



BURNET COUNTY COMMISSIONERS COURT

Jim Luther, Jr
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
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, 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: Tuesday DECEMBER 9, 2025

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 and the Burnet County commissioners court rules of decorum, any person may make comment on any item not appearing on the agenda. Any comments made will not be deliberated on by the Commissioners Court during this Public Comments agenda item. Public Comments are limited to three (3) minutes per person.
4. Discuss, consider, and take appropriate action regarding a burn ban for the unincorporated areas of Burnet County. (Wilson)
5. Discuss, consider, and take appropriate action regarding a flood recovery update, debris site clean-up and debris clean-up, search, rescue, and law enforcement response, and long-term recovery plan from the following: (Wilson)
 - a. Ark of Highland Lakes Executive Director -- Kevin Nauman;
 - b. Office Emergency Management Coordinator -- Derek Marchio;
 - c. Development Services Director -- Herb Darling;
 - d. Burnet County Auditor -- Kelley Glaeser;
 - e. Burnet County Sheriff -- Sheriff Calvin Boyd; and
 - f. Authorize request for proposals for after action review and report in an amount not to exceed \$25,000.
6. Discuss, consider, and take appropriate action regarding appointments for committees and boards:
 - a. The reappointment of Billy Elliot and Bruce Serry to Burnet County Emergency Services District (ESD) No. 1 board effective January 1, 2026 (Dockery);
 - b. The reappointment of Robyn Ritcher to the Burnet County ESD No. 6 board effective January 1, 2026 (Dockery/ Collier);
 - c. The reappointment of Nancy Hansen and Herbert Holloway, Jr. for the Burnet County ESD No. 6 board effective January 1, 2026 (Collier); and
 - d. The appointment of David LeBlanc to the Burnet County ESD No. 9 board effective January 1, 2026 (Dockery).

Attachments

Reappointment ESD No. 6 Board

ESD 9 Reappointment David LeBlanc

7. Discuss, consider, and take appropriate action accepting the biennial Regional Sexual Assault Response Team (SART) report from the Highland Lakes Family Crisis Center. (Wilson)

Attachments

Biennial SART Report

8. Discuss and consider Judge Wilson's recusal from the Bell County East to Big Hill 765-kV Transmission Project, LCRA/ONCOR electric line issue. (Wilson)

Attachments

765kv ga0796

9. Discuss, consider, and take appropriate action regarding updates and potential actions to Burnet County's response to the Bell County East to Big Hill 765-kV Transmission Project, LCRA/ ONCOR electric line. (Wilson/ Beierle)

10. Discuss, consider, and take appropriate action regarding developing a county-wide policy dedicated to providing equitable access to County digital services by April 2026 to comply with Federal Law. (Wilson)

11. Discuss, consider, and take appropriate action to establish a policy requiring all contracts for which Burnet County serves as administrator to be executed by other parties prior to commissioners court approval. (Wilson)

12. Discuss, consider, and take appropriate action on whether prior written authorization -- obtained through the agenda item request form from either the county judge or supervising commissioner -- is required before any action may be taken by commissioners court. (Wilson)

13. Discuss, consider and take appropriate action concerning a request for a replat of lot 1, Brushy Mountain Subdivision, to be known as lots 1-A and 1-B, Brushy Mountain Subdivision, a division of 1 lot into 2. (Luther)

Attachments

70 Acre Survey Replat

14. Discuss, consider and take appropriate action concerning a request for a variance from the Burnet County Subdivision Regulations by Sandra Radosavjevic for a 4 acre tract out of a 23 acre tract known as BCAD parcel #52627. (Beierle)

15. Discuss, consider and take appropriate action concerning the preliminary plat approval for Mint Creek Subdivision a private subdivision consisting of 3 lots on 22.81 acres located at 1441 CR 323A. A portion of lots 1 and 2 are located in Williamson County. (Collier)

Attachments

MINT CREEK SUBDIVISION PLAT BURNET COUNTY

16. Discuss, consider, and take appropriate action regarding the acceptance of a donation deed from Hickory Pass LP on approximately 4.4 acres of land on CR 328 (aka Cow Creek Road) for the right of way ownership for public access. Potential acceptance includes granting authority to the Burnet County Judge to sign appropriate deed and other related documents. (Collier)

Attachments

Donation Deed Cow Creek Road

17. Discuss, consider, and take appropriate action authorizing the Burnet County Sheriff's Office to purchase one (1) vehicle for an amount that does not exceed \$50,000. (Wilson)
18. Discuss, consider, and take appropriate action regarding the established vendor to outfit the new vehicle to be approved from the FY26 budget in an amount not to exceed \$5,440. (Wilson)
19. Discuss, consider, and take appropriate action regarding approval to move forward with acquiring appraisals and to issue a purchase order to Pinnacle Consulting Group per independent contractor agreement dated February 13, 2024 in an amount not to exceed \$177,750. (Dockery)

Attachments

Appraisal Pinnacle Fees Consulting

20. Discuss, consider, and take appropriate action to distribute the 2025 traffic counts to the commissioners for review and to ensure the traffic counts are correct prior to Burnet County sending the traffic counts to outside entities like CAMPO for the transportation plan and TxDOT. (Dockery)

Attachments

Burnet Traffic Counts 2025

21. Discuss, consider, and take appropriate action for the engagement of Pattillo, Brown & Hill, L.L.P. for the FY25 Burnet County Financial Audit in an amount not to exceed \$47,000. (Wilson)

Attachments

Engagement for Financial Audit

22. Discuss, consider, and take appropriate action to increase Burnet County payroll obligation by authorizing Sheriff Office non-exempt employees (specifically those required to work shift work) to roll over Vacation Leave Hours in excess of personnel policy allowances. (Wilson)

23. Discuss, consider, and take appropriate action regarding the following:
 - a. Whether to approve the purchase of a Human Resources software;
 - b. If applicable, selecting a Human Resources software in an amount not to exceed \$150,680; and
 - c. If applicable, approve, sign, and execute all necessary documents and actions to enter into an agreement with the chosen software company in an amount not to exceed \$150,680. (Collier/ Wilson)

Attachments

Bamboo Quote

iSolved Quote

NeoGov Request for Quote

24. Discuss, consider, and take appropriate action regarding budget inner departmental line item transfers: (Wilson)

Attachments

Line Item Transfers

25. Discuss, consider, and take appropriate action regarding invoices without PO's or contracts as required in Local Government Code § 113.901. (Wilson)

Attachments

Invoice without PO or Contract

26. Discuss, consider, and take appropriate action for the authorization of payment of claims previously approved by the County Auditor. (Wilson)
27. Discuss, consider, and take appropriate action regarding FY25 Budget Amendments. (Wilson)

Attachments

Budget Amendment Hancher Donation
Budget Amendment Tx State Library Grant

28. Discuss, consider, and take appropriate action regarding approval of the purchase of library pods for the Bertram Library with funding from the Texas State Libraries and Archives Commission's LIFI grant in an amount not to exceed \$59,770. (Beierle)

Attachments

Bertram Library PODs Quotes

29. Discuss, consider, and take appropriate action regarding contracts, agreements or grants to be approved and/or ratified:
 - a. Approve, sign, and execute all necessary documents and actions to enter an Interlocal Agreement and Order with the City of Highland Haven (Luther); and
 - b. Approve, sign, and execute all necessary documents and actions to approve Amendment No. 3 with Aramark food service for the Burnet County Jail in an amount not to exceed \$2.023 per meal (Wilson).

Attachments

1b - 2025 Burnet County Interlocal Agreement - Signed
26 ARAMARK AMENDMENT 3 FOOD CONTRACT

30. Acknowledgment of Receipt: (Wilson)
 - a. Judge Bryan Wilson's Judicial Education Record - 3/11/2025-8/31/2025;
 - b. Cottonwood Shores Notice of Public Meeting;
 - c. Cottonwood Shores Notice of Public Meeting;
 - d. Cottonwood Shores Notice of Public Meeting;
 - e. PEC Notice of Utility Connections - November 24, 2025;
 - f. PEC Notice of Utility Connections - December 1, 2025;
 - g. TCEQ Temporary Debris Management Site Extension Request;
 - h. Texas Park and Wildlife Intent to Conduct Prescribed Burns; and
 - i. WRRS PTT - Busy Report 2025.

Attachments

2025 Wilson Transcript
Cottonwood Shores Notice of Public Meeting Lot 2
Cottonwood Shores Notice of Public Meeting Lot 3
Cottonwood Shores Notice of Public Meeting Lot 4
11.24 PEC Notice of Utility Connections
12.01 PEC Notice of Utility Connections
TCEQ Temp Debris Management Site Extension Request
Texas Parks and Wildlife Intent to Conduct Prescribed Burns
WRRS PTT - Busy Report - 2025

31. Discuss, consider, and take appropriate action regarding the commissioners court modifying regularly scheduled meetings. (Wilson)
32. Calendar Review.

33. 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. Madeline Parker, 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 3rd day of December, 2025
COMMISSIONERS COURT, BURNET COUNTY, TEXAS

CLERK OF THE COURT

COUNTY JUDGE

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

5.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding a flood recovery update, debris site clean-up and debris clean-up, search, rescue, and law enforcement response, and long-term recovery plan from the following:
(Wilson)

- a. Ark of Highland Lakes Executive Director -- Kevin Nauman;
 - b. Office Emergency Management Coordinator -- Derek Marchio;
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 - d. Burnet County Auditor -- Kelley Glaeser;
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Regular Session

6.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding appointments for committees and boards:

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-

Attachments

Reappointment ESD No. 6 Board

ESD 9 Reappointment David LeBlanc

From: **president** [burnetcountyesd6.org](mailto:president@burnetcountyesd6.org) <president@burnetcountyesd6.org>
Date: Mon, Dec 1, 2025 at 11:45 AM
Subject: Reappointment to Burnet County ESD No. 6
To: commissionerpct1@burnetcountytexas.org <commissionerpct1@burnetcountytexas.org>
CC: commissioner3@burnetcountytexas.org <commissioner3@burnetcountytexas.org>, jdockery@burnetcountytexas.org <jdockery@burnetcountytexas.org>, dbeierle@burnetcountytexas.org <dbeierle@burnetcountytexas.org>

Good morning Commissioner Luther,

This email is to let you and Commissioner Beierle, Commissioner Collier and Commissioner Dockery know that I am interested in remaining on the Board of Burnet County ESD No. 6 for another term. I hope that you recommend and approve my reappointment, as well as that of Herbert Holloway, Jr. and Robyn Richter. Their requests to be reappointed should be received shortly (if not already received) by Commissioner Collier and Commissioner Dockery.

As a Board, I believe we work well together in providing excellent service to our residents and are prudent in the use of our taxpayers' dollars. We are in the midst of building out the Michael E. Phillips substation at 6423 County Road 120. This station includes two 40,000-gallon water storage tanks, a helicopter landing pad for emergency use and, within a month or so, a three-bay building where we can station several vehicles for a more immediate response in that area. Once our building is in place, we'd love for you, and the other Commissioners, visit. Also, if you ever want to attend one of our monthly meetings - we meet the third Tuesday at 6 pm at the fire station, [606 Avenue U](#) in Marble Falls.

I appreciate your time, and please call if you all have any questions or need information. Best, Nancy

Nancy Hansen, President
Burnet County ESD No. 6
www.burnetcountyesd6.org
830-637-7174
830-798-8787 cell

[606 Avenue U](#)
[6423 County Road 120](#)
[Marble Falls, Texas 78654](#)

David LeBlanc Bio

David LeBlanc is the owner/operator of MowWerx small engine repair. His entrepreneurial background spans a range of business enterprises, including helicopter pilot and flight instructor as well as operating the Boiling Pot Restaurant in downtown Austin.

David is a veteran of the US Navy where he worked in conventional and non-conventional missile operations and as a pilot rescue swimmer. He is a native Texan, born in Corpus Christi. Five years ago, David escaped Austin with his wife and two children to make Spicewood their home.

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Regular Session

7.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action accepting the biennial Regional Sexual Assault Response Team (SART) report from the Highland Lakes Family Crisis Center. (Wilson)

Attachments

Biennial SART Report

2025

Biennial Report

Regional SART

Burnet, Blanco and Llano Counties

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Executive Summary

Executive Summary

Since the 2023 Biennial Report, the main objective of this Regional SART has been to continue learning about each of our agencies so that the victims in our communities have the best care given by our law enforcement, hospital, Sane nurses and advocacy agencies. A continued, diligent journey towards this and other objectives will help the sexual assault victims in our community.

Since the end of the previous term, the team has:

- Maintained the Regional SART for Blanco, Burnet and Llano Counties.
- Continued to review bylaws and protocols.
- Continued to use the online system for data collection.
- Adhered to the cooperative agreement established during the previous term.
- Conducted a confidential case review.

Included in the previous report were the goals for this term. Included in this report, are the outcomes of some of those goals.

- Encourage consistent participation by all SART members.
 - This is a continual goal of the team.
- Expand team members knowledge of sexual assault resources and resource availability in our service area.
 - This resource information has been shared during the SART meetings.
- Recognize and respond to the intersection of mental health and sexual assault trauma.
- Develop resources based on victim-centered and trauma-informed care principles to meet the needs of local survivors
 - This topic has been explored during training and meetings.

- Require active and consistent participation from all member agencies to ensure accurate data is collected and reported in a timely manner.
 - This is done on a continual basis.
- Develop a method for selecting a local sexual assault case to review during SART meetings to ensure that adopted protocols are effective.
 - A confidential case review was accomplished. Goal to create a method for future case reviews.
- Examine ways to minimize Sexual Assault Nurse Examiners response time.
 - This will continue to be a team goal.
- Explore opportunities to increase the number of Sexual Assault Nurse Examiners in our communities.
 - This has been explored. Currently, there are no feasible ways to increase this number. Team will continue to explore.

During this term, SART has continued to see results, such as the following:

- Blanco, Burnet and Llano counties are collaborating and communicating effectively regarding sexual assault policies and protocols.
- Stronger interagency communication
- Expanded knowledge of available resources and community partners
- Increased knowledge of other agencies and their procedures
- The team reviewed established processes and policies across all agencies regarding interagency communication, agency response time, and assault investigation.
- Due to the established procedures throughout the SART service area, sexual assault victims continue to be less likely to be revictimized during the evidence collection and investigation period.

Goals for 2025-2027

- Continue to maintain the Regional SART with meetings, trainings and communication.
- Continue to collaborate within agencies of our SART to review protocols and the status of data submission.
- Create a data collection method for the new category set forth in SB 608 during the 89th Legislative Session (SANE kits)
- Create a method for choosing a case review that will benefit the evaluation of protocols.

SART Overview

Name	Title	Organization	County	SART Category	Voting Category	Phone Number	Email
Kathrine Cholcher	Executive Director	Highland Lakes Family Crisis Center	All	1	Advocate	512-830-693-3656	kcholcher@hlfcc.org
Conny Steele	Program Director	Highland Lakes Family Crisis Center	All	1	Advocate	830-693-3656	csteele@hlfcc.org
Rose Jones	Legal Advocacy Coordinator	Highland Lakes Family Crisis Center	All	1	Advocate	830-693-3656	rjones@hlfcc.org
Thomas Perry	District Attorney	33 rd /424 th District Court	All	2	Judicial	512-755-0811	
Mary Davis	Victim Services	33 rd /424 th District Court	All	7	Advocate	512-756-7609	mdavis@burnetcountytexas.org
Calvin Boyd	Sheriff	Burnet County Sheriff's Office	Burnet	3	Law Enforcement	512-756-8080	cboyd@burnetsheriff.com
Tom Dillard	Captain	Burnet County Sheriff's Office	Burnet	3	Law Enforcement	512-715-2260	tdillard@burnetsheriff.com
Chris King	Investigator	Burnet County Sheriff's Office	Burnet	3	Law Enforcement	512-234-0178	cking@burnetsheriff.com
Shelby Hoffman	Investigator	Burnet County Sheriff's Office	Burnet	3	Law Enforcement	512-755-4267	shoffman@burnetsheriff.com
Brian Lee	Chief	Burnet Police Department	Burnet	7	Law Enforcement	512-756-6404	blee@cityofburnet.com
Steven Vollmar	Sgt. Investigator	Burnet Police Department	Burnet	7	Law Enforcement	512-756-6404	Svollmar@cityofburnet.com
Olivia Posten	Detective	Marble Falls Police Department	Burnet	4	Law Enforcement	830-613-	
Glenn Hanson	Chief	Marble Falls Police Department	Burnet	4	Law Enforcement	830-693-3611	ghanson@marblefallstx.gov
Scott Delaney	Detective	Marble Falls Police Department	Burnet	3	Law Enforcement	830-613-7853	sdulaney@marblefallstx.gov
Thomas Broyles	Detective	Marble Falls Police Department	Burnet	4	Law Enforcement	830-265-3111	tbroyles@marblefallstx.gov

Shane Mahony	Detective	Granite Shoals Police Department	Burnet	4	Law Enforcement	830-265-2431	stmpolice@graniteshoals.org
Eddy McCoy	Captain	Cottonwood Shores	Burnet	4	Law Enforcement		emccoy@cottonwoodshores.org
Crystal Love	RN-SANE	Brave Alliance	All	7	Medical	254-534-5118	Crystal.love@bravectx.com
Krista Cook	RN-SANE	Brave Alliance	All	7	Medical	254-534-5118	Krista.cook@bravectx.com
Jennifer Wills	ER Manager	Ascension-Seton	All	7	Medical	830-637-9589	jmwills@ascension.org
Breanne Garner	ER Supervisor	Ascension-Seton	All	7	Medical	936-662-5537	Breanne.garner@ascension.org
Kim Winkler	Executive Director	Hill Country Children's Advocacy Center	All	7	Advocate	512-525-1008	kimw@hccac.org
Lana Niemeyer	Program Director	Hill Country Children's Advocacy Center	All	7	Advocate	512-756-2607	lanal@hccac.org
Marquis Cantu	Sheriff	Llano County Sheriff's Office	Llano	3	Law Enforcement	325-247-5767	mcantu@co.llano.tx.us
Laurie Brock	Chief	Sunrise Beach Police Department	Llano	4	Law Enforcement	512-627-7481	policechief@sunrisebeachtx.gov
Jason Graham	Chief	Horseshoe Bay Police Department	Llano	4	Law Enforcement	830-598-2633	jgraham@horseshoe-bay-tx.gov
Cole Reasor	Sgt. Investigator	Horseshoe Bay Police Department	Llano	4	Law Enforcement	830-598-2633	creasor@horseshoe-bay-tx.gov
Eddy McCoy	Captain	Horseshoe Bay Police Department	Llano	4	Law Enforcement	830-598-2633	sboyd@horseshoe-bay-tx.gov
Jack Franklin	Doctor	Llano County Medical Health Authority	Llano	6	Mental Health	325-423-0402	jackfranklin@hillcountrydirectcare.com
Hatch Smith	Supervisor	Llano Regional Hospital	Llano	7	Medical	512-470-4066	hsmith@ecmh.org
Judy Landers	Director of Nursing	Llano Regional Hospital	Llano	7	Medical	512-470-4066	jlanders@ecmh.org
Richard Harris	Constable PCT 2	Llano County	Llano	7	Law Enforcement	830-613-4530	Pc2constable@co.llano.tx.com

Don Jackson	Sheriff	Blanco County Sheriff's Office	Blanco	3	Law Enforcement	830-868-7104	djackson@co.blanco.tx.us
Adam Acosta	Investigator	Blanco County Sheriff's Department	Blanco	3	Law Enforcement	830-330-1610	aacosta@co.blanco.tx.us
Jerry Thornhill	Chief	Blanco Police Department	Blanco	4	Law Enforcement	830-833-4375	policechief@cityofblancotx.gov
Justin Lasoya	Chief	Johnson City Police Department	Blanco	7	Law Enforcement	830-868-7111 Ext 3	policechief@johnsoncitytx.org
Ben Oakley	EMS Director	Blanco County EMS	Blanco	7	Medical	830-868-8216	boakley@northblancocountymems.org
Sandy Doyle	NP and Survivor	Private Practice	All	7	Advocate	512-434-9751	sandy@ihstx.org
Andrea Richardson	Chief Executive Officer	Bluebonnet Trails	All	6	Mental Health	512-244-8305	Andrea.richardson@bbtrails.org
Jason Brantley	Chief	Bertram Police Department	Burnet	3	Law Enforcement	512-355-2442	info@cityofbertram.org
Stacey Calabro	Public Health Nurse	DSHS Public Health	All	7	Medical	254-368-6968	staceycalabro@dshs.texas.gov

HILL COUNTRY SART COOPERATIVE WORKING AGREEMENT

THIS WORKING AGREEMENT IS RECOGNIZED AS A COOPERATIVE, COLLABORATIVE COMMITMENT BETWEEN EACH AGENCY LISTED BELOW, AND PROOF OF COMMITMENT IS ACKNOWLEDGED BY THE SIGNATURE OF EACH AGENCY'S REPRESENTATIVE.

THE DISTRICT ATTORNEY'S OFFICES OF THE 33RD & 424TH & 27TH JUDICIAL DISTRICTS AGREE TO:

- Designate a liaison to serve on the Hill Country Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Use Sexual Assault Nurse Examiners (SANEs) as witnesses during sexual assault trials;
- Provide reasonable notification of upcoming trials to the SANE who will be called to testify;
- Meet with the SANE prior to a trial to review the case; and
- Maintain communication and contact with the SART and other involved agencies, including regular participation at the Hill Country SART meetings;
- Provide, through the Victim Assistance Division, law enforcement assistance with CVC reimbursement;
- Follow and support the policies, procedures, and guidelines set forth and approved by the SART

BERTRAM, BLANCO, BURNET, COTTONWOOD SHORES, GRANITE SHOALS, HORSESHOE BAY, JOHNSON CITY, LAMPASAS, LLANO, MARBLE FALLS, MEADOWLAKES, SAN SABA, AND SUNRISE BEACH POLICE DEPARTMENTS, BLANCO COUNTY, BURNET COUNTY, LAMPASAS COUNTY, LLANO COUNTY AND SAN SABA COUNTY SHERIFF'S OFFICES AGREE TO:

- Designate a liaison to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Refer sexual assault survivors to the Highland Lakes Family Crisis Center;
- Refer sexual assault survivors to the SANE Team as appropriate;
- Provide a case or incident report number;
- Receive forensic evidence that has been collected from the survivor and/or perpetrator;
- Follow law enforcement established protocol regarding evidence collection and storage;
- Maintain communication and contact with the (SART) and other involved agencies, including regular participation at the Hill Country SART meetings;
- Follow and support the policies, procedures, and guidelines set forth and approved by the SART

HIGHLAND LAKES FAMILY CRISIS CENTER AGREES TO:

- Designate a liaison to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Provide a 24 hour a day, 7 day a week hotline for law enforcement to call;
- Refer sexual assault survivors to the SANE Team as appropriate;

- Demonstrate a one hour response from time of call received to time advocate arrives in emergency department;
- Follow established protocol with Llano Memorial Hospital, Llano, Texas, and Seton Highland Lakes, Burnet, Texas, for advocates in the examining room;
- Be available for survivors of all ages, their family members and friends;
- Maintain communication and contact with the SART and other involved agencies, including regular participation at the Hill Country SART meetings;
- Follow and support the policies, procedures, and guidelines set forth and approved by the SART

THE CHILDREN'S ADVOCACY CENTER OF BURNET COUNTY AGREES TO:

- Designate a liaison to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Refer child victims of chronic sexual assault to the SANE Team as appropriate;
- Maintain communication and contact with the SART and other involved agencies, including regular participation at the Hill Country SART meetings;
- Follow and support the policies, procedures, and guidelines set forth and approved by the SART

THE SANES, ALONG WITH LLANO MEMORIAL HOSPITAL, LLANO, TEXAS AND SETON HIGHLAND LAKES, BURNET, TEXAS AGREE TO:

- Designate liaisons to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Demonstrate a one hour response from time of call received to time SANE arrives in emergency room;
- Notify the Highland Lakes Family Crisis Center that a survivor has arrived;
- Provide the Highland Lakes Family Crisis Center the opportunity to establish a relationship with the survivor(s), if survivor agrees. This includes survivors of all ages, their family members, and friends;
- Provide sexual assault evidence collection kit (law enforcement to cover cost);
- Provide consistency in the sexual assault examination of survivors;
- Provide consistency in the evidence collection from perpetrators;
- Provide a copy of evidence collection and all other documentation pertaining to sexual assault exam to law enforcement prior to sealing the kit, if possible;
- Maintain chain of forensic evidence and hand off to law enforcement agent;
- Properly prepare for upcoming hearings;
- Meet with the District Attorney to review the case;
- Maintain contact with the District Attorney's Office;
- Notify the District Attorney's Office of address and/or telephone number changes.
- Maintain communication and contact with the SART and other involved agencies, including regular participation at the Hill Country SART meetings.
- Follow and support the policies, procedures, and guidelines set forth and approved by the SART

ARTICLE I. NAME AND MISSION

Section 1. SART Team Name

Burnet-Llano-Blanco County Regional Sexual Assault Response Team

Section 2. Mission and Values

The purpose of the Burnet-Llano-Blanco County Regional SART operating as the adult Sexual Assault Response Team (SART) as directed by Senate Bill 476 of the 87th Texas Regular Legislative Session for Burnet-Llano-Blanco counties is to collaborate effectively, honestly, and respectfully between all working agencies to enhance victim safety and increase offender accountability. While applying open-mindedness to ever-changing circumstances, the team will continue to prioritize and respect each survivor and work diligently to ensure that each case is presented professionally, respectfully, and thoroughly. The team will exhibit consistent and effective cross-agency roles to enhance survivor resources, health outcomes, evidence collection, and prosecution.

ARTICLE II. MEMBERSHIP

Section 1. As appointed by Burnet, Llano, and Blanco County Commissioner's Court, the regular members of the SART shall be composed of;

Burnet County:

1. The Chief Administrator of a Sexual Assault Program (as defined by Govt Code Chapter 420) that provides services within the county, or their designee;

Highland Lakes Family Crisis Center

2. A prosecutor with jurisdiction over adult sexual assault cases in the county;

33rd/424th Judicial District Attorney's Office

3. The Sheriff of the county, or their designee;

Burnet County Sheriff's Office

4. The chief of the largest municipal law enforcement agency, if one exists, or their designee;

Marble Falls Police Department

5. A Sexual Assault Nurse Examiner, Forensic Examiner that provides exams within the county, or if they do not exist, a representative from the largest healthcare provider in the county;

SAFE Austin

6. A mental or behavioral health provider within the county, or if they do not exist, a representative from the public health department; and

Bluebonnet Trails

7. Other persons or professionals the SART considers necessary for the operation of the response team.

Llano County:

1. The Chief Administrator of a Sexual Assault Program (as defined by Govt Code Chapter 420) that provides services within the county, or their designee;

Highland Lakes Family Crisis Center

2. A prosecutor with jurisdiction over adult sexual assault cases in the county;

33rd/424th Judicial District Attorney's Office

3. The Sheriff of the county, or their designee;

Llano County Sheriff's Office

4. The chief of the largest municipal law enforcement agency, if one exists, or their designee;

Horseshoe Bay Police Department

5. A Sexual Assault Nurse Examiner, Forensic Examiner that provides exams within the county, or if they do not exist, a representative from the largest healthcare provider in the county;

SAFE Austin

6. A mental or behavioral health provider within the county, or if they do not exist, a representative from the public health department; and

Llano County Health Authority

7. Other persons or professionals the SART considers necessary for the operation of the response team.

Blanco County:

1. The Chief Administrator of a Sexual Assault Program (as defined by Govt Code Chapter 420) that provides services within the county, or their designee;

Highland Lakes Family Crisis Center

2. A prosecutor with jurisdiction over adult sexual assault cases in the county;

33rd/424th Judicial District Attorney's Office

3. The Sheriff of the county, or their designee;

Blanco County Sheriff's Office

4. The chief of the largest municipal law enforcement agency, if one exists, or their designee;

Blanco Police Department

5. A Sexual Assault Nurse Examiner, Forensic Examiner that provides exams within the county, or if they do not exist, a representative from the largest healthcare provider in the county;

SAFE Austin

6. A mental or behavioral health provider within the county, or if they do not exist, a representative from the public health department; and

Hill Country Mental Health and Developmental Disabilities Center

7. Other persons or professionals the SART considers necessary for the operation of the response team.

Section 2. Resignations, Termination, and Absences

Resignation from the SART by an individual shall be written communication received by the Presiding Officer. The Presiding Officer shall notify the team of any resignations, terminations or absences reported to them within 15 days.

SART members are required to attend all meetings but may be excused from attendance upon notification to the Presiding Officer before the scheduled meeting and by sending a pre-arranged designee to attend on their behalf. The designee shall be a member of the agency that has full authorization to vote and speak for the agency.

SART members may be removed from the team due to excess unexcused absences and unwillingness to actively participate in SART discussions and protocol development. Members may also be removed by a majority vote of the remaining members.

Section 3. Vacancies

Vacancies occurring within the team's required members shall be communicated by the Presiding Officer to the County Commissioner's Court within 30 days of receiving written notice.

Section 4. Attendance of non-members

Additional individuals or agencies who are not regular members may be permitted to attend SART meetings by invitation from one of the members/team with prior notification to the Presiding Officer.

Section 5. Survivor Engagement

While not required by law, the team should strive to include survivors of sexual assault on their team. The survivor could be through individual membership, as a subject matter expert, and/or by the survivor's request.

ARTICLE III. PRESIDING OFFICER

Section 1. Duties of Presiding Officer

Presiding Officer is defined as one who is decided by the team, responsible for supporting and guiding the SART and is considered the main point of contact for the team.

The Presiding Officer will be expected to complete the following tasks during their duration in office:

- Attend all scheduled meetings or have a designee in place of attendance. The team should be notified electronically if the Presiding Officer is unable to attend. The team will be notified as to who will be facilitating the meeting instead of the presiding officer in their absence.
- Be prepared with the SART team attendance roster and the current meeting agenda for the current meeting.
- Collect information during the meeting to create the meeting minutes from each session
- Schedule, organize and notify the team of SART meetings including the location of each meeting. At the end of each meeting, the team members will discuss the information of the next meeting. The Presiding Officer is responsible for confirming a location and notifying the team members no later than 15 days before the meeting.
- Collect and maintain all original copies of SART bylaws, protocols, attendance rosters, facility agreements, and other official SART documents.
- Collaborate with individual agencies and the State of Texas to collect data to present a biennial report to the Commissioners Court every odd-numbered year. The Presiding Officer will record the Biennial report data at the beginning of each meeting. It will later be presented to the Burnet, Llano, and Blanco County Commissioner's Court annually.
- Any other administrative duties voted on and assigned by the Team.

Section 2. Terms

Presiding Officer shall be elected to a 2 year term and is eligible for election for up to 4 consecutive terms.

Section 3. Elections

The Presiding Officer elections shall be held every 2 years and determined by a majority of the members present, so long as there is a quorum. Any mandated member may nominate or be nominated to the Presiding Officer position.

ARTICLE IV. MEETINGS

Section 1. Quorum

A quorum will consist of at least 10 members of the SART. A quorum of members of the SART must be present or have sent a designee in order to conduct any business that requires a vote of the SART.

Section 2. Meetings

Regular meetings of the SART shall be held quarterly per calendar year and at the call of the Presiding Officer. The Burnet-Llano-Blanco County Regional SART team has agreed to hold bi-monthly meetings beginning January 2023. Special meetings of the SART may be held at any time upon a 7-day written notice to the team.

Section 3. Notice of Meetings

Written notice stating the place, date, and hour of any regular meeting of the SART shall be sent out electronically with a minimum notice of 14 days. Agendas shall be sent out electronically 14 days ahead of time by Presiding Officer.

Section 4. Virtual Meetings

Members of the SART or any committee developed by the SART may participate in a meeting by means of conference telephone, virtual platform, or similar communications equipment by which all persons participating in the meeting can communicate with each other for special circumstances. Participation in a meeting pursuant to this section shall constitute presence at such meetings. The Burnet-Llano-Blanco County Regional SART agrees that virtual meetings are for special circumstances and/or special guests communicating with the Burnet-Llano-Blanco County Regional SART.

ARTICLE V. SART PROTOCOL

Section 1. Protocol Development

Per Section 351.256 Texas Local Government Code, the team shall work together to develop an inaugural SART protocol no later than December 1, 2022. Team Members shall contribute to protocol development as a requirement of their membership. The protocol shall be reviewed no later than 90 days after each regular legislative session and included in the biennial report.

ARTICLE VI. BIENNIAL REPORT

Section 1. Data Sharing

SART members in law enforcement and/or prosecution responsible for the data described by Local Government Code 351.257(3)(A) shall collect, maintain, and share this information for publication in the biennial report. Data shall be used to inform the improvement of community response. Burnet-Llano-Blanco County Regional SART members have agreed to bring current data to record at each meeting.

Section 2. Biennial Report

SART members are responsible for the biennial report due to the County Commissioners Court every odd-numbered year. Members agree to contribute to the biennial report by accepting membership in the team.

ARTICLE VII. CONFLICT RESOLUTION

Section 1. Process

Members of the SART shall convene to develop and vote on an inaugural framework for a conflict resolution process. Whenever a member has a financial or personal interest in any matter coming before the SART, the affected member shall a) fully disclose the nature of the interest; and b) withdraw from discussion and voting on the matter.

Section 2. Commitment

Agreement to actively engage in resolving conflict using the team's established process in an expectation of each team member. Effective conflict resolution practices contribute to higher team functioning and success. To address conflicts, SART members shall look to their stated mission, values, and statutory mandates to prioritize survivor safety and well-being.

ARTICLE VIII. COMMUNICATION

Section 1. Privacy, Confidentiality & Privilege

As required by SB476, the team shall develop communication processes to *facilitate the timely exchange of relevant information*. In any scenario involving protected victim information, the SART will honor all member and team privacy obligations under Texas law, HIPAA, 42CFR, and other state and federal regulations.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments

The team shall review the Bylaws every 2 years. To amend the Bylaws, a notice of the proposed amendments shall be delivered personally, electronically, or by mail to each member of the SART. The presiding officer will present any changes at minimum two weeks before the time of the vote on the proposed amendment. The Bylaws shall be amended only by a majority vote of the Team.

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X Kathrine Cholcher 3-16-2023

Kathrine Cholcher Date
Executive Director HLFCC

X Conny Steele 3-15-2023

Conny Steele Date
Program Director HLFCC

X Rose Jones 3-14-2023

Rose Jones Date
Legal Advocate Coordinator HLFCC

X C. Driskell 3/14/23

Cambria Driskell Date
Training & Collaborations Coordinator HLFCC

**The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:**

X Julia Spann 4/10/2023

Julia Spann

Date

CEO SAFE Alliance

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X Karen Litterer
Karen Litterer Date 4-5-23
Administration/CNO Ascension Seton

X Jennifer Wills RN
Jennifer Wills Date 4.5.2023
RN Manager Ascension Seton

X Breanne Garner
Breanne Garner Date 4/5/23
ER Supervisor Ascension Seton Highland La...

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X Jack Franklin 5/8/23
Dr. Jack Franklin Date
Uano County Health

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:



Cole Reasor

Date

5/15/23

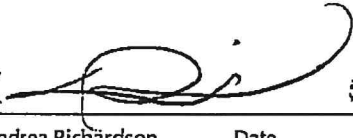
SGT. Investigator Horseshoe Bay Police Department

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X Will Miller 5/2/23
Sonny McAfee Date
District Attorney, 33rd/424th Judicial District

X Mary Davis 5/2/23
Mary Davis Date
Victim Services District Attorney

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X  3/20/2023

Andrea Richardson Date
Chief Executive Officer Bluebonnet Trails CS

X

Peggy Langenfeld Date
Regional Center Director Bluebonnet Trails CS

X

Jessica Miller Date
Regional Center Director Bluebonnet Trails CS

X

Katie Bowen Date
Center Manager Bluebonnet Trails CS

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X Sandy Doyal 5/5/23

Sandy Doyal

Date

Independent Nurse Practitioner IHS

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X Brian Lee 6/8/23

Brian Lee Date
Chief of Police Burnet Tx

X Christine Cummings 06/08/2023

Christine Cummings Date
Investigator Burnet Tx

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X 

Don Jackson
Sheriff Blanco County

5-23-23

Date

X 

Adam Acosta
Investigator Blanco County Sheriff Office

5/23/2023

Date

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X Calvin Boyd 5-8-23
Calvin Boyd Date
Sheriff Burnet County Tx

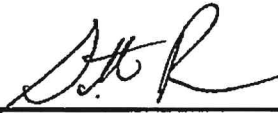
X Tom Dillard 6/8/23
Tom Dillard Date
Captain Burnet County Tx

X Chris King 6-8-23
Chris King Date
Investigator Burnet County Tx

X Debi King 6/8/23
Debi King Date
Crime Victim Liason Burnet County Tx

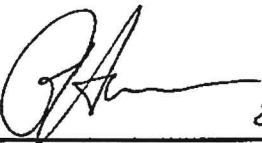
X Shelby Hoffman 6/8/23
Shelby Hoffman Date
Investigator Burnet County Tx

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X  5/31/23

Scott Rubin Date
Chief of Police Blanco Police Department

The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X  07/05/2023

Glenn Hanson Date
Chief of Police Marble Falls Tx

X  7/5/23

Tom Broyles Date
Detective Marble Falls Police Department

**The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:**

X Bill Blackburn 8/21/23

Bill Blackburn Date
Sheriff Llano County

X Brad Evans 8/21/23

Brad Evans Date
Chief of Police Llano County

X Mary Chowood 8/21/23

Mary Chowood Date
Sergeant Investigator Llano County

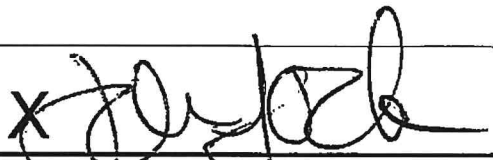
X _____

Bill Fritsch Date
LT. Investigator Llano County

X Jeff Phillips 8/21/23

Jeff Phillips Date
Mental Health Deputy Llano County Sherrif Office

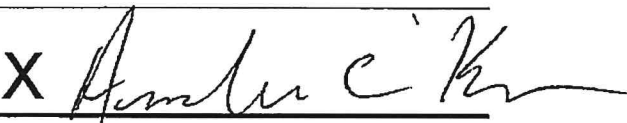
The SART BYLAWS AGREEMENT IS HEREBY ACCEPTED AND ADOPTED BY THE
FOLLOWING REPRESENTATIVES:

X 

John Ortiz Date
Chief Granite Shoals Police Department

X 

Allen Milev Date
Granite Shoals Police Department

X 

Andrew Kbs Date
Investigator Granite Shoals Police Department

Activities and Training

Training and Activities

The Blanco, Burnet and Llano County Regional Team complied with the mandatory training requirements of four hours per year. Included in this report, are the member sign in sheets for both of those trainings.

