

33rd & 424th JUDICIAL DISTRICT COURTS

ADMINISTRATIVE ORDER

SETTING COMPENSATION AND EXPENSES OF

AUDITOR AND ASSISTANTS OF BURNET COUNTY

On the 20th day of August, 2025, a public hearing was held in the District Courtroom #2, Burnet County Courthouse Annex, 1701 East Polk (Highway 29 East), Texas 78611, pursuant to Section 152.905, Texas Local Government Code, for the following purposes:

1. setting the annual amount of compensation and travel allowances of the county auditor and assistant auditor in Burnet County for the 2025-2026 fiscal year.

After hearing and considering the testimony, evidence, questions, and comments of all persons appearing at the hearing;

It is **ORDERED** for the fiscal year 2025-2026 that the salaries of the Auditor and Assistants, as set out in Schedule 1 attached hereto and made a part hereof as if set out in full herein, be paid in equal monthly installments and the travel expenses and other allowances, as set out therein, be paid, as incurred, from the General Fund of Burnet County, Texas.

It is further **ORDERED** that the District Clerk of Burnet County file this Order and certify same to the Commissioners' Court of said county, and that said Commissioners' Court shall cause this Order to be recorded in its minutes. Transcription of the public hearing of August 20, 2025, together with all documentary and/or written evidence introduced at said hearing are ordered to be filed in the office of the District Clerk of Burnet County, Texas, and maintained as a public record as part of this Order.

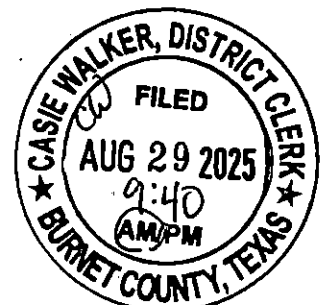
Signed this 20th day of August, 2025.



Allan Garrett
Presiding Judge
33RD Judicial District Court



Evan Stubbs
Presiding Judge
424TH Judicial District Court



I, Casie Walker, Burnet County District Clerk, hereby certify that the foregoing Administrative Order was submitted to the Commissioners Court of Burnet County, Texas, on the 29th day of August, 2025, for recording in the minutes of said Court.



