency Light/Kitchen Hood service rate (Metro Area*)             | \$144 (Two Hour Minimum) |
| Special Hazard/Engineered Suppression Systems                                         | \$162                    |
| Special Hazard/Engineered Suppression Systems (Metro Area*)                           | \$205 (Two Hour Minimum) |
| <b>ALARM AND DETECTION</b>                                                            |                          |
| Electronic Fire Alarm/Security/Access Control/CCTV systems service rate               | \$168                    |
| Electronic Fire Alarm/Security/Access Control/CCTV systems service rate (Metro Area*) | \$211 (Two Hour Minimum) |

|                        |                  |                  |
|------------------------|------------------|------------------|
| <b>*Metro Markets*</b> |                  |                  |
| NY, District 119       | PA, District 546 | CA, District 412 |
| FL, District 263       | CA, District 417 | OR, District 448 |
| DC Metro, District 564 | MA, District 108 | CA, District 434 |
| VA, District 252       | MA, District 168 | MI, District 321 |
| NY, District 102       | CA, District 480 | NY, District 143 |
| MD, District 565       | MO, District 354 | NJ, District 518 |
| RI, District 149       | IL, District 311 | PA, District 544 |
| NH, District 114       |                  |                  |

**All Labor Subject to the Following:**

\* Overtime Multiplier - 1.5

\* Doubletime Multiplier - 2.0

| <b>Time Classification</b> | <b>Start Time</b> | <b>End Time</b> | <b>Hourly Rate</b> |
|----------------------------|-------------------|-----------------|--------------------|
| Standard Time M_F          | 8:00 AM           | 5:00 PM         | N/A                |
|                            |                   |                 | 1.5 X              |

|                                            |                    |                                |       |
|--------------------------------------------|--------------------|--------------------------------|-------|
| Standard After Hours M-Th<br>Except Friday | 5:01 PM<br>5:01 PM | 7:59 AM<br>12:00 AM (Midnight) |       |
| Saturday                                   | 12:01 AM           | 12:00 AM (Midnight)            | 1.5 X |
| Sundays and Holidays                       | 12:01 AM           | 12:00 AM (Midnight)            | 2.0 X |

- \* Minimum Charge for High and Critical Call is 3 Hours
- \* Maximum Travel Charge is 4 Hours
- \* Prices are subject to change