Mandatory Training 2024

November 7, 2024

Speakers/Trainers were:

Jason Lundquist, SAFVIC Systems Instructor

Hailee Reily, Survivor Case Study

Kristine Miller, Mental Health

Jessica Martin, Survivor

Mandatory Training 2025

November 6, 2025

Speakers/Trainers were:

Deepika Modali, SART Lead Analyst

Crystal Love, Director, Brave Alliance

Krishna Cook, SANE Nurse, Brave Alliance

Autumn Vandegrift, SAFVIC Systems Instructor

REGIONAL COUNTY SART SIGN IN SHEET

Project: Burnet, Llano & Blanco County Regional SART Mandatory Training November 7th, 2024

Facilitator: Highland Lakes Family Crisis Center- Presiding Agency

Name	Title	Agency	Phone	E-Mail
Chms Kling	Investigator	BCSO	512-234-0178	ckling@burnetsheriff.com
Jennifer Willis	RM ERM manager	ASHL	830-637-9589	jwillis@ascension.org
Terr Randolph	Crime Vic Sup	BCSO	512-755-1275	trandolph@burnetsheriff.com
Shelby Hoffman	Investigator	BCSO	512-755-4267	shoffman@burnetsheriff.com
Rose Jones	Legal Adv Coord.	HLFCC	830-693-3656	rjones@hlfcc.org
Steve Harris	Patrol Sgt	SRBPD	325-247-5775	stev.harris@surprisehealth.org
Krishna Cook	Forensic Nurse	Burnet Liaison	512-563-9249	krishna.cook@bvaetx.org
Shane Mahoney	Detective Sgt	GSPD	830-265-2431	shane.mahoney@graniteblacks.org
Josita Day	Investigator	Burnet PD	737-251-4241	JDAY@CITYOFBURNET.COM
Stacey Calabro	Public Health Nurse	DSHS	254-368-6968	stacey.calabro@dshs.texas.gov
Tammy Foster	Community Health Specialist	DSHS	254-228-8109	tammy.foster@dshs.texas.gov

Name	Title	Agency	Phone	E-Mail

REGIONAL COUNTY SART SIGN IN SHEET

Project: Burnet, Llano & Blanco County Regional SART Mandatory Training, November 6, 2025 Marble Falls Municipal Court

Facilitator: Highland Lakes Family Crisis Center- Presiding Agency

Name	Title	Agency	Phone	E-Mail
Conny Steele	Program Director	HLCFCC	830-693-3656	csteele@hlfcc.org
Rose Jones	Legal Adv. Coord.	HLCFCC	830-693-3656	rjones@hlfcc.org
Edelise McEg	Police Capt.	Cottawood Shery	830-265-9300	e.mceg@cottawoodshery.org
Jennifer Wills	Ascension Seton EMT major	ASHL	830-637-9589	jmwills@ascension.org
Mary Davis	VAC	DA	512-756-7607	mdavis@burnetcountytexas.org
Shelley Hoffman	Investigator	Burnet SO	(512) 755-4267	shoffman@burnetsheriff.com
Scott Dulaney	DETECTIVE	MFPD	830-613-7853	SDulaney@marblefalls.tx.gov
Olivica Poston	Detective	MFPD	830-613-5014	oposton@marblefalls.tx.gov
Chris Griffin	Lieutenant	Blanco P.D	860-554-5188	C.griffin@cityofblanco.tx.gov
Justin Zouren	SENIOR DETECTIVE	MFPD	830-220-2728	jzouren@marblefalls.tx.gov
Krishna Cook	Brave Alliance SAFE Coordinator	Brave Alliance	512-563-9219	Krishna.cook@bravealliance.org
Deepika Madala	TAAASA SART Lead Analyst	TAAASA	618 967 0234	dmadala@taasa.org
Laurie Brock	Police Chief	Sunrise Beach PD	512 627 7481	policechief@sunrisebeach.tx.gov
Shane Mahony	Detective	GISPD	830-265 2431	shane.police@granite-shedon.org

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speakers communicate the information clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

I enjoyed meeting and listening to Hailee's story. I am so proud of her and the fact that she did not allow all that she went through define her.

Something I learned from your presentation was:

Jason did great as well! I loved the notebook idea. Giving a notebook to a victim to write his/her thoughts/memories of the crime is a great idea.

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1 – Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speaker communicate clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

*Trauma symptoms, what to say or not say in different circumstances.
don't categorize.*

Any further comments:

Very Informative

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speakers communicate the information clearly and accurately?

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
---	---	---	---	---

Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

The honesty

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

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RELEVANCE

Did the speakers cover relevant information for your field?

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CLARITY

Did the speaker communicate clearly and accurately?

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---	---	---	---	---

ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

5	4	3	2	1
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Relevance

Did the speaker cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speaker communicate the information clearly and accurately?

5	4	3	2	1
---	---	---	---	---

ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
---	---	---	---	---

Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Seeing the strength + determination of the Jessica.

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

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RELEVANCE

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CLARITY

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ORGANIZATION

Overall, was the training organized and easy to follow?

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---	---	---	---	---

Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

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RELEVANCE

Did the speakers cover relevant information for your field?

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CLARITY

Did the speaker communicate clearly and accurately?

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ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
---	---	---	---	---

Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

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Relevance

Did the speaker cover relevant information for your field?

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ORGANIZATION

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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

AN

Something I learned from your presentation was:

Different Resources

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speaker communicate clearly and accurately?

5	4	3	2	1
---	---	---	---	---

ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
---	---	---	---	---

Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Informative

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

5	4	3	2	1
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Relevance

Did the speaker cover relevant information for your field?

5	4	3	2	1
---	---	---	---	---

CLARITY

Did the speaker communicate the information clearly and accurately?

5	4	3	2	1
---	---	---	---	---

ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
---	---	---	---	---

Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Informative

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

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CLARITY

Did the speakers communicate the information clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was: *sharing your truth*

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

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RELEVANCE

Did the speakers cover relevant information for your field?

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CLARITY

Did the speaker communicate clearly and accurately?

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ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
---	---	---	---	---

Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

*sharing your evolution
of understanding*

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

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Relevance

Did the speaker cover relevant information for your field?

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CLARITY

Did the speaker communicate the information clearly and accurately?

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was: *how raw & honest you are. Thank you for sharing such vulnerability - what an incredibly challenging journey.*

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1 – Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

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RELEVANCE

Did the speakers cover relevant information for your field?

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CLARITY

Did the speakers communicate the information clearly and accurately?

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was: *victim perspective*

Something I learned from your presentation was: *ask pertinent questions & make them feel believed & safe.*

Any further comments:

Would love to have Hailee speak to SANE's in Austin area.

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1 – Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

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RELEVANCE

Did the speakers cover relevant information for your field?

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CLARITY

Did the speaker communicate clearly and accurately?

5	4	3	2	1
---	---	---	---	---

ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was: *the SPS/PNS graph*

Something I learned from your presentation was:

I need to deal better w/ my past traumas in order to best serve my patients. I need to learn to compartmentalize better. I often wear my emotions on my sleeve.

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

5	4	3	2	1
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Relevance

Did the speaker cover relevant information for your field?

5	4	3	2	1
---	---	---	---	---

CLARITY

Did the speaker communicate the information clearly and accurately?

5	4	3	2	1
---	---	---	---	---

ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was: *honesty!*

Something I learned from your presentation was:

How I admire you! How to ask questions of children that are victims of sexual assault.

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1 – Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speakers communicate the information clearly and accurately?

5	4	3	2	1
---	---	---	---	---

ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

It was all great. It was nice to see the investigator and survivor relationship y'all have.

Something I learned from your presentation was:

Investigative techniques.

Any further comments:

None.

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speaker communicate clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

The entire presentation was great.

Something I learned from your presentation was:

It made me realize that some of the things I have said may have affected people and myself.

Any further comments:

You can tell you are very passionate about this topic and very knowledgeable.

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

5	4	3	2	1
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Relevance

Did the speaker cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speaker communicate the information clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Great presentation. You are an amazing speaker and presenter.

Something I learned from your presentation was:

Seeing it from your perspective is very important and beneficial for to what I do.

Any further comments:

Probably one of the strongest people I've ever heard present.

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

5 for personal

5	4	3	2	1
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CLARITY

Did the speakers communicate the information clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field? *She geared toward PO's and apologized for SQ - thought that is what*

5	4	3	2	1
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Attendance would be

CLARITY

Did the speaker communicate clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

5	4	3	2	1
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Relevance

Did the speaker cover relevant information for your field?

5 for personal

5	4	3	2	1
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CLARITY

Did the speaker communicate the information clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

J. Wills

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1 – Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

5	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

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CLARITY

Did the speakers communicate the information clearly and accurately?

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Good to hear from survivor.

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

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RELEVANCE

Did the speakers cover relevant information for your field?

5	4	3	2	1
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CLARITY

Did the speaker communicate clearly and accurately?

5	4	3	2	1
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ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Very Knowledgeable

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

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Relevance

Did the speaker cover relevant information for your field?

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CLARITY

Did the speaker communicate the information clearly and accurately?

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

Thanks for sharing your story.

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Did the speakers have an interesting presentation

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RELEVANCE

Did the speakers cover relevant information for your field?

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Victims point of view.

Something I learned from your presentation was:

Different ways to ask a victim can change the response.

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have a knowledgeable and well thought out presentation?

(5)	4	3	2	1
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RELEVANCE

Did the speakers cover relevant information for your field?

(5)	4	3	2	1
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CLARITY

Did the speaker communicate clearly and accurately?

(5)	4	3	2	1
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ORGANIZATION

Overall, was the training organized and put together well?

(5)	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was: —

Something I learned from your presentation was:

The brain function

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

Overall, did the speaker have an interesting presentation?

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Did the speaker cover relevant information for your field?

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CLARITY

Did the speaker communicate the information clearly and accurately?

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Testimony

Something I learned from your presentation was:

Any further comments:

SART MANDATORY TRAINING REVIEW 2024

Trainer: Jason Lundquist, SAFVIC Instructor

Hailee Reily, Survivor Case Study

DIRECTIONS: Please complete the following review sheet for trainer, Jason Lundquist and his speaker Hailee Reily, Survivor. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

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PRESENTATION

Did the speakers have an interesting presentation

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RELEVANCE

Did the speakers cover relevant information for your field?

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ORGANIZATION

Overall, was the training organized and easy to follow?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

He honesty about the situation

Something I learned from your presentation was:

never give up on a reluctant victim

Any further comments:

Great presentation.

SART MANDATORY TRAINING REVIEW 2024

Trainer: Kristine Miller, Mental Health

DIRECTIONS: Please complete the following review sheet for trainer, Kristine Miller. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

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CLARITY

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ORGANIZATION

Overall, was the training organized and put together well?

5	4	3	2	1
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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Anatomy of the physical reactions.

Something I learned from your presentation was:

detailed effects of Trauma on the human body/emotion

Any further comments:

Great presentation

SART MANDATORY TRAINING REVIEW 2024

Speaker: Jessica Martin, Survivor

DIRECTIONS: Please complete the following review sheet for speaker, Jessica Martin. Please circle the appropriate numbers and then provide your opinions on the bottom of the page.

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1– Strongly Disagree

PRESENTATION

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ORGANIZATION

Overall, was the training organized and easy to follow?

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Peer Reviewer Comments:

An area I truly enjoyed about your presentation was:

Something I learned from your presentation was:

Any further comments:

Data and Findings

SART DATA JAN 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	1	0	1	1	1	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA FEB 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	1	0	0	0	1	0	0
Burnet Police Department	0	0	1	0	0	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	1	2	1	1	1	0	0
Granite Shoals Police Department	0	1	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	1	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA MARCH 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	1	1	0	0	0	0
Burnet Police Department	1	0	1	1	1	0	0
Marble Falls Police Department	0	1	1	0	0	0	0
Bertram Police Department	1	2	2	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	1	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA APRIL 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	1	1	0	1	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	2	2	2	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	1	1	0	0	0	0
Bertram Police Department	1	1	1	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	1	1	0	1	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	1	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA MAY 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	1	0	1	1	1	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	1	1	0	1	1	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	1	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA JUNE 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	2	2	1	1	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	1	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	1	0	0	1	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	1	0

SART DATA JULY 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	1	1	1	0	0	0	0
Burnet Police Department	1	0	1	1	1	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	1	1	1	0	1	0	0
Llano Police Department	0	0	1	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA AUGUST 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	1	1	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	1	0	0	0	0
Bertram Police Department	0	1	1	1	0	0	0
Granite Shoals Police Department	2	1	0	1	1	1	1
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	1	1	1	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

SART DATA SEPTEMBER 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco Police Department	1	1	1	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	1	0	1	1	1	0	0
Marble Falls Police Department	0	0	1	0	0	0	0
Bertram Police Department	0	2	2	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	1	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA OCTOBER 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	1	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	1	0	1	1	1	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	2	2	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	1	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA NOVEMBER 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	1	0	1	1	1	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	1	0	1	0	0	0	0

SART DATA DECEMBER 2024

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	1	1	1	1	1	1	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	2	2	2	1	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	1	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0		0	0	0	0

SART DATA JANUARY 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	1	1	0	1	0	0	0
Burnet Police Department	1	0	0	1	1	1	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA FEBRUARY 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	1	0	0	0	0

SART DATA MARCH 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	1	1	0	1	1	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	1	0	0	0	1
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0		0	0	0	0

SART DATA APRIL 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	1	1	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

SART DATA MAY 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	2	2	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

SART DATA JUNE 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

SART DATA JULY 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	1	1	1	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

SART DATA AUGUST 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	1	0	0	0	0
Bertram Police Department	1	1	1	0	1	1	1
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	1	1	1	0	0	0	0
Horseshoe Bay Police Department	0	0		0	0	0	0

SART DATA SEPTEMBER 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	1	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	1	1	1	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

SART DATA OCTOBER 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	3	2	1	1	0	1	1
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

SART DATA NOVEMBER 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

SART DATA DECEMBER 2025

Agency	Total Adult Cases Reported	Number of Investigations Conducted	How many cases are active	How many cases are cleared	Grand Jury Referral	Cleared by Arrest	Referred to an outside agency
Blanco County Sheriff's Office	0	0	0	0	0	0	0
Blanco County Police Department	0	0	0	0	0	0	0
Johnson City Police Department	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burnet County Sheriff's Office	0	0	0	0	0	0	0
Burnet Police Department	0	0	0	0	0	0	0
Marble Falls Police Department	0	0	0	0	0	0	0
Bertram Police Department	0	0	0	0	0	0	0
Granite Shoals Police Department	0	0	0	0	0	0	0
Cottonwood Police Department	0	0	0	0	0	0	0
Llano County Sheriff Office	0	0	0	0	0	0	0
Llano Police Department	0	0	0	0	0	0	0
Sunrise Beach Police Department	0	0	0	0	0	0	0
Horseshoe Bay Police Department	0	0	0	0	0	0	0

Protocols

Advocacy Protocols

The primary objective of a sexual assault advocate is to inform, support, and accompany survivors and their families through the aftermath of sexual assault.

Advocates accomplish this objective by:

- Providing crisis intervention
- Normalizing the feelings of the survivor
- Educating and providing information to the survivor and family/friends about what the survivor may be experiencing emotionally and/or physically and what the survivor may still have to go through either emotionally or physically
- Educating and informing the survivor and family/friends about what procedural events may follow
- Providing support to the victim during the medical/forensic exam
- Providing additional support through the criminal justice and/or recovery process
- Providing information about crime victim's rights
- Assisting survivors in negotiating the medical, criminal justice systems and any other systems they must navigate due to the sexual assault

Services available for survivors of sexual assault in Burnet/Llano/Blanco Counties include:

- 24-hr hotline (830-693-5600)
- Crisis intervention
- Hospital/Alternative SANE sites accompaniment
- Law enforcement accompaniment
- Court accompaniment
- Systems advocacy
- Peer support and/or therapeutic counseling

Hospital/Alternative SANE site Advocacy

1. Arrive at the hospital, or alternative SANE site, within a timely fashion after the call from the hospital or law enforcement
2. Check-in at the hospital, or alternative SANE site, registration and inquiry about the whereabouts of the survivor
3. Greet the survivor and survivor family/friends, if in attendance. Identify yourself and the agency you represent. Inform them that you are there to offer support and information
4. Inform the survivor that anything they share with you is confidential
5. Inquire if there is anything the survivor needs
6. Offer to contact family/friends
7. Provide information and emotional support
8. Offer to remain with the survivor during the forensic exam
9. Explain to the survivor that they have the right to ask any questions before, during, or after the exam
10. Be prepared to answer any questions regarding the forensic exam
11. Provide information and support for the family/friends of survivor
12. At the request of the survivor, assist with comfort needs (blanket, extra pillow)
13. If law enforcement is present, introduce yourself and the agency you represent, explain the role of the advocate, and inquire as to whether or not the officer has any requests
14. Inform the survivor about the rape center services available and any other relevant community resources. Provide written information including the 24-hr hotline number
15. Provide a written copy of the Victim's Rights to the survivor
16. Ensure that the survivor has clothes when departing the facility and does not need to leave wearing a hospital gown
17. Ensure that the survivor leaves the facility safely with you, a family member, friend, or law enforcement. Help to arrange transportation and safe housing if needed.
18. Ask survivor if they would like a follow-up call from you

SART PROTOCOL HEALTHCARE RESPONSE

VICTIM ARRIVES AT EMERGENCY DEPARTMENT WITH % SEXUAL ASSAULT **DETERMINE WHETHER THE PATIENT:**

- ☐ HAS REPORTED OR DESIRES TO REPORT THE ASSAULT TO LAW ENFORCEMENT ("REPORTER")
- ☐ HAS NOT YET DECIDED WHETHER TO REPORT ("NON-REPORTER" AT THIS TIME)
- ☐ HAS DECIDED NOT TO REPORT ("NON-REPORTER")
- ☐ IS A "MANDATORY REPORTER" (MINOR OR VULNERABLE ADULT)
 - CALL CRISIS CENTER TO SEND A VICTIM ADVOCATE 830-693-3656
 - CALL LAW ENFORCEMENT TO REPORT THE ASSAULT 512-756-8080
 - CALL SAFE ALLIANCE @ 866-967-6853
TO ARRANGE AN ADULT SANE EXAM TO BE PERFORMED AT ASHL
 - CALL BRAVE ALLIANCE @ 512-738-8817
TO ARRANGE AN ADULT SANE EXAM TO BE PERFORMED AT ASHL IF SAFE ALLIANCE IS NOT AVAILABLE OR WILL BE DELAYED FOR MORE THAN 2 HOURS
 - (CHILD & ADOLESCENT EXAMS ARE PROVIDED AT ASCENSION DELL CHILDREN'S HOSPITAL) CALL ASCENSION TRANSFER LINE @ 512-324-3515
 - *SAFE ALLIANCE WILL DO EXAMS ON ADOLESCENTS (FEMALES THAT HAVE HAD A MENSTRUAL CYCLE AND MALES 12 AND OLDER)*

VICTIM ARRIVES AT POLICE STATION WITH % SEXUAL ASSAULT

- CALL CRISIS CENTER TO SEND A VICTIM ADVOCATE 830-693-3656
- CALL SAFE ALLIANCE @ 866-967-6853
TO ARRANGE AN ADULT SANE EXAM TO BE PERFORMED AT ASHL (ONLY IF THE VICTIM WANTS TO BE EVALUATED BY ER PHYSICIAN FOR POSSIBLE INJURIES)
- CALL BRAVE ALLIANCE @ 512-738-8817
TO ARRANGE AN ADULT SANE EXAM TO BE PERFORMED AT ASHL IF SAFE ALLIANCE IS NOT AVAILABLE OR WILL BE DELAYED FOR MORE THAN 2 HOURS (ONLY IF THE VICTIM WANTS TO BE EVALUATED BY ER PHYSICIAN FOR POSSIBLE INJURIES)

VICTIM CALLS 911 WITH % SEXUAL ASSAULT

- OFFICER RESPONDS TO CALLERS ADDRESS AND EVALUATED THE SITUATION
- CALL CRISIS CENTER TO SEND A VICTIM ADVOCATE 830-693-3656
- CALL SAFE ALLIANCE @ 866-967-6853
TO ARRANGE AN ADULT SANE EXAM TO BE PERFORMED AT ASHL (ONLY IF THE VICTIM WANTS TO BE EVALUATED BY ER PHYSICIAN FOR POSSIBLE INJURIES)
- CALL BRAVE ALLIANCE @ 512-738-8817
TO ARRANGE AN ADULT SANE EXAM TO BE PERFORMED AT ASHL IF SAFE ALLIANCE IS NOT AVAILABLE OR WILL BE DELAYED FOR MORE THAN 2 HOURS (ONLY IF THE VICTIM WANTS TO BE EVALUATED BY ER PHYSICIAN FOR POSSIBLE INJURIES)

BURNET/BLANCO/LLANO SART TEAM

Law Enforcement Sexual Assault Protocol

GENERAL PRINCIPLES

- 1) Approach every call from the standpoint of **BELIEVING THE VICTIM**.
- 2) While within the view or earshot of the victim or their family/friends/support, conduct yourself with utmost compassion and empathy. If you are skeptical of any aspect of the call, do not allow the victim or their support to become aware of your doubts. Share those thoughts privately and only with fellow law enforcement so that they may be properly investigated.
- 3) Address the call with the following *RESPONSE PRIORITIES* in mind:
 - a. Officer and scene safety
 - b. Immediate safety and medical well-being of the victim
 - c. Preservation of evidence and crime scene(s)
 - d. Identification of parties & witnesses
 - e. Taking of statements
 - f. Arranging follow-up investigation
 - g. Ensuring the victim has a safe and protected place to go
- 4) Each agency will properly investigate any offense within its jurisdiction and will assert jurisdiction wherever necessary if an agency having concurrent jurisdiction is unwilling or unable to perform the investigation.
- 5) Each agency shall perform a proper and thorough **INITIAL INVESTIGATION** regardless of the venue or jurisdiction for the offense. If another agency agrees to take over the initial investigation or to conduct the follow-up investigation, the initial agency will still be required to produce a thorough report to assist that investigation.
- 6) **Treat every investigation as though it is YOUR case unless and until another agency assumes responsibility for the investigation.**

ACTIONS GENERALLY PERFORMED BY PATROL

CONTACT WITH VICTIM/COMPLAINANT

- 1) Do not set expectations in their mind as to how the investigation or prosecution will progress. Do not promise them anything that you, personally, cannot deliver.
- 2) Explain your actions or lack of expected actions so that they will understand what is going on. (E.g.: Explain that you are not doing a detailed or forensic interview because the investigator will do it or arrange it so that they only have to go through that process once.)
- 3) Be empathetic: This may be your 100th sexual assault call, but it's probably their first.
- 4) Ascertain if the assault occurred within the 120 hour window. If so, find out if the victim is willing to submit to a SANE Exam. [CONSULT OTHER SART PROTOCOLS FOR AVAILABLE OPTIONS FOR SANE EXAM]. If multiple options are available for the location of the SANE exam, ask the victim which they prefer.

As a best practice, victims of a traumatic assault should not be interviewed in detail about the trauma until they have had at least one night of normal sleep. However, in order to further the investigation, you should attempt to obtain the following "*MINIMAL FACTS*" BEFORE contacting an investigator.

- If the victim is an adult, you may obtain this information directly from them.
- If the victim is a juvenile, obtain this information from whatever witnesses are available.
 - Avoid interviewing or taking written statements from juvenile victims if at all possible.
 - Avoid interviewing adults in front of the juvenile victim.
 - When interviewing adult witnesses, attempt to identify who the first adult witness to the outcry is.
 - If the following information is not available from sources other than the juvenile, the follow-up investigator will arrange a forensic interview to obtain the information.

WHERE did the assault occur?

This is primarily for the purpose of establishing proper venue for prosecution and determining the manpower needed to complete the investigation, not about which room of the house or particular address (though that information is certainly needed as well).

WHEN did the assault occur?

This information is critical to making a determination about requesting an acute SANE exam. If the assault was less than 120 hours in the past, there is the possibility of collecting biological evidence.

WHAT happened (in general)?

This question is not about the tiny details of the assault, but rather, the need or advisability of performing an acute SANE exam. We need to assess what injury to the body may have occurred and what the likelihood that bodily fluids were deposited.

INVESTIGATIVE JURISDICTION

IF THE OFFENSE occurred anywhere outside the primary jurisdiction of the responding agency, contact the agency with the proper jurisdiction and make arrangements to make a positive hand-off of the case. When meeting with the receiving agency, provide them a full briefing about the investigation and call so that the victim does not have to be re-interviewed at that time.

DO NOT just send a sexual assault victim to another agency or make *them* call the other agency. Each agency is expected to help these victims to the maximum extent until/unless they have properly transferred the investigation into the hands of the proper agency. Agencies are further expected to provide escorts, a comfortable waiting facility, or whatever is necessary avoid giving the victim the impression that they are being shuffled off on someone else.

EVEN IF the offense is wholly outside the responding agency's jurisdiction, that agency is expected to assist the proper agency in whatever manner is necessary.

If the offense is wholly outside the responding agency's jurisdiction and the proper agency is unwilling or unable to conduct the investigation, the responding officer or investigator should contact their supervisor in order to move the problem up the chain of command. The responding agency is expected to continue to do whatever is necessary to protect the victim, preserve evidence, and preserve crime scenes while the jurisdictional issue is being resolved.

Do not allow the victim or their support to overhear discussions about jurisdiction.

CASE-SPECIFIC ACTIONS

If the assault involves a transfer of bodily fluids or other evidence within the preceding 120 hours: Prevent the victim from washing, rinsing, or otherwise introducing anything onto/into the probable area (e.g. do not bathe, eat, drink, douche, etc) if at all possible until a SANE exam can be performed.

If the assault is alleged to have included **any type** of drug facilitation, try to prevent the victim from urinating unless a specimen can be collected. In an emergency, any type of urine or drug test container or any sterile container may be used. This specimen should be refrigerated as soon as possible after collection. **DO NOT** rely solely on blood samples at the SANE exam for toxicology; many "date rape" drugs have a short half-life in blood, but will be detectable in urine for much longer.

If the victim has already changed clothes, attempt to collect the clothing they were wearing at the time of the assault. Package each item separately (in paper and after drying, if necessary) because the laboratory has strict limits on how many pieces may be examined for DNA during the initial laboratory submission.

CONTACT WITH INVESTIGATOR

- 1) In general, please do not call the investigator until you have ensured the victim's immediate safety and have gathered at least the minimal facts.
- 2) Contact the investigator directly, if at all possible. Ensure that you are out-of-earshot of the victim while briefing the investigator so that you can speak candidly.
- 3) Be direct with the investigator. If you believe you require in-person assistance, say so. If you aren't sure what to do, ask.

- 4) Brief the investigator on the facts you have gathered, with an emphasis on the *MINIMAL FACTS* listed above.
- 5) Brief the investigator on the status of each of the *response priorities* listed above.

INVESTIGATOR PROTOCOL

Adult Allegation of Sexual Assault

Acute Sexual Assault- (within 120 hours)

1. Ascertain if the victim requires medical attention aside from a SANE. If they are transported, the hospital they go to should have a protocol for arranging a SANE exam. If strangulation is reported, the victim will need a separate medical evaluation to verify that there are no life-threatening injuries.
2. Regardless of the location of the victim, they are entitled to have a Sexual Assault Advocate present during any interviews with law enforcement. Contact the Highland Lakes Family Crisis Center [OR WHATEVER OTHER PROCEDURE IS ESTABLISHED IN OTHER SART PROTOCOLS]
3. As a best practice, victims of a traumatic assault should not be interviewed in detail about the trauma until they have had at least one night of normal sleep.
4. If they are transported to the hospital, the investigator should respond to the hospital to contact the victim, gather medical records release, collect evidence, and gather information about the treating physicians. (many hospitals contract with doctors through a third-party company; those doctors can be hard to track down for testimony later.) The investigator should also gather the SANE kit (if done) and any clothing the victim was wearing. After collecting the items, the DPS Crime Lab has requested we only send the underwear or closest layer of clothing to the victim's body (i.e. underwear, or pants/shorts if no underwear worn). It is preferable to have these items packaged separately.
5. If there are no medical concerns the on-call investigator will contact [THE APPROPRIATE PROVIDER OR CONTACT FOR SANE SERVICES AS DETAILED IN OTHER SART PROTOCOLS]. Give them the details of the incident and request a SANE Nurse be contacted.
6. Advise the initial responding officer to document the crime scene with detailed photographs as well as collect any items on scene that are obviously related to the allegations. If there is a complex crime scene, follow your agency's protocols for obtaining the assistance of additional personnel to assist in the investigation. If a search warrant is going to be required contact the on-call attorney from the District Attorney's Office for assistance. If no on-call attorney can be reached, contact the District Attorney [OR FOLLOW OTHER SART PROTOCOLS ON THIS MATTER].
7. Once the SANE is arranged ask the victim if they have a family member or friend they prefer to have accompany them for the transport. If no family is available, a Sexual Assault Advocate or Crime Victim Liaison may be used. If no other options are available, the investigator may transport the victim. Follow your agency's protocols for transporting non-arrestees. Avoid transporting victims in marked patrol units except as a ***last resort***.

8. Once at the SANE location, follow protocol for the location. Once the exam is completed if there are no medical concerns, gather the appropriate evidence and arrange transportation for the victim to the destination of their choosing. If they do not have a safe place to go you may request assistance from the HLFCC. Verify good contact information for the victim as someone will need to follow up with them in the days that follow.
9. Once the victim has been transported to a safe location, secure all evidence in accordance with agency policy.

INVESTIGATOR PROTOCOL

Juvenile (under 18) Allegation of Sexual Assault

IN ALL CASES:

1. If the responding officer has been unable to ascertain the minimal facts necessary to assist in the investigation, contact the HCCAC on-call line and request an emergency forensic interview. In the course of the interview, ensure that the interviewer obtains all the information needed to advance the investigation.
2. Determine who the first adult witness to the outcry was. That individual will need to be interviewed in detail.
3. If the alleged actor is a family or household member, make an immediate CPS referral.
4. Ensure that the juvenile has a safe place to go and that they will be in the lawful custody of a protective adult. If this cannot be accomplished, contact CPS immediately and inform the intake operator that you are requesting immediate assistance.
5. Document and gather whatever evidence is available (cell phones or devices, unwashed clothing or bedding from the time of the assault, etc).

Acute Cases (In addition to the procedures for adult cases):

1. If the allegation is acute and there is conduct that makes the recovery of forensic evidence possible, proceed with obtaining a SANE exam. In the case of an acute offense, always err on the side of conducting the exam.
2. When requesting a SANE exam, be sure to inform the person you are working with as to the approximate age and stage of development of the juvenile.
 - a. A Pediatric SANE qualification is required for juveniles that are pre-pubescent.
 - b. A Juvenile SANE qualification is for pubescent teens that are under 18
 - c. An Adult SANE is for those over 18.

Non-acute cases:

1. At the first opportunity during business hours, contact the HCCAC and arrange for a forensic interview and a safe-child exam. Work with the victim's family to arrange the appointment as soon as possible.
2. Arrange to be present or to have another investigator present for the forensic interview.

Prosecutor's Protocol

The primary objective of the prosecutor in a sexual assault case is to see that justice is done.

Prosecutors accomplish this by:

- Prosecuting the perpetrator when sufficient, credible evidence exists.
- Providing the victim with information relevant to the prosecution of the perpetrator.

The prosecutor(s) should remain mindful that prosecution is but one component of a Multidisciplinary SART Team, and that the team concept is crucial in ensuring a VICTIM CENTERED approach to the prosecution.

The Victim Centered Approach means that the needs and interests of survivors are of central concern to system personnel as they respond. *For a prosecutor this means:*

- Enhancing cooperation between the prosecutor's office and community organizations that may assist the victim(s).
- Giving victims choices and options whenever possible.
- Demonstrating sensitivity by using non-judgmental questions, comments, and body language.
- Establishing and maintaining liaison with area law enforcement commands and Crime Victim Liaisons, and specialized units such as Sexual Assault Programs, Advocacy Centers, Child and Adult Protective Services and community medical/forensic services.
- Facilitating communications within the prosecutor's office and among members of the Multidisciplinary Team.
- Maintaining respect for the survivor in interdisciplinary communications.

Recommended Protocol for Prosecutors:

- Utilizes a vertical prosecution model including law enforcement, medical professionals, and the victim in order to reduce the trauma to the victim.
- Evaluates cases submitted by law enforcement.
- Ensures that the victim is designated by a pseudonym in all documents and legal proceedings after notice from law enforcement of the election of a pseudonym by the victim (CCP Art. 57.02).
- Determines if sufficient credible evidence exists to support prosecution.
- Presents case to the grand jury after notifying victim and suspect.
- Informs victims of the status of the case from the time of the initial charging decision to sentencing (CCP Art. 56.02(a)(3)(A)).
- Discourages case's continuances.
- Explains the reasons for continuances and seeks mutually agreeable dates for hearings that are rescheduled.
- Arranges for interpreting services for victims and witnesses when necessary to assist a victim to understand questions and framed answers.

- Brings to the attention of the court the views of the victim on bail decisions, continuances, plea bargains, dismissals, sentencing and restitution.
- Pursues to the fullest extent allowable by law, those defendants who harass, threaten, or otherwise attempt to intimidate or retaliate against victims or witnesses.
- Arranges for the prompt return of the victim's property if it is no longer needed as evidence in court (CCP Art. 56.02(a)(9)).
- Seeks no contact or protective orders as conditions of bail or personal recognizance release.
- Includes the victim whenever possible in decisions concerning the filing of the case, grand jury presentation, the reduction of charges, plea bargain offers, dismissal or other possible case dispositions.
- Provides the victim with a business card and the preferred time and method of contact.
- Responds to inquiries by the victim as soon as possible.
- Consults with law enforcement, health care personnel, and rape crisis advocates in the furtherance of the prosecution of the case.
- Notifies the victim of his/her rights regarding HIV testing and available counseling regarding HIV and AIDS (CCP Art. 56.02(a)(11)).
- Notifies the victim of the right to receive information regarding compensation from the crime victim's compensation fund (CCP Art. 56.08(a) CCP Art. 56.02(a)(6)).
- Advises the victim of his/her right to have a support person and advocate present during interviews and in court.
- Discusses the case with all witnesses prior to trial date.
- Uses time efficiently when requiring consultation from other team members.
- Provides input and related teaching to medical personnel and law enforcement as an interdisciplinary member.

Recommended Information the Prosecutor Should Provide to Victim:

- Orientation information about the criminal justice system and the victim's role CCP Art. 56.02(a)(4).
- Notification of any change in the case status and the final disposition of the case CCP Art. 56.02(a)(3)(A).
- Information on crime prevention and on available responses to witness intimidation.
- A victim assistance coordinator as liaison for all victim services CCP Art. 56.04(a).
- Victim impact statement and assistance, if requested, in completing form along with explanation of use of form in court system and for consideration in sentencing and plea negotiations CCP Art. 56.02(a)(13) CCP Art. 56.03(c).
- Information about available Victim/Witness services to meet victim needs resulting from the crime and referral to other agencies, where appropriate.
- Advanced notice of court hearings and purpose of hearing including arraignment, grand jury presentation, disposition hearings, pretrial hearing, trial, sentencing, and appeal CCP Art. 56.02(a)(3)(A).
- Information about restitution and other forms of recovery and assistance.
- A waiting area separate from the defendant, the defendant's family and other witnesses or other provision to minimize the victim's contact with them during court proceedings CCP Art. 56.02(a)(8).

- Information about directions, parking, courthouse and courtroom locations, transportation assistance.
- Assistance for victims and witnesses in meeting special needs, such as childcare and transportation when required to make court appearances.
- Assistance in making travel and lodging arrangements for out-of-state victims.
- Notification to victims of the right to make an in-person statement, after sentencing, directly to the sentencing court, concerning the impact of the crime.
- Provide victim with information about Victim Information Notification Everyday (VINE).