Casie Walker

Casie Walker
District Clerk
Burnet County, Texas



Burnet County, TX

REQUESTED BUDGET-BURNET COUNTY

For Fiscal: FY 2026 Period Ending: 09/30/2026

Account Number	Account Name	10/2023-09/2024 FY 2024 ACTUAL	10/2024-09/2025 FY 2025 ADOPTED	FY 2026 FY 2026 PROPOSED
Fund: 100 - GENERAL				
Expense				
Department: 4950 - COUNTY AUDITOR				
SubCategory: 100 - SALARIES AND WAGES				
100-4950-1020	APPOINTED OFFICIAL	113,110.45	120,000.00	126,072.00
100-4950-1040	ASSISTANTS	431,918.93	595,031.08	698,245.90
Budget Detail				
Budget Code	Description		Units	Price
FY 2026 PROPOSED	Accounting Manager - 72/8		1.00	98,633.60
FY 2026 PROPOSED	First Assistant County Auditor - 70/8		1.00	89,564.80
FY 2026 PROPOSED	Grant Specialist- 64/8		1.00	69,355.00
FY 2026 PROPOSED	Internal Auditor - 64/8		3.00	69,355.10
FY 2026 PROPOSED	New position - 66/3		1.00	68,328.00
FY 2026 PROPOSED	Senior Internal Auditor - 66/8		1.00	74,734.40
FY 2026 PROPOSED	Sr Grant Administrator - 70/8		1.00	89,564.80
100-4950-1070	PART/TIME	35,155.57	54,763.00	0.00
100-4950-1100	LONGEVITY	11,940.00	14,300.00	16,180.00
100-4950-1990	OVERTIME	597.69	500.00	500.00
Total SubCategory: 100 - SALARIES AND WAGES:		592,722.64	784,594.08	840,997.90
SubCategory: 120 - BENEFITS				
100-4950-2010	FICA/MDCR	47,630.03	61,000.00	78,630.00
100-4950-2020	GROUP INSURANCE	75,176.12	125,000.00	140,000.00
100-4950-2030	RETIREMENT	71,841.30	95,500.00	90,000.00
100-4950-2040	WORKERS COMP INSURANCE	1,101.57	1,500.00	1,500.00
100-4950-2050	UNEMPL INSURANCE	448.04	500.00	500.00
100-4950-2070	SUPPLEMENTAL DEATH BENEFIT	1,487.04	2,500.00	2,500.00
Total SubCategory: 120 - BENEFITS:		197,684.10	286,000.00	313,130.00
SubCategory: 300 - SUPPLIES				
100-4950-3300	OPERATING SUPPLIES	1,003.53	3,123.15	4,000.00
Total SubCategory: 300 - SUPPLIES:		1,003.53	3,123.15	4,000.00
SubCategory: 400 - OTHER CHARGES & SERVICES				
100-4950-4010	PROFESSIONAL SERVICES	12,750.00	8,335.71	1,000.00
100-4950-4200	TELEPHONE/CELL/MOBILE BB	0.00	508.85	200.00
100-4950-4250	TRAVEL/MILEAGE	42.34	400.00	400.00
100-4950-4270	CONFERENCE/DUES/TRAINING	6,025.36	8,500.00	9,000.00
100-4950-4350	PRINTING/BINDING	0.00	1,068.00	1,200.00
Total SubCategory: 400 - OTHER CHARGES & SERVICES:		18,817.70	18,812.56	11,800.00
SubCategory: 500 - CAPITAL OUTLAY				
100-4950-5750	MACH/EQUIP (INVENTORIED)	0.00	4,864.29	5,000.00
Total SubCategory: 500 - CAPITAL OUTLAY:		0.00	4,864.29	5,000.00
Total Department: 4950 - COUNTY AUDITOR:		810,227.97	1,097,394.08	1,174,927.90
Department: 4960 - PURCHASING				
SubCategory: 100 - SALARIES AND WAGES				
100-4960-1020	APPOINTED OFFICIAL	6,283.43	6,665.00	6,665.00
100-4960-1040	CLERK/SUPPORT STAFF	33,649.79	66,020.85	69,355.10
Budget Detail				
Budget Code	Description		Units	Price
FY 2026 PROPOSED	Assistant Purchasing Agent - 64/8		1.00	69,355.10

Account Number	Account Name	10/2023-09/2024 FY 2024 ACTUAL	10/2024-09/2025 FY 2025 ADOPTED	FY 2026 FY 2026 PROPOSED
100-4960-1990	OVERTIME	0.00	0.00	1,000.00
	Total SubCategory: 100 - SALARIES AND WAGES:	39,933.22	72,685.85	77,020.10
	SubCategory: 120 - BENEFITS			
100-4960-2010	FICA/MDCR	28.99	5,600.00	6,100.00
100-4960-2020	GROUP INSURANCE	26.23	13,000.00	13,907.00
100-4960-2030	RETIREMENT	43.13	8,800.00	8,800.00
100-4960-2040	WORKERS COMP INSURANCE	0.41	240.00	200.00
100-4960-2050	UNEMPL INSURANCE	0.31	110.00	50.00
100-4960-2070	SUPPLEMENTAL DEATH BENEFIT	0.92	220.00	200.00
	Total SubCategory: 120 - BENEFITS:	99.99	27,970.00	29,257.00
	SubCategory: 400 - OTHER CHARGES & SERVICES			
100-4960-4250	TRAVEL/MILEAGE	0.00	500.00	500.00
100-4960-4270	CONFERENCE/DUES/TRAINING	1,764.34	4,500.00	4,500.00
	Total SubCategory: 400 - OTHER CHARGES & SERVICES:	1,764.34	5,000.00	5,000.00
	Total Department: 4960 - PURCHASING:	41,797.55	105,655.85	111,277.10
	Total Expense:	852,025.52	1,203,049.93	1,286,205.00
	Total Revenues	0.00	0.00	0.00
	Total Fund: 100 - GENERAL:	852,025.52	1,203,049.93	1,286,205.00
	Report Total:	852,025.52	1,203,049.93	1,286,205.00

33RD/424TH JUDICIAL DISTRICTS
BURNET, BLANCO, LLANO, AND SAN SABA COUNTIES

PUBLIC HEARING

**AUDITORS' BUDGETS, REAPPOINTMENTS,
APPOINTMENT OF BURNET COUNTY PURCHASING AGENT,
COURT REPORTERS' COMPENSATION AND EXPENSES**

August 20, 2025

District Courtroom
Burnet County Courthouse Annex North
1701 E. Polk Street
Burnet, Texas 78611

1 IN ATTENDANCE:

2 J. Allan Garrett, 33rd Judicial District Judge

3 Evan Stubbs, 424th Judicial District Judge

4 Bryan Wilson, Burnet County Judge

5 Kelley Glaeser, Burnet Interim County Auditor

6 Lisa Bell, 33rd Judicial District
Court Coordinator

7
8 Members of the public

9
10 Lisa C. Greenwalt (via videoconference)
Certified Shorthand Reporter

1 (In open public forum.)