Prosecutors should take the opportunity during jury training to educate jury members concerning common misconceptions about sexual assault. This might include education on why a lack of evidence found during the medical/forensic exam does not necessarily mean the victim was not sexually assaulted or some of the common reasons why victims may not make their report immediately after the assault. In addition, prosecutors may take this opportunity to prepare jurors for potential graphic language and pictures that may be encountered during the trial.

➤ **District Attorney's Office of the 33rd/ 424th Judicial Districts**

Burnet Office:

1701 E. Polk, Ste. 24

Burnet, Texas 78611

Phone: 512-756-5449

Fax: 512-756-8572

Llano, Blanco, and San Saba Office:

811 Berry Street

P.O. Box 725

Llano, Texas 78643

Phone: 325-247-5755

Fax: 325-247-5274

"It shall be the primary duty all of prosecuting attorneys, not to convict, but to see that justice is done."

Felony Division

Felonies are offenses punishable by death or by confinement in a penitentiary or state jail. Felonies are classified according to the relative seriousness of the crime. Felony offenses include capital murder, kidnapping, aggravated assault, sexual assault, crimes against children, identify theft, and certain drug and theft cases.

The District Attorney's Office of the 33rd and 424th Judicial Districts handles hundreds of felony cases every year. Local and state law enforcement agencies submit cases to the office for consideration of charges. During the intake process, experienced prosecutors review the case and

determine if there is enough evidence to go forward with a charge. Occasionally the case requires more investigation prior to filing.

Every person accused of a felony offense has the right to have his or her case heard by a grand jury. Each county has its own grand jury. The grand juries are composed of twelve citizens of their respective county. They are chosen much like a trial jury, but their duties are different. Grand jurors decide if there is enough evidence to charge a person with a crime. If at least nine grand jurors agree the evidence is sufficient they return an indictment. If not, they return a "no bill" and the case is over. Once an indictment is returned, the case is sent to district court.

The prosecutor assigned to each case will look at the evidence, review the defendant's criminal history, if any, speak to any victims, and then make a punishment recommendation. When making punishment recommendations or "plea bargains", prosecutors also look at jury verdicts in similar cases. If the defendant accepts this offer the case results in a plea bargain. If the defendant does not accept the offer, the case is put on the trial docket. With some exceptions, cases are tried according to the age of the case.

Victim's Assistance Division

The District Attorney's Office of the 33rd and 424th Judicial Districts' Victim Assistance Division provides information and referrals to those victimized by violent crimes and certain property related crimes. This includes but is not limited to helping walk victims through the application process for Crime Victims Compensation as well as connecting victims with various community resources (e.g., counseling). We are here to ensure victims receive the support they deserve and have their voices heard throughout the criminal justice process. The lengthy nature of criminal cases can often be trying and stressful. We make certain victims of crime are informed and prepared for any court-related proceedings. We are here to serve the citizens of Burnet, Blanco, Llano, and San Saba Counties with pride and integrity.

The Victim Coordinator for the District Attorney's Office is Mary K. Davis. She is available at:

1701 E. Polk, Suite 24
Burnet, TX 78611
Office: 512-756-7609
Fax: 512-756-8572
Email: mdavis@burnetcountytexas.org

Evaluation of Protocols: Case Review

Evaluation of Protocols: Case Review

Burnet-Blanco-Llano SART completed one case review. No names were used during this review and there was no other victim identifying information disclosed.

During this review it was stated that law enforcement had taken a sexual assault victim to the hospital. An advocate from the local rape crisis center (Highland Lakes Family Crisis Center) was called. The assigned advocate went to the hospital to be with the client. The client was medically cleared by the hospital.

All policies and protocols of the participating agencies were followed up until the initiation of the SANE. At that time the victim chose to have the SANE completed at another medical facility. The facility chosen was out of the area of the Burnet-Blanco-Llano County SART.

After evaluation of the protocols of the three agencies involved, it was deemed by the team that all protocols were followed.

Rape Kits that Have Not Been Picked Up Within Statutory Time Limits

Number of Rape Kits that are Past the Statutory Timeline for Law Enforcement to Pick-Up from a Healthcare Facility

With the passing of SB 608 during the 89th Legislative Session, an additional data point will be required to be provided in the biennial report. The number of rape kits that are past the statutory timeline for transfer to the crime lab, i.e. not picked up from a healthcare facility by law enforcement within the statutorily allotted timeframe.

The statutory time limit for these pickups is 7 days if the healthcare facility, where the SANE was performed, is within 100 miles. This time increases to fourteen days if the mileage is over 100 miles.

The Blanco-Burnet-Llano Regional SART has not created a collection method for these numbers. However, we did collect numbers for 8 different cases from our participating hospital.

These 8 cases show that there were:

- 3 picked up within the 7-day statutory time limit
- 2 picked up after the 7-day statutory time limit
- 3 picked up with unknown times documented

The goal of the team during the 2026-2027 term is to create a collection method for this category and to include more information in the next Biennial Report.

Conclusion

Biennial Conclusion

The Regional SART was established in 2022 and continues to serve our communities. The team consists of representatives from Llano, Burnet and Blanco counties.

The team continues to meet on a quarterly basis. The team voted to have two face-to-face meetings and two virtual meetings throughout the year. The first virtual meeting was held on Oct. 2, 2025.

The system to collect data for adult sexual assaults that is still utilized. Each month, the presiding officer sends the forms for the team members to document their agency DATA. These completed forms are then submitted to the presiding officer.

Some challenges noted in the 2023 Biennial Report remain. One of these challenges is the geographical limitations of our rural area. There is still only one hospital that is equipped with a designated SANE room. Additionally, the access to SANE nurses for the area is also a continuing challenge.

One of the most significant challenges for this SART is a lack of participation from required members as outlined by statute. This includes both submission of data along with members not being present at meetings.

The goal of this SART is to develop a method for choosing a case review. One confidential case was discussed. The protocols of the three agencies involved were analyzed. Afterwards, the SART found that the agencies did work collaboratively and followed each of their protocols.

Though there is a lack of participation at the meetings, there are members that regularly attend. It is because of these dedicated members that the regional SART continues to be active.

Highland Lakes Family Crisis Center (HLFCC) has seen an increase in the number of Sexual Assault Crisis Calls on the hotline. In fiscal year 2024 HLFCC received 139 calls from sexual assault survivors, and in fiscal year 2025 the agency received 549 calls. This is a 295% increase in calls from survivors. During this same timeframe, HLFCC saw a 50% decrease in the number of advocate-accompanying SANE exams. These numbers show that

while calls for crisis intervention, accompaniment, counseling and other safety services are increasing, the number of survivors who are requesting a Sexual Assault Forensic Exam has decreased.

In addition, there was a 4-hour mandatory training held in 2024. The 2025 mandatory training was held on November 6, 2025.

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

8.

Meeting Date: 12/09/2025

Subject

Discuss and consider Judge Wilson's recusal from the Bell County East to Big Hill 765-kV Transmission Project, LCRA/ONCOR electric line issue. (Wilson)

Attachments

765kv ga0796



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

September 13, 2010

The Honorable Allan B. Ritter
Chair, Committee on Natural Resources
Texas House of Representatives
Post Office Box 2910
Austin, Texas 78768-2910

Opinion No. GA-0796

Re: Whether the conflict of interest provisions of chapter 171, Local Government Code, required two board members of the Uvalde County Underground Water Conservation District to disclose their respective interests and abstain from voting on a District rule (RQ-0853-GA)

Dear Representative Ritter:

The Uvalde County Underground Water Conservation District (the "District") is a groundwater conservation district subject to chapter 36 of the Water Code and governed by an eight-member board of directors (the "Board").¹ Members of the Board are subject to chapter 171 of the Local Government Code. Request Letter at 1; TEX. WATER CODE ANN. § 36.058 (West 2008). Chapter 171, which generally governs pecuniary conflicts of interest, requires a local public official to disclose the official's interest in a business entity or real property and abstain from participating in a vote or decision involving that entity or real property under certain circumstances. *See* TEX. LOC. GOV'T CODE ANN. §§ 171.002-.004, .007(a) (West 2008). Because members of the public have raised the issue, you ask whether chapter 171 required two Board members to file affidavits disclosing their respective interests in a business entity and real property and abstain from voting to approve a District rule under the particular facts presented. *See* Request Letter at 4-5.

I. Facts Presented

The facts, as you present them, are as follows: In February 2009, a proposed revision to a District rule sought to codify the District's interpretation of its existing 2002 rule regarding groundwater production. *See* Request Letter at 1-2. The proposed revision permitted water withdrawal from a well or well system used for irrigation purposes at a maximum of "two and one half . . . acre feet² per irrigated acre per year, regardless of which formation or aquifer is the source of the groundwater" taking into "account any groundwater withdrawal rights granted by any

¹Request Letter at 1, 2 n.1 (*available at* <http://www.texasattorneygeneral.gov>); *see also* Act of May 30, 1993, 73rd Leg., R.S., ch. 626, art. 2, 1993 Tex. Gen. Laws 2350, 2370 (validating District's creation, boundaries, and powers).

²"An acre-foot is the amount of water that would cover an acre of land to one foot, approximately 325,850 gallons." *Barshop v. Medina Cnty. Underground Water Conservation Dist.*, 925 S.W.2d 618, 624 n.1 (Tex. 1996).

permitting authority associated with the tract, regardless of whether those rights have been conveyed.” *Id.* (footnote added). “The context and rationale for the proposed rule related to a prior decision of the Board on three pending applications [(the “Applications”)] for . . . permits from the District.” *Id.* at 2. These applicants “already held groundwater irrigation rights from the Edwards Aquifer Authority [for two acre feet per acre] to irrigate the same tract of land for which they were seeking irrigation withdrawal rights from the District [for two-and-a-half acre feet per acre].” *Id.* In accordance with the District’s interpretation of its 2002 rule “as limiting groundwater production rights to 2.5 acre feet cumulative, regardless of the aquifer from which the water was withdrawn or the permitting authority,” the District denied the applicants any allocation in excess of two-and-a-half acre feet of water per acre. *Id.*

In March 2009, the Board voted to delete the proposed limiting language requiring that the two-and-a-half acre feet per acre be cumulative of withdrawal permits granted with respect to another aquifer and by another permitting authority. *See id.* You tell us that “Board Member A made the motion to amend the rule prior to adoption and Board [member] B seconded the motion.” *Id.* at 3. The more expansive version of the rule (the “Rule”) allowing cumulative withdrawal to exceed two-and-one-half acre feet passed, with four Board members (including Board members A and B) voting for and three against it. *See id.* at 2. When the Board took this March 2009 action, a motion for a rehearing was pending on the three Applications. *Id.* at 3. Following adoption of the Rule, the Board granted the motion for rehearing, reversed its prior decision, and granted the applicants the full water allocation they had requested, “so that applicants would now hold 4.5 acre feet per year of irrigation water rights instead of being limited to 2.5 acre feet under the prior ruling.” *Id.* With respect to consideration of the Applications, you tell us, “Board member A had filed an affidavit disclosing his business interest in one of the applicants” (the “Applicant”) and “abstained from participating in the consideration or deliberations on the applications.” *Id.* You do not raise any issues with respect to the Board’s consideration of the Applications.

II. Chapter 171

With this factual context, we look at the relevant provisions of chapter 171 of the Local Government Code. Under section 171.004, a local public official must disclose a “substantial interest” in a business entity or real property prior to a vote or decision involving the business entity or real property and abstain from further participation in the matter if:

- (1) in the case of a substantial interest in a business entity the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
- (2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

TEX. LOC. GOV'T CODE ANN. § 171.004(a) (West 2008). *But see id.* § 171.004(c) (providing that a local official who files an affidavit is not required to abstain “if a majority of the members of the governmental entity . . . is composed of persons who are likewise required to file and who do file affidavits of similar interests”). Section 171.003 makes it an offense for a public official to knowingly violate section 171.004. *See id.* § 171.003(a)(1). In addition to the criminal penalty, an action taken in violation of section 171.004, among others in chapter 171, renders the action voidable if “the measure that was the subject of an action involving a conflict of interest would not have passed the governing body without the vote of the person who violated the” provision. *Id.* § 171.006.

III. Analysis

Based on the facts presented,³ Board members A and B each have the requisite “substantial interest” for the purposes of section 171.004. *See id.* § 171.002 (defining “substantial interest”). Board member A, you inform us, has a substantial interest in a business entity because “he is an employee of one of the two partners who are the applicants” for water permits and “derives more than 10% of his gross income from that employment.” Request Letter at 3; TEX. LOC. GOV'T CODE ANN. § 171.002(a)(2) (West 2008) (providing that “a person has a substantial interest in a business entity if . . . funds received by the person from the business entity exceed 10 percent of the person’s gross income for the previous year”); *id.* § 171.001(2) (defining “Business entity” to “mean[] a sole proprietorship, partnership . . . or any other entity recognized by law”). Board member B, you tell us, has a substantial interest in real property because he owns land in the District valued at over \$2,500. *See* Request Letter at 3–4; TEX. LOC. GOV'T CODE ANN. § 171.002(b) (West 2008) (“A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.”). That Board members A and B have substantial interests in the business entity and in the real property at issue is not, based on the facts presented, in dispute. *See* Request Letter at 3–4. Accordingly, we assume for the purposes of this opinion that each member has the requisite substantial interest for the purposes of chapter 171.

As your questions indicate, the issue here is the participation of Board members A and B in the March 2009 vote on the Rule and whether that action had a “special economic effect.” *See* Request Letter at 4–5.⁴ With respect to Board member A, the test under section 171.004 is whether

³In answering the question posed, we rely on the factual representations of the requestor. *See* Tex. Att’y Gen. Op. Nos. GA-0760 (2010) at 1 n.2, GA-0544 (2007) at 3 n.3, GA-0457 (2006) at 2 n.2, GA-0249 (2004) at 2.

⁴You specifically ask:

- 1) With respect to Board Member A, under the facts presented did the Board’s action on Rule 12.2(a)(1) affect his substantial interests in a business entity in a manner that is distinguishable from the rule’s effect on the general public and thus require disclosure and abstention under § 171.004, Local Government Code?
- 2) With respect to Board Member B, under the facts presented did the Board’s action on Rule 12.2(a)(1) affect his substantial interests in real property in a manner

(continued...)

his vote on the Rule would have had “a special economic effect on the business entity,” i.e., the Applicant in which he has a substantial interest, “distinguishable from the effect on the public.” TEX. LOC. GOV’T CODE ANN. § 171.004(a)(1) (West 2008). With respect to Board member B, the test is whether it was “reasonably foreseeable” that his vote on the Rule would have a special economic effect on the value of his real property in which he has a substantial interest distinguishable from the effect on the public. *Id.* § 171.004(a)(2).

Generally, this office “cannot decide in the opinion process whether a governmental entity’s action will have a special economic effect on a business entity or the value of real property distinguishable from its effect on the public, because this decision requires the investigation and resolution of fact questions.” Tex. Att’y Gen. Op. No. GA-0337 (2005) at 5. This office has answered the question as a matter of law based on the facts provided only in the context of the purchase or sale of goods or services. For instance, this office determined that if a governmental entity considers purchasing goods or services from a business entity in which a local public official has a substantial interest, “the decision will, as a matter of law, ‘have a special economic effect on the [business] that is distinguishable from the effect on the public.’” Tex. Att’y Gen. Op. No. GA-0136 (2004) at 3 (concluding that a business entity in which a county judge owns a substantial interest may sell fuel or oil products to the county only if the judge has filed an affidavit and abstains from participating in a deliberation or vote on the matter); *see* Tex. Att’y Gen. Op. No. DM-279 (1993) at 7 (determining that a county’s decision to buy materials from a corporation in which a commissioner has a substantial interest will, as a matter of law, have a special economic effect on the corporation); *see also* *Walk v. State*, 841 S.W.2d 430, 435 (Tex. App.—Corpus Christi 1992, pet. ref’d) (concluding there was sufficient evidence to support a county judge’s conviction for knowing participation in a decision to purchase office supplies from his son-in-law’s store). Based on case law, the question could also be answered as a matter of law, depending on the facts provided, in the context of the purchase or sale of an interest in real property. *See Dallas Cnty. Flood Control Dist. No. 1 v. Cross*, 815 S.W.2d 271, 281–82 (Tex. App.—Dallas 1991, writ denied) (concluding there was sufficient evidence to establish substantial interest to void purchase by flood control district of easement across district’s former president’s land approved by board members who had such interest in the president’s affairs).

Instead of the purchase of (1) goods or services or (2) a real property interest the effect of which can be more readily determined as a matter of law, we are confronted here with the effect of the adoption of a rule on a business entity and on the value of real property. You tell us that following the March 2009 Board action, the District granted the pending motion for rehearing of the business entity in which Board member A has a substantial interest, i.e., the Applicant, and awarded

⁴(...continued)

that is distinguishable from the rule’s effect on the general public and thus require disclosure and abstention under § 171.004, Local Government Code?

3) With respect to Board Member B, are the facts and circumstances described in Attorney General Opinion DM-130 sufficiently met so as to bar Board Member B’s action on Rule 12.2(a)(1)?

permits for the maximum two-and-a-half acre feet of water per acre in addition to the two acre feet per acre granted by the Edwards Aquifer Authority (“EAA”) for a total of four-and-a-half acre feet per acre. *See* Request Letter at 3. It is suggested that the four-and-a-half acre feet per acre water request would not, or could not, have been granted under the District’s interpretation of the pre-2009 rule. *See id.* at 2. Thus, with respect to Board member A, members of the public have alleged that the March 2009 “modification to the proposed rule paved the way for the Board’s initial decision to be reversed and the permits to be granted [to the business entity in which Board Member A has a substantial interest] as requested on rehearing.” *Id.* at 3.⁵ With respect to Board member B, members of the public have alleged that because he owns land in Uvalde County and holds permits issued by the EAA and the District, the March 2009 action “would allow him up to 4.5 acre feet of water per acre, not the 2.5 acre feet had the February . . . version [of the rule] been adopted.” *Id.* at 4.

Neither section 171.004 nor a court decision that we find provides guidance in regard to the adoption of a rule. In Attorney General Opinion GA-0337, which addressed the general regulatory authority of a water district, our office observed “that it seems unlikely that a broadly applicable [conservation and reclamation district] action would have a ‘special economic effect’ on a particular business entity distinguishable from its effect on the general public if its only effect on the business entity is generally to encourage (or to limit) property development within the [d]istrict’s boundaries.” Tex. Att’y Gen. Op. No. GA-0337 (2005) at 6 (considering whether a district’s general regulatory authority would have a “special economic effect” on business entities in which board members have substantial interests). In the absence of legislative or judicial guidance, this observation articulates a practical and reasonable standard—that regulatory actions broadly applicable to, or generally effecting, persons or property in a water district will ordinarily not have a “special economic effect” on a particular business entity as to invoke the disclosure and abstention requirements of chapter 171.

However, based on the facts provided, it is not clear that the Board’s March 2009 action was broadly applicable. Nor is it clear that its effect on the business entity (in which Board member A has a substantial interest) and on the real property (in which Board member B has a substantial interest) is one shared generally by other property owners in the District. In other words, it is not clear that the Board’s adoption of the Rule is the type of regulation with general application or effect that, under the Attorney General Opinion GA-0337 standard, *fails* as a matter of law to trigger the filing and abstention requirements of section 171.004(a).

First, the March 2009 Board action arguably affected a limited class of real property and real property owners—those subject to permitting by both the District and the EAA—that specifically included the property owned or held by the business entity in which Board member A has a substantial interest and the property owned by Board member B. *See* Request Letter at 2 (stating that applicants for water permits from the District already hold permits from the EAA for irrigating the same tracts); *id.* at 3–4 (stating that “Board member B owns a substantial parcel of land in Uvalde County underlain by the Buda, Austin Chalk, and the Edwards Aquifers” and that “[t]here are not

⁵You do not ask and we do not consider the Board’s authority to grant the permits pursuant to the rule as revised in March 2009. *See, e.g.*, TEX. LOC. GOV’T CODE ANN. § 245.002(a) (West 2005) (providing that regulations in effect at the time of filing of original applications for permits govern approval or disapproval by each regulatory agency).

a large number of landowners within the District who own land with these particular geological/hydrological features”).⁶ Attorney General Opinion DM-130 suggests that regulatory actions affecting a limited class of real property and their owners, in certain circumstances, can have a “special economic effect.” Tex. Att’y Gen. Op. No. DM-130 (1992) at 2 (“[S]ection 171.004 would, in certain circumstances, bar a city council member’s voting on a zoning matter affecting territory in which the member’s residence is located.”). Here, while we are informed that the class of property and owners affected by the Board’s adoption of the Rule is limited, we do not know the exact numbers. Second, the link between the March 2009 action and its particular economic effect on the business entity in which Board member A has a substantial interest and on Board member B’s real property was, arguably, direct and apparent at the time of the action. The special economic effect of the March 2009 action on the business entity and the value of the described property was reasonably foreseeable when the Board voted to adopt a rule that would allow such property owners and property more water access. Cf. *Cross*, 815 S.W.2d at 278 (stating that board members “knew the nature of the motion [to purchase an easement from former president] on which they voted, and could reasonably foresee that [the former president] would receive an economic benefit from the District paying him \$1.2 million”).

In sum, based on the facts presented, a court *could* find that the March 2009 action had a special economic effect on the business entity in which Board member A has a substantial interest, that was distinguishable from the effect on the public, and on the value of Board member B’s real property, which was reasonably foreseeable at that time. Given the inherently factual nature of the inquiry and absence of judicial precedent, we cannot conclude that a court *would* find that the March 2009 action had a special economic effect or that it was reasonably foreseeable that it would have such an effect as to require Board members A and B to file affidavits disclosing their interests and abstain from participating in the March 2009 vote.

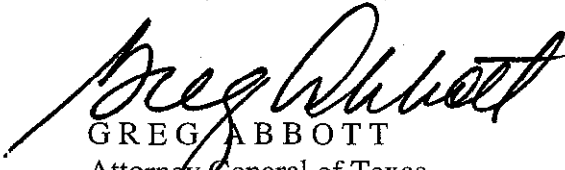
⁶*See also* Brief from Thomas Farr, at 1–2 (Feb. 24, 2010) (stating that “[a] very small portion of Uvalde County is underlain simultaneously by 3 karst aquifers, the Edwards Limestone, managed by the [EAA] and the Buda and Austin Chalk Limestone, managed by the [District]”) (on file with the Opinion Committee).

S U M M A R Y

Chapter 171 of the Local Government Code generally governs a local public official's pecuniary conflicts of interest. Section 171.004 requires a local public official to file an affidavit disclosing the official's interest in a business entity or real property and abstain from participating in a vote or decision involving that entity or real property when the vote or decision will have a special economic effect on the business entity or the value of the real property.

In March 2009, the board of directors (the "Board") of the Uvalde County Underground Water Conservation District (the "District") voted to approve a District rule permitting withdrawal of groundwater for agricultural use without certain limitations previously proposed. Based on the facts presented, a court *could* find that the March 2009 action had a special economic effect on an applicant for a water permit in which a Board member has a substantial interest and on the value of real property owned by another Board member, which was reasonably foreseeable. Given the inherently factual nature of the inquiry and absence of judicial precedent, this office cannot conclude that a court *would* find that the March 2009 action had a special economic effect, or that it was reasonably foreseeable that the action would have such an effect as to require the two Board members to file affidavits disclosing their interests and abstain from participating in the March 2009 vote.

Very truly yours,


GREG ABBOTT
Attorney General of Texas

DANIEL T. HODGE
First Assistant Attorney General

DAVID J. SCHENCK
Deputy Attorney General for Legal Counsel

NANCY S. FULLER
Chair, Opinion Committee

Sheela Rai
Assistant Attorney General, Opinion Committee

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

13.

Meeting Date: 12/09/2025

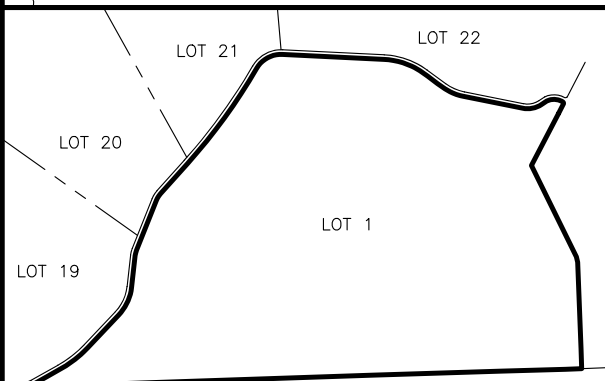
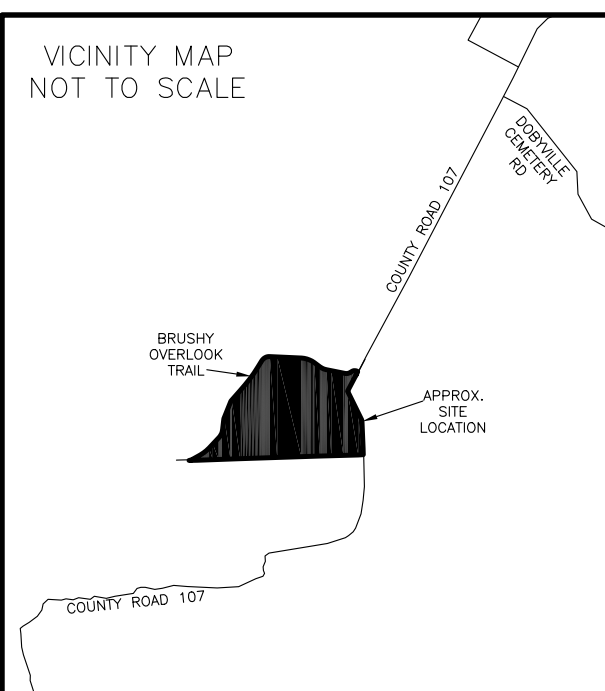
Subject

Discuss, consider and take appropriate action concerning a request for a replat of lot 1, Brushy Mountain Subdivision, to be known as lots 1-A and 1-B, Brushy Mountain Subdivision, a division of 1 lot into 2. (Luther)

Attachments

70 Acre Survey Replat

VICINITY MAP
NOT TO SCALE



ORIGINAL LOT CONFIGURATION
NOT TO SCALE

LINE	BEARING	DISTANCE
L1	S 27°30'59" W	765.50'
L2	S 26°10'01" E	1325.76'
L3	S 13°16'26" E	73.91'
L4	S 02°12'19" E	1126.11'
L5	S 02°12'19" E	258.69'
L6	S 87°20'31" W	214.04'
L7	S 88°18'09" W	615.28'
L8	S 88°17'57" W	509.14'
L9	S 88°18'49" W	805.42'
L10	S 88°15'53" W	449.53'
L11	S 88°04'10" W	999.12'
L12	S 88°03'25" W	679.66'
L13	S 88°01'23" W	614.31'
L14	S 88°04'54" W	940.10'
L15	S 87°50'40" W	448.50'
L16	S 88°06'34" W	658.90'
L17	S 88°13'56" W	332.02'
L18	N 60°38'18" E	400.37'
L19	N 43°21'10" E	585.45'
L20	N 06°24'17" E	412.36'
L21	N 21°43'13" E	697.95'
L22	N 41°50'56" E	526.86'
L23	S 87°09'52" E	1321.94'
L24	S 53°42'44" E	297.74'
L25	S 78°42'50" E	783.83'
L26	N 56°32'06" E	82.37'
L27	S 27°31'50" W	132.54'

- SURVEY NOTES:**
- BEARINGS, DISTANCE & ACREAGE SHOWN HEREON ARE GRID, NAD 83(2011)-HARN, LAMBERT GRID COORDINATES AND CONFORM TO THE TEXAS COORDINATE SYSTEM, "TEXAS CENTRAL ZONE", UTILIZING NGS CORS/OPUS SOLUTION.
 - THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT. THERE MAY BE EASEMENTS AND/OR COVENANTS AFFECTING THIS PROPERTY, NOT SHOWN HEREON.
 - IRON ROD SET ARE 1/2" INCH IRON REBAR WITH PLASTIC CAPS MARKED "CTLs"
 - NO RECORD INFORMATION FOUND FOR LCRA STREAM BUFFERS. LOCATION SHOWN SHOULD BE CONSIDERED APPROXIMATE. LOCATION TAKEN FROM ORIGINAL SUBDIVISION PLAT.

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT, THAT IT WAS PREPARED FROM A TRUE AND CORRECT SURVEY, AND THAT I HAVE NOT BEEN ADVISED BY ANY OTHER PERSON OF ANY FACTS OR CIRCUMSTANCES THAT WOULD AFFECT THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____, 20____.

PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

THAIS WATSON AHLSTRAND REGISTERED PROFESSIONAL LAND SURVEYOR #6359

PLAT DATE: 10/31/25
JOB #25-50191



Cross Texas Land Services, Inc.
702 RIO GRANDE, #301 - AUSTIN, TEXAS 78701
512-955-2878

TX. FIRM REG. #100248-00
www.crosstexaslandservices.com

SCALE: 1"=400'

LEGEND:

- BOUNDARY LINE
- ADJOINER LINE
- SURVEY LINE
- B.C.P.R. - BURNET COUNTY PLAT RECORDS
- B.C.O.P.R. - BURNET COUNTY DEED RECORDS
- B.C.O.P.R. - BURNET COUNTY OFFICIAL PUBLIC RECORDS
- U.E. - UTILITY EASEMENT
- B.L. - BUILDING SETBACK LINE
- (BKG.-DIST.) RECORD CALL
- POINT
- FOUND 1/2" IRON ROD UNLESS OTHERWISE NOTED
- 1/2" IRON ROD SET
- WOOD FENCE, POST FOUND

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	260.07'	125.96'	124.73'	N 74°26'56" E
C2	1530.00'	461.85'	460.10'	N 52°02'06" E
C3	630.00'	406.28'	399.27'	N 24°51'42" E
C4	270.00'	72.42'	72.20'	N 13°59'11" E
C5	294.27'	103.57'	103.04'	N 31°43'58" E
C6	7530.00'	1532.68'	1530.04'	N 36°00'25" E
C7	370.00'	404.47'	384.63'	N 61°30'29" E
C8	970.00'	566.72'	558.70'	S 70°26'48" E
C9	680.00'	297.12'	294.77'	S 66°12'08" E
C10	330.00'	258.17'	251.64'	N 78°51'36" E
C11	222.89'	212.26'	204.33'	S 87°32'05" E
C12	25.02'	39.28'	35.37'	S 17°25'39" E

LOT 21
BRUSHY MOUNTAIN SUBDIVISION
#202305673, B.C.P.R.
BURNET COUNTY 581 LTD
#202401706 B.C.O.P.R.

LOT 20
BRUSHY MOUNTAIN SUBDIVISION
#202305673, B.C.P.R.
BURNET COUNTY 581 LTD
#202401706 B.C.O.P.R.

LOT 19
BRUSHY MOUNTAIN SUBDIVISION
#202305673, B.C.P.R.
BURNET COUNTY 581 LTD
#202401706 B.C.O.P.R.

D. R. HOLLAND
SURVEY NO. 16
ABSTRACT NO. 1429

E. TEX. R.R. CO.
SURVEY NO. 15
ABSTRACT NO. 1125

FREDERICK KNIGHT SURVEY NO. 9
ABSTRACT NO. 506

LOT 1-B
407.825 ACRES

LOT 1-A
70.000 ACRES

(75.31 ACRES)
ROCK'N PROPERTIES LLC
SERIES 102
#201802321 B.C.R.P.R.

WILLIAM PHARRASS
SURVEY NO. 7
ABSTRACT NO. 671

UTILITY EASEMENT
#201306824 B.C.O.P.R.

REMAINDER OF
(43.24 ACRES)
BRUSHY OAKS
INVESTMENTS, LLC
INST. #202302097
B.C.R.P.R.

PERMANENT ACCESS
EASEMENT
#201913462 B.C.O.P.R.

60' LCRA
STREAM BUFFER

SURFACE SITE &
ACCESS EASEMENT
#201600569 B.C.O.P.R.

(122.137 ACRES)
HECTOR MENDOZA
#202014354 B.C.R.P.R.

E. TEX. R.R. CO.
SURVEY NO. 15
ABSTRACT NO. 1125

NOTES:

- THIS SUBDIVISION IS SUBJECT TO ALL GENERAL NOTES, COVENANTS AND RESTRICTIONS OF THE BRUSHY MOUNTAIN SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN INSTRUMENT NO. 202305673, OF THE PLAT RECORDS OF BURNET COUNTY, TEXAS.
- ACCORDING TO THE NATIONAL FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 4805300175F, DATED MARCH 15, 2012, NO PORTION OF THIS TRACT LIES WITHIN THE 100 YEAR REGULATORY FLOODPLAIN.
- ALL PROPERTY HEREIN IS SUBJECT TO THE LOWER COLORADO RIVER AUTHORITY'S HIGHLAND LAKES WATERSHED ORDINANCES. WRITTEN NOTIFICATION AND/OR PERMITS ARE REQUIRED PRIOR TO COMMENCING ANY DEVELOPMENT ACTIVITIES. CONTACT LCRA WATERSHED MANAGEMENT AT 1-800-776-5272, EXTENSION 2324 FOR MORE INFORMATION.
- EACH DWELLING CONSTRUCTED OR PLACED ON THE SUBDIVISION SHALL BE CONNECTED TO A PRIVATE SEPTIC SYSTEM MEETING THE SPECIFICATIONS AND REQUIREMENTS OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY, CHAPTER 285, AND BURNET COUNTY.
- WATER IS PROVIDED BY PRIVATE WELLS.
- BURNET COUNTY SHALL NOT BE RESPONSIBLE FOR THE QUANTITY OR QUALITY OF A RELIABLE WATER SOURCE.
- GARBAGE PICK-UP IS AVAILABLE BY A COMMERCIAL FIRM.
- THE BUILDING AND MAINTENANCE OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES DELINEATED AND SHOWN ON THIS PLAT, AND BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS OR OTHER THOROUGHFARES OR IN CONNECTION THEREWITH, SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OR DEVELOPERS OF THE TRACT OF LAND COVERED BY THIS PLAT ACCORDING TO THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONER'S COURT OF BURNET COUNTY, TEXAS AND WILL NEVER BE ACCEPTED AS COUNTY ROADS BY THE COMMISSIONER'S COURT OF BURNET COUNTY.
- ELECTRIC POWER IS PROVIDED BY PEDERNALES ELECTRICAL COOPERATIVE.
- THERE ARE 2 NEW LOTS WITHIN THIS SUBDIVISION.
- THE PORTION OF BRUSHY OVERLOOK TRAIL RIGHT OF WAY, AS CALLED OUT ON THE PLAT, COINCIDES WITH THE INFRASTRUCTURE CORRIDOR AS ALLOWED BY THE CONSERVATION EASEMENT ON DOCUMENT NO. 20120513, B.C.O.P.R. PER SECTION 2.6 OF THE CONSERVATION EASEMENT, THE CONSTRUCTION OF ACCESS ROADS, WATER AND WASTEWATER LINES, ELECTRIC, CABLE TELEVISION, TELEPHONE AND GAS LINES IS ALLOWED. THE SECTION OF BRUSHY OVERLOOK TRAIL RIGHT OF WAY COINCIDING WITH THE INFRASTRUCTURE CORRIDOR SHALL BE 50 FEET WIDE AS PER THE BURNET COUNTY MINIMUM. THE PORTION OF BRUSHY OVERLOOK TRAIL WITHIN THE CONSERVATION EASEMENT COINCIDES WITH THE LOCATION OF THE INFRASTRUCTURE CORRIDOR PER THE NOTICE OF RELOCATION OF CONSERVATION EASEMENT INFRASTRUCTURE CORRIDOR AS RECORDED IN DOCUMENT NO. 202115041, B.C.O.P.R.

THE STATE OF TEXAS
COUNTY OF BURNET

KNOW ALL MEN BY THESE PRESENTS, BRUSHY MEADOW LLC, BEING THE OWNER OF LOT 1, BRUSHY MOUNTAIN SUBDIVISION, AS PER PLAT RECORDED IN INSTRUMENT #202305673, B.C.P.R., AND DESCRIBED IN INSTRUMENT #202305914, B.C.O.P.R., DO HEREBY SUBDIVIDE SAID LOT 1, TO BE KNOWN AS "REPLAT OF LOT 1, BRUSHY MOUNTAIN SUBDIVISION" IN ACCORDANCE WITH THE PLAT SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS HERETOFORE GRANTED, AND DOES HEREBY DEDICATE TO THE PUBLIC THE USE OF THE STREETS AND EASEMENTS SHOWN HEREON.

WITNESS MY HAND THIS _____ DAY OF _____, 20____.

COLLIN COOPER, AUTHORIZED REPRESENTATIVE OF BRUSHY MEADOW LLC
2828 25TH STREET, LUBBOCK, TEXAS 79410

STATE OF TEXAS
COUNTY OF BURNET

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED COLLIN COOPER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

THE STATE OF TEXAS
COUNTY OF BURNET

THE ATTACHED PLAT TO BE KNOWN AS "REPLAT OF LOT 1, BRUSHY MOUNTAIN SUBDIVISION", BEING A 477.825 ACRE TRACT OF LAND, OUT OF THE FREDERICK KNIGHT SURVEY NO. 9, ABSTRACT NO. 506, THE E. TEX. R.R. CO. SURVEY NO. 15, ABSTRACT NO. 1125, AND THE D. R. HOLLAND SURVEY NO. 16, ABSTRACT NO. 1429, SITUATED IN BURNET COUNTY, TEXAS, AND BEING ALL OF LOT 1, AS DESCRIBED IN INSTRUMENT NO. 202305914, OF THE OFFICIAL PUBLIC RECORDS OF BURNET COUNTY, TEXAS, WAS FOUND TO COMPLY WITH THE STATUTES AND LAWS OF THE STATE OF TEXAS AND WAS APPROVED FOR FILING IN THE PLAT RECORDS OF BURNET COUNTY, TEXAS.

TO CERTIFY WHICH, THE UNDERSIGNED AS COUNTY JUDGE OF BURNET COUNTY TEXAS, THIS THE _____ DAY OF _____, 20____.

APPROVED BY: _____
JIM LUTHER, JR., COMMISSIONER, PRECINCT 1

BRYAN WILSON, COUNTY JUDGE, BURNET COUNTY, TEXAS

REPLAT OF LOT 1, BRUSHY MOUNTAIN SUBDIVISION RECORDED IN INSTRUMENT NO. 202305673, B.C.P.R., ESTABLISHING LOTS 1-A AND 1-B, BURNET COUNTY, TEXAS.

Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Regular Session

15.

Meeting Date: 12/09/2025

Subject

Discuss, consider and take appropriate action concerning the preliminary plat approval for Mint Creek Subdivision a private subdivision consisting of 3 lots on 22.81 acres located at 1441 CR 323A. A portion of lots 1 and 2 are located in Williamson County. (Collier)

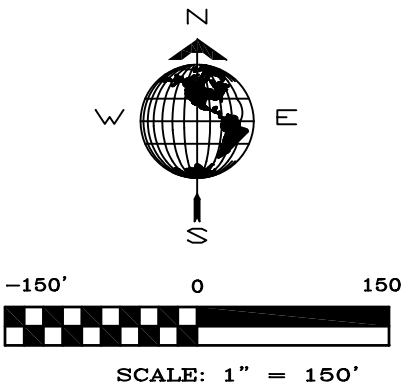
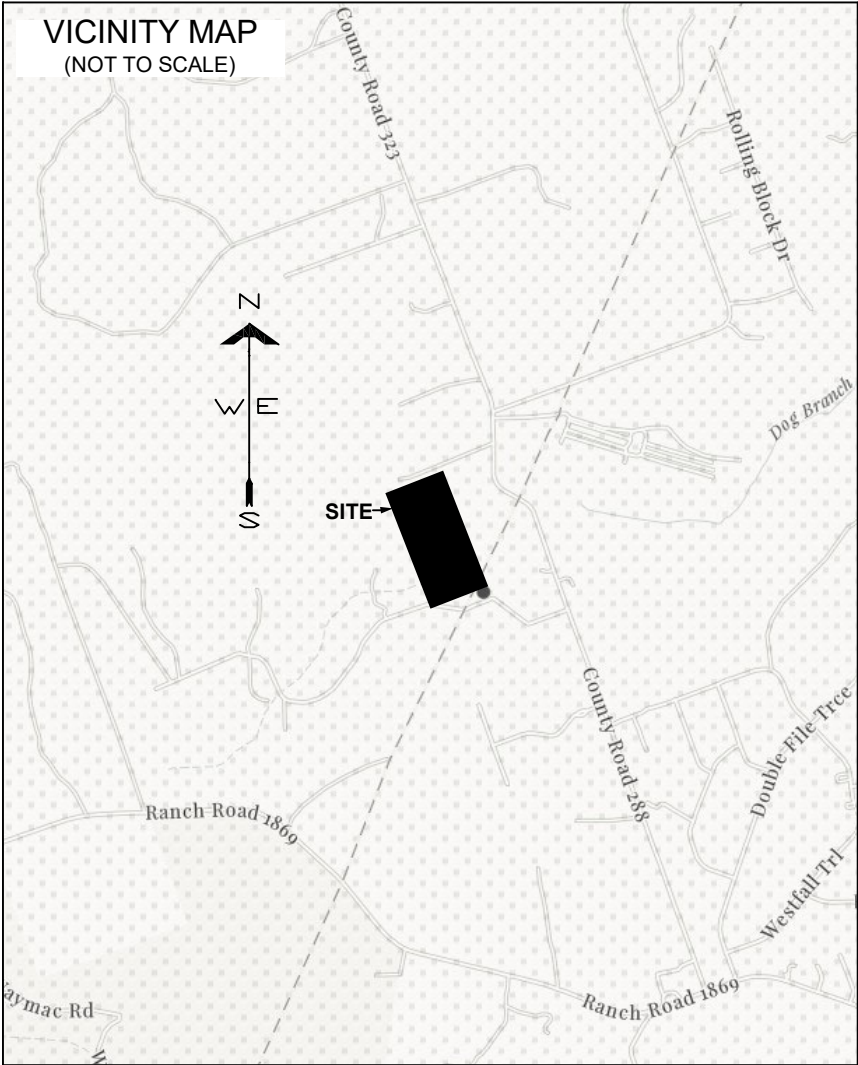
Attachments

MINT CREEK SUBDIVISION PLAT BURNET COUNTY

OWNER: GARY BRIAN ROBINSON
ADDRESS: P.O. BOX 1813 BERTAM, TX 78605
OWNER: JOSEPH PETROCELLI
ADDRESS: 1441 CR 323A BERTRAM, TX 78605
ACREAGE: 22.81 ACRES
PATENT SURVEY: JOHN THOMAS SURVEY, ABSTRACT NO. 342 & JOHN THOMAS SURVEY, ABSTRACT NO. 250
SURVEYOR: AARON J. HARP, RPLS# 6830, HARP LAND SURVEYING
NUMBER OF LOTS: 3
SITE ADDRESS: COUNTY ROAD 323A, LIBERTY HILL, TX 78642
SUBMITTAL DATE: 10/22/2025 - CORRECTED/REVISED DATE:

FINAL PLAT OF
MINT CREEK SUBDIVISION

22.81 ACRES OUT OF THE THOMAS F. GRAY SURVEY, ABSTRACT NO. 342, IN WILLIAMSON COUNTY, TEXAS
& THE THOMAS F. GRAY SURVEY, ABSTRACT NO. 250, IN BURNET COUNTY, TEXAS

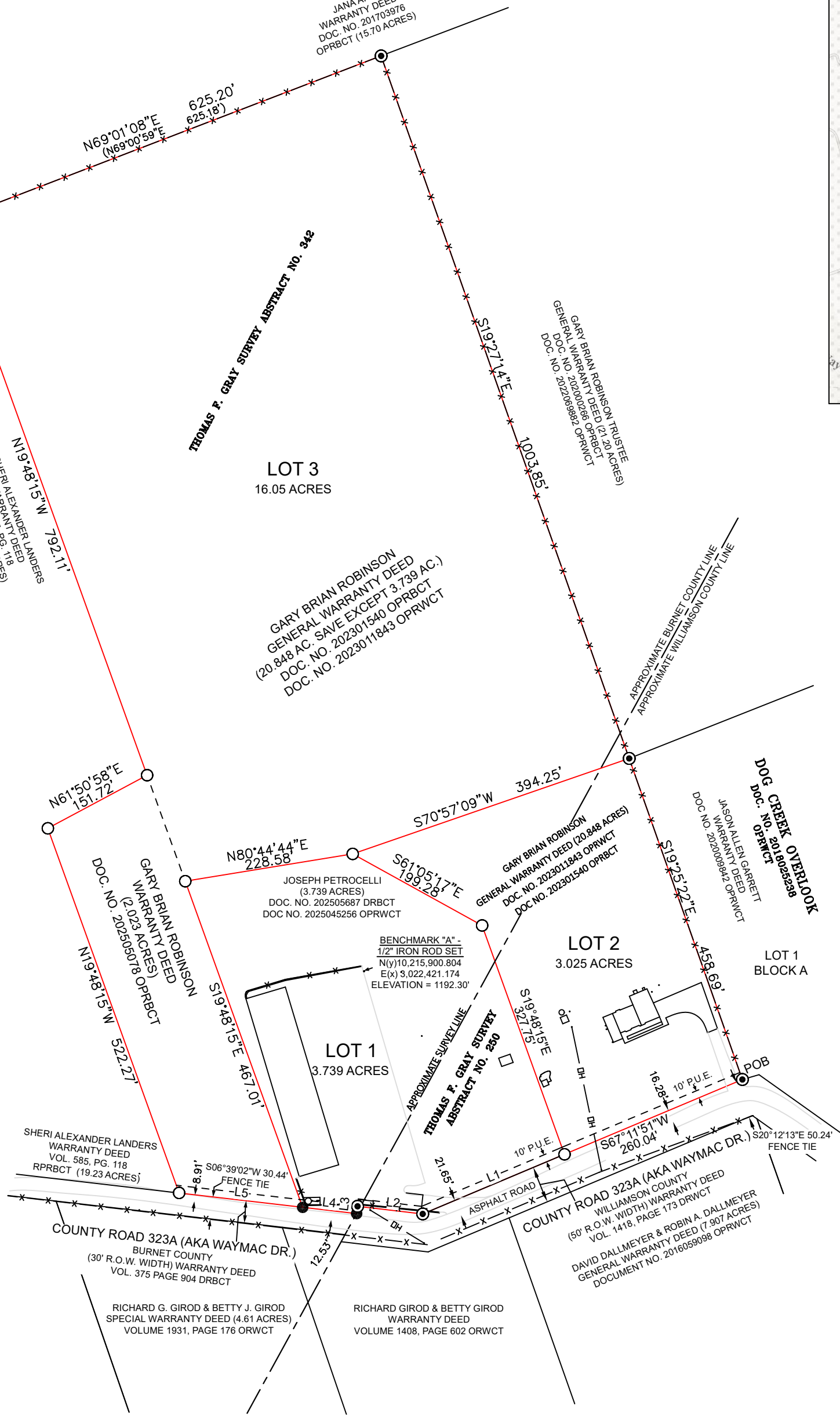


LEGEND

○	Iron Rod Set
●	Cotton Spindle Found
⊙	Iron Rod Found 1/2"
-x-	Fence
()	Record Information
P.U.E.	Public Utility Easement
P.O.B.	Point of Beginning
R.O.W.	Right-Of-Way
RPRWCT	Real Property Records Williamson County, Texas
OPRWCT	Official Public Records Williamson County, Texas
DRWCT	Deed Records Williamson County, Texas
ORWCT	Official Records Williamson County, Texas
PRWCT	Plat Records Williamson County, Texas
RPRBCT	Real Property Records Burnet County, Texas
OPRBCT	Official Public Records Burnet County, Texas
DRBCT	Deed Records Burnet County, Texas
ORBCT	Official Records Burnet County, Texas
PRBCT	Plat Records Burnet County, Texas

LINE TABLE

NUM	BEARING	DISTANCE
L1	S67°11'51"W	207.30'
L2	N83°18'44"W	88.41'
(L2)	N83°20'28"W	88.42'
L3	S07°00'46"W	9.89'
(L3)	S06°39'32"W	10.00'
L4	N83°23'50"W	73.23'
(L4)	N83°20'28"W	73.30'
L5	N83°23'24"W	167.59'



- NOTES:
- WATER SERVICE IS PROVIDED BY AN ON-SITE PRIVATE WELL.
 - WASTEWATER SERVICE IS PROVIDED BY AN ON-SITE SEWAGE FACILITY.
 - THIS PLAT WAS PREPARED IN COMPLIANCE WITH THE BURNET COUNTY SUBDIVISION REGULATIONS.
 - THERE ARE NO NEW ROADS.
 - THERE IS A 10' PUBLIC UTILITY EASEMENT DEDICATED HEREON ALONG ALL STREET RIGHT OF WAYS.
 - BEARING BASIS IS GRID NORTH, UNITED STATES PLANE COORDINATE SYSTEM, TEXAS, CENTRAL ZONE 4203, NAD83, BEARING, DISTANCES, AND AREA SHOWN HERON ARE GRID.
 - A PORTION OF THIS PROPERTY SHOWN HEREON IS ENCREACHED BY A SPECIAL FLOOD HAZARD AREA(S) INUNDATED BY THE 100 YEAR (1% CHANCE) FLOOD, ZONE A, AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 48491C0225F, DATED DECEMBER 20, 2019, FOR WILLIAMSON COUNTY, TEXAS.
 - NO COMMITMENT FOR TITLE REGARDING EASEMENTS, RESTRICTIONS, AND OTHER MATTERS AFFECTING THIS PROPERTY HAS BEEN PROVIDED. NO ADDITIONAL RESEARCH WAS DONE FOR THE PURPOSE OF THIS SURVEY.
 - BY FILING THIS PLAT, V.I.P. C.L., -u.M." > D J 5 L FUTURE OWNERS OF PROPERTY WITHIN THIS SUBDIVISION, BY PURCHASING SUCH PROPERTY ACKNOWLEDGE AND AGREE THAT THE COUNTY SHALL HAVE NO OBLIGATION WHATSOEVER TO REPAIR OR ACCEPT MAINTENANCE OF THE PRIVATE ROADS IN THIS SUBDIVISION.
 - PRIVATE/GATED ROADWAYS SHALL BE CONSIDERED PRIVATE AND SHALL BE MAINTAINED BY THE MOONLIGHT BEND MUNICIPAL UTILITY DISTRICT AND/OR A HOMEOWNER'S ASSOCIATION.
 - ANY UNMANNED GATES SHALL HAVE A KNOX BOX FOR THE FIRE DEPARTMENT.
 - MINIMUM SINGLE-FAMILY, ATTACHED RESIDENTIAL LOT WIDTH SHALL BE FORTY FEET WIDE.
 - MINIMUM SINGLE-FAMILY, ATTACHED RESIDENTIAL LOT LENGTH SHALL BE EIGHTY FEET LONG
 - MINIMUM FRONT SETBACK FOR SINGLE-FAMILY LOTS SHALL BE TWENTY-FIVE FEET OR AS REQUIRED BY THE HOMEOWNER'S ASSOCIATION.

LEGAL DESCRIPTION:

DESCRIPTION OF 22.81 ACRES, MORE OR LESS, OUT OF THE THOMAS F. GRAY SURVEY, ABSTRACT NO. 342, IN BURNET COUNTY, AND THE THOMAS F. GRAY SURVEY, ABSTRACT NO. 250, IN WILLIAMSON COUNTY TEXAS, BEING ALL OF THAT CERTAIN 20.848 ACRE TRACT, SAVE AND EXCEPT A 3.739 ACRE TRACT, CONVEYED TO GARY BRIAN ROBINSON BY GENERAL WARRANTY DEED AND RECORDED IN DOCUMENT NO. 202301540, OFFICIAL PUBLIC RECORDS BURNET COUNTY, TEXAS, AND DOCUMENT NO. 2023011843, OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THAT CERTAIN 2.023 ACRE TRACT CONVEYED TO GARY BRIAN ROBINSON BY WARRANTY DEED AND RECORDED IN DOCUMENT NO. 202505078, OFFICIAL PUBLIC RECORDS BURNET COUNTY, TEXAS, AND ALL OF THAT CERTAIN 3.739 ACRE TRACT CONVEYED TO JOSEPH PETROCELLI AND RECORDED IN DOCUMENT NO. 202505687, DEED RECORDS BURNET COUNTY, TEXAS, AND RECORDED IN DOCUMENT NO. 2025045256, OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS, SAID 22.81 ACRES OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING for record at an iron rod found on the north line County Road 323A, having a 50' width right of way, as conveyed to Williamson County by Warranty Deed and recorded in Volume 1418, Page 173, Deed Records Williamson County, Texas, said point being the southeast corner of said 20.848 acre tract, same being the southwest corner of Lot 1, Block A, Dog Creek Overlook, a subdivision in Williamson County, Texas, as shown on the plat or map thereof, and recorded in Document No. 2018025238, Official Public Records, Williamson County, Texas, this point being the POINT OF BEGINNING and having Grid Coordinates of N(Y) 10215754.881, E(X) 3022930.996, United States State Plane Coordinate System, Texas Central Zone 4203, NAD83, and for the southeast corner of the herein described tract;

THENCE, coincident with the north right of way line of said County Road 323A, and the south line of said 20.848 acre tract, the following three (3) courses and distances;

- South 67°11'15" West, 467.34 feet to an iron rod found with a plastic cap stamped "QUICK INC RPLS 6447", for an exterior corner of the herein described tract;
- North 83°18'44" West, 88.41 feet to an iron rod found with a plastic cap stamped "QUICK INC RPLS 6447", for an interior corner of the herein described tract;
- South 07°00'46" West, 9.89 feet to a cotton spindle found on the north line of said County Road 323A, said point being an exterior corner of a 30 foot wide road easement conveyed to Burnet County by Warranty Deed and recorded in Volume 375, Page 904, Deed Records Burnet County, Texas, and for an exterior corner of the herein described tract;

THENCE, North 83°23'50" West, coincident with the north line of said County Road 323A and the south line of said 20.848 acre tract, a distance of 73.23 feet to a cotton spindle found for the southwest corner of said 20.848 acre tract, said point being on the east line of said 2.023 acre tract, same being a point on the east line of that certain 19.23 acre tract conveyed to Sheri Alexander Landers by Warranty Deed and recorded in Volume 585, Page 118, Real Property Records Burnet County, Texas, and for an angle corner of the herein described tract;

THENCE, North 83°23'24" West, coincident with the north line of said County Road 323A, crossing over said 19.23 acre tract and said 2.023 acre tract, a distance of 167.59 feet to an iron rod set with a plastic cap stamped "RPLS 6830", for the southwest corner of the herein described tract

THENCE, North 19°48'15" West, coincident with the west line of said 2.023 acre tract and crossing over said 19.23 acre tract, a distance of 522.27 feet to an iron rod found with a plastic cap stamped "RPLS 6830" for the northwest corner of said 2.023 acre tract, and for an exterior corner of the herein described tract;

THENCE, North 61°50'58" East, coincident with the north line of said 2.023 acre tract and crossing over said 19.23 acre tract, a distance of 151.72 feet to an iron rod found with a plastic cap stamped "RPLS 6830" for the northeast corner of said 2.023 acre tract, said point being on the east line of said 19.23 acre tract and the west line of said 20.848 acre tract, and for an interior corner of the herein described tract;

THENCE, North 19°48'15" West, coincident with the west line of said 20.848 acre tract and the east line of said 19.23 acre tract, a distance of 792.11 feet to an iron rod found for the northwest corner of said 20.848 acre tract, said point being the northeast corner of said 19.23 acre tract, same being the southeast corner of that certain 10.20 acre tract conveyed to Melissa Jean Clumley by General Warranty Deed and recorded in Document No. 201811504, Official Public Records Burnet County, Texas, and in Document No. 2022069882, Official Public Records Williamson County, Texas, and for the northeast corner of the herein described tract;

THENCE, North 69°01'08" East, coincident with the north line of said 20.848 acre tract and the south line of said 15.70 acre tract, a distance of 625.20 feet to an iron rod found for the northeast corner of said 20.848 acre tract, said point being the northwest corner of that certain 21.20 acre tract conveyed to Gary Brian Robinson, Trustee by General Warranty Deed and recorded in Document No. 202000266, Official Public Records Burnet County, Texas, and in Document No. 2022069882, Official Public Records Williamson County, Texas, and for the northeast corner of the herein described tract;

THENCE, South 19°27'14" East, coincident with the east line of said 20.848 acre tract and the west line of said 21.20 acre tract, a distance of 1003.85 feet to an iron rod found for the southwest corner of said 21.20 acre tract, same being the northwest corner of said Lot 1, and for an angle corner of the herein described tract;

THENCE, South 19°25'22" East, coincident with the east line of said 20.848 acre tract and the west line of said Lot 1, a distance of 458.69 feet to the POINT OF BEGINNING, containing 22.81 acres, more or less, within these metes and bounds;



SHEET 1 OF 2

HARP LAND SURVEYING LLC
P.O. BOX 404
CEDAR PARK, TX 78630
harpssurveying.com
FIRM NO. 10194690

FINAL PLAT OF
MINT CREEK SUBDIVISION

22.81 ACRES OUT OF THE THOMAS F. GRAY SURVEY, ABSTRACT NO. 342, IN WILLIAMSON COUNTY,
TEXAS & THE THOMAS F. GRAY SURVEY, ABSTRACT NO. 250, IN BURNET COUNTY, TEXAS

THE STATE OF TEXAS §
COUNTY OF BURNET §

THAT I, GARY BRIAN ROBINSON, AS THE OWNER OF THAT CERTAIN 20.848 ACRE TRACT CONVEYED BY GENERAL WARRANTY DEED AND RECORDED IN DOCUMENT 202301540, OFFICIAL PUBLIC RECORDS BURNET COUNTY, TEXAS, AND OF THAT CERTAIN 2.023 TRACT CONVEYED BY WARRANTY DEED AND RECORDED IN DOCUMENT NO. 202505078, OFFICIAL PUBLIC RECORDS BURNET COUNTY, TEXAS, DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY DEDICATE TO THE PUBLIC FOREVER USE OF THE STREETS, ALLEYS, EASEMENTS AND ALL OTHER LANDS INTENDED FOR PUBLIC DEDICATION AS SHOWN HEREON TO BE KNOWN AS: MINT CREEK SUBDIVISION.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS ____ DAY OF _____, 2025.

GARY BRIAN ROBINSON
OWNER

THE STATE OF TEXAS §
COUNTY OF BURNET §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY, GARY BRIAN ROBINSON, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS ____ DAY OF _____, 2025

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS
PRINTED NAME: _____
MY COMMISSION EXPIRES: _____

THE STATE OF TEXAS §
COUNTY OF BURNET §

THAT I, SHERI ALEXANDER LANDERS, AS THE LIEN HOLDER OF THAT CERTAIN 2.023 TRACT CONVEYED BY WARRANTY DEED AND RECORDED IN DOCUMENT NO. 202505078, OFFICIAL PUBLIC RECORDS BURNET COUNTY, TEXAS, DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY FOREVER DEDICATE TO THE PUBLIC THE ROADS, ALLEYS, RIGHTS-OF-WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS WILLIAMSON COUNTY MAY DEEM APPROPRIATE, AND DO HEREBY STATE THAT ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS. THIS SUBDIVISION IS TO BE KNOWN AS BAILEY'S PLAYGROUND.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS ____ DAY OF _____, 2025.

NAME:
TITLE:

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY, SHERI ALEXANDER LANDERS, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS ____ DAY OF _____, 2025

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS
PRINTED NAME: _____
MY COMMISSION EXPIRES: _____

THE STATE OF TEXAS §
COUNTY OF BURNET §

THAT I, JOSEPH PETROCELLI, AS THE OWNER OF THAT CERTAIN 3.739 ACRE TRACT CONVEYED TO JOSEPH PETROCELLI AND RECORDED IN DOCUMENT NO. 202505687, DEED RECORDS BURNET COUNTY, TEXAS, AND RECORDED IN DOCUMENT NO. 2025045256, OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS, DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY DEDICATE TO THE PUBLIC FOREVER USE OF THE STREETS, ALLEYS, EASEMENTS AND ALL OTHER LANDS INTENDED FOR PUBLIC DEDICATION AS SHOWN HEREON TO BE KNOWN AS: MINT CREEK SUBDIVISION.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS ____ DAY OF _____, 2025.

JOSEPH PETROCELLI
OWNER

THE STATE OF TEXAS §
COUNTY OF BURNET §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY, JOSEPH PETROCELLI, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS ____ DAY OF _____, 2025

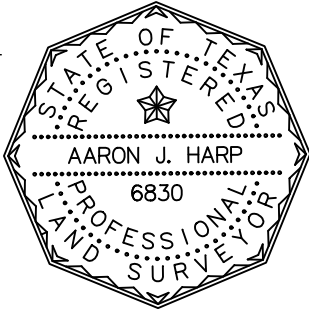
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS
PRINTED NAME: _____
MY COMMISSION EXPIRES: _____

THE STATE OF TEXAS §
COUNTY OF BURNET §

THAT I, AARON J. HARP, RPLS# 6830, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ACCURATE ON THE GROUND SURVEY OF THE LAND AND THAT THE CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, AND COMPLIES WITH THE SUBDIVISION REGULATIONS ADOPTED BY WILLIAMSON COUNTY, TEXAS.

THIS TRACT IS NOT LOCATED WITHIN THE EDWARD AQUIFER RECHARGE ZONE.

SIGNATURE LICENSED SURVEYOR
DATE: _____



THE STATE OF TEXAS §
COUNTY OF BURNET §

THE ATTACHED PLAT TO BE KNOWN AS "MINT CREEK SUBDIVISION", WAS FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF BURNET COUNTY, TEXAS AND WAS APPROVED FOR FILING THEREOF IN THE OFFICIAL PUBLIC RECORDS OF BURNET COUNTY, TEXAS.

TO CERTIFY WHICH, THE UNDERSIGNED AS COUNTY JUDGE OF BURNET COUNTY, TEXAS THIS ____ DAY OF _____ 2025.

BRYAN WILSON, COUNTY JUDGE, BURNET COUNTY, TEXAS

THE STATE OF TEXAS §
COUNTY OF BURNET §

THE ATTACHED PLAT TO BE KNOWN AS "MINT CREEK SUBDIVISION", WAS FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF BURNET COUNTY, TEXAS AND WAS APPROVED FOR FILING THEREOF IN THE OFFICIAL PUBLIC RECORDS OF BURNET COUNTY, TEXAS.

TO CERTIFY WHICH, THE UNDERSIGNED AS COUNTY COMMISSIONER PRECINCT 3 OF BURNET COUNTY, TEXAS THIS ____ DAY OF _____ 2025.

CHAD COLLIER PRECINCT 3 COMMISSIONER

THE STATE OF TEXAS §
COUNTY OF BURNET §

THAT I, VICINTA STAFFORD, COUNTY CLERK OF COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THIS ____ DAY OF _____, 2024, AT ____ O'CLOCK __ M. AND WAS DULY RECORDED ON THIS ____ DAY OF _____, 20____, AT ____ O'CLOCK __ M. INSTRUMENT NO. _____ OF THE OFFICIAL PUBLIC RECORDS BURNET COUNTY, TEXAS.

WITNESS MY HAND AND OFFICIAL SEAL THIS ____ DAY OF _____ 2024

VICINTA STAFFORD, COUNTY CLERK, BURNET COUNTY, TEXAS



SHEET 2 OF 2

HARP LAND SURVEYING LLC
P.O. BOX 404
CEDAR PARK, TX 78630
harpssurveying.com
FIRM NO. 10194690

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

16.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding the acceptance of a donation deed from Hickory Pass LP on approximately 4.4 acres of land on CR 328 (aka Cow Creek Road) for the right of way ownership for public access. Potential acceptance includes granting authority to the Burnet County Judge to sign appropriate deed and other related documents. (Collier)

Attachments

Donation Deed Cow Creek Road

DONATION DEED
4.4 ACRES ON CR 328 (aka COW CREEK ROAD)

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

BACKGROUND

A. Hickory Pass LP ("**Hickory Pass**") owns 4.4 acres on CR 328, in Burnet County, Texas.

B. Hickory Pass wishes to donate the 4.4 acres to Burnet County, Texas ("**Burnet County**") so that the county will have right-of-way ownership for public access purposes.

Effective Date: December 31, 2025

Grantor: Hickory Pass LP, a Texas limited partnership
802 Forest View Drive, West Lake Hills, Texas 78746 (Travis County)

Grantee: Burnet County, Texas, a political subdivision of the State of Texas
220 South Pierce Street, Burnet, Texas 78611 (Burnet County)

Consideration: Hickory Pass's intention to make a gift as a charitable contribution under applicable income tax laws and regulations.

Property (including any improvements): All that certain 4.40 acre tract of land, consisting of approximately 4.40 acres of land in the G.C.&S.F.R.R. Co. Survey No. 27, Abstract No. 1382 and approximately 96 square feet of land in the S.J. Thompson Survey No. 563, Abstract No. 888, located in Burnet County, Texas, as more particularly described in the attached Exhibit A, together with any and all related and/or associated rights and appurtenances.

Reservation from Conveyance: The Property shall not be used as a road materials/maintenance yard (or any similar storage yard) and no road materials or equipment will be stored on it except for when CR 328 is actively being repaired or maintained. In no circumstances shall road materials or equipment be stored on the Property for more than 2 weeks in any calendar year.

Exceptions to Conveyance and Warranty: All applicable matters recorded in the Official Public Records of Burnet County, Texas.

Hickory Pass, for the Consideration and subject to the Reservations from Conveyance, the Exceptions to Conveyance and Warranty, and the other stated terms and conditions, donates, grants, and conveys the Property to Burnet County, to have and hold by it and its successors and assigns, forever. Hickory Pass binds Hickory Pass and its successors to warrant and forever defend all and singular the Property and Burnet County and its successors and assigns against every person whomsoever lawfully claiming or to claim any part or all the Property when the claim

is by, through, or under Hickory Pass but not otherwise, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

Burnet County joins in the execution of this Donation Deed to acknowledge its agreement to accept the Property as a donation for public purposes subject to this Donation Deed's terms and conditions. Burnet County agrees to give Hickory Pass notice of any significant road maintenance or road expansion on or of CR 328 at least 2 weeks before that activity begins, except in emergency situations. To preserve Cow Creek's environmental quality and minimize any impact from future development, Burnet County further agrees that any widening of CR 328, from its existing paved location, MUST be to the northeast/north and NOT onto Hickory Pass's adjoining property to the southwest/south.

When the context requires, singular nouns and pronouns include the plural.

GRANTOR:

Hickory Pass LP,
a Texas limited partnership

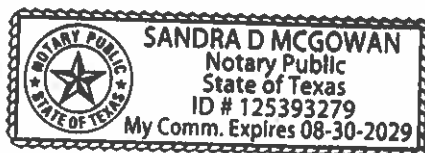
By: Mojo LLC
Its General Partner

By: [Signature]
DH Johnston
Manager

ACKNOWLEDGMENT

STATE OF TEXAS
COUNTY OF TRAVIS

This instrument was acknowledged before me on NOVEMBER 18, 2025,
by DH Johnston in his capacity as manager of Mojo LLC on behalf of Hickory Pass LP.



[Signature]
Notary Public, State of Texas

[Burnet County's execution and acknowledgement follow on the next page]

GRANTEE:

Burnet County, Texas

a political subdivision of the State of Texas

By: _____
Hon. Bryan Wilson
County Judge

ACKNOWLEDGMENT

STATE OF TEXAS
COUNTY OF BURNET

This instrument was acknowledged before me on _____, 2025,
by Bryan Wilson in his capacity as County Judge of Burnet County, Texas.

Notary Public, State of Texas

HOLLAND

PROFESSIONAL SURVEYING AND MAPPING SERVICES

 P.O. BOX 1847
 MARBLE FALLS, TEXAS 78654
 830-798-6850

SCALE: 1" = 300'

 G. C. & S. F. R. R. CO.
 SURVEY NO. 27
 ABSTRACT NO. 1382

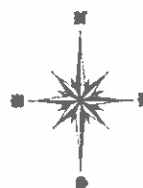
LAND SURVEY

BEING A 4.40 ACRE TRACT OF LAND, CONSISTING OF APPROXIMATELY 4.40 ACRES OF LAND IN THE G. C. & S. F. R. R. CO. SURVEY NO. 27, ABSTRACT NO. 1382 AND APPROXIMATELY 98 SQUARE FEET OF LAND IN THE S. J. THOMPSON SURVEY NO. 563, ABSTRACT NO. 888 LOCATED IN BURNET COUNTY, TEXAS, SAID 4.40 ACRES OF LAND BEING MORE FULLY DESCRIBED IN EXHIBIT 'A' BY METES AND BOUNDS ATTACHED HERETO AND MADE A PART HEREOF.

LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L1	N 69°01'18" E	230.00	L11	N 70°09'49" E	230.00
L2	S 31°05'32" E	815.54	L12	S 29°57'02" E	815.54
L3	S 50°08'01" E	323.42	L13	S 48°57'30" E	323.42
L4	S 73°35'56" E	221.75	L14	S 72°27'25" E	221.75
L5	S 27°41'39" E	431.36	L15	S 26°33'08" E	431.36
L6	S 23°24'03" E	55.77	L16	S 22°15'43" E	56.32
L7	S 16°29'08" E	203.36	L17	S 15°18'41" E	203.37
L8	S 03°11'47" W	309.48	L18	S 04°22'13" W	309.48
L9	S 25°10'35" E	433.60	L19	S 24°00'10" E	433.60
L10	S 07°59'54" E	346.51	L20	S 06°49'29" E	346.51
L11	S 31°13'28" E	146.19	L21	S 30°03'02" E	146.19
L12	S 30°41'52" E	149.66	L22	S 29°31'27" E	149.66
L13	S 25°51'38" E	137.08	L23	S 24°41'12" E	137.08
L14	S 23°12'13" W	39.13			
L15	N 32°59'21" W	351.19			
L16	N 22°57'59" W	121.07			
L17	N 08°13'52" W	342.41			
L18	N 26°37'56" W	55.42			
L19	N 38°42'40" W	121.44			
L20	N 35°28'02" W	72.42			
L21	N 22°07'42" W	48.31			
L22	N 17°24'04" W	48.75			
L23	N 05°46'19" W	48.72			
L24	N 03°43'26" E	330.26			
L25	N 09°10'10" W	85.67			
L26	N 16°53'55" W	134.62			
L27	N 26°45'02" W	74.64			
L28	N 45°42'51" W	123.93			
L29	N 42°40'05" W	160.39			
L30	N 43°03'29" W	118.46			
L31	N 44°38'23" W	211.36			
L32	N 48°47'57" W	188.21			
L33	N 48°37'32" W	78.55			
L34	N 43°30'29" W	43.40			
L35	N 31°09'35" W	694.18			
L36	N 42°58'49" W	58.76			
L37	N 75°00'56" W	30.27			
L38	S 84°11'05" W	36.59			
L39	S 63°59'28" W	131.15			
L40	N 24°26'32" W	43.50			

LEGEND

- 1/2" IRON ROD FOUND
- 3/8" IRON ROD SET
- PK NAIL SET
- 1" IRON PIPE FOUND
- 8" CEDAR POST FOUND
- [] RECORD INFORMATION



THE BASIS OF BEARINGS FOR THE SURVEY SHOWN HEREON IS TEXAS STATE PLANE, LAMBERT GRID, CENTRAL ZONE.

I, TODD HOLLAND, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND OF THE PROPERTY SHOWN HEREON DURING SEPTEMBER, 2025, UNDER MY DIRECTION AND SUPERVISION; THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT THIS PROPERTY ADJOINS A DEDICATED RIGHT-OF-WAY.

10-1-2015
DATE

CLIENT: DAVID JOHNSTON
HOLLAND # 2025-124
DRAWN BY: T. HOLLAND

TODD HOLLAND
REGISTERED PROFESSIONAL
LAND SURVEYOR
NO. 5421, STATE OF TEXAS



TRACT 1-3246.102 ACRES
HICKORY PASS L.P.
DOC # 202213453 O.P.R.B.C.T.

S. J. THOMPSON
SURVEY NO. 563
ABSTRACT NO. 888
BURNET COUNTY LINE
T. C. R. R. CO.
SURVEY NO. 186-C
LEIGH KATHRYN HARVEY
VOL. 11024, PG. 374
O.P.R.B.C.T.

LEIGH KATHRYN HARVEY
VOL. 11024, PG. 374
O.P.R.B.C.T.

10.00 ACRES
FRANCES RICE GRIFFIN
DOC # 202409188
O.P.R.B.C.T.

10.00 ACRES
LEIGH KATHRYN HARVEY
DOC # 202306278
O.P.R.B.C.T.

85.48 ACRES
LEIGH KATHRYN HARVEY
VOL. 11024, PG. 374
O.P.R.B.C.T.

10.00 ACRES
UNITED STATE OF AMERICA
VOL. 786, PG. 392
O.P.R.B.C.T.

TRACT 1-3246.102 ACRES
HICKORY PASS L.P.
DOC # 202213453 O.P.R.B.C.T.

S. J. THOMPSON
SURVEY NO. 563
ABSTRACT NO. 888

TRACT 1-3185 ACRES
J. J. JOHNSON
VOL. 1121, PG. 284
O.P.R.B.C.T.

12.00 ACRES
GENE VANDIVER
VOL. 312, PG. 493
O.R.B.C.T.

6.23 ACRES
DONNA PARDOE
VOL. 318, PG. 276
O.R.B.C.T.

COW CREEK ROAD
VOL. 312, PG. 174
O.R.B.C.T.