2 JUDGE GARRETT: Welcome, ladies and
3 gentlemen. We're going to start the public meeting on
4 the appointment -- well, we've got several items on the
5 agenda: Appointment of county auditors in Burnet and
6 Llano County and the purchasing agent for Burnet
7 County, and then the annual compensation and travel
8 expenses, the allowances for those auditors, and then
9 the annual compensation and any additional expenses
10 regarding the court reporters for the 33rd and 424th
11 District Courts.

12 So for the record, my name is Allan Garrett,
13 and I'm the District Judge for the 33rd Judicial
14 District Court.

15 JUDGE STUBBS: And Evan Stubbs. I'm
16 the District Judge for the 424th District Court.

17 JUDGE GARRETT: And we're taking this
18 down by official court -- you know, it's going to be
19 taken down by an official court reporter, Lisa
20 Greenwalt. I want to make sure that's on the record as
21 well.

22 We have the Burnet County Judge, Bryan
23 Wilson who's here.

24 COUNTY JUDGE: Thank you for
25 recording[sic]. Bryan Wilson.

1 JUDGE GARRETT: We have members of the
2 public. We have -- in the -- in the past we haven't
3 done that, but if y'all want to -- you don't have to,
4 but if you want to announce who you are, just --

5 AUDIENCE MEMBER: (Inaudible.)

6 THE REPORTER: I can't hear them.

7 JUDGE STUBBS: She said, Claire Nybro,
8 Burnet County resident.

9 JUDGE GARRETT: And you're here for the
10 other meeting.

11 AUDIENCE MEMBER: (Inaudible.)

12 THE REPORTER: I didn't hear her.

13 JUDGE GARRETT: Yeah. I'm thinking --
14 do y'all want to announce that you're here? You don't
15 have to, but I -- I want to give you that option.
16 Okay.

17 JUDGE STUBBS: We do have Ms. Glaeser,
18 Kelley Glaeser, as well as two -- two other Burnet
19 County Auditor employees. That good enough?

20 JUDGE GARRETT: All right. So let's
21 open the meeting. We'll go down the list for the
22 public hearing.

23 The first is the appointment of the Burnet
24 County Auditor. So the record's clear, we're going to
25 make the appointment in Burnet and Llano Counties for

1 one-year terms so that next year all the auditors will
2 be on two-year term re-appointments or -- or single
3 appointments if they're initiated in that, so basically
4 to kind of catch up and make sure they're all on the
5 same day.

6 We are not going to be reappointing the
7 Blanco County Auditor because her term is up next year
8 for her two-year term.

9 So going down, we'll start with the Burnet
10 County Auditor. Kelley Glaeser has been in that
11 role -- in an interim role, and we're pleased to
12 announce that we were going to appoint her in the
13 permanent role for that term, and so I'll let Judge
14 Stubbs --

15 JUDGE STUBBS: I would make the motion
16 that we appoint Kelley Glaeser as the Burnet County
17 Auditor for a one-year term.

18 JUDGE GARRETT: Okay, and then I guess
19 I'll second that since there's two of us, but any
20 discussion? It's open to the public.

21 All right. Then all in favor say aye.

22 JUDGE STUBBS: Aye.

23 JUDGE GARRETT: Aye.

24 And so it passes.

25 And then moving along to the Llano County

1 Auditor. That is Ms. Kelly Eckhardt. She has been
2 serving in that role.

3 So the record's clear, she anticipated
4 retiring this past year, so we only appointed her to a
5 one-year term last year. Thankfully and -- and happily
6 for the County, at least from what I've heard from
7 County officials in Llano, and for -- at least in my
8 personal opinion, she has agreed to be reappointed, you
9 know, for a year. So we're happy about that, and --
10 and so we are here to appoint her for that one-year
11 term, again to get all the auditors back on the
12 two-year term cycles.

13 JUDGE STUBBS: Then I would make the
14 motion that we appoint Kelly Eckhardt to continue as
15 the Llano County Auditor for a one-year term.