S. J. THOMPSON
SURVEY NO. 563
ABSTRACT NO. 888

G. C. & S. F. R. R. CO.
SURVEY NO. 27
ABSTRACT NO. 1382

P.O. BOX 1847
MARBLE FALLS, TEXAS 78654
830-798-6850

STATE OF TEXAS:
COUNTY OF BURNET:

FIELD NOTES of a 4.40 acre tract of land, consisting of approximately 4.40 acres of land in the G. C. & S. F. R.R. Co. Survey No. 27, Abstract No. 1382 and approximately 96 square feet of land in the S. J. Thompson Survey No. 563, Abstract No. 888, being a portion of Tract 1-Main Ranch, called a 3246.102 acre tract of land, described in a deed to Hickory Pass, L.P., as recorded in Document No. 202213453 of the Official Public Records of Burnet County, Texas, said 4.40 acres of land being more particularly described by metes and bounds as follows:

BEGINNING at a 1-inch iron pipe found at the base of a cedar fence corner post, in the north margin of Burnet County Road No. 328 (A.K.A. Cow Creek Road), an angle point in the north lines of said 3246.102 acre tract, the northeast corner of said S. J. Thompson Survey No. 563, the southeast corner of Tract I, called a 51.85 acre tract of land, described in a deed to JoAnn Snow, as recorded in Volume 1121, Page 404 of the Official Public Records of Burnet County, Texas, the southwest corner of that called 12.00 acre tract of land conveyed to Gene Vandiver, by deed recorded in Volume 312, Page 493 of the Deed Records of Burnet County, Texas, and an inside ell corner of said G. C. & S. F. R.R. Co. Survey No. 27, for the northwest corner hereof;

THENCE N 69°01'18" E [N 70°09'49" E], along or near a fence, with a north line of said 3246.102 acre tract and the south line of said 12.00 acre tract, a distance of 230.00 feet [230.00'], to a 1/2-inch iron rod found, the northeast corner of said 3246.102 acre tract and being an inside corner of said 12.00 acre tract, for the northeast corner hereof;

THENCE along or near a fence and east of said County Road No. 328, with the east lines of said 3246.102 acre tract, the following twelve (12) calls:

1. S 31°05'32" E [S 29°57'02" E], with a southerly line of said 12.00 acre tract, passing at a distance of 118.92 feet, the center line of an access road, described as Cow Creek Road, a 50 foot wide road easement in Volume 312, Page 174 of the Deed Records of Burnet County, Texas, also passing the southwest corner of said 12.00 acre tract and the northwest corner of that called 10.00 acre tract of land conveyed to the United States of America (U.S.A.), by deed recorded in Volume 786, Page 392 of the Official Public Records of Burnet County, Texas, continuing with the west line of said U.S.A. tract for a total distance of 815.54 feet [815.54'], to a 1-inch iron pipe found at the base of cedar tree used as a fence corner post, for an angle point hereof and an angle point in the west lines of said U.S.A. tract,
2. S 50°06'01" E [S 48°57'30" E], a distance of 323.42 feet [323.42'], to a 1/2-inch iron rod found at the base of cedar fence corner post, for an angle point hereof and an angle point in the west lines of said U.S.A. tract,
3. S 73°35'56" E [S 72°27'25" E], a distance of 221.75 feet [221.75'], to a 1/2-inch iron rod found at the base of a cedar fence corner post for an angle point hereof, being the southwest corner of said U.S.A. tract and the northwest corner of that called 10.00 acre tract of land, described in a deed to Frances Rice Griffin, as recorded in Document No. 202409188 of the Official Public Records of Burnet County, Texas,
4. S 27°41'39" E [S 26°33'08" E], with the westerly lines of said Griffin 10.00 acre tract, a distance of 431.36 feet [436.36'], to a 1/2-inch iron rod found, at the base of cedar tree used as a fence post, for an angle point hereof and an angle point in the west line of said Griffin tract,
5. S 23°24'03" E [S 22°15'43" E], a distance of 55.77 feet [56.32'], to a 1-inch iron pipe found, for an angle point hereof and an angle point in the west line of said Griffin tract,
6. S 16°29'08" E [S 15°18'41" E], a distance of 203.36 feet [203.37'], to an 8-inch cedar post found, for an angle point hereof and an angle point in the west line of said Griffin tract,
7. S 03°11'47" E [S 04°22'13" W], a distance of 309.48 feet [309.48'], to a 1-inch iron pipe found, for an angle point hereof and an angle point in the west line of said Griffin tract,
8. S 25°10'35" E [S 24°00'10" E], passing at a distance of 193.57 feet, the center line of an access road described as Mountain Creek Road, a 50 foot wide road easement in Volume 312, Page 174 of the Deed Records of Burnet County, Texas, also passing the southwest corner of said Griffin tract and the northwest corner of that called 10.00 acre tract of land, described in a document to Leigh Kathryn Harvey, as recorded in Document No. 202306278 of the Official Public Records of Burnet County, Texas, continuing with the west lines of said Harvey tract for a total distance of 433.60 feet [433.60'], to a 1-inch iron pipe found, for an angle point hereof and an angle point in the west line of said Harvey tract,

9. S 07°59'54" E [S 06°49'29" E], a distance of 346.51 feet [346.51'], to a 3/8-inch iron rod set, for an angle point hereof and an angle point in the west line of said Harvey tract,

10. S 31°13'28" E [S 30°03'02" E], a distance of 146.19 feet [146.19'], to a 1-inch iron pipe found, for an angle point hereof and an angle point in the west line of said Harvey tract,

11. S 30°41'52" E [S 29°31'27" E], a distance of 149.66 feet [149.66'], to a 1-inch iron pipe found, for an angle point hereof and an angle point in the west line of said Harvey tract, and

12. S 25°51'38" E [S 24°41'12" E], a distance of 137.08 feet [137.08'], to a 3/8-inch iron rod set, a southeast corner of said 3246.102 acre tract, the south corner of said Harvey Tract, a southeast line of said G. C. & S. F. R.R. Co. Survey No. 27, a northwest line of that called 85.46 acre tract of land, described in a document to Leigh Kathryn Harvey, as recorded in Volume 11024, Page 369 of the Official Public Records of Travis County, Texas, the northwest line of the T. C. R.R. Co. Survey No. 186-C located in Travis County, Texas, and lying on the Burnet-Travis County line, for the southeast corner hereof;

THENCE S 23°12'13" W [S 24°22'39" W], with a southeast line of said 3246.102 acre tract, a southeast line of said G. C. & S. F. R.R. Co. Survey No. 27, a northwest line of said 85.46 acre tract, a northwest line of said T. C. R.R. Co. Survey No. 186-C and the Burnet-Travis County line, crossing County Road No. 328, a distance of 39.13 feet, to a 3/8-inch iron rod set, for the south corner hereof;

THENCE N 32°59'21" W, along the west margin of County Road No. 328, a distance of 351.19 feet, to a 3/8-inch iron rod set, on the east side of a pipe fence line post, for an angle point hereof;

THENCE, continuing along the west margin of County Road No. 328 and approximately 0.75 feet east of the existing fence line, for the west lines hereof, the following twenty-four (24) calls:

13. N 22°57'59" W, a distance of 121.07 feet, to a 3/8-inch iron rod set, for an angle point hereof,

14. N 08°13'52" W, a distance of 342.41 feet, to a 3/8-inch iron rod set, for an angle point hereof,

15. N 26°37'56" W, a distance of 55.42 feet, to a 3/8-inch iron rod set, for an angle point hereof,

16. N 38°42'40" W, a distance of 121.44 feet, to a 3/8-inch iron rod set, for an angle point hereof,

17. N 35°28'02" W, a distance of 72.42 feet, to a 3/8-inch iron rod set, for an angle point hereof,

18. N 22°07'42" W, a distance of 48.31 feet, to a 3/8-inch iron rod set, for an angle point hereof,

19. N 17°24'04" W, a distance of 48.75 feet, to a 3/8-inch iron rod set, for an angle point hereof,

20. N 05°46'19" W, a distance of 48.72 feet, to a 3/8-inch iron rod set, for an angle point hereof,

21. N 03°43'26" E, a distance of 330.26 feet, to a PK nail set, for an angle point hereof,

22. N 09°10'10" W, a distance of 85.87 feet, to a 3/8-inch iron rod set, for an angle point hereof,

23. N 16°53'55" W, a distance of 134.62 feet, to a 3/8-inch iron rod set, for an angle point hereof,

24. N 26°45'02" W, a distance of 74.64 feet, to a 3/8-inch iron rod set, for an angle point hereof,

25. N 45°42'51" W, a distance of 123.93 feet, to a 3/8-inch iron rod set, for an angle point hereof,

26. N 42°40'05" W, a distance of 160.39 feet, to a 3/8-inch iron rod set, for an angle point hereof,

27. N 43°03'29" W, a distance of 118.46 feet, to a 3/8-inch iron rod set, for an angle point hereof,

28. N 44°38'23" W, a distance of 211.36 feet, to a 3/8-inch iron rod set, for an angle point hereof,

29. N 48°47'37" W, a distance of 188.21 feet, to a 3/8-inch iron rod set, for an angle point hereof,

30. N 46°37'32" W, a distance of 78.55 feet, to a 3/8-inch iron rod set, for an angle point hereof,

31. N 43°30'29" W, a distance of 43.40 feet, to a 3/8-inch iron rod set, for an angle point hereof,

32. N 31°09'35" W, a distance of 694.18 feet, to a 3/8-inch iron rod set, for an angle point hereof,

33. N 42°58'49" W, a distance of 58.76 feet, to a 3/8-inch iron rod set, for an angle point hereof,

35. N 75°00'56" W, a distance of 30.27 feet, to a 3/8-inch iron rod set, for an angle point hereof,

36. S 84°11'05" W, a distance of 36.59 feet, to a 3/8-inch iron rod set, for an angle point hereof,

37. S 63°59'28" W, a distance of 131.15 feet, to a 3/8-inch iron rod set, for an angle point hereof,

38. N 24°26'32" W, crossing County Road No. 328, a distance of 43.50 feet, to the point of beginning and containing 4.40 acres of land.

THE BASIS OF BEARINGS FOR THIS SURVEY IS TEXAS STATE PLANE,
LAMBERT GRID, CENTRAL ZONE.



Todd Holland
Registered Professional Land Surveyor No. 5421
October 1, 2025



Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Regular Session

17.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action authorizing the Burnet County Sheriff's Office to purchase one (1) vehicle for an amount that does not exceed \$50,000. (Wilson)

Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Regular Session

18.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding the established vendor to outfit the new vehicle to be approved from the FY26 budget in an amount not to exceed \$5,440. (Wilson)

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

19.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding approval to move forward with acquiring appraisals and to issue a purchase order to Pinnacle Consulting Group per independent contractor agreement dated February 13, 2024 in an amount not to exceed \$177,750. (Dockery)

Attachments

Appraisal Pinnacle Fees Consulting

Pinnacle Consulting Management Group, Inc. Appraisal Fees for Wirtz Dam Road

Parcel	Total Amount
Parcel 1	\$7,500
Parcel 2	\$7,500
Parcel 3	\$7,500
Parcel 4	\$5,000
Parcel 5	\$7,500
Parcel 6	\$7,500
Parcel 7	\$9,750
Parcel 8	\$7,500
Parcel 9	\$7,500
Parcel 10	\$5,500
Parcel 11	\$7,500
Parcel 12	\$7,500
Parcel 13	\$9,000
Parcel 14	\$7,500
Parcel 15	\$9,000
Parcel 16	\$7,500

PEC Appraisal Fee \$3,000.00 per Parcel	
CAD: 6489	\$3,000.00
CAD: 8447	\$3,000.00
CAD: 8448	\$3,000.00
CAD: 5877	\$3,000.00
CAD: 5841	\$3,000.00
CAD: 5842	\$3,000.00
CAD: 5847	\$3,000.00
CAD: 5848	\$3,000.00
CAD: 14355	\$3,000.00
CAD: 10243	\$3,000.00
CAD: 104197	\$3,000.00
CAD: 72920	\$3,000.00
CAD: 52812	\$3,000.00
CAD: 120724	\$3,000.00
CAD: 67129	\$3,000.00
CAD: 67689	\$3,000.00
CAD: 64796	\$3,000.00
CAD: 83547	\$3,000.00
CAD: 64795	\$3,000.00

Fee and DE Total	\$120,750
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Total PEC Easements	\$57,000.00
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Total Fee, DE, and PEC	\$177,750.00
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Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

20.

Meeting Date: 12/09/2025

Subject

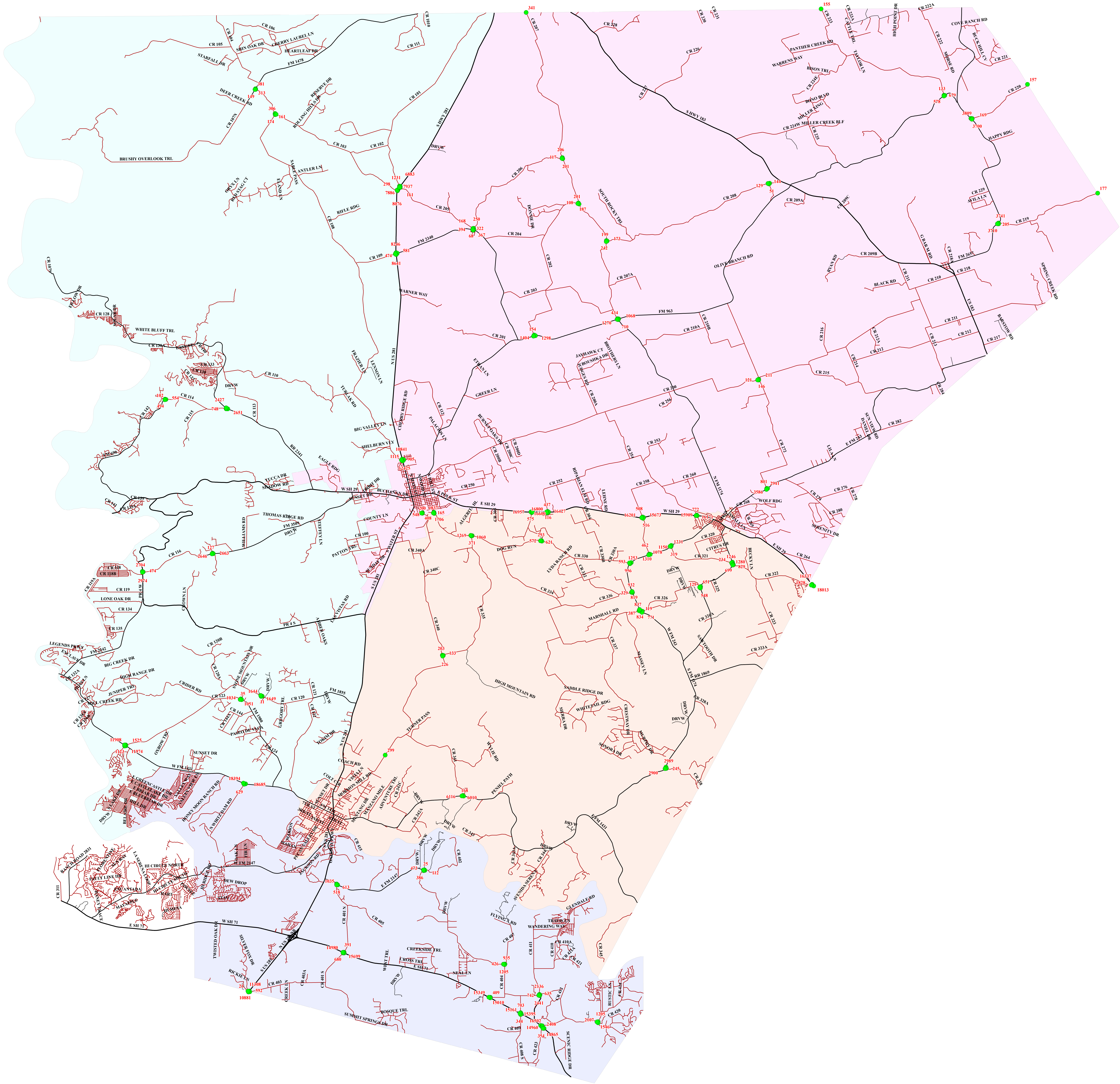
Discuss, consider, and take appropriate action to distribute the 2025 traffic counts to the commissioners for review and to ensure the traffic counts are correct prior to Burnet County sending the traffic counts to outside entities like CAMPO for the transportation plan and TxDOT. (Dockery)

Attachments

Burnet Traffic Counts 2025

Burnet County

2025 Traffic Counts



Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

21.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action for the engagement of Pattillo, Brown & Hill, L.L.P. for the FY25 Burnet County Financial Audit in an amount not to exceed \$47,000. (Wilson)

Attachments

Engagement for Financial Audit



PATTILLO, BROWN & HILL, L.L.P.

401 West State Highway 6

Waco, Texas 76710

254.772.4901 | pbhcpa.com

November 6, 2025

Burnet County, Texas
Attention: Kelley Glaeser, County Auditor
220 S. Pierce St.
Burnet, Texas 78611

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Burnet County, Texas (the "County"), as of September 30, 2025, and for the year then ended, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

In addition, if required, we will audit the County's compliance over major federal and state award programs for the period ended September 30, 2025. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the County's major federal and state award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audits are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the County complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirements that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

OFFICE LOCATIONS

TEXAS | Waco | Temple | Hillsboro | Houston
NEW MEXICO | Albuquerque



Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, certain budgetary comparison information, and pension and other postemployment benefit related information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Budgetary Schedules – General Fund and Major Special Revenue Funds
- Schedule of Changes in Net Pension Liability and Related Ratios
- Schedule of Employer Contributions – Pension
- Schedule of Changes in Total Other Post Employment Benefit (OPEB) Liability and Related Ratios.

Supplementary information other than RSI will accompany the County's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining Statements and Schedules – Nonmajor Governmental Funds and Fiduciary Funds.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- Introductory Section
- Statistical Section.

Schedule of Expenditures of Federal and State Awards

We will subject the schedule of expenditures of federal and state awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal and state awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200 and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*; and the audit requirements of *Texas Grant Management Standards (TxGMS)*.

As part of an audit of financial statements in accordance with GAAS and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate that raise substantial doubt about the County's ability to continue as a going concern for a reasonable period of time.

Although we are currently in the planning stage of our audit, we have identified the following significant risks during our audit to date that require special audit consideration:

- Management override of controls is considered an inherent risk according to GAAS.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective, and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the County's basic financial statements. Our report will be addressed to those charged with governance of the County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of the County's major federal and state award programs compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended, the *Uniform Guidance*, and *TxGMS* and will include tests of accounting records, a determination of major programs in accordance with the *Uniform Guidance* and *TxGMS* and other procedures we consider necessary to enable us to express such an opinion on major federal and state award programs compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The *Uniform Guidance* and *TxGMS* require that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal and state award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the County's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the *Uniform Guidance*, and *TxGMS* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a

reasonable user of the report on compliance about the County's compliance with the requirements of the federal and state programs as a whole.

As part of a compliance audit in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal and state programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* and *TxGMS* for the types of compliance requirements that could have a direct and material effect on each of the County's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the *Uniform Guidance* and *TxGMS*.

Also, as required by the *Uniform Guidance* and *TxGMS*, we will obtain an understanding of the County's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the County's major federal and state award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the County's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal programs under which they were received.
4. For maintaining records that adequately identify the source and application of funds for federally funded activities.
5. For preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with the *Uniform Guidance* and *TxGMS*.
6. For designing, implementing, and maintaining effective internal control over federal and state awards that provides reasonable assurance that the County is managing federal and state

awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;

7. For identifying and ensuring that the County complies with federal and state laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal and state award programs, and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, and the terms and conditions of federal and state award programs;
8. For disclosing accurately, currently, and completely the financial results of each federal and state award in accordance with the requirements of the award.
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented.
10. For taking prompt action when instances of noncompliance are identified.
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings.
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings.
13. For submitting the reporting package and data collection form to the appropriate parties.
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance.
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal award programs, such as records, documentation, and other matters.
 - b. Additional information that we may request from management for the purpose of the audit.
 - c. Unrestricted access to persons within the County from whom we determine it necessary to obtain audit evidence.
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report, if one is issued. This document would include more than an annual comprehensive financial report (ACFR) or annual financial report (AFR).
 - e. If applicable, a final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s)

under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;

17. For acceptance of non-attest services, including identifying the proper party to oversee non-attest work.
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
19. For informing us of any known or suspected fraud affecting the County involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance.
20. For the accuracy and completeness of all information provided.
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information.
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

With regard to the schedule of expenditures of federal and state awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal and state awards in accordance with the *Uniform Guidance* and *TxGMS*, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal and state awards, (c) to include our report on the schedule of expenditures of federal and state awards in any document that contains the schedule of expenditures of federal and state awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal and state awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal and state awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proof or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Non-attest Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of the County in conformity with U.S. generally accepted accounting principles and the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and *TxGMS* based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards*, and such services will not be conducted in accordance with *Government Auditing Standards*. These services are limited to preparing the financial statements, schedule of expenditures of federal awards, and related notes of the County as previously outlined.

We will not assume management responsibilities on behalf of the County. However, we will provide advice and recommendations to assist management of the County in performing its responsibilities.

The County's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the engagement are limited to our preparation of the financial statements and related note disclosures and the schedule of expenditures of federal awards previously outlined. Our firm, in its sole professional judgment, reserves the right to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise with regard to financial reporting, but the County must make all decisions with regard to those matters.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Engagement Administration, Fees and Timing

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

The timing of our audit will be scheduled for performance and completion as follows:

Document internal control and preliminary tests	July-August 2025
Mail confirmations	October 2025
Perform year-end audit procedures	February 2026
Issue audit reports	March 2026.

Todd Pruitt is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Pattillo, Brown & Hill, LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as reports reproduction, word processing, postage, travel, copies, telephone, etc.) except that our total fee, including expenses, will not exceed \$47,500. This fee is comprised of the following:

Audit of the County - \$37,500

Federal single audit (if required) - \$5,000

State single audit (if required) - \$5,000.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional cost.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or email, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications. In addition to fax and email, our firm also exchanges data over the internet using other methods (such as portals) or store electronic data via software applications hosted remotely through a third-party vendor's secured portal and/or cloud.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

You authorize us to disclose any and all information you furnish to us in connection with the services provided under this engagement, including audit procedures, to third-party service providers who assist us in fulfilling our professional responsibilities. These service providers may be located within or outside the United States. Such disclosures may include, but are not limited to, confidential financial or investment information necessary to complete assessments or verify valuations. We have obtained confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to

entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

The audit documentation for this engagement is the property of Pattillo, Brown & Hill, LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal or state agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Pattillo, Brown & Hill's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or workpapers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the County's significant accounting practices.
- Significant difficulties, if any, encountered during the audit.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management consultations with other accountants, if any.
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditor and look forward to working with you and your staff.

Respectfully,
Pattillo, Brown & Hill, L.L.P.



Todd Pruitt, CPA
Waco, Texas

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Burnet County, Texas, by:

Name: _____

Title: _____

Date: _____



Report on the Firm's System of Quality Control

December 9, 2022

To the Partners of Pattillo Brown & Hill, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Pattillo Brown & Hill, LLP (the firm) in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; an audit of an employee benefit; and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Pattillo Brown & Hill, LLP in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Pattillo Brown & Hill, LLP has received a peer review rating of *pass*.

Ericksen Krentel, LLP

Certified Public Accountants

Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Regular Session

23.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding the following:

- a. Whether to approve the purchase of a Human Resources software;
 - b. If applicable, selecting a Human Resources software in an amount not to exceed \$150,680; and
 - c. If applicable, approve, sign, and execute all necessary documents and actions to enter into an agreement with the chosen software company in an amount not to exceed \$150,680. (Collier/ Wilson)
-

Attachments

Bamboo Quote

iSolved Quote

NeoGov Request for Quote

Price Quote

November 18, 2025 | EXPIRES December 31, 2025



One Easy-to-Use Platform for Everything HR

Account Name
Burnet County

Prepared For Contact
Gregory Harris
gharris@burnetcountytexas.org

Prepared by
Teancum Piekarski
tpiekarski@bamboohr.com



Total Employee Count

435



Estimated 1st Year Cost

\$48,157.20



Estimated Monthly Cost*

\$4,013.10



Total 1st Year Savings

\$40,582.80 45.7%

*Monthly fees based on # of active employees

Plus sales tax if applicable

See following pages for line item breakdown of services

A handwritten signature in blue ink, appearing to read "Bella".

Monthly

Product	PEPM List Price	Effective PEPM	Quantity	Months	Volume Discount	Prepayment Discount	Total (USD)
HR							
Pro	\$17.00	\$9.23	435	12	36.53%	5.00%	\$4,013.10**
Estimated Total Monthly Cost							\$4,013.10

* This is your monthly price based on the quoted headcount and products. You will be billed for the employee headcount quoted above until that number is exceeded. If your total employee count changes, so will your total monthly cost.

¶ 10% discount on your monthly bill, each month, for your first 12 months. Promotion and discount are valid for Core, Pro, and Elite plans.

** Applicable sales tax may be added.

Month-to-Month | No Long-Term Commitment

Annual Costs

Pro	\$88,740.00
Annual List Price	\$88,740.00
Effective Total Discount	(45.73%) (\$40,582.80)
Total Cost Per Year	\$48,157.20

Due at Activation

First Year of Pro	\$48,157.20
Total Due at Activation**	\$48,157.20

Stallone

Product Details

Pro Includes:

- Employee Records
- Company Directory & Org Chart
- Document Storage - 20 GB + 500 MB per active employee
- Applicant Tracking System - 25 Job Openings
- Standard & Custom Reporting & Analytics
- Custom Access Levels
- Custom Email Alerts
- Custom Tabs & Fields
- Time-Off Management
- Training Tracking
- Benefits Tracking
- Company Calendar
- Mobile App
- Onboarding/Offboarding
- eSignatures
- Company Branding
- Audit Trail
- Access to the VirgilHR platform
- Access to the Partner Marketplace
- • Open API *(Talk to Tyler)*
- Performance Management
- Total Rewards
- Employee Community
- Advanced Reporting
- Employee Wellbeing
- Employee Satisfaction with eNPS
- • 15 Compliance Training courses (Powered by EasyLlama)

Add-ons: BambooHR Time Tracking, Payroll, and Benefits Administration may be purchased as add-on products. Benefits Administration and Payroll are currently available for US-based employees only.

BambooHR will not do custom programming efforts or any development work with the BambooHR API in integrating with external systems. Utilization of the BambooHR API is completed by the customer with technical support available via email. Maintenance of integrated external systems is the sole responsibility of the client. The enablement of BambooHR Marketplace partners is also the responsibility of the client.



Things you need to know in connection with this price quote:

1. Prices quoted above are based on your agreement to subscribe to the above noted services, and represents the number of active employees that you have indicated will be added to BambooHR when fully implemented. You will be billed for the employee headcount quoted above until that number is exceeded. Should your number of employees change after your quoted headcount is exceeded, or subscribe to additional services, your prices may increase or decrease.
2. Payment for services, including implementation, are due immediately upon acceptance of this price quote. Core/Pro/Elite and add-ons monthly per employee rates or monthly flat rate subscriptions will renew on a month-to-month basis until terminated.
3. HR pricing is dependent on the number of employees using each product. In months where 25 or fewer employees you will be charged a flat monthly rate of \$425.00.
4. This prepayment request is an estimation of service based on your current headcount, subscription and pricing. Note that any changes to your headcount, subscription products, or pricing will affect the estimated coverage period. Once paid, this will be added to your account as a credit. The actual number of active employees in the account during the month will be used to calculate your invoices. Those invoices will be deducted from the prepayment credit balance.
5. BambooHR's services are governed by our Terms of Service found at <https://www.bamboohr.com/legal/terms-of-service>; payroll services are governed by our Payroll Services Agreement found at <https://www.bamboohr.com/legal/payroll-services-agreement>. Both agreements are formally accepted in the product.
6. Please contact your BambooHR sales representative with any questions or changes, or you may contact customer support at 801-724-6600.

BambooHR | 42 Future Way | Draper | Utah | 84020





Investment Summary

Total EE Count: 435

FEINs: 1

Burnet County

RECURRING FEES- PER EMPLOYEE PER MONTH (PEPM)					
ITEM	Description	PEPM	QUANTITY (EEs)	TOTAL (Monthly)	TOTAL (Annual)
ISOLVED PEOPLE CLOUD	SEE QUOTE DETAILS (Pg. 2)	\$ 23.40	435	\$ 10,179.00	\$ 122,148.00

RECURRING FEES MONTHLY- FLAT					
ITEM	Description	PEPM	QUANTITY	TOTAL (Monthly)	TOTAL (Annual)
Base fee- ATS and Talent	SEE QUOTE DETAILS (Pg. 2)			\$193.50	\$2,322.00
				\$ 193.50	\$ 2,322.00

ONE TIME FEES		
ITEM	DESCRIPTION	TOTAL
IMPLEMENTATION / ACTIVATION / TRAINING	SEE QUOTE DETAILS (Pg. 2)	\$ 20,662.50
YEAR-END SERVICES	SEE QUOTE DETAILS (Pg. 2)	\$ 5,547.50

TOTAL YEAR 1 INVESTMENT		*50% Due w/in 30 days of Signing; remaining 50% Due upon Go-live
ITEM	TOTAL (Annual)	
IMPLEMENTATION FEES (One-time Fee)	\$ 20,662.50	
TOTAL RECURRING FEES- PEPM	\$ 122,148.00	
TOTAL MONTHLY FLAT FEE	\$ 2,322.00	
YEAR-END SERVICES	\$ 5,547.50	
TOTAL	\$ 150,680.00	

YEAR-OVER-YEAR INVESTMENT (after Year 1)	
ITEM	TOTAL (Annual)
TOTAL RECURRING FEES- PEPM	\$ 122,148.00
TOTAL MONTHLY FLAT FEE	\$ 2,322.00
YEAR-END SERVICES	\$ 5,547.50
TOTAL	\$ 130,017.50

Itemized quote details found on Pg. 2

Quote Details

Burnet County

RECURRING MONTHLY FEES (Per EE Per Month- PEPM)					
ITEM	Description	PEPM	QUANTITY (EEs)	TOTAL (Monthly)	TOTAL (Annual)
HR & Payroll	Includes unlimited payrolls, W2s, all jurisdiction tax filing, direct deposit, paycards, garnishments, expense reimbursement, job history, Administrator Portal, Employee/Manager Self-service portal, custom approval workflows, and salary management.	\$ 6.12	435	\$ 2,662.20	\$ 31,946.40
Onboarding & Offboarding and e-verify	Workflow to automate employee onboarding & offboarding.	\$ 1.68	435	\$ 730.80	\$ 8,769.60
Benefits Administration and Open Enrollment	Benefits Administration: incl. electronic eligibility, enrollment, benefits cost analysis	\$ 2.02	435	\$ 878.70	\$ 10,544.40
ACA Compliance	ACA compliance module and real-time dashboard	\$ 0.68	435	\$ 295.80	\$ 3,549.60
Time, Labor, and Attendance Management	Time off requests, attendance tracking with schedules, punch management w/ geo-fencing included	\$ 2.02	435	\$ 878.70	\$ 10,544.40
Attract and Hire	Applicant tracking, interview scheduling, and hiring, including pre-hiring questionnaire.	\$ 1.50	435	\$ 652.50	\$ 7,830.00
Performance Management, Predictive People Analytics, Learning Management, compensation management, Giving and Volunteering	AI powered module providing real-time data, analytics, predictive modeling, and reports	\$ 7.50	435	\$ 3,262.50	\$ 39,150.00
Leave Management	leave management system	\$ 1.88	435	\$ 817.80	\$ 9,813.60
Total		\$ 23.40	435	\$ 10,179.00	\$ 122,148.00

RECURRING MONTHLY FEES (Flat)					
ITEM	Description	PUPM	QUANTITY	TOTAL (Monthly)	TOTAL (Annual)
Attract and Hire and Talent Management Base	Applicant tracking, interview scheduling, and hiring, including pre-hiring questionnaire.			\$ 193.50	\$ 2,322.00
Total				\$ 193.50	\$ 2,322.00

ONE TIME FEES					
IMPLEMENTATION / PLATFORM ACTIVATION / TRAINING					
ITEM	DESCRIPTION	COST	QUANTITY	MONTHLY	TOTAL
Isolved PeopleCloud Implementation Fee		\$ 20,662.50	1		\$ 20,662.50
Total					\$ 20,662.50

YEAR-END SERVICES					
ITEM	DESCRIPTION	COST	QUANTITY	MONTHLY	TOTAL
W2 Production Fee	Production and Delivery of W2s	\$ 7.50	435		\$ 3,262.50
W2 Production FEIN Fee		\$ 60.00	1		\$ 60.00
1094/1095-C Production Fee	Production and Delivery of 1094/1095-C Documents	\$ 5.00	435		\$ 2,175.00
1094/1095-C FEIN Production Fee		\$ 50.00	1		\$ 50.00
Total					\$ 5,547.50



Ashley Edwards <aedwards@burnetcountytexas.org>

Thank you for reaching out to NEOGOV!!

Ashley Edwards <aedwards@burnetcountytexas.org>
To: Jessica Flores <jflores@neogov.net>

Mon, Nov 24, 2025 at 8:47 AM

Jessica,

We are in the preliminary stage of finding quotes. I understand that it would be a rough estimate due to not being able to pin certain things down. We will not be having a meeting at this time. I have provided the specs we are looking for.

Thank you,
Ashley Edwards
Internal Auditor
512-715-5211 office



On Fri, Nov 21, 2025 at 2:24 PM Jessica Flores <jflores@neogov.net> wrote:

Ashley,

Totally understand, since our pricing is custom this meeting will be to get you numbers, and if any questions and or concerns come up during the meeting then Jonathan will be happy to address them at that time. But this will be focused on getting you quotes.

Are you working with any deadlines, if so do any of the slots work for you?

- 11/24 @ 10 AM, 2:30, or 3 PM CDT.
- 12/1 @ 8:30, 9 AM, 12, 1, or 3 PM CDT.
- 12/2 @ 10 AM CDT.
- 12/3 @ 2, 2:30, or 3 PM CDT.
- 12/4 open from 8 - 10 AM, or from 12 - 3 PM CDT.

I appreciate you working with me to get you on Jonathan 's calendar.

Best,

On Fri, Nov 21, 2025 at 12:46 PM Ashley Edwards <aedwards@burnetcountytexas.org> wrote:

If you could please get me in touch with Jonathan, that would be great.

I am the one searching for quotes. If a quote can be done off the specs I sent, that would be great. I can relay questions if needed but will not be able to answer them.

Thank you,
Ashley Edwards
Internal Auditor
512-715-5211 office



On Fri, Nov 21, 2025 at 1:30 PM Jessica Flores <jflores@neogov.net> wrote:

Hey Ashley,

This is perfect, thank you for getting back to me so quickly.

I can get you in touch with Jonathan Lopez, as he will be the one to provide you with further details pertaining to all your interests along with any quotes.

Please let me know what time and date works best for you and I can then send you a calendar invite.

- 11/24 @ 10 AM, 2:30, or 3 PM CDT.
- 12/1 @ 8:30, 9 AM, 12, 1, or 3 PM CDT.
- 12/2 @ 10 AM CDT.
- 12/3 @ 2, 2:30, or 3 PM CDT.
- 12/4 open from 8 - 10 AM, or from 12 - 3 PM CDT.

Best,

On Fri, Nov 21, 2025 at 11:14 AM Ashley Edwards <aedwards@burnetcountytexas.org> wrote:

Hope this helps!

Thank you,
Ashley Edwards
Internal Auditor
512-715-5211 office



On Fri, Nov 21, 2025 at 11:43 AM Jessica Flores <jflores@neogov.net> wrote:

Hello Ashley,

Sorry for the delay!

Of course, I am more than happy to help get you quotes. However, I will need to know what a full time employee count is, along with what modules you have interest in.

Once I have that information I will know who I can direct you to for further information pertaining to quotes.

Looking forward to hearing from you!

Best,

On Fri, Nov 21, 2025 at 7:59 AM Ashley Edwards <aedwards@burnetcountytexas.org> wrote:

Jessica,
Are you still able to help me get a quote?

Thank you,
Ashley Edwards
Internal Auditor
512-715-5211 office



On Wed, Nov 19, 2025 at 12:22 PM Ashley Edwards <aedwards@burnetcountytexas.org> wrote:

Good Afternoon Jessica,

I have been given the task to get quotes and then take the quote back to our HR department for review. At that time they will choose if they would like to discuss more with your company. Is there a way I can email you the specs our HR department is looking for and other important information for a quote?

Thank you,
Ashley Edwards
Internal Auditor
512-715-5211 office



On Wed, Nov 19, 2025 at 12:12 PM Jessica Flores <jflores@neogov.net> wrote:

Hi Ashley,

Thanks for reaching out about NEOGOV! My name is Jessica, and I am here to assist you and get you connected with one of our product experts.

To make the most of your time, can you please provide the below information?

- How many full-time employees (FTEs) are at your organization?
- Which solution(s) would you like to discuss?
- Is there any additional information that you'd like us to know before we hop on a call?

Once I have this info, I will connect you with a the right person.

Thank you for taking the time to share these details – I look forward to working with you!

Have a great day,

Jessica Flores
Inbound Sales Development Representative

This email may contain confidential and privileged material for the sole use of the intended recipient. Any unauthorized review, use, distribution or disclosure is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and delete all copies of this message.