16 JUDGE GARRETT: And I second.

17 Any discussion? I don't see any Llano-ites
18 here, but I may be mistaken.

19 Okay. So all in favor say aye.

20 JUDGE STUBBS: Aye.

21 JUDGE GARRETT: Aye.

22 So it passes, and Ms. Eckardt will be
23 reappointed.

24 Now, speaking of the purchasing agent, so
25 purchasing agent has traditionally been the auditor.

1 It's the District Judges' intention to reappoint
2 Ms. Kelley Glaeser who's been in that role on an
3 interim basis since the prior auditor retired and moved
4 on.

5 And so I guess just so it's clear on the
6 administrative order, and it's going to be a one-year
7 term, and it's an annual -- annual salary of \$7,000 to
8 be in that role as purchasing agent.

9 So the motion?

10 JUDGE STUBBS: And, Judge Wilson,
11 you're also participating in this vote. Correct?

12 JUDGE WILSON: That's the way I read
13 the statute, between the -- each of the judges.

14 JUDGE STUBBS: Okay.

15 JUDGE WILSON: So I move that Kelley
16 Glaeser be appointed County Purchasing Agent for Burnet
17 County.

18 JUDGE STUBBS: And I'll second that
19 motion.

20 JUDGE GARRETT: All right. We have a
21 motion and a second as Ms. Glaeser being the Purchasing
22 Agent.

23 Any comment or discussion from the public?

24 JUDGE STUBBS: And the -- the motion
25 also includes the salary as was outlined.

1 JUDGE WILSON: Yes. I'm sorry. As --
2 as expressed in the order. Excuse me.

3 JUDGE GARRETT: Thank you, sir.

4 All right. Hearing and seeing no
5 discussion, all in favor say aye.

6 JUDGE STUBBS: Aye.

7 JUDGE WILSON: Aye.

8 JUDGE GARRETT: Aye.

9 It passes, and so she'll be appointed
10 Purchasing Agent for Burnet County.

11 Now, the annual amount of compensation
12 for --

13 JUDGE STUBBS: It's right here. It's
14 on the --

15 JUDGE GARRETT: -- the Burnet County
16 Auditor, and it is inclusive here as part -- as exhibit
17 or Schedule One to the order, and it is part of the
18 requested burn -- budget for Burnet County, so I know
19 there's probably already been some discussions.

20 JUDGE STUBBS: Why don't you offer all
21 three?

22 JUDGE GARRETT: Right. I guess we
23 should do all three. Thank you. You want to do it all
24 in one motion?

25 JUDGE STUBBS: By county.

1 JUDGE GARRETT: Oh, separate them by
2 county? Then let's -- let's roll. Okay.

3 So we have that for three orders. So the
4 record's clear, we have one for Burnet County, Llano,
5 and Blanco Counties. They each have a Schedule One
6 attached to the order. They each have been included in
7 those counties' proposed budgets or at least they've
8 proposed those to the counties to be included in their
9 final budget, and so I guess with that we can -- we can
10 handle it all in one motion unless there's an
11 objection, and hearing none I'll let --

12 JUDGE STUBBS: All right. Then I would
13 -- I would move that we approve the compensation for
14 the auditors and assistant auditors for Burnet, Llano,
15 and Blanco Counties as set out in Schedule One attached
16 to the proposed orders for each of those counties.

17 JUDGE GARRETT: All right. I will
18 second that motion.

19 Any discussion or comments?

20 MS. NYBRO: (Inaudible.)

21 THE REPORTER: Ma'am, can you start
22 over?

23 MS. NYBRO: I was just wondering if the
24 -- my name is Claire Nybro. Wondering if the
25 compensation for the auditors is -- is paid for by the

1 counties themselves or if any of the State money kicks
2 in for that. I'm pretty sure it's probably just County
3 if I'm correct. Is that right?

4 JUDGE GARRETT: My understanding is
5 it's County --

6 MS. NYBRO: Okay.

7 JUDGE GARRETT: -- and if it comes to
8 there's any State money that kicks in, that's kind of
9 above my -- I think that would be enough to if those
10 funds were provided for --

11 MS. NYBRO: I know a lot of officials
12 do receive State compensation for other -- other things
13 that they do. I just didn't know if that pertained to
14 the auditors or not, so I just wanted to get that
15 clear.