--

Jessica Flores

Sales Development Representative

📞 1-323-531-7798

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Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Regular Session

24.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding budget inner departmental line item transfers: (Wilson)

Attachments

Line Item Transfers



THE COUNTY OF BURNET
BURNET, TEXAS 78611

FY 2026

DATE: December 9, 2025
(Commissioners Court Date)

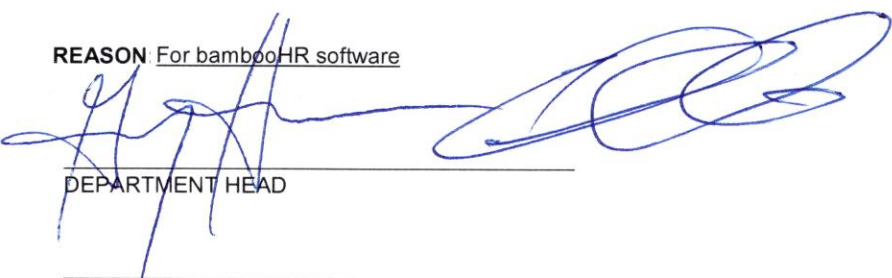
TO : HONORABLE COMMISSIONERS COURT OF BURNET COUNTY

FROM: Shirley Bullard/Greg Harris

I SUBMIT TO YOU FOR YOUR CONSIDERATION THE FOLLOWING BUDGET LINE ITEM TRANSFERS:

	<u>FUND/DEPT</u>	<u>LINE ITEM</u>	<u>LINE ITEM#</u>	<u>AMOUNT</u>
FROM:	100	SUPPORT/LICENSING FEES	100-5040-4540	\$ (48,157.20)
TO:	100	OPERATING SUPPLIES	100-5000-3300	\$ 48,157.20

REASON For bamboo HR software



DEPARTMENT HEAD

APPROVED: COMMISSIONERS COURT

AUDITOR'S OFFICE

ATTEST: COUNTY CLERK



PO Request <porequest@burnetcountytexas.org>

PO for Training (VR Systems)

1 message

dferguson@burnetcountyelections.com <dferguson@burnetcountyelections.com>
To: PO Request <porequest@burnetcountytexas.org>

Mon, Nov 24, 2025 at 9:52 AM

I need a PO for \$2,512.50 for training for VR Systems Voter Focus and EVID management. I will need to do a line item transfer of \$1,012.50 from 4520 to 4270 to cover this in our budget.

Thank you!

Doug



Doug Ferguson
Burnet County Elections Administrator
220 South Pierce St.
Burnet, TX 78611
512-715-5288



Burnet County TX Remote Training Quote (Voter Focus EVID) 11-20-25 KAW.pdf
104K

Quote for Remote Training

Customer: Burnet County Elections Office

Quote Date: November 20, 2025

Training Details

Location:	Webinar
Contact:	Doug Ferguson
Date:	TBD
Time:	TBD
Number of Students:	1
Number of VR Trainers:	2

Schedule of Training Courses

Voter Focus Courses:
Elections (Basic)
Elections – Election Maintenance Activities
Elections – Precinct Register Activities
Elections – Post Election Activities
EViD Courses:
EViD Console

Web Monitor

Reports

Schedule of Training Fees

Quantity	Description	Price	Total Price
7.5	Training per hour	\$335	\$2,512.50

Total Training Fees: \$2,512.50

Payment Terms

This is not a bill. This is a budgetary quote and includes estimates only. Totals may change. You will be billed after training has been conducted. Prices are valid through February 28, 2026.

Agreed By:



Doug Ferguson

Burnet County Elections Office

12-2-25

Date

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

25.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding invoices without PO's or contracts as required in Local Government Code § 113.901. (Wilson)

Attachments

Invoice without PO or Contract



036342

Statement

DATE

2-7-25

TERMS

TO

Burnet Co Sheriffs Dept
P.O. Box 1249
Burnet TX 78611

IN ACCOUNT WITH

Russell Haydon
PO Box 766
Marble Falls TX 78654

Feb 7

Meet at sheriffs office
Burnet TX for briefing
for herd of emaciated
cattle @ 355 Elaina Ln
Bertram TX

300-

Results of briefing: cattle
sold to different owner and
new owner removed cattle
from property

DUE 300

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

Fwd: Scanned from Burnet County Sheriff's Office

1 message

Helen Cummins <hcummins@burnetcountytexas.org>
To: Cindy Dalrymple <cdalrymple@burnetcountytexas.org>

Tue, Dec 2, 2025 at 4:52 PM

----- Forwarded message -----

From: **Mike Sorenson** <msorenson@burnetsheriff.com>
Date: Tue, Dec 2, 2025 at 11:07 AM
Subject: Fwd: Scanned from Burnet County Sheriff's Office
To: Helen Cummins <hcummins@burnetcountytexas.org>

I have been informed that Russell the cowboy who captures the animals failed to send it in. He has recently sent this in for payment

----- Forwarded message -----

From: <xerox@burnetcountytexas.org>
Date: Tue, Dec 2, 2025 at 11:05 AM
Subject: Scanned from Burnet County Sheriff's Office
To: <msorenson@burnetsheriff.com>

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location:
Device Name: XRX9C934EA83516

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

 **Scanned from a Xerox Multifunction Printer.pdf**
5231K

Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Regular Session

26.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action for the authorization of payment of claims previously approved by the County Auditor. (Wilson)

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

27.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding FY25 Budget Amendments. (Wilson)

Attachments

Budget Amendment Hancher Donation
Budget Amendment Tx State Library Grant

FY2026

DATE: December 9, 2025
(Commissioners Court Date)

TO : HONORABLE COMMISSIONERS COURT OF BURNET COUNTY

FROM: Spicewood Library
(Name of Department)

I WOULD LIKE TO REQUEST THE FOLLOWING AMENDMENTS (ADDITIONS) TO MY
DEPARTMENTAL BUDGET:

<u>FUND</u>	<u>LINE ITEM</u>	<u>LINE ITEM#</u>	<u>AMOUNT</u>
202	REVENUE: Spicewood Library	202-3400-1220	\$ 12,600.00

EXPENDITURE:			
202	Mach/Equip(Inventoried)	202-5623-5750	\$ 12,600.00

REASON: To add budgeted line items for LIFI grant funding expenditures.

NOTE: This change in the budget for county purposes is in accordance with
111.011 Changes in Budget for County Purposes of the Local Government Code.


DEPARTMENT HEAD

APPROVED: COMMISSIONERS COURT

ATTEST: COUNTY CLERK

Ladd and Katherine Hancher Library Foundation

P.O. BOX 878 . COLUMBUS, TEXAS 78934

CK #1235
2025 Grant Distribution

October 11, 2025

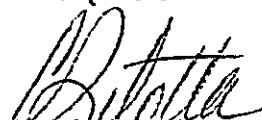
Amy Davis
Spicewood Community Library
220 S Pierce St
Burnet, TX 78611

Dear Amy:

Enclosed please find a check from the Ladd and Katherine Hancher Library Foundation payable to Spicewood Community Library in the amount of \$12,600.

Please provide written documentation as to how the funds were used on/or before one year from the day the grant is funded. In your final report, you will want to review what was purchased and the value/success of the purchase(s) in relation to your library. An accounting of expenditures is not necessary.

Very truly yours,


Charlotte Tilotta

FY2026

DATE: December 9, 2025
(Commissioners Court Date)

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

FROM: Texas State Library Grant
(Name of Department)

I WOULD LIKE TO REQUEST THE FOLLOWING AMENDMENTS (ADDITIONS) TO MY DEPARTMENTAL BUDGET:

<u>FUND</u>	<u>LINE ITEM</u>	<u>LINE ITEM#</u>	<u>AMOUNT</u>
	REVENUE:		
290	Texas State Library Grant	290-330-5410	\$171,216.00
	EXPENDITURE:		
290	Mach/Equip(Captialized)	290-6500-5760	\$ 48,600.00
290	Professional Services	290-6500-4010	\$ 122,616.00

REASON: To add budgeted line items for LIFI grant funding expenditures.

NOTE: This change in the budget for county purposes is in accordance with
111.011 Changes in Budget for County Purposes of the Local Government Code.


DEPARTMENT HEAD

APPROVED: COMMISSIONERS COURT

ATTEST: COUNTY CLERK

**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
LIBRARY INFRASTRUCTURE FACILITY IMPROVEMENT (LIFI)
GRANT PROGRAM**

CORRECTED

Grant Number: LIFI-26009-X

I. CONTRACTING PARTIES

Grantor: Texas State Library and Archives Commission (TSLAC)
Subrecipient: Burnet County, Burnet County Library System
100 E Washington St
Burnet, TX 78611-3114
Federal Unique Entity ID: NX8AEXE5ALC7

II. TERM OF GRANT

Contracted date of award through December 31, 2026.

III. STATEMENT OF SERVICES TO BE PERFORMED

Subrecipient shall provide services as outlined in the notice of funding opportunity (NOFO), Guidance for the Fiscal Year 2026 Library Infrastructure Facility Improvement (LIFI) and subrecipient's grant application for the LIFI grant program for FY26 as approved by TSLAC. Grant funds must be used to meet TSLAC and Federal goals. The Subrecipient must report information relating to best practices and performance outcomes during the period of this contract. The NOFO and approved grant application are incorporated into this contract as if fully set forth herein. In the event of any conflict between the NOFO, approved grant application, and this contract, the order of precedence shall be (1) this contract, (2) the Award Letter, (3) the Notice of Funding Opportunity, and (4) the approved grant application.

IV. GRANT AMOUNTS AND DISBURSEMENT REQUIREMENTS

- A. The total amount of the grant shall not exceed \$111,216.00. Indirect costs, as included in the total amount awarded, shall not exceed \$0.00 as indicated in the budget below.
- B. Source of funds:
U.S. Department of the Treasury
Assistance Listing Number/Title: 21.029 Coronavirus Capital Projects Fund
Federal Award Identification #: CPFFN0161; Federal Award Date: June 2, 2023
- C. The Subrecipient is restricted to one of two methods for requesting funds from TSLAC. The Subrecipient may request reimbursement of actual and allowable expenditures for the Subrecipient's normal billing cycle, or advance payment for estimated and allowable expenditures to be incurred in the 30-day period following the request. Only Subrecipients providing documentation to demonstrate a lack of sufficient working capital and the ability to minimize the time elapsing between transfer of funds from TSLAC and disbursement of grant funds will be allowed to request advance payments.
- D. The Subrecipient must request payments from TSLAC using TSLAC's Request for Funds form (RFF) via TSLAC's online Grant Management System (GMS), located at <https://grants.tsl.texas.gov>. Requests may be submitted to TSLAC no more often than once every 30 days, and no less often than once per quarter. Funds will be processed and paid to the Subrecipient provided TSLAC has received a fully executed contract, and the Subrecipient has fulfilled all reporting and training requirements for current and preceding contracts and submitted all required documentation with the RFF.
- E. When submitting an RFF for reimbursement, the Subrecipient must provide TSLAC with supporting documentation, such as receipts, paid invoices, time sheets, and/or pay stubs to support the amount requested before payment will be processed. Subrecipient must submit the final request for reimbursement with all supporting documentation no later than **December 31, 2026**. Requests or documentation received after the deadline(s) will generally be declined but may be considered on a case-by-case basis if the request does not create an undue burden on TSLAC business operations and Subrecipient demonstrates good cause for missing

the deadline(s) (i.e., the reason for missing the deadline is due to no unreasonable delay or fault of Subrecipient). The Subrecipient may not obligate or encumber grant funds after **November 1, 2026**. All obligations and encumbrances must be liquidated or paid no later than **December 31, 2026**.

- F. If the Subrecipient does not expend funds on a regular basis as determined by TSLAC and/or provide notice relating to unexpended funds by **September 30, 2026**, TSLAC reserves the right to act as necessary to reduce any unexpended balances, including reducing the total amount of the grant specified in Section IV. A. above.
- G. Interest earned in excess of \$500 on advanced funds must be returned to TSLAC per requirements in the State of Texas Grant Management Standards (TxGMS). All unexpended grant funds must be returned to TSLAC per requirements in TxGMS.
- H. Per the approved grant application, funds are authorized according to the following budget:

Salaries/Wages/Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies/Materials	\$0.00
Services	\$111,216.00
Consultant Fees	\$0.00
Indirect Costs	\$0.00
Total	\$111,216.00

V. REQUEST FOR FISCAL AND PROGRAMMATIC CHANGES

If the Subrecipient anticipates a need for a budget or program revision, Subrecipient must notify TSLAC and, if approved by TSLAC, request a budget and/or program revision for fiscal and/or programmatic changes as outlined in this Section. Subrecipient must submit a change request for budget and/or program revisions electronically on TSLAC's GMS. Under no condition may a Subrecipient request to exceed the total grant amount. TSLAC must receive all change requests on or before **October 15, 2026**. Requests received after this date will generally be declined but may be considered on a case-by-case basis if extenuating circumstances exist as determined by TSLAC. **Subrecipient must submit a budget and/or program change request to TSLAC before obligating or expending grant funds as follows:**

- A. Fiscal changes require an approved budget revision under any of the following conditions:
 - 1. Making cumulative transfers among budget cost categories or projects that are expected to exceed ten (10) percent of the total grant;
 - 2. Transferring any funds into a budget cost category that currently equals zero (\$0);
 - 3. Expending any program income earned through the utilization of resources funded by this grant; or,
 - 4. Changing the items listed in the approved budget categories if an item's cost or features are substantially different from what the approved grant application specifies, or from a previously approved fiscal or program revision.
- B. Programmatic changes to the approved grant application require an approved Program Revision under any of the following conditions:
 - 1. Obtaining the services of a third party to perform activities that are central to the purposes of the grant; or,
 - 2. Changing the scope or objectives of the approved program, regardless of whether there is an associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

VI. ELIGIBLE AND INELIGIBLE EXPENSES

- A. The Subrecipient acknowledges that the allowable costs under this agreement are limited to those directly related to the approved project as outlined in the Subrecipient's application and award documentation. All expenditures must comply with applicable federal regulations, including 2 CFR 200 Subpart E – Cost Principles,

and must be reasonable, necessary, and allocable to the approved project scope.

B. Eligible Expenses

1. Eligible expenses under this agreement may include, but are not limited to:
 - Pre-project development costs and uses, including data-gathering, feasibility studies, community engagement and public feedback processes, planning and needs assessments, permitting, planning, architectural design, engineering design, and work related to environmental and historical reviews.
 - Costs of repair, rehabilitation, construction, improvement, equipment (e.g., devices and office equipment), and facilities (e.g., telecommunications equipment, including infrastructure for backhaul, middle, and last-mile networks)
 - Personnel costs, including salaries and fringe benefits for staff and consultants required for carrying out a Capital Project (such as project managers, program directors, subject matter experts, access consultants, grant administrators, financial analysts, accountants, and attorneys)
 - Ancillary costs necessary to operationalize and put the capital assets to full use, including costs to increase broadband adoption and improve digital literacy
 - Costs associated with monitoring of and reporting on projects in compliance with U.S. Treasury requirements, including award closeout costs
 - Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation regime related to projects funded by the Capital Projects Fund program.
2. The Subrecipient is responsible for ensuring that all expenses incurred under this agreement are consistent with their approved project budget and must seek prior approval for any deviations that would result in changes to the scope, budget categories, or use of funds. Costs not aligned with the approved project scope or those determined to be unallowable under 2 CFR 200 or U.S. Treasury guidance may not be reimbursed and are the sole responsibility of the Subrecipient.

C. Ineligible Expenses

1. Ineligible expenses under this agreement include, but are not limited to:
 - Furniture
 - Website hosting
 - Software purchases
 - Acquisition of spectrum licenses
 - Operating expenses, other than grant administration costs
 - Short-term operating leases
 - Payment of interest or principal on outstanding debt instruments, or other debt service costs incurred prior to March 15, 2021
 - Fees or issuance costs associated with the issuance of new debt
 - Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding; or
 - Support or opposition of collective bargaining. This does not affect the ability to use funds to comply with 41 C.F.R. 60-1.4 (<https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-1/subpart-A/section-60-1.4>).
 - Costs associated with collection development, or other activities primarily focused on the acquisition of library materials or resources

VII. EQUIPMENT AND PROPERTY REQUIREMENTS

If conditions described in Section V.A.1. are met, any fiscal change to items listed in the Equipment budget category specified in Section IV. I. of this contract will require an approved Budget Revision before making the change. A fiscal change includes a change in the cost of the equipment and/or property, and any cost necessary to put the item into service, including, but not limited to, the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make the item usable for the purpose for which it is acquired. Ancillary charges such as taxes, duty, protective in-transit insurance, freight, and installation should be included in or excluded from the expenditure cost in accordance with the Subrecipient's regular accounting practices and Generally Accepted Accounting Practices

(GAAP). TSLAC will not advise Subrecipient on ancillary charges.

- A. The Subrecipient will comply with TxGMS, Property Standards, Equipment, requiring certain items of equipment to be maintained on inventory.
- B. Subject to the obligations and conditions set forth in TxGMS, title to equipment acquired under a grant will vest in the Subrecipient upon acquisition. Subrecipient must include any equipment/property acquired with grant funds in the required biennial property inventory and follow the TxGMS requirement that the Subrecipient reconcile the equipment/property records with a physical inventory of the equipment/property every two years. This biennial inventory does not need to be submitted to TSLAC but must be maintained by the Subrecipient and will be subject to review and/or audit by TSLAC. When property is vested in the Subrecipient, Subrecipient will dispose of equipment/property in accordance with TxGMS. When the Subrecipient has been given federally or state-owned equipment/property, Subrecipient will follow the guidance as set forth in TxGMS.

VIII. PROCUREMENT REQUIREMENTS

The Subrecipient agrees to comply with the procurement standards set forth in 2 CFR 200.317-200.327, ensuring that all purchases made with federal funds are conducted in a manner that promotes full and open competition. The Subrecipient must follow the appropriate procurement method based on the dollar value of the purchase. Additionally, the Subrecipient must comply with the prohibitions on using federal funds for covered telecommunications and video surveillance equipment or services under 2 CFR 200.216. Funds may not be used to procure or obtain equipment from certain entities owned or controlled by the People's Republic of China, including Huawei Technologies Company and ZTE Corporation.

IX. ENVIRONMENTAL AND CONSTRUCTION REQUIREMENTS

The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, and ordinances in the performance of any construction-related activities under this agreement. This includes, but is not limited to, adherence to applicable federal environmental regulatory requirements, obtaining necessary permits and approvals, and complying with local zoning, environmental, and safety regulations.

The Subrecipient can determine the applicable federal environmental requirements for their project by utilizing the Treasury's Coronavirus Capital Projects Fund (CPF) Environmental Checklist, located at the link below, as a guide. Based on the results of this questionnaire, the Subrecipient is required to perform the appropriate environmental procedures and ensure compliance with relevant environmental regulations, including obtaining any required environmental clearances or assessments.

Treasury's Coronavirus CPF Environmental Checklist: <https://home.treasury.gov/system/files/136/CPF-Environmental-Questionnaire.pdf>.

X. REPORTING REQUIREMENTS

The State Legislature has charged TSLAC with submitting performance measure reports that specify the level of services provided by its programs and services. Additionally, the U.S. Treasury requires TSLAC and ultimately Subrecipient with submitting project and expenditure (P&E) and performance reports, as outlined in the CPF Compliance and Reporting Guidance <https://home.treasury.gov/system/files/136/Revised-CPF-State-Guidance.pdf>. In accepting these grant funds, the Subrecipient acknowledges responsibility for performing certain services on behalf of TSLAC, as outlined in the approved grant application. Therefore, the Subrecipient is responsible for submitting periodic reports that reflect the Subrecipient's level of performance on these services to TSLAC. To comply with these requirements, the Subrecipient agrees to submit reports that are timely, accurate, auditable, and consistent with definitions.

- A. The Subrecipient agrees to develop or revise, as necessary, any specific written documentation of its current procedures for (1) collecting and reporting performance measures; (2) conducting a fixed asset inventory; and/or, (3) any other issues identified in the Subrecipient's grant activities or internal audit. Drafts of this procedural documentation will be submitted to TSLAC by dates established mutually between TSLAC and Subrecipient. TSLAC will provide review and guidance to enable final versions to be approved on or before established deadlines.

- B. The Subrecipient agrees to submit quarterly Legislative Budget Board (LBB) performance reports detailing grant-funded activities via the TSLAC GMS on or before due dates listed in the chart at the end of this section. In the event that a due date falls on a weekend or state holiday, the respective report will be due on the next business day. Subrecipient agrees to submit LBB performance measures as defined by TSLAC in the reports, and to work with agency staff in the development and reporting of Project outcomes. LBB performance measures may include the numbers of: a) materials purchased with grant funds; b) persons provided grant sponsored services; and/or c) library staff trained or assisted in order to carry out the grant-funded activities. Reports will be submitted electronically through TSLAC's Grant Management System (GMS) or as otherwise specified in writing by TSLAC on or before the due dates listed in the chart at the end of this section.
- C. The Subrecipient agrees to submit quarterly Treasury Project and Expenditure (P&E) Reports to provide information on Projects funded, obligations, expenditures, project status, outputs, performance indicators and other information. Reports will be submitted electronically through TSLAC's Grant Management System (GMS) or as otherwise specified in writing by TSLAC on or before the due dates listed in the chart at the end of this section.
- D. The Subrecipient agrees to submit an annual Treasury Performance Report to describe the outputs and outcomes of Programs. Reports will be submitted electronically through TSLAC's Grant Management System (GMS) or as otherwise specified in writing by TSLAC on or before the due dates listed in the chart at the end of this section.
- E. In addition to the quarterly and annual reports specified, the Subrecipient agrees to update and/or meet with TSLAC staff or their designee regularly, at least once per month, to report on project progress. Information from these updates and/or meetings will be submitted by TSLAC staff or their designee electronically through TSLAC's Grant Management System (GMS) or as otherwise specified in writing by TSLAC.
- F. The Subrecipient will ensure that all fiscal reports or vouchers requesting payment under this agreement will include a certification, signed by an official who is authorized to legally bind the Subrecipient, that the reports are true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. The Subrecipient acknowledges that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject the signing official to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (2 CFR§200.415(a))
- G. The Subrecipient agrees to submit an audit certification form for the auditable period including August 31, 2026, to TSLAC no later than **December 31, 2026, or other deadline as specified by TSLAC.**
- H. If a single audit is required, the Subrecipient will comply with Uniform Guidance (2 CFR §200.512 Report Submission). The audit shall be completed and the required data collection form submitted to the Federal Audit Clearinghouse (FAC) within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the state agency that provided the funding or a different period is specified in a program-specific audit guide.
- I. TSLAC reserves the right to withhold final payment on this Grant until all required reports and forms are received.

Reporting Periods

Report Type	Quarter/Period Covered	Due Date
Quarterly Report	Q1: July 1, 2025 - September 30, 2025	October 7, 2025
Quarterly Report	Q2: October 1, 2025 - December 31, 2025	January 7, 2026
Quarterly Report	Q3: January 1, 2026 - March 31, 2026	April 7, 2026
Quarterly Report	Q4: April 1, 2026 - June 30, 2026	July 7, 2026
Annual Report	Q1-Q4: July 1, 2025 - June 30, 2026	July 7, 2026
Quarterly Report	Q5: July 1, 2026 - September 30, 2026	October 7, 2026
Quarterly Report	Q6: October 1, 2026 - December 31, 2026	March 7, 2027
Annual Report	Q5-Q6: July 1, 2026 - December 31, 2026	March 7, 2027

Reporting Notes:

- *Annual and Quarterly Reports differ in focus. **Quarterly Reports** emphasize expenditures and milestones; **Annual Reports** capture outcomes and broader impact.*

XI. SUBRECIPIENT MONITORING

The Subrecipient acknowledges that it is subject to grant monitoring by TSLAC. TSLAC is required to manage and monitor subrecipients to ensure compliance with the requirements of the CPF award pursuant to 2 CFR 200.332 (<https://www.ecfr.gov/current/title-2/section-200.332>). The Subrecipient understands that TSLAC's monitoring activities will include regular reviews of submitted reports to ensure that all funds are expended for their intended purposes. TSLAC may also conduct audits, including desk and on-site reviews, to assess the Subrecipient's compliance with the contract terms of their award.

If any issues are identified during monitoring, TSLAC will provide recommendations for corrective actions, and the Subrecipient agrees to respond formally with a plan detailing how and when the Subrecipient will address the identified issues and who within their organization will be responsible for addressing and resolving the identified issues. The Subrecipient further acknowledges that noncompliance with the terms and conditions of this grant—including reporting requirements and performance obligations—may result in the withholding or termination of grant funds.

XII. GENERAL TERMS AND CONDITIONS

- A. The Subrecipient will comply with the LIFI Grant Program Guidelines for 2026.
- B. The Subrecipient will comply with 2 CFR 200.303, in which the subrecipient must establish and maintain effective internal controls to manage their award in compliance with Federal statutes, regulations, and the terms and conditions of the award.
- C. The Subrecipient will comply with the General Grant Guidelines, Texas Administrative Code (TAC) Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.120.
- D. The Subrecipient will comply with all applicable federal and state laws and any other requirements relevant to the performance of Subrecipient under this contract, including the following rules and guidance as applicable:
 1. Texas Grant Management Standards (<https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf>); and
 2. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200) (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>).
 3. Coronavirus Capital Projects Fund Guidance (<https://home.treasury.gov/system/files/136/Capital-Projects-Fund-Guidance-States-Territories-and-Freely-Associated-States.pdf>).
- E. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. Subrecipient understands that TSLAC reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work for Federal or state government purposes, and to authorize others to do so. (2 CFR §200.315)
- F. All publicity relating to the grant award must include acknowledgment of the Texas State Library and Archives Commission. Publicity includes, but is not limited to press releases, media events, public events, displays in the benefiting library, announcements on the Subrecipient's website, and materials distributed through the grant project. The Subrecipient will provide TSLAC with one set of all public relations materials produced under this grant with the final quarterly performance report.
- G. Subrecipients will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. §2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin, including taking reasonable steps to ensure that limited English Proficient (LEP) persons have meaningful access to the applicant's programs; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1689), which prohibits discrimination on the basis of sex in education programs; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 et seq., including §794), which prohibits discrimination on the basis of disability and the Americans With Disabilities Act of 1990; (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. §§6101

et seq), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §523 and §527 of the Public Health Service Act of 1912 (42 U.S.C. §290 dd-3 and §290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) that may apply to the application.

- H. Subrecipient understands that acceptance of funds under this contract acts as acceptance of the authority of duly authorized representatives of TSLAC, the Treasury, the Comptroller General of the United States, and the Texas State Auditor's Office, or any successor agencies, to conduct an audit or investigation in connection with those funds. Subrecipient further agrees to cooperate fully with said representatives in the conduct of the audit or investigation and agrees to provide access to all books, documents, papers, examinations, excerpts, transcripts, copies, and any other records necessary to conduct the audit and/or investigation. Subrecipient will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Subrecipient, and the requirement to cooperate, is included in the contract for any sub-grant awarded.

The Subrecipient also represents and warrants that it will comply with Texas Government Code, §321.022, which requires that suspected fraud and unlawful conduct be reported to the Texas State Auditor's Office.

- I. The Subrecipient, if a private entity, will comply with Federal law pertaining to trafficking in persons. Subrecipient and its employees may not:

1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
2. Procure a commercial sex act during the period of time that the award is in effect; or
3. Use forced labor in the performance of the award or subawards under the award

- J. The Subrecipient agrees to maintain all financial and programmatic records, supporting documents, statistical records, and other records relating to this grant award for three years after the last report is submitted (anticipated date of submission is January 29, 2029). **This means the Subrecipient must maintain all grant-related records through April 30, 2032. In addition, Subrecipients that operate as state agencies must comply with (Texas Government Code, §441.1855), relating to state agency contracting and the retention of all contract-related documents.**

In the event the Subrecipient or receiving entity ceases to exist, the Subrecipient will notify TSLAC in writing providing the name of the legal entity that will maintain the records and the location of the records.

- K. No modification or amendment to this grant agreement shall become valid unless in writing and signed by both parties. All correspondence regarding modifications or amendments to the agreement must be forwarded to the Grants Administrator identified in Section XIV below.

- L. This grant may be terminated by written notice and mutual agreement of both parties. The termination notice must be given no less than 30 days prior to the termination date. Where notice of termination is given, the Subrecipient shall:

1. Take immediate steps to bring the work or grant activities to a close in a prompt and orderly manner. Subrecipient will complete reporting requirements outlined in Section VII of this document and in a manner mutually agreed upon by both parties as part of the closeout process.
2. Reduce expenses to a minimum and not undertake any forward commitment. All contracted funds that are not spent, encumbered or obligated at the time of notice of termination shall revert back to TSLAC according to processes established in Section IV.H. of this document and according to a timeline mutually agreed upon by both parties.

- M. The Subrecipient shall notify TSLAC in writing of any changes to key grant personnel (i.e., program manager, library director, financial contact, etc.) within seven (7) days of the change occurrence.

- N. Loss of all of Subrecipient's staff prior to the end of the grant period or the termination date, whichever is earlier, does not relieve the Subrecipient of its obligation to fulfill all terms and conditions of the grant with regard to

- reporting requirements, retention of records and requirements for disposition of equipment and supplies.
- O. The parties agree that no provision of this contract is in any way intended to constitute a waiver by TSLAC or the State of Texas of any immunities from suit or from liability that TSLAC or the State of Texas may have by operation of law.
 - P. The dispute resolution process provided in Texas Government Code, Chapter 2009, is available to the parties to resolve any dispute arising under the agreement.

XIII. ENFORCEMENT

- A. Remedies for noncompliance. If a Subrecipient materially fails to comply with any term of the contract, whether stated in a state or federal statute or regulation, an assurance in a state plan or application, a notice of award, or elsewhere, TSLAC may take one or more of the following actions or impose other sanctions as appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient, or more severe enforcement action by TSLAC;
 - 2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current contract for the Subrecipient's program;
 - 4. Withhold further awards for the program; or
 - 5. Take other remedies that may be legally available.
- B. Hearings, appeals. In taking an enforcement action, TSLAC will provide the Subrecipient an opportunity for such hearing, appeal, or other administrative proceeding to which the Subrecipient is entitled under any statute or regulation applicable to the action involved. Appeal/protest procedures are outlined in the Texas Administrative Code (TAC), Title 13, Part 1, Chapter 2, Subchapter A, Rule 2.55.
- C. Effects of suspension and termination. Costs to Subrecipient resulting from obligations incurred by the Subrecipient during a suspension or after termination of an award are not allowable unless TSLAC expressly authorizes them in writing. Other Subrecipient costs incurred during suspension or after termination that are necessary and not reasonably avoidable are allowable if:
 - 1. The costs relate to obligations that were properly incurred by the Subrecipient before the effective date of suspension or termination and were not incurred in anticipation of suspension or termination, and, in the case of a termination, the costs are noncancelable; and,
 - 2. The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.
- D. Relationship to Debarment and Suspension — The enforcement remedies identified in this section, including suspension and termination, do not preclude Subrecipient from being subject to "Debarment and Suspension" under Executive Order 12549 (See TxGMS, Appendix 6, Debarment and Suspension) and state law.

XIV. CONTACTS AT TSLAC

Questions or concerns about programmatic issues, budget and/or program revisions, performance reports, and equipment/property should be directed to:

Dominic Gonzales, Grants Administrator
Phone: 512-463-5581 / Fax: 512-936-2306
E-mail: grants@tsl.texas.gov

Henry Stokes, LDO Manager
Phone: 512-463-6624
E-mail: hstokes@tsl.texas.gov

Questions or documentation relating to requests for funds, payments, and financial status should be directed to:

Arturo Villarreal, Grants Accountant
Phone: 512-463-5472 / Fax: 512-475-0185
E-mail: grants.accounting@tsl.texas.gov

Questions or concerns about advance payments and other financial issues should be directed to:

Rebecca Cannon, Manager, Accounting and Grants

Phone: 512-463-6626 / Fax: 512-475-0185

E-mail: rcannon@tsl.texas.gov

Payments from Subrecipient to TSLAC, such as refunds and those for excess advanced funds or for interest earned on advanced funds, should be mailed to the following address with an explanation of the purpose of the payment and the grant number:

Grants Accountant
Accounting and Grants Department
Texas State Library and Archives Commission
PO Box 12516
Austin, TX 78711-2516

XV. APPLICABLE AND GOVERNING LAW

- A. The laws of the State of Texas shall govern this grant.
- B. All duties of either party shall be legally performable in Texas. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Texas, and the forum and venue for such disputes shall be Travis County, District Court.
- C. This grant contract is subject to the availability of funds. TSLAC may reduce or terminate this grant contract when the availability of funding is reduced or eliminated.

XVI. GRANT CERTIFICATIONS

- A. TSLAC certifies that: (1) the services specified in the approved grant application and this contract are necessary and essential for activities that are properly within the statutory functions and programs of the affected organizations; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and, (3) the grant is in compliance with Texas Government Code §441.006, Texas Government Code §441.135; Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 4, Rules 2.410–2.412 regarding the LIFI Grant Program; Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.120 regarding General Grant Guidelines; the Library Services and Technology Act (LSTA); the LSTA Five-Year Plan for Texas; and TxGMS.
- B. The Subrecipient certifies that all costs included in this grant award are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements.
- C. The Subrecipient certifies that the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently, and the negotiating agency will be notified of any accounting changes that would affect the predetermined rate.
- D. For any agreement exceeding \$100,000, the Subrecipient certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress on its behalf in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If non-federal funds are used by Subrecipient to conduct such lobbying activities, the Subrecipient shall promptly file the prescribed disclosure form. The Subrecipient acknowledges and agrees that it is responsible for ensuring that each subrecipient and subcontractor certifies its compliance with the expenditure prohibition and the declaration requirement in compliance with 31 U.S.C. §1352.
- E. Subrecipient certifies that neither subrecipient nor any of its principals (a) are presently excluded or disqualified; (b) have been convicted within the preceding three years of any of the offenses listed in 2 CFR

§180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 CFR §180.800(a); or (d) have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default. Where the Subrecipient is unable to certify to any of the statements in this certification, the Subrecipient shall attach an explanation to these Certifications.

- F. The Subrecipient certifies all applicable activities related to this grant will be in compliance with the Copyright Law of the United States (Title 17, U.S. Code).
- G. In addition to Federal requirements, state law requires a number of assurances from applicants for Federal pass-through or other state-appropriated funds (TxGMS, Appendix 6, Uniform Assurances by Local Governments), The Subrecipient hereby represents and warrants its compliance with all applicable required assurances.
- H. The subrecipient certifies that it will comply with drug-free workplace requirements in Subpart B of 2 CFR 3186, which adopts the government-wide implementation (2 CFR 182) of Sections 5152-515 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701–707). This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents kept on file in the recipient's offices) all known workplaces under Federal awards.
- I. The Subrecipient represents and warrants that it will comply, and assure compliance of all its subrecipients and contractors, with all applicable federal and state laws, rules, regulations, and policies in effect or hereafter established. In addition, Subrecipient represents and warrants that it will comply with all requirements imposed by the awarding agency concerning special requirements of law, program requirements, and other administrative requirements. In instances where multiple requirements apply to Subrecipient, the more restrictive requirement applies.
- J. The Subrecipient represents and warrants its compliance with Texas Government Code, §2054.5191, relating to the cybersecurity training program for local government employees who have access to a local government computer system or database.
- K. The Subrecipient represents and warrants its compliance with 2 CFR §200.113, which requires the disclosure in writing of violations of federal criminal law involving fraud, bribery, and gratuity and the reporting of certain civil, criminal, or administrative proceedings to SAM.
- L. The Subrecipient represents and warrants that it will comply with Texas Government Code, §2252.906, relating to disclosure protections for certain charitable organizations, charitable trusts, and private foundations.
- M. In accordance with Texas Government Code, §669.003, relating to contracting with the executive head of a state agency, Subrecipient certifies that it is not (1) the executive head of TSLAC, (2) a person who at any time during the four years before the date of the contract or grant was the executive head of TSLAC, or (3) a person who employs a current or former executive head of TSLAC.
- N. The Subrecipient represents that it possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of Subrecipient's governing body, authorizing the filing of the agreement, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or the designee of Subrecipient to act in connection with the agreement to provide such additional information as may be required.
- O. The Subrecipient represents and warrants that TSLAC's payments to Subrecipient and Subrecipient's receipt of funds under the contract or grant are not prohibited by Texas Government Code, §§ 403.1067 or 556.0055, which restrict lobbying expenditures.
- P. The Subrecipient represents and warrants that performance under the contract or grant will not constitute an actual or potential conflict of interest or reasonably create an appearance of impropriety. The Subrecipient has not given, or offered to give, nor does Subrecipient intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or employee of TSLAC, at any time during the negotiation of this contract or in connection with this contract,

except as allowed under relevant state or federal law.

Further, the Subrecipient represents and warrants that in the administration of the grant, it will comply with all conflict-of-interest prohibitions and disclosure requirements required by applicable law, rules, and policies, including Chapter 176 of the Texas Local Government Code. If circumstances change during the course of the contract or grant, Subrecipient shall promptly notify TSLAC. The Subrecipient will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of a personal or organizational conflict of interest or personal gain. The Subrecipient will operate with complete independence and objectivity without an actual, potential or apparent conflict of interest with respect to its performance under this contract. The Subrecipient must disclose, in writing, within fifteen (15) calendar days of discovery, any existing or potential conflicts of interest relative to its performance under this contract. The Subrecipient represents and warrants its compliance with the Federal awarding agency's conflict of interest policies in accordance with 2 CFR §200.112.

XVII. SIGNATURES

The undersigned hereby execute this contract.

GRANTOR

Texas State Library and Archives Commission

Sarah Karnes, Library Development and Networking
Director

Date

SUBRECIPIENT

Burnet County, Burnet County Library System



Signature (official empowered to enter into contracts)

BRYAN Wilson

Typewritten or Printed Name

BURNET COUNTY JUDGE

Title

11/3/25

Date

Approved by:

Chief Operations and Fiscal Officer

Grants Administrator

**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
LIBRARY INFRASTRUCTURE FACILITY IMPROVEMENT (LIFI)
GRANT PROGRAM**

Grant Number: LIFI-26009

I. CONTRACTING PARTIES

Grantor: Texas State Library and Archives Commission (TSLAC)
Subrecipient: Burnet County, Burnet County Library System
100 E Washington St
Burnet, TX 78611-3114
Federal Unique Entity ID: NX8AEXE5ALC7

II. TERM OF GRANT

Contracted date of award through December 31, 2026.

III. STATEMENT OF SERVICES TO BE PERFORMED

Subrecipient shall provide services as outlined in the notice of funding opportunity (NOFO), Guidance for the Fiscal Year 2026 Library Infrastructure Facility Improvement (LIFI) and subrecipient's grant application for the LIFI grant program for FY26 as approved by TSLAC. Grant funds must be used to meet TSLAC and Federal goals. The Subrecipient must report information relating to best practices and performance outcomes during the period of this contract. The NOFO and approved grant application are incorporated into this contract as if fully set forth herein. In the event of any conflict between the NOFO, approved grant application, and this contract, the order of precedence shall be (1) this contract, (2) the Award Letter, (3) the Notice of Funding Opportunity, and (4) the approved grant application.

IV. GRANT AMOUNTS AND DISBURSEMENT REQUIREMENTS

- A. The total amount of the grant shall not exceed: \$60,000.00. Indirect costs, as included in the total amount awarded, shall not exceed 0.00 or \$0.00 as indicated in the budget below.
- B. Source of funds:
U.S. Department of the Treasury
Assistance Listing Number/Title: 21.029 Coronavirus Capital Projects Fund
Federal Award Identification #: CPFFN0161; Federal Award Date: June 2, 2023
- C. The Subrecipient is restricted to one of two methods for requesting funds from TSLAC. The Subrecipient may request reimbursement of actual and allowable expenditures for the Subrecipient's normal billing cycle, or advance payment for estimated and allowable expenditures to be incurred in the 30-day period following the request. Only Subrecipients providing documentation to demonstrate a lack of sufficient working capital and the ability to minimize the time elapsing between transfer of funds from TSLAC and disbursement of grant funds will be allowed to request advance payments.
- D. The Subrecipient must request payments from TSLAC using TSLAC's Request for Funds form (RFF) via TSLAC's online Grant Management System (GMS), located at <https://grants.tsl.texas.gov>. Requests may be submitted to TSLAC no more often than once every 30 days, and no less often than once per quarter. Funds will be processed and paid to the Subrecipient provided TSLAC has received a fully executed contract, and the Subrecipient has fulfilled all reporting and training requirements for current and preceding contracts and submitted all required documentation with the RFF.
- E. When submitting an RFF for reimbursement, the Subrecipient must provide TSLAC with supporting documentation, such as receipts, paid invoices, time sheets, and/or pay stubs to support the amount requested before payment will be processed. Subrecipient must submit the final request for reimbursement with all supporting documentation no later than **December 31, 2026**. Requests or documentation received after the deadline(s) will generally be declined but may be considered on a case-by-case basis if the request does not create an undue burden on TSLAC business operations and Subrecipient demonstrates good cause for missing

the deadline(s) (i.e., the reason for missing the deadline is due to no unreasonable delay or fault of Subrecipient). The Subrecipient may not obligate or encumber grant funds after **November 1, 2026**. All obligations and encumbrances must be liquidated or paid no later than **December 31, 2026**.

- F. If the Subrecipient does not expend funds on a regular basis as determined by TSLAC and/or provide notice relating to unexpended funds by **September 30, 2026**, TSLAC reserves the right to act as necessary to reduce any unexpended balances, including reducing the total amount of the grant specified in Section IV. A. above.
- G. Interest earned in excess of \$500 on advanced funds must be returned to TSLAC per requirements in the State of Texas Grant Management Standards (TxGMS). All unexpended grant funds must be returned to TSLAC per requirements in TxGMS.
- H. Per the approved grant application, funds are authorized according to the following budget:

<u>Salaries/Wages/Benefits</u>	<u>\$0.00</u>
<u>Travel</u>	<u>\$0.00</u>
<u>Equipment</u>	<u>\$48,600.00</u>
<u>Supplies/Materials</u>	<u>\$0.00</u>
<u>Services</u>	<u>\$11,400.00</u>
<u>Consultant Fees</u>	<u>\$0.00</u>
<u>Indirect Costs</u>	<u>\$0.00</u>
Total	\$60,000.00

V. REQUEST FOR FISCAL AND PROGRAMMATIC CHANGES

If the Subrecipient anticipates a need for a budget or program revision, Subrecipient must notify TSLAC and, if approved by TSLAC, request a budget and/or program revision for fiscal and/or programmatic changes as outlined in this Section. Subrecipient must submit a change request for budget and/or program revisions electronically on TSLAC's GMS. Under no condition may a Subrecipient request to exceed the total grant amount. TSLAC must receive all change requests on or before **October 15, 2026**. Requests received after this date will generally be declined but may be considered on a case-by-case basis if extenuating circumstances exist as determined by TSLAC. **Subrecipient must submit a budget and/or program change request to TSLAC before obligating or expending grant funds as follows:**

- A. Fiscal changes require an approved budget revision under any of the following conditions:
 - 1. Making cumulative transfers among budget cost categories or projects that are expected to exceed ten (10) percent of the total grant;
 - 2. Transferring any funds into a budget cost category that currently equals zero (\$0);
 - 3. Expending any program income earned through the utilization of resources funded by this grant; or,
 - 4. Changing the items listed in the approved budget categories if an item's cost or features are substantially different from what the approved grant application specifies, or from a previously approved fiscal or program revision.
- B. Programmatic changes to the approved grant application require an approved Program Revision under any of the following conditions:
 - 1. Obtaining the services of a third party to perform activities that are central to the purposes of the grant; or,
 - 2. Changing the scope or objectives of the approved program, regardless of whether there is an associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

VI. ELIGIBLE AND INELIGIBLE EXPENSES

- A. The Subrecipient acknowledges that the allowable costs under this agreement are limited to those directly related to the approved project as outlined in the Subrecipient's application and award documentation. All expenditures must comply with applicable federal regulations, including 2 CFR 200 Subpart E – Cost Principles,

and must be reasonable, necessary, and allocable to the approved project scope.

B. Eligible Expenses

1. Eligible expenses under this agreement may include, but are not limited to:
 - Pre-project development costs and uses, including data-gathering, feasibility studies, community engagement and public feedback processes, planning and needs assessments, permitting, planning, architectural design, engineering design, and work related to environmental and historical reviews.
 - Costs of repair, rehabilitation, construction, improvement, equipment (e.g., devices and office equipment), and facilities (e.g., telecommunications equipment, including infrastructure for backhaul, middle, and last-mile networks)
 - Personnel costs, including salaries and fringe benefits for staff and consultants required for carrying out a Capital Project (such as project managers, program directors, subject matter experts, access consultants, grant administrators, financial analysts, accountants, and attorneys)
 - Ancillary costs necessary to operationalize and put the capital assets to full use, including costs to increase broadband adoption and improve digital literacy
 - Costs associated with monitoring of and reporting on projects in compliance with U.S. Treasury requirements, including award closeout costs
 - Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation regime related to projects funded by the Capital Projects Fund program.
2. The Subrecipient is responsible for ensuring that all expenses incurred under this agreement are consistent with their approved project budget and must seek prior approval for any deviations that would result in changes to the scope, budget categories, or use of funds. Costs not aligned with the approved project scope or those determined to be unallowable under 2 CFR 200 or U.S. Treasury guidance may not be reimbursed and are the sole responsibility of the Subrecipient.

C. Ineligible Expenses

1. Ineligible expenses under this agreement include, but are not limited to:
 - Furniture
 - Website hosting
 - Software purchases
 - Acquisition of spectrum licenses
 - Operating expenses, other than grant administration costs
 - Short-term operating leases
 - Payment of interest or principal on outstanding debt instruments, or other debt service costs incurred prior to March 15, 2021
 - Fees or issuance costs associated with the issuance of new debt
 - Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding; or
 - Support or opposition of collective bargaining. This does not affect the ability to use funds to comply with 41 C.F.R. 60-1.4 (<https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-1/subpart-A/section-60-1.4>).
 - Costs associated with collection development, or other activities primarily focused on the acquisition of library materials or resources

VII. EQUIPMENT AND PROPERTY REQUIREMENTS

If conditions described in Section V.A.1. are met, any fiscal change to items listed in the Equipment budget category specified in Section IV. I. of this contract will require an approved Budget Revision before making the change. A fiscal change includes a change in the cost of the equipment and/or property, and any cost necessary to put the item into service, including, but not limited to, the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make the item usable for the purpose for which it is acquired. Ancillary charges such as taxes, duty, protective in-transit insurance, freight, and installation should be included in or excluded from the expenditure cost in accordance with the Subrecipient's regular accounting practices and Generally Accepted Accounting Practices

(GAAP). TSLAC will not advise Subrecipient on ancillary charges.

- A. The Subrecipient will comply with TxGMS, Property Standards, Equipment, requiring certain items of equipment to be maintained on inventory.
- B. Subject to the obligations and conditions set forth in TxGMS, title to equipment acquired under a grant will vest in the Subrecipient upon acquisition. Subrecipient must include any equipment/property acquired with grant funds in the required biennial property inventory and follow the TxGMS requirement that the Subrecipient reconcile the equipment/property records with a physical inventory of the equipment/property every two years. This biennial inventory does not need to be submitted to TSLAC but must be maintained by the Subrecipient and will be subject to review and/or audit by TSLAC. When property is vested in the Subrecipient, Subrecipient will dispose of equipment/property in accordance with TxGMS. When the Subrecipient has been given federally or state-owned equipment/property, Subrecipient will follow the guidance as set forth in TxGMS.

VIII. PROCUREMENT REQUIREMENTS

The Subrecipient agrees to comply with the procurement standards set forth in 2 CFR 200.317-200.327, ensuring that all purchases made with federal funds are conducted in a manner that promotes full and open competition. The Subrecipient must follow the appropriate procurement method based on the dollar value of the purchase. Additionally, the Subrecipient must comply with the prohibitions on using federal funds for covered telecommunications and video surveillance equipment or services under 2 CFR 200.216. Funds may not be used to procure or obtain equipment from certain entities owned or controlled by the People's Republic of China, including Huawei Technologies Company and ZTE Corporation.

IX. ENVIRONMENTAL AND CONSTRUCTION REQUIREMENTS

The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, and ordinances in the performance of any construction-related activities under this agreement. This includes, but is not limited to, adherence to applicable federal environmental regulatory requirements, obtaining necessary permits and approvals, and complying with local zoning, environmental, and safety regulations.

The Subrecipient can determine the applicable federal environmental requirements for their project by utilizing the Treasury's Coronavirus Capital Projects Fund (CPF) Environmental Checklist, located at the link below, as a guide. Based on the results of this questionnaire, the Subrecipient is required to perform the appropriate environmental procedures and ensure compliance with relevant environmental regulations, including obtaining any required environmental clearances or assessments.

Treasury's Coronavirus CPF Environmental Checklist: <https://home.treasury.gov/system/files/136/CPF-Environmental-Questionnaire.pdf>.

X. REPORTING REQUIREMENTS

The State Legislature has charged TSLAC with submitting performance measure reports that specify the level of services provided by its programs and services. Additionally, the U.S. Treasury requires TSLAC and ultimately Subrecipient with submitting project and expenditure (P&E) and performance reports, as outlined in the CPF Compliance and Reporting Guidance <https://home.treasury.gov/system/files/136/Revised-CPF-State-Guidance.pdf>. In accepting these grant funds, the Subrecipient acknowledges responsibility for performing certain services on behalf of TSLAC, as outlined in the approved grant application. Therefore, the Subrecipient is responsible for submitting periodic reports that reflect the Subrecipient's level of performance on these services to TSLAC. To comply with these requirements, the Subrecipient agrees to submit reports that are timely, accurate, auditable, and consistent with definitions.

- A. The Subrecipient agrees to develop or revise, as necessary, any specific written documentation of its current procedures for (1) collecting and reporting performance measures; (2) conducting a fixed asset inventory; and/or, (3) any other issues identified in the Subrecipient's grant activities or internal audit. Drafts of this procedural documentation will be submitted to TSLAC by dates established mutually between TSLAC and Subrecipient. TSLAC will provide review and guidance to enable final versions to be approved on or before established deadlines.

- B. The Subrecipient agrees to submit quarterly Legislative Budget Board (LBB) performance reports detailing grant-funded activities via the TSLAC GMS on or before due dates listed in the chart at the end of this section. In the event that a due date falls on a weekend or state holiday, the respective report will be due on the next business day. Subrecipient agrees to submit LBB performance measures as defined by TSLAC in the reports, and to work with agency staff in the development and reporting of Project outcomes. LBB performance measures may include the numbers of: a) materials purchased with grant funds; b) persons provided grant sponsored services; and/or c) library staff trained or assisted in order to carry out the grant-funded activities. Reports will be submitted electronically through TSLAC's Grant Management System (GMS) or as otherwise specified in writing by TSLAC on or before the due dates listed in the chart at the end of this section.
- C. The Subrecipient agrees to submit quarterly Treasury Project and Expenditure (P&E) Reports to provide information on Projects funded, obligations, expenditures, project status, outputs, performance indicators and other information. Reports will be submitted electronically through TSLAC's Grant Management System (GMS) or as otherwise specified in writing by TSLAC on or before the due dates listed in the chart at the end of this section.
- D. The Subrecipient agrees to submit an annual Treasury Performance Report to describe the outputs and outcomes of Programs. Reports will be submitted electronically through TSLAC's Grant Management System (GMS) or as otherwise specified in writing by TSLAC on or before the due dates listed in the chart at the end of this section.
- E. In addition to the quarterly and annual reports specified, the Subrecipient agrees to update and/or meet with TSLAC staff or their designee regularly, at least once per month, to report on project progress. Information from these updates and/or meetings will be submitted by TSLAC staff or their designee electronically through TSLAC's Grant Management System (GMS) or as otherwise specified in writing by TSLAC.
- F. The Subrecipient will ensure that all fiscal reports or vouchers requesting payment under this agreement will include a certification, signed by an official who is authorized to legally bind the Subrecipient, that the reports are true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. The Subrecipient acknowledges that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject the signing official to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (2 CFR§200.415(a))
- G. The Subrecipient agrees to submit an audit certification form for the auditable period including August 31, 2026, to TSLAC no later than **December 31, 2026, or other deadline as specified by TSLAC.**
- H. If a single audit is required, the Subrecipient will comply with Uniform Guidance (2 CFR §200.512 Report Submission). The audit shall be completed and the required data collection form submitted to the Federal Audit Clearinghouse (FAC) within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the state agency that provided the funding or a different period is specified in a program-specific audit guide.
- I. TSLAC reserves the right to withhold final payment on this Grant until all required reports and forms are received.

Reporting Periods

Report Type	Quarter/Period Covered	Due Date
Quarterly Report	Q1: July 1, 2025 - September 30, 2025	October 7, 2025
Quarterly Report	Q2: October 1, 2025 - December 31, 2025	January 7, 2026
Quarterly Report	Q3: January 1, 2026 - March 31, 2026	April 7, 2026
Quarterly Report	Q4: April 1, 2026 - June 30, 2026	July 7, 2026
Annual Report	Q1-Q4: July 1, 2025 - June 30, 2026	July 7, 2026
Quarterly Report	Q5: July 1, 2026 - September 30, 2026	October 7, 2026
Quarterly Report	Q6: October 1, 2026 - December 31, 2026	March 7, 2027
Annual Report	Q5-Q6: July 1, 2026 - December 31, 2026	March 7, 2027

Reporting Notes:

- *Annual and Quarterly Reports differ in focus. **Quarterly Reports** emphasize expenditures and milestones; **Annual Reports** capture outcomes and broader impact.*

XI. SUBRECIPIENT MONITORING

The Subrecipient acknowledges that it is subject to grant monitoring by TSLAC. TSLAC is required to manage and monitor subrecipients to ensure compliance with the requirements of the CPF award pursuant to 2 CFR 200.332 (<https://www.ecfr.gov/current/title-2/section-200.332>). The Subrecipient understands that TSLAC's monitoring activities will include regular reviews of submitted reports to ensure that all funds are expended for their intended purposes. TSLAC may also conduct audits, including desk and on-site reviews, to assess the Subrecipient's compliance with the contract terms of their award.

If any issues are identified during monitoring, TSLAC will provide recommendations for corrective actions, and the Subrecipient agrees to respond formally with a plan detailing how and when the Subrecipient will address the identified issues and who within their organization will be responsible for addressing and resolving the identified issues. The Subrecipient further acknowledges that noncompliance with the terms and conditions of this grant—including reporting requirements and performance obligations—may result in the withholding or termination of grant funds.

XII. GENERAL TERMS AND CONDITIONS

- A. The Subrecipient will comply with the LIFI Grant Program Guidelines for 2026.
- B. The Subrecipient will comply with 2 CFR 200.303, in which the subrecipient must establish and maintain effective internal controls to manage their award in compliance with Federal statutes, regulations, and the terms and conditions of the award.
- C. The Subrecipient will comply with the General Grant Guidelines, Texas Administrative Code (TAC) Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.120.
- D. The Subrecipient will comply with all applicable federal and state laws and any other requirements relevant to the performance of Subrecipient under this contract, including the following rules and guidance as applicable:
 1. Texas Grant Management Standards (<https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf>); and
 2. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200) (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>).
 3. Coronavirus Capital Projects Fund Guidance (<https://home.treasury.gov/system/files/136/Capital-Projects-Fund-Guidance-States-Territories-and-Freely-Associated-States.pdf>).
- E. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. Subrecipient understands that TSLAC reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work for Federal or state government purposes, and to authorize others to do so. (2 CFR §200.315)
- F. All publicity relating to the grant award must include acknowledgment of the Texas State Library and Archives Commission. Publicity includes, but is not limited to press releases, media events, public events, displays in the benefiting library, announcements on the Subrecipient's website, and materials distributed through the grant project. The Subrecipient will provide TSLAC with one set of all public relations materials produced under this grant with the final quarterly performance report.
- G. Subrecipients will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. §2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin, including taking reasonable steps to ensure that limited English Proficient (LEP) persons have meaningful access to the applicant's programs; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1689), which prohibits discrimination on the basis of sex in education programs; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 et seq., including §794), which prohibits discrimination on the basis of disability and the Americans With Disabilities Act of 1990; (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. §§6101

et seq), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §523 and §527 of the Public Health Service Act of 1912 (42 U.S.C. §290 dd-3 and §290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) that may apply to the application.

- H. Subrecipient understands that acceptance of funds under this contract acts as acceptance of the authority of duly authorized representatives of TSLAC, the Treasury, the Comptroller General of the United States, and the Texas State Auditor's Office, or any successor agencies, to conduct an audit or investigation in connection with those funds. Subrecipient further agrees to cooperate fully with said representatives in the conduct of the audit or investigation and agrees to provide access to all books, documents, papers, examinations, excerpts, transcripts, copies, and any other records necessary to conduct the audit and/or investigation. Subrecipient will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Subrecipient, and the requirement to cooperate, is included in the contract for any sub-grant awarded.

The Subrecipient also represents and warrants that it will comply with Texas Government Code, §321.022, which requires that suspected fraud and unlawful conduct be reported to the Texas State Auditor's Office.

- I. The Subrecipient, if a private entity, will comply with Federal law pertaining to trafficking in persons. Subrecipient and its employees may not:

1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
2. Procure a commercial sex act during the period of time that the award is in effect; or
3. Use forced labor in the performance of the award or subawards under the award

- J. The Subrecipient agrees to maintain all financial and programmatic records, supporting documents, statistical records, and other records relating to this grant award for three years after the last report is submitted (anticipated date of submission is January 29, 2029). **This means the Subrecipient must maintain all grant-related records through April 30, 2032. In addition, Subrecipients that operate as state agencies must comply with (Texas Government Code, §441.1855), relating to state agency contracting and the retention of all contract-related documents.**

In the event the Subrecipient or receiving entity ceases to exist, the Subrecipient will notify TSLAC in writing providing the name of the legal entity that will maintain the records and the location of the records.

- K. No modification or amendment to this grant agreement shall become valid unless in writing and signed by both parties. All correspondence regarding modifications or amendments to the agreement must be forwarded to the Grants Administrator identified in Section XIV below.

- L. This grant may be terminated by written notice and mutual agreement of both parties. The termination notice must be given no less than 30 days prior to the termination date. Where notice of termination is given, the Subrecipient shall:

1. Take immediate steps to bring the work or grant activities to a close in a prompt and orderly manner. Subrecipient will complete reporting requirements outlined in Section VII of this document and in a manner mutually agreed upon by both parties as part of the closeout process.
2. Reduce expenses to a minimum and not undertake any forward commitment. All contracted funds that are not spent, encumbered or obligated at the time of notice of termination shall revert back to TSLAC according to processes established in Section IV.H. of this document and according to a timeline mutually agreed upon by both parties.

- M. The Subrecipient shall notify TSLAC in writing of any changes to key grant personnel (i.e., program manager, library director, financial contact, etc.) within seven (7) days of the change occurrence.

- N. Loss of all of Subrecipient's staff prior to the end of the grant period or the termination date, whichever is earlier, does not relieve the Subrecipient of its obligation to fulfill all terms and conditions of the grant with regard to

- reporting requirements, retention of records and requirements for disposition of equipment and supplies.
- O. The parties agree that no provision of this contract is in any way intended to constitute a waiver by TSLAC or the State of Texas of any immunities from suit or from liability that TSLAC or the State of Texas may have by operation of law.
 - P. The dispute resolution process provided in Texas Government Code, Chapter 2009, is available to the parties to resolve any dispute arising under the agreement.

XIII. ENFORCEMENT

- A. Remedies for noncompliance. If a Subrecipient materially fails to comply with any term of the contract, whether stated in a state or federal statute or regulation, an assurance in a state plan or application, a notice of award, or elsewhere, TSLAC may take one or more of the following actions or impose other sanctions as appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient, or more severe enforcement action by TSLAC;
 - 2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current contract for the Subrecipient's program;
 - 4. Withhold further awards for the program; or
 - 5. Take other remedies that may be legally available.
- B. Hearings, appeals. In taking an enforcement action, TSLAC will provide the Subrecipient an opportunity for such hearing, appeal, or other administrative proceeding to which the Subrecipient is entitled under any statute or regulation applicable to the action involved. Appeal/protest procedures are outlined in the Texas Administrative Code (TAC), Title 13, Part 1, Chapter 2, Subchapter A, Rule 2.55.
- C. Effects of suspension and termination. Costs to Subrecipient resulting from obligations incurred by the Subrecipient during a suspension or after termination of an award are not allowable unless TSLAC expressly authorizes them in writing. Other Subrecipient costs incurred during suspension or after termination that are necessary and not reasonably avoidable are allowable if:
 - 1. The costs relate to obligations that were properly incurred by the Subrecipient before the effective date of suspension or termination and were not incurred in anticipation of suspension or termination, and, in the case of a termination, the costs are noncancelable; and,
 - 2. The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.
- D. Relationship to Debarment and Suspension — The enforcement remedies identified in this section, including suspension and termination, do not preclude Subrecipient from being subject to "Debarment and Suspension" under Executive Order 12549 (See TxGMS, Appendix 6, Debarment and Suspension) and state law.

XIV. CONTACTS AT TSLAC

Questions or concerns about programmatic issues, budget and/or program revisions, performance reports, and equipment/property should be directed to:

Dominic Gonzales, Grants Administrator
Phone: 512-463-5581 / Fax: 512-936-2306
E-mail: grants@tsl.texas.gov

Henry Stokes, LDO Manager
Phone: 512-463-6624
E-mail: hstokes@tsl.texas.gov

Questions or documentation relating to requests for funds, payments, and financial status should be directed to:

Arturo Villarreal, Grants Accountant
Phone: 512-463-5472 / Fax: 512-475-0185
E-mail: grants.accounting@tsl.texas.gov

Questions or concerns about advance payments and other financial issues should be directed to:

Rebecca Cannon, Manager, Accounting and Grants
Phone: 512-463-6626 / Fax: 512-475-0185
E-mail: rcannon@tsl.texas.gov

Payments from Subrecipient to TSLAC, such as refunds and those for excess advanced funds or for interest earned on advanced funds, should be mailed to the following address with an explanation of the purpose of the payment and the grant number:

Grants Accountant
Accounting and Grants Department
Texas State Library and Archives Commission
PO Box 12516
Austin, TX 78711-2516

XV. APPLICABLE AND GOVERNING LAW

- A. The laws of the State of Texas shall govern this grant.
- B. All duties of either party shall be legally performable in Texas. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Texas, and the forum and venue for such disputes shall be Travis County, District Court.
- C. This grant contract is subject to the availability of funds. TSLAC may reduce or terminate this grant contract when the availability of funding is reduced or eliminated.

XVI. GRANT CERTIFICATIONS

- A. TSLAC certifies that: (1) the services specified in the approved grant application and this contract are necessary and essential for activities that are properly within the statutory functions and programs of the affected organizations; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and, (3) the grant is in compliance with Texas Government Code §441.006, Texas Government Code §441.135; Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 4, Rules 2.410–2.412 regarding the LIFI Grant Program; Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.120 regarding General Grant Guidelines; the Library Services and Technology Act (LSTA); the LSTA Five-Year Plan for Texas; and TxGMS.
- B. The Subrecipient certifies that all costs included in this grant award are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements.
- C. The Subrecipient certifies that the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently, and the negotiating agency will be notified of any accounting changes that would affect the predetermined rate.
- D. For any agreement exceeding \$100,000, the Subrecipient certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress on its behalf in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If non-federal funds are used by Subrecipient to conduct such lobbying activities, the Subrecipient shall promptly file the prescribed disclosure form. The Subrecipient acknowledges and agrees that it is responsible for ensuring that each subrecipient and subcontractor certifies its compliance with the expenditure prohibition and the declaration requirement in compliance with 31 U.S.C. §1352.
- E. Subrecipient certifies that neither subrecipient nor any of its principals (a) are presently excluded or disqualified; (b) have been convicted within the preceding three years of any of the offenses listed in 2 CFR

§180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 CFR §180.800(a); or (d) have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default. Where the Subrecipient is unable to certify to any of the statements in this certification, the Subrecipient shall attach an explanation to these Certifications.

- F. The Subrecipient certifies all applicable activities related to this grant will be in compliance with the Copyright Law of the United States (Title 17, U.S. Code).
- G. In addition to Federal requirements, state law requires a number of assurances from applicants for Federal pass-through or other state-appropriated funds (TxGMS, Appendix 6, Uniform Assurances by Local Governments), The Subrecipient hereby represents and warrants its compliance with all applicable required assurances.
- H. The subrecipient certifies that it will comply with drug-free workplace requirements in Subpart B of 2 CFR 3186, which adopts the government-wide implementation (2 CFR 182) of Sections 5152-515 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701–707). This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents kept on file in the recipient's offices) all known workplaces under Federal awards.
- I. The Subrecipient represents and warrants that it will comply, and assure compliance of all its subrecipients and contractors, with all applicable federal and state laws, rules, regulations, and policies in effect or hereafter established. In addition, Subrecipient represents and warrants that it will comply with all requirements imposed by the awarding agency concerning special requirements of law, program requirements, and other administrative requirements. In instances where multiple requirements apply to Subrecipient, the more restrictive requirement applies.
- J. The Subrecipient represents and warrants its compliance with Texas Government Code, §2054.5191, relating to the cybersecurity training program for local government employees who have access to a local government computer system or database.
- K. The Subrecipient represents and warrants its compliance with 2 CFR §200.113, which requires the disclosure in writing of violations of federal criminal law involving fraud, bribery, and gratuity and the reporting of certain civil, criminal, or administrative proceedings to SAM.
- L. The Subrecipient represents and warrants that it will comply with Texas Government Code, §2252.906, relating to disclosure protections for certain charitable organizations, charitable trusts, and private foundations.
- M. In accordance with Texas Government Code, §669.003, relating to contracting with the executive head of a state agency, Subrecipient certifies that it is not (1) the executive head of TSLAC, (2) a person who at any time during the four years before the date of the contract or grant was the executive head of TSLAC, or (3) a person who employs a current or former executive head of TSLAC.
- N. The Subrecipient represents that it possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of Subrecipient's governing body, authorizing the filing of the agreement, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or the designee of Subrecipient to act in connection with the agreement to provide such additional information as may be required.
- O. The Subrecipient represents and warrants that TSLAC's payments to Subrecipient and Subrecipient's receipt of funds under the contract or grant are not prohibited by Texas Government Code, §§ 403.1067 or 556.0055, which restrict lobbying expenditures.
- P. The Subrecipient represents and warrants that performance under the contract or grant will not constitute an actual or potential conflict of interest or reasonably create an appearance of impropriety. The Subrecipient has not given, or offered to give, nor does Subrecipient intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or employee of TSLAC, at any time during the negotiation of this contract or in connection with this contract,

except as allowed under relevant state or federal law.

Further, the Subrecipient represents and warrants that in the administration of the grant, it will comply with all conflict-of-interest prohibitions and disclosure requirements required by applicable law, rules, and policies, including Chapter 176 of the Texas Local Government Code. If circumstances change during the course of the contract or grant, Subrecipient shall promptly notify TSLAC. The Subrecipient will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of a personal or organizational conflict of interest or personal gain. The Subrecipient will operate with complete independence and objectivity without an actual, potential or apparent conflict of interest with respect to its performance under this contract. The Subrecipient must disclose, in writing, within fifteen (15) calendar days of discovery, any existing or potential conflicts of interest relative to its performance under this contract. The Subrecipient represents and warrants its compliance with the Federal awarding agency's conflict of interest policies in accordance with 2 CFR §200.112.

XVII. SIGNATURES

The undersigned hereby execute this contract.

GRANTOR

Texas State Library and Archives Commission

Sarah Karnes, Library Development and Networking
Director

Date

Approved by:

_____ Chief Operations and Fiscal Officer

_____ Grants Administrator

SUBRECIPIENT

Burnet County, Burnet County Library System



Signature (official empowered to enter into contracts)

Bryan Wilson

Typewritten or Printed Name

BURNET CO JUDGE

Title

9/16/25

Date

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

28.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding approval of the purchase of library pods for the Bertram Library with funding from the Texas State Libraries and Archives Commission's LIFI grant in an amount not to exceed \$59,770. (Beierle)

Attachments

Bertram Library PODs Quotes

Mary Seaman
Library Director
Bertram Library
Bertram, Texas

Re: City of Bertram Library FFE Services

FFE Scope:

- Select and present two (2) enclosed conference room/study pods: 1 large (4-6 people), 1 medium (1-2 people) to the existing library space. Some pods come with built-in furniture, and some do not.
- The library is responsible for coordinating the removal of the wall and free-standing shelving. The City Facility Dept will be responsible for the repair of the walls and adding power/data.
- Research/coordinate locations for the library to view and test a variety of enclosed conference room/study pods at showrooms and public/private spaces in the Austin area.
- Provide pricing and installation costs.
- Create a partial floor plan based on the floor plan provided by the library.
- City Facility Dept. will install the power/data and touch up the walls.
- 720 design to check building codes.

Project Goals:

- Add two (2) enclosed self-sustaining conference room/study pods to accommodate additional study spaces.

Furniture Design, Selection, Specification, and Procurement:

- Define furniture layout and power/data for the spaces identified above.
- Enclosed conference room/study pods selections.
- Select and ship the fabric, laminate, and metal samples for client review.
- Provide furniture specifications and schedules for bidding and/or procurement via State Co-Op/Local government discount / fixed pricing contracts.
- Coordinate delivery schedule with vendors and the library.
- Coordinate a punch list for furniture.
- Final Acceptance, Owner and Facilities training related to furniture.

FFE Deliverables:

- Detailed partial furniture plan with identifying tags.
- Finish samples based on pod selections for the library to review and approve.
- Specifications and cost estimate.
- Bid documents coordinated with purchasing government contract proposals for approval/execution.

We have structured our consulting fees around virtual meetings (no in-person meetings) to provide you with the most budget-friendly option. Should you prefer in-person meetings, please note the following additional services:

- a. Per price cost \$2,300, covering all travel expenses and time.
- b. If you are flexible on meeting times, we can coordinate an on-site visit during one of our other project-scheduled trips to the surrounding Austin area to split travel costs.

KEY PERSONNEL:

Susannah Hills, Director of Interior Design, 720 design, providing day-to-day client contact and project management.

Brooke Ward, Project Coordinator, 720 design, providing furniture research/selections, drawings, and specifications.

COMPENSATION:

SERVICES	Estimated Hours	Fee	TOTAL
Furniture plan	4	\$640	\$640
Furniture Selections & Budget	16	\$3,000	\$3,000
Coordinate Bid, Install, and Punchlist	3	\$660	\$660
			\$4,303

HOURLY RATE:

Hourly Rates:

Interiors Project Manager: \$220

Designer/Production: \$160

Change of Service: Services that are required by 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with the city, library, and 720 design team for this project.

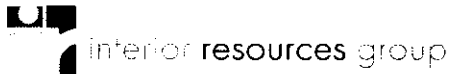
Submitted by:

Approved by:

Maureen Arndt, AIA, IIDA
President
720 Design Inc.

October 20, 2025

Date



150 TURTLE CREEK BOULEVARD
SUITE 106
DALLAS, TX 75207
972-619-7400

PROPOSAL: 12396

DATE: 11/20/25

PROPOSAL FOR:	INSTALL AT:
BERTRAM LIBRARY 170 N GABRIEL ST BERTRAM TX 78605	BERTRAM LIBRARY 170 N GABRIEL ST BERTRAM TX 78605

ACCOUNT MANAGER
LAUREN WILLIAMS

TERMS SEE BELOW

MARY SEAMAN
512-355-2113

QUOTE VALID
12/19/25

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	1	771512SE_W_00	WIGGLEROOM, 40 LINEAL FEET OF WALL	27,599.74	27,599.74
			FREIGHT		
			INSTALLATION		
DEPOSIT REQUIRED: 28,088.00				PRODUCT.....	27,599.74
ACCEPTED BY _____				FREIGHT.....	2,703.37
DATE ACCEPTED _____				INSTALL.....	9,616.00
				SALES TAX...	3,293.32
				TOTAL	43,212.43
TERMS: 65% AT ORDER, BALANCE UPON SHIPMENT TARIFF SURCHARGES MAY BE ADDED IF APPLICABLE					
PAGE 1 OF 1					

INTERIOR RESOURCES GROUP TERMS AND CONDITIONS

1. ORDERS: Buyer's order will not be processed until Seller has approved and received:

- _____ Signed quote or binding purchase order
- _____ Signed Terms & Conditions
- _____ Approved and signed drawings and specifications, if applicable
- _____ Complete deposit

2. AGREEMENT BETWEEN PARTIES: This agreement constitutes the entire agreement between Interior Resources Group (IRG hereafter) and the Customer. Aside from Customer signed change orders, no other representations or statements will be binding upon those parties. If any part of this agreement is found to be invalid or unenforceable for any reason, the remaining terms and conditions of this agreement shall remain in full force and effect.

3. QUOTATION TERMS: Quoted prices are good for fifteen (15) calendar days from the date of the quotation unless otherwise noted.

DEPOSIT, INVOICING AND PAYMENT TERMS: IRG requires an order deposit, detailed in the proposal, of the quoted price of the product and/or installation, storage charges, etc. prior to product order. Additionally, customer must make all manufacturer required deposits according to the manufacturer's terms. IRG creates final invoices at the time of product shipping. Customer must pay via check or wire transfer to an account designated in writing by IRG.

4. WITHHOLDING: Customer agrees not to withhold undisputed IRG's payment amounts beyond the agreed payment terms. Withholding payment beyond the agreement terms shall void all IRG warranties or repair liability. A service charge of 1-1/2% per month (not to exceed the maximum rate permitted by applicable law) will be added to all invoices not paid within agreed terms.

5. INSTALLATION CHARGES: Installation charges are based on regular business working hours, 8:00AM to 5:00PM Monday through Friday. Services provided outside of these hours and days are charged at an overtime premium. Installation charges are based upon available and unencumbered entry and work space that is completely clear of physical obstruction or other suppliers' employees.

6. ADDITIONAL BILLABLE EVENTS: Additionally billable events outside of the proposed Scope of Work may include, but are not limited to, Customer's failure to perform certain agreed upon tasks per schedule, incomplete installation area finish out, delay from elevator malfunction, power failure, weather delay, significant traffic delay, worksite obstruction by Customer or construction personnel, services and materials requested by Customer outside of proposed Scope of Work, debris unrelated to product installation or additional Customer requests.

7. ORDER CANCELLATION OR CHANGE: Product orders may not be cancelled or changed once the product manufacturer acknowledges the order to IRG unless agreed in writing by IRG. In the event of approved cancellation or change, Customer agrees to pay cancellation or applicable restocking charges. Product shipped from manufacturer stock, such as quick-ship programs, cannot be cancelled or changed.