16 JUDGE STUBBS: I'll be honest with you.
17 I'm not a hundred percent certain, but my understanding
18 is that it's a County expense.

19 MS. NYBRO: Okay.

20 JUDGE WILSON: So each -- each
21 individual county -- I know they just did three
22 counties, but each individual fully pays for their own
23 auditor --

24 MS. NYBRO: Okay.

25 JUDGE WILSON: -- and their own

1 purchasing agent.

2 MS. NYBRO: Thank you.

3 JUDGE WILSON: There is no State
4 stipend or -- or supplement that I know of. Sometimes
5 you'll see a grant. It's just a -- take one step
6 further you see a grant. Well, there'll be an
7 application for managing of a grant, a small cost, but
8 that's just the packaging. The County will offset
9 that.

10 MS. NYBRO: Okay. Thank you for
11 clarifying.

12 JUDGE GARRETT: Sure. Any other
13 questions or discussion?

14 All right. All in favor say aye.

15 JUDGE STUBBS: Aye.

16 JUDGE GARRETT: Aye.

17 And so that motion passes.

18 And the last for this public hearing is
19 setting the annual compensation for the official court
20 reporters for the 33rd and 424th Judicial District
21 Courts, and hiring and setting out hourly compensation
22 for additional deputy court reporters as necessary to
23 meet the Court's schedule.

24 For the public's edification, that last
25 mouthful of words means, like, when we need a -- what

1 we affectionately refer to our visiting court
2 reporters, like Ms. Greenwalt who's with us today, when
3 our schedules -- are officials can't be there, those
4 visiting, contract, if you will, court reporters
5 obviously get compensated for their time when they --
6 when they cover those areas. So that's -- that's the
7 agenda item.

8 JUDGE STUBBS: All right. So I
9 would -- I would make a motion that we approve the
10 salaries as outlined on the proposed order, and I would
11 just note that -- that also required by law, they are
12 entitled to mileage at the State mileage reimbursement
13 rate when they are -- when they are serving outside of
14 Burnet County.

15 And that those salary amounts are actually
16 split between the four counties because our court
17 reporters cover Burnet, Blanco, Llano, and San Saba.
18 So those are -- are split based on the percentage of
19 population for each of the respective counties that --
20 that make up the district. So those -- those expenses
21 are not fully coming from Burnet County.

22 According to this, we're showing a 56.66
23 percent pay out of -- out of Burnet County with the
24 remaining amount being split between Llano, Blanco, and
25 San Saba based on their respective populations.

1 JUDGE GARRETT: All right. Thank you.
2 I second the motion.
3 Okay. Any comments or questions,
4 discussion?

5 MS. NYBRO: So San Saba County does not
6 have its own auditor?

7 JUDGE STUBBS: Correct. The
8 population -- the population of San Saba is below the
9 threshold that the State requires, and so San Saba to
10 my knowledge has never had an auditor.

11 MS. NYBRO: Thank you.

12 JUDGE STUBBS: Yeah.

13 JUDGE GARRETT: Now, until they grow
14 big enough and the State requires it, they likely
15 won't.

16 (Inaudible comments.)

17 THE REPORTER: I can't hear that.

18 JUDGE GARRETT: He's says that it's --
19 Judge Wilson said that's 12,000. That's the threshold
20 that's required before the county has to have an
21 auditor.

22 All right. All in favor say aye.

23 JUDGE STUBBS: Aye.

24 JUDGE GARRETT: Aye.

25 The motion passes.

1 Now, any other discussion or comments from
2 the public before we close the public hearing on that
3 matter? Hearing none --

4 JUDGE STUBBS: I'll move to adjourn.

5 JUDGE GARRETT: We'll adjourn the
6 public hearing.

7 (Hearing concluded at 8:18 a.m.)
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REPORTER'S CERTIFICATE

THE STATE OF TEXAS)

COUNTY OF KENDALL)

I, Lisa C. Greenwalt, Certified Shorthand
Reporter in and for the State of Texas, do hereby
certify that the above and foregoing contains a true
and correct transcription of all portions of the
proceedings which occurred in open court and were
reported stenographically by me.

WITNESS MY OFFICIAL HAND this the 26th day of
August, 2025.

/s/ Lisa C. Greenwalt
Lisa C. Greenwalt, CSR 6067
Expiration Date: 04/30/26
Greenwalt Court Reporting
245 Waring-Welfare Road
Boerne, Texas 78006-7926
(830) 537-4223