8. SECURITY INTEREST: IRG hereby retains, and Customer hereby grants IRG, a security interest in the quoted product equal to the unpaid balance of all moneys due until all moneys due are paid in full. Customer hereby appoints IRG as its true and lawful attorney-in-fact for purposes of executing all documentation necessary to evidence and perfect the security interest.

9. SITE ACCESS: Customer is to ensure unrestricted access to all facilities, including elevators and loading docks, required for delivery, installation and post product punch list activity on install. IRG is not liable for dock fees, elevator use, operator, mechanic or elevator top/bottom car fees in any event.

10. SITE SECURITY/MISSING ITEMS: Customer is to provide all worksite and asset security it desires at all times. Once product has been delivered to Customer's location, Customer is solely responsible for loss or damage to the product. Customer agrees to hold IRG harmless from all liability for missing product, missing items including, but not limited to, pens, cell phones, purses or their contents, laptops, PDAs, cash, check; either owned by the Customer or the Customer's employees.

11. CUSTOMER PERSONNEL AND/OR REPRESENTATIVES: Customer agrees to assign Coordination Personnel to assist in scheduling and coordination of asset removal or product installation tasks. IRG is not responsible for any cost associated with Customer's employees, representatives, loss of market, loss of use, employee or representative vehicles and/or equipment of any other supplier in any event.

12. STORAGE: Unless agreed in writing otherwise, IRG will begin charging Customer storage starting thirty (30) calendar days after IRG receives Customer's product into storage.

13. MANUFACTURER DELAYS AND CUSTOMER PERFORMANCE: IRG is a contract furniture reseller. IRG is not financially responsible for changes to previously announced manufacturer's lead times, changes to product shipment schedules, Inter & Intra-State transportation delivery delay or Customer's failure to perform and/or any other activities/events outside IRG's direct control. IRG is not responsible for liquidated damages, loss of use or loss of market in any event.

14. INDUSTRY STANDARDS: All merchandise, including veneers, are subject to reasonable variations in color, pattern, grain and finish according to the trade customs of the industry. These variations, or any subtle changes over time, are not considered defects.

15. WARRANTIES: IRG warrants its installation services for twelve (12) months beyond product installation. All product warranties are provided by the product manufacture.

16. DROP SHIP LIABILITY: Unless otherwise agreed in writing, receiving, delivery, installation, damage claims and all other service and freight issues relative to drop ship orders are Customer's sole responsibility.

17. PRODUCT AND FACILITY DAMAGE REPORTING, IRG's RIGHT TO REPAIR: Within five (5) business days after IRG installs product, Customer agrees to provide IRG with a written punch list of product or facility damage issues. Customer grants IRG the option to repair any damage that in IRG's opinion is repairable. All repairs must be completed to the Customer's satisfaction. Customer agrees that IRG will not be held responsible for damage related contractor expenses without IRG's express written consent provided prior to the contractor work taking place.

18. TAXES/LAWS: Notwithstanding anything to the contrary, for purposes of personal property tax liability, the product is deemed to be Customer's property on December 31, regardless of its physical location. Customer is solely responsible for compliance with all applicable laws relating to the tax liability, installation, use, operation and maintenance of all product.

Client Signature: _____ Date: _____

Rev. 3/25



Bill-to: Bertram Public Library
170 South Gabriel Street
Bertram, TX 78605

Contact: Mary Seaman

Issued By: Patrick Feist

Ship-to: Bertram Public Library
170 South Gabriel Street
Bertram, TX 78605

Contact: Mary Seaman

Project ID: QT-5049-REVC
Date: 11/19/2025
Buyboard #: 767-25

Item	Tag	Quantity/Notes	Description	Unit	Net \$	Est Net \$
BuyBoard - Furniture for School, Office, Science, Library, & Dormitory, Contract # 767-25						
STUDY PODS						
Item 1	BOOTH1	TBD Standard	1 KI Wiggle Room Super Structure, 10x10	33,985.00	33,985.00	
Item 2	BOOTH2	TBD Standard	1 KI Wiggle Room Pod Single Booth, No Stool	12,585.00	12,585.00	
				Product Total:	46,570.00	
				Freight, Delivery & Installation:	13,200.00	
				Total Supplied, Delivered & Installed:	\$59,770.00	

Quote is valid for 30 days from date of issue

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Regular Session

29.

Meeting Date: 12/09/2025

Subject

Discuss, consider, and take appropriate action regarding contracts, agreements or grants to be approved and/or ratified:

- a. Approve, sign, and execute all necessary documents and actions to enter an Interlocal Agreement and Order with the City of Highland Haven (Luther); and
- b. Approve, sign, and execute all necessary documents and actions to approve Amendment No. 3 with Aramark food service for the Burnet County Jail in an amount not to exceed \$2.023 per meal (Wilson).

Attachments

1b - 2025 Burnet County Interlocal Agreement - Signed
26 ARAMARK AMENDMENT 3 FOOD CONTRACT

Interlocal Agreement Between
Burnet County, Texas and the City of Highland Haven

This Agreement is made on the 24th day of November 2025, by and between the County of Burnet a Political subdivision of the State of Texas, hereinafter referred to as "Burnet County" and the "City of Highland Haven", hereinafter referred to as "the City".

WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code authorizes units of local government to contract with one or more units of local government to perform government functions and services; and

WHEREAS, this Agreement is entered into pursuant to the authority, under the provisions of, and in accordance with, Chapter 791 of the Texas Government Code, for the performance of governmental functions and services; specifically, the use of County manpower and equipment for road patches by applying chip and seal paving patches on City owned streets, and for such other and further acts of cooperation as the parties may subsequently agree to by the execution of a separate and specific agreement ratified by the governing bodies of each contracting party, specifically the Commissioners Court of Burnet County and the City; and

WHEREAS, Burnet County provides these services to the citizens of Burnet County, and has the capacity to service the needs of the City; and

WHEREAS, Burnet County and the City have investigated and determined that it would be advantageous and beneficial to both the City and Burnet County and its inhabitants for Burnet County to provide the manpower and equipment for the application services to the City; and

WHEREAS, The City wishes to engage Burnet County to allow for use of County manpower and equipment to apply road patch chip and seal paving on City streets and the City desires to engage Burnet County to provide such services; and

WHEREAS, from time to time the City may wish to engage Burnet County in various additional services, such as hauling, dispensing, spreading, building, paving, or improving real property by the use of county-owned earth-moving equipment, together with the labor and the City and to the people of Burnet County, Texas, and:

WHEREAS, the governing bodies of the City and Burnet County desire to foster goodwill and cooperation between the two entities; and

WHEREAS, the City and Burnet County have a long history of cooperation on projects that are beneficial to the two entities and their citizens; and

WHEREAS, Burnet County recognizes that the citizens of the City contribute property tax funds yearly to fund the County budget, including to the Road and Bridge Fund; and

WHEREAS, the City and Burnet County, deem it to be in the best interest of both entities to enter into this Agreement relative to apply road patches in the form of chip and seal paving patches to City owned streets, and for such other and additional services as the parties may subsequently agree to by the execution of separate and specific agreements, and in consideration of the mutual covenants contained herein, the City and Burnet County agree as follows:

Services to be Performed

The City agrees to engage Burnet County to utilize County manpower and equipment to apply roadwork patches in the form of chip and seal paving to City-owned streets, and setting a limit of \$15,000.00, by Burnet County to the City, together with all incidental acts, procedures, and methods necessary to accomplish the ends of such project. Prior approval shall be sought with an independent order from the Commissioners Court pursuant to Texas Government Code, section 791.014.

Duration of Agreement

Unless mutually initiated, cancelled, or terminated earlier with thirty (30) days written notice this Agreement shall commence on the 24th day of November, 2025. This contract may be extended for Three (3) annual renewals with the renewal fees and payments for each successive year to be negotiated and agreed to by the parties annually. This contract expires at midnight 30 days thereafter.

Compensation

By execution of this contract, the City agrees to continue providing Burnet County the following in kind services: providing water to County for any County road projects in the area or other required County business; provide temporary parking area on City property for County equipment and material storage used on any project in the southern portion of the county; provide City building for use as an Emergency Operations Center upon need by the County; provide City building area for use for County elections; provide available City buildings and/or property for meeting space for county training or meetings. Both parties have agreed this is adequate compensation for the anticipated expenditures by the county for the manpower and equipment used by Burnet County in the application of patchwork repairs to City owned streets.

Relationship of Parties

The parties intend that Burnet County, in performing services specified in this Agreement, shall act as an independent contractor and shall have control of its work and the manner in which it is performed. Neither Burnet County, its agents, employees, volunteer help or any other person operating under this Agreement, shall be considered an agent or employee of the City and shall not be entitled to participate in any pension or other benefits that Burnet County provides its employees.

Notice to Parties

Any notice given hereunder by either party to the other shall be in writing and may be affected by personal delivery in writing or by certified mail, return receipt requested. Notice to Burnet County shall be sufficient if made or addressed to the office of the County Judge Bryan Wilson.

Notice to the City shall be sufficient if made or addressed to the office of the Mayor, Olan Kelley. Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this paragraph.

Miscellaneous Provisions

Indemnification

The City agrees to promptly defend, indemnify and hold Burnet County harmless from and against any and all claims, demands, suits, causes of action, and judgment's for (a) damages to the loss of property of any person; and/or (b) death, bodily injury, illness, disease, loss of services, or loss of income or wages to any person, arising out of incident to, concerning or resulting from the negligent or willful act or omissions of the City, its agents, officers, and or employees in the performance of activities of duties pursuant to this Agreement.

Entire Agreement

This Agreement contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect except in a subsequent modification in writing signed by both parties.

This Agreement shall be governed by and constructed in accordance with the laws of the State of Texas. No assignment of this Agreement or of any right accrued hereunder shall be made, in whole or in part, by either party without the prior written consent of the other party. Venue shall be in Burnet County, Texas.

The undersigned officer and/or agents of the parties hereto are the properly authorized officials of the party presented and have the necessary authority to execute this Agreement on behalf of the parties hereto and each party hereby certifies to the other that any necessary resolutions extending said authority have been duly passed and approved and are now in full force and effect.

EXECUTED by the parties hereto, each respective entity acting by and through its duly authorized official as required by law, on the date specified on the multiple counterpart executed by such entity.

The City of Highland Haven

Burnet County, Texas

By:  _____
Olan Kelley, Mayor

By: _____
Bryan Wilson, County Judge

Date: November 24, 2025

Date: _____

Amendment No. 3 to Jail Inmate Food Service Contract

THIS AMENDMENT NO. 3 (the "Amendment"), is entered into this 17th day of November, 2025 by and between **Burnet County, Texas ("County")**, and **Aramark Correctional Services, LLC, ("Contractor")** a Delaware limited liability company, having its principal place of business located at 2400 Market Street, Philadelphia, PA 19103.

WHEREAS, County and Contractor entered into a Food Service Contract dated January 27, 2023 for the management of the food service operation at the Burnet County Jail (the "Jail") (as amended, the "Agreement");

WHEREAS, the parties desire to extend the term of the Agreement for one (1) additional year;

WHEREAS, the parties acknowledge the need to address volatility in the cost of food commodities; and

WHEREAS, the parties desire to amend the provisions of the Agreement as follows, effective February 20, 2026.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as set forth below. Capitalized terms used but not defined in this Amendment have the meanings ascribed to such terms in the Agreement.

1. **Term:** In accordance with Paragraph 36 of the Agreement, the parties mutually agree that the term of the Agreement shall be extended for one (1) additional year effective February 20, 2026 through February 19, 2027.

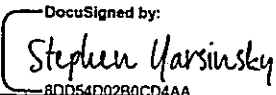
2. **Price Adjustment:** In accordance with Paragraph 6 of the Agreement, the parties agree that the per meal pricing charged to the County by Contractor shall be changed as set forth on Attachment A hereto as a result of changes in the Consumer Price Index. This pricing shall be effective from February 20, 2026, through February 19, 2027, and shall supersede in all respects the price per meal set forth in Paragraph 6 of the Agreement or in any other prior agreements between the parties.

3. **Effect of Amendment:** Except as specifically set forth herein, all other terms and provisions of the Agreement shall remain unaffected by this Amendment and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 3 to be signed by their duly authorized representatives the day and year first written above.

Aramark Correctional Services, LLC

Burnet County, Texas

By: 
Stephen Yarsinsky
Vice President, Finance

By: _____
Name: _____
Title: _____

Attachment A

Burnet County, Texas Effective February 20, 2026 through February 19, 2027

Population	Price Per Meal (\$)
300-349	2.023
350-399	1.739
400-449	1.643
450-500	1.568
501 and Up	1.508

Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Regular Session

30.

Meeting Date: 12/09/2025

Subject

Acknowledgment of Receipt: (Wilson)

- a. Judge Bryan Wilson's Judicial Education Record - 3/11/2025-8/31/2025;
 - b. Cottonwood Shores Notice of Public Meeting;
 - c. Cottonwood Shores Notice of Public Meeting;
 - d. Cottonwood Shores Notice of Public Meeting;
 - e. PEC Notice of Utility Connections - November 24, 2025;
 - f. PEC Notice of Utility Connections - December 1, 2025;
 - g. TCEQ Temporary Debris Management Site Extension Request;
 - h. Texas Park and Wildlife Intent to Conduct Prescribed Burns; and
 - i. WRRS PTT - Busy Report 2025.
-

Attachments

2025 Wilson Transcript

Cottonwood Shores Notice of Public Meeting Lot 2

Cottonwood Shores Notice of Public Meeting Lot 3

Cottonwood Shores Notice of Public Meeting Lot 4

11.24 PEC Notice of Utility Connections

12.01 PEC Notice of Utility Connections

TCEQ Temp Debris Management Site Extension Request

Texas Parks and Wildlife Intent to Conduct Prescribed Burns

WRRS PTT - Busy Report - 2025



JUDICIAL EDUCATION RECORD

Fiscal Year Reporting Period

3/11/2025 - 8/31/2026

Hon. Bryan Wilson
Judge
Burnet County
220 S Pierce St Rm 1
Burnet, TX 78611-3136
Phone: (512) 756-5420
Fax: (512) 715-5217

Id: 273019
Term: 03/11/2025 - 12/31/2026

Date	Description	Earned Hours
04/24/2025	2025 New Judge Mentoring Session	6.00
08/14/2025	2025 Judicial Forum on Mental Health	10.00
09/29/2025	Texas College of Probate	16.25
10/07/2025	2025 CJCA Judicial Session	4.00
11/05/2025	Exempt For FY26	5.00
11/19/2025	2025 Fall Judicial Education Session	15.00

You have met your education requirements for this reporting period. You may carry forward to the next reporting period 16.00 hours.

Judicial Education Requirements

A judge who took office March 1, 2025 must have 38 hours of judicial education by August 31, 2026, which represents 30 hours for the first 12 months plus 1.33 hours per month until the end of the fiscal year (August 31, 2026).

If you are EXEMPT, please disregard the above education requirement.

According to the Court of Criminal Appeals Rules of Judicial Education Rule 2 e:

A constitutional county judge is "exempt from the continuing judicial education requirement for any fiscal year for which the judge files an affidavit with the Registrar stating that the judge's only judicial duties are conducting hearings under Chapter 61 of the Texas Alcoholic Beverage Code or conducting marriages ceremonies."

Judges claiming this exemption must submit an affidavit claiming exemption each reporting period to the Texas Association of Counties.

Judicial Education Questions

If you have questions pertaining to your judicial education records, please call the Judicial Hotline at (844) CoJudge or (844) 265-8343.

Print Date: 12/3/2025

TEXAS ASSOCIATION *of* COUNTIES

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657
Office: (830) 693-3830 www.cottonwoodshores.org Fax: (830) 693-6436

Mayor: Jared Dodd

Mayor Pro-Tem: Cheryl Trinidad

Councilmember: Michael Ritchie



Councilmember: Laura Hankins

Councilmember: Gary D. Parsons

Councilmember: Roger L. Wayson

November 19, 2025

RE: NOTICE OF PUBLIC MEETING FOR REZONING PROPERTY

You are hereby notified that on the 18th day of December, 2025 at 6:00 pm at Cottonwood Shores Civic Center, located at 4111 Cottonwood Drive, Cottonwood Shores, Texas, the City of Cottonwood Shores, Texas will host a public hearing to allow property owners time for review and discussion pertaining to the rezoning of Lot 2; Castle Mountain Estates Subdivision; from R2 (Single Family Residential 2) to PUD-M (Planned Unit Development Mixed Use).

Your property has been identified as a neighboring property and may be impacted by the proposed change by the rezoning.

Comments may also be submitted in writing prior to the public meeting or in person at the public meeting from all interested persons. All requests and comments should be directed in writing to the City Administrator, City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas 78657, by mail or in person between 8:00am and 5:00pm, Monday through Friday or email at city.admin@cottonwoodshores.org.

Sincerely,

Bobby Herrin

City Secretary

city.scc@cottonwoodshores.org

BURNET COUNTY JUDGE

NOV 24 2025

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657

Office: (830) 693-3830 www.cottonwoodshores.org Fax: (830) 693-6436

Mayor: Jared Dodd

Mayor Pro-Tem: Cheryl Trinidad

Councilmember: Michael Ritchie



Councilmember: Laura Hankins

Councilmember: Gary D. Parsons

Councilmember: Roger L. Wayson

November 11, 2025

RE: NOTICE OF PUBLIC MEETING FOR REZONING PROPERTY

You are hereby notified that on the 18th day of December, 2025 at 6:00 pm at Cottonwood Shores Civic Center, located at 4111 Cottonwood Drive, Cottonwood Shores, Texas, the City of Cottonwood Shores, Texas will host a public hearing to allow property owners time for review and discussion pertaining to the rezoning of Lot 3; Castle Mountain Estates Subdivision; from R2 (Single Family Residential 2) to PUD-M (Planned Unit Development Mixed Use).

Your property has been identified as a neighboring property and may be impacted by the proposed change by the rezoning.

Comments may also be submitted in writing prior to the public meeting or in person at the public meeting from all interested persons. All requests and comments should be directed in writing to the City Administrator, City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas 78657, by mail or in person between 8:00am and 5:00pm, Monday through Friday or email at city.admin@cottonwoodshores.org.

Sincerely,

Bobby Herrin

City Secretary

city.sec@cottonwoodshores.org

BURNET COUNTY JUDGE

NOV 24 2025

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657
Office: (830) 693-3830 www.cottonwoodshores.org Fax: (830) 693-6436

Mayor: Jared Dodd
Mayor Pro-Tem: Cheryl Trinidad
Councilmember: Michael Ritchie



Councilmember: Laura Hankins
Councilmember: Gary D. Parsons
Councilmember: Roger L. Wayson

November 24, 2025

RE: NOTICE OF PUBLIC MEETING FOR REZONING PROPERTY

You are hereby notified that on the **18th day of December, 2025** at 6:00 pm at Cottonwood Shores Civic Center, located at 4111 Cottonwood Drive, Cottonwood Shores, Texas, the City of Cottonwood Shores, Texas will host a public hearing to allow property owners time for review and discussion pertaining to the rezoning of Lot 4; Castle Mountain Estates Subdivision; from R2 (Single Family Residential 2) to PUD-M (Planned Unit Development Mixed Use).

Your property has been identified as a neighboring property and may be impacted by the proposed change by the rezoning.

Comments may also be submitted in writing prior to the public meeting or in person at the public meeting from all interested persons. All requests and comments should be directed in writing to the City Administrator, City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas 78657, by mail or in person between 8:00am and 5:00pm, Monday through Friday or email at city.admin@cottonwoodshores.org.

Sincerely,

Bobby Herrin
City Secretary
city.sec@cottonwoodshores.org

BURNET COUNTY JUDGE

NOV 24 2025



November 24, 2025

The Honorable Bryan Wilson
220 S. Pierce
Burnet, Texas 78611

Dear Judge Wilson:

Pedernales Electric is required to comply with state statute Sec. 366.005. NOTICE OF UTILITY SERVICE CONNECTIONS.

(a) An electric utility shall compile a list for each county in this state of the addresses located in an unincorporated area of the county at which the electric utility has made new electric service connections. The electric utility shall submit the list to the county judge of the county, or to a county officer or employee designated by the county judge, who shall forward the list to each authorized agent having jurisdiction over an area in which an address on the list is included.

Adhering to the compliance, please find the attached New Location Connects for Burnet County. If you have any questions, please feel free to contact me at (830) 330-2636.

Sincerely,

Heather Miller
Administrative Assistant
Liberty Hill District



Pedernales Electric Cooperative, Inc.

New Location Connects - Unincorporated Area

11/16/2025 to 11/22/2025 Run Date: 11/24/2025

Liberty Hill

Burnet County

<u>District</u>	<u>County</u>	<u>Physical Address</u>	<u>City</u>	<u>Zip</u>
Liberty Hill	Burnet County	115 VAQUERO VISTA TRL	LAMPASAS	76550
Liberty Hill	Burnet County	155 LILA LN	BERTRAM	78605
Liberty Hill	Burnet County	533 FLYING X RANCH RD	SPICEWOOD	78669
Liberty Hill	Burnet County	225 SETTLERS RIDGE LIGHT POLE 127036	BERTRAM	78605
Liberty Hill	Burnet County	151 VAQUERO VISTA TRAIL	LAMPASAS	76550
Liberty Hill	Burnet County	330 WESTRIDGE WAY	KINGSLAND	78639
Liberty Hill	Burnet County	327 NAVAJO DR	BURNET	78611



December 1, 2025

The Honorable Bryan Wilson
220 S. Pierce
Burnet, Texas 78611

Dear Judge Wilson:

Pedernales Electric is required to comply with state statute Sec. 366.005. NOTICE OF UTILITY SERVICE CONNECTIONS.

(a) An electric utility shall compile a list for each county in this state of the addresses located in an unincorporated area of the county at which the electric utility has made new electric service connections. The electric utility shall submit the list to the county judge of the county, or to a county officer or employee designated by the county judge, who shall forward the list to each authorized agent having jurisdiction over an area in which an address on the list is included.

Adhering to the compliance, please find the attached New Location Connects for Burnet County. If you have any questions, please feel free to contact me at (830) 330-2636.

Sincerely,

Heather Miller
Administrative Assistant
Liberty Hill District



Pedernales Electric Cooperative, Inc.

New Location Connects - Unincorporated Area

11/23/2025 to 11/29/2025 Run Date 12/01/2025

Liberty Hill

Burnet County

<u>District</u>	<u>County</u>	<u>Physical Address</u>	<u>City</u>	<u>Zip</u>
Liberty Hill	Burnet County	640 CR 322	BERTRAM	78605
Liberty Hill	Burnet County	3200 E HWY 29 OFFICE 2	BURNET	78611

Brooke T. Paup, *Chairwoman*
Catarina R. Gonzales, *Commissioner*
Tonya R. Miller, *Commissioner*
Kelly Keel, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

November 20, 2025

Debris Task Force
Texas Division of Emergency Management
313 E. Anderson Lane
Austin, TX 78752

VIA EMAIL: debris@soc.texas.gov

Re: 25-0026 02JUL Severe Weather
Temporary Debris Management Site Extension Request
Burnet County Recycle Center TDMS, 2421 FM 963, Burnet, Texas 78611
Regulated Entity No. 112243019/Customer No. 606403384

Dear TDEM Debris Task Force:

The Texas Commission on Environmental Quality (TCEQ) Austin Region Office has received a request for a 60-day extension to process debris at the above referenced site. The extension is necessary to complete processing of debris related to a declared disaster and was received on November 20, 2025. Your extension request for the above temporary debris site is approved until February 2, 2026. Once operations have been completed, additional documentation will need to be submitted to the Austin Region Office. Once all operations are complete, submit the attached Debris Site Final Closure Report Form.

The Texas Commission on Environmental Quality appreciates your assistance in this matter and anticipates that all operations will be completed by the approved date. If you or members of your staff have any questions, please feel free to contact Elijah Gandee in the Austin Region Office at (512) 239-7035.

Sincerely,

A handwritten signature in cursive script that reads "Lori Wilson".

Lori Wilson
Regional Director
Austin Region Office
Texas Commission on Environmental Quality

cc: The Honorable Burnet County Judge Bryan Wilson, 220 S Pierce, Burnet, TX 78611

BURNET COUNTY JUDGE

DEC 01 2025



Life's better outside.®

Commissioners

Paul L. Foster
Chairman
El Paso

Oliver J. Bell
Vice-Chairman
Cleveland

Wm. Leslie Doggett
Houston

Anna B. Galo
Laredo

John A. McCall, Jr., O.D.
Grapeland

Robert L. "Bobby" Patton, Jr.
Fort Worth

Travis B. "Blake" Rowling
Dallas

Dick Scott
Wimberley

Timothy "Tim" Timmerman
Austin

Lee M. Bass
Chairman-Emeritus
Fort Worth

T. Dan Friedkin
Chairman-Emeritus
Houston

David Yoskowitz, Ph.D.
Executive Director

11/18/25

The Honorable Bryan Wilson
Judge
220 S. Pierce St. Rm.1
Burnet, Tx. 78611

Dear Judge Wilson:

:

As part of the Texas Parks and Wildlife Department's efforts to ensure good communications with our constituents and neighbors, and in compliance with §11.353 Parks and Wildlife Code, I want to inform you of the Department's intent to conduct one or more prescribed burns at **Post Oak Ridge State Park** sometime between **December 2025** and **April 2025**

Our primary target timeframe for these burns is sometime between **December 2025** and **February 2026**. Burn opportunities are dependent on weather, vegetation conditions, current and expected fire danger, and many other considerations. If we are unable to conduct these burns within this target timeframe we will contact you again with the next potential timeframe.

A site-specific fire management plan for prescribed burning operations at **Post Oak Ridge State Park** is in place and we will be happy to share a copy with your office if you desire. In addition, neighboring landowners have been notified of the Department's intentions with the attached letter and map. In order to reach the community at large, a public notice will be published in the **Lampasas Dispatch Record** prior to this burn period.

Additional community outreach on the upcoming burn may include information posted on the Department's website and social media outlets.

Advance notifications have also been made to other state and local officials, nearby water utility officials, and owners of any utility infrastructure within the prescribed burn area. Prior to ignition of any fires, city or county emergency services dispatch center, local area fire departments, and the Texas Commission on Environmental Quality will be notified to ensure they are aware of these actions.

Please contact **Kacey Sloan** at (512)734-5980 or kacey.sloan@tpwd.texas.gov if you have any questions regarding the planned burn or notifications.

Sincerely,

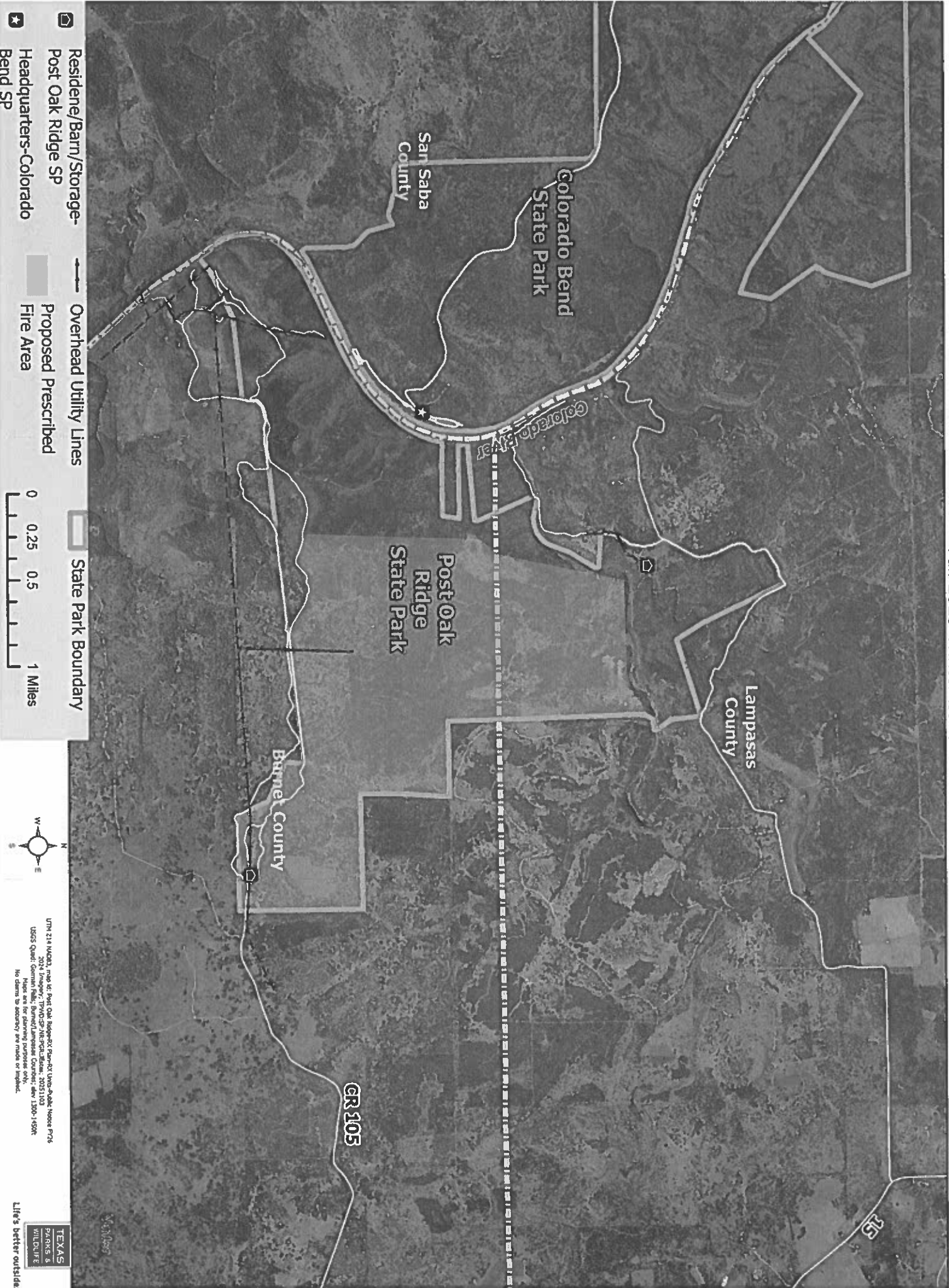
Kacey Sloan
Park Superintendent
Post Oak Ridge State Park
4136 CR 105
Lampasas, Tx. 76550
(512) 734-5980

Attachment: Landowner Notification Letter
Landowner Notification Map

BURNET COUNTY JUDGE

DEC 01 2025

Post Oak Ridge SP: Burner and Lampasas Counties: Proposed Prescribed Fire Area
Fall 2025-Winter 2026



UTM 14N UTM, map of Post Oak Ridge SP, Burner and Lampasas Counties: Proposed Prescribed Fire Area
2024 Imagery, TFW/SP/NE/COL/UTM, 20251101
USGS Quad: Canyon Peak, Burner/Lampasas Counties, 1300-1500
No claims to accuracy are made or implied.

11/18/25

Dear :

The Texas Parks and Wildlife Department is planning to conduct prescribed burns in **Post Oak Ridge State Park at 4136 Cr. 105 Lampasas, Tx. sometime between December 2025 and April 2026**

Our primary target timeframe for these burns is sometime between **December 2025 and February 2026**. Burn opportunities are dependent on weather, vegetation conditions, current and expected fire danger, and many other considerations. **If we are unable to conduct these burns within this target timeframe we will contact you again with the next potential timeframe.**

During the burn, you may see smoke in your neighborhood or on nearby roads. We caution you to reduce your speed and use your low-beam headlights when smoke is present. Other recommended precautions prior to the burn include relocating hay, pets, livestock, and equipment away from park boundary fences and providing defensible space around structures adjacent to park property.

Prescribed burns are a management tool used to restore forest and prairie habitats that were periodically burned by natural fires. Prescribed burns also reduce the potential damage a wildfire could cause by reducing available fuels such as dead trees, leaf litter, and other flammable vegetation on the landscape. Prescribed fires on state parks are conducted by Texas Parks and Wildlife Department personnel who have undergone extensive fire training and meet national wildland firefighting and incident management standards. Additionally, the State Park staff will work with local fire and emergency management officials to plan and conduct the prescribed fire.

Each prescribed fire plan defines the local weather and other conditions under which a prescribed burn may be conducted, the personnel and equipment required, and fire-break locations. Most importantly, the fire plan prioritizes public and firefighter safety. The plan reduces the risk of fire escaping onto adjacent properties and minimizes the effect of smoke in nearby residential and smoke sensitive areas. The plan also establishes contingency measures to protect adjacent properties if the fire were to escape established boundaries. The prescribed burns are ignited by hand in predetermined patterns that insure the best measures for containment.

Texas has a history of naturally occurring wildfires, making prescribed burns very important to maintaining habitats on State Parks. Private landowners should consider implementing wildfire mitigation efforts on their lands as well in order to preserve their property and way of life before a wildfire event starts. Information on how to be prepared can be found at: www.nfpa.org/education-and-research/wildfire/firewise-usa.

Please contact **Kacey Sloan** at **512-734-5980** or email at **Kacey.sloan@tpwd.texas.gov** if you have any questions regarding the planned burn or notifications. Thank you for your support and understanding of this valuable and necessary habitat management and fuel reduction tool.

Sincerely,

Kacey Sloan
Park Superintendent
Post Oak Ridge State Park
4136 CR 105
Lampasas, Tx. 76550
512-734-5980



Active Calls = All group, private, and emergency calls using the site.

2025 COMBINED MONTHS - GATRRS - WESTERN REGION SITE SUMMARY REPORT

GATRRS Site ID	GATRRS Site Alias	January Total Active Voice Calls	February Total Active Voice Calls	March Total Active Voice Calls	April Total Active Voice Calls	May Total Active Voice Calls	June Total Active Voice Calls	July Total Active Voice Calls	August Total Active Voice Calls	September Total Active Voice Calls	October Total Active Voice Calls	November Total Active Voice Calls	December Total Active Voice Calls	2024 Total Active Voice Calls
73	Lookout Mountain	81,794	77,832	93,661	89,061	104,068	98,287	105,245	92,292	88,864	91,707			922,811
71	281 North	66,298	60,022	69,200	65,251	74,481	68,525	94,050	89,466	88,101	78,110			753,504
74	Mustang	70,300	62,505	73,385	78,161	81,550	79,466	84,062	75,818	72,862	71,531			749,640
76	Fowler	53,660	48,252	61,311	55,341	62,198	54,706	56,639	52,290	50,111	54,585			549,093
75	Lone Grove	45,429	40,050	52,983	46,888	52,533	46,875	52,296	46,473	42,398	49,840			475,765
77	Round Mtn	38,589	30,137	43,044	41,770	47,118	46,810	50,934	42,892	42,019	42,960			426,273
72	Bertram	40,119	34,436	42,758	40,665	44,620	40,326	27,176	40,664	39,185	42,296			392,245
68	Lampasas	23,265	24,013	30,886	34,535	36,086	28,955	35,873	32,849	36,748	33,428			316,638
69	Singleton Bend	22,421	18,776	28,253	21,732	29,348	32,878	35,704	33,855	27,039	29,423			279,429
70	Watson	23,510	20,245	23,639	23,279	12,454	20,830	29,261	20,844	26,058	28,602			228,722
78	Mountain Top	15,812	14,241	22,706	17,460	47,118	18,027	16,999	18,753	15,579	17,075			203,770
79	Church Tank	15,875	14,842	21,171	17,318	19,593	20,606	16,007	16,696	14,273	15,416			171,797
54	Mason	7,297	6,925	10,689	8,696	6,268	0	7,508	11,895	8,819	7,406			75,503
64	Stonewall	1,075	2,836	6,459	4,101	6,444	7,363	15,274	7,820	7,573	11,359			70,304
Western Region Totals		505,444	455,112	580,145	544,258	623,879	563,654	627,028	582,607	559,629	573,738	0	0	5,615,494

GATRRS Site ID	GATRRS Site Alias	January Total Busy Calls	February Total Busy Calls	March Total Busy Calls	April Total Busy Calls	May Total Busy Calls	June Total Busy Calls	July Total Busy Calls	August Total Busy Calls	September Total Busy Calls	October Total Busy Calls	November Total Busy Calls	December Total Busy Calls	2024 Total Busy Calls
73	Lookout Mtn	23	21	62	48	50	42	164	45	24	66			545
71	281 North	3	8	6	11	12	5	114	16	17	14			206
76	Fowler	1	1	8	1	2	4	5	41	30	69			162
74	Mustang	8	8	3	14	9	17	69	4	1	13			146
69	Singleton Bend	6	1	7	2	3	11	22	7	9	7			75
77	Round Mountain	1	0	0	0	0	1	12	2	3	6			25
78	Mountain Top	0	0	3	0	0	0	7	0	0	4			14
75	Lone Grove	0	0	0	0	2	1	8	0	0	0			11
72	Bertram	0	0	0	0	3	0	0	0	0	3			6
70	Watson	0	0	0	0	0	0	4	0	0	0			4
68	Lampasas	0	0	0	0	0	0	1	0	0	0			1
79	Church Tank	0	0	0	0	0	0	0	0	0	0			0
54	Mason	0	0	0	0	0	0	0	0	0	0			0
64	Stonewall	0	0	0	0	0	0	0	0	0	0			0
Western Region Totals		42	39	89	76	81	81	406	115	84	182	0	0	1,195