

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN BURNET COUNTY
AND ARK OF THE HIGHLAND LAKES FOR DESIGNATION OF FIDUCIARY AGENT FOR
LONG TERM DISASTER RECOVERY**

This First Amendment to the Memorandum of Understanding (“Amendment”) is made and entered into by and between Burnet County, Texas (“County”) and Highland Lakes Crisis Network, d/b/a Ark of the Highland Lakes (“ARK”), collectively referred to as the “Parties.”

RECITALS

WHEREAS, the Parties previously executed a Memorandum of Understanding during July 2025 (the “MOU”) which designated ARK as a fiduciary agent for long-term disaster recovery efforts for Burnet County Emergency Management Disaster Operations; and

WHEREAS, the Parties desire to amend the MOU to provide for reimbursement of certain services and expenses related to community outreach and emergency preparedness efforts;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to this First Amendment of the MOU as follows:

ADDITIONAL OUTREACH SERVICES

1. ARK shall plan and implement community outreach activities within Burnet County that focus on emergency preparedness for vulnerable populations living within Burnet County. Such activities shall consist of conducting at least two (2) outreach events in which emergency preparedness kits shall be distributed to county citizens aged sixty (60) and older and to county citizens who have a disability. It is estimated that six hundred twenty-five (625) emergency preparedness kits will become available due to a grant award to Burnet County from the Capitol Area Council of Governments (CAPCOG). ARK shall use reasonable efforts to coordinate with the Burnet County Office of Emergency Management to ensure this effort aligns with county preparedness priorities.
2. Burnet County agrees to reimburse ARK for direct, documented expenses incurred in the hosting of the outreach events in an amount not to exceed seven thousand five hundred dollars (\$7,500.00). Eligible reimbursable expenses include, but are not limited to:
 - A. Staff time directly attributable to program implementation;
 - B. Supplies and materials;
 - C. Facility or room rental costs;
 - D. Printing and educational materials;
 - E. Travel and transportation expenses; and
 - F. Other reasonable and necessary costs directly related to conducting the sessions and distributing emergency kits.

3. To receive reimbursement, ARK shall submit itemized invoices and supporting documentation reasonably sufficient to demonstrate that the expenses incurred for an outreach event plus certify that the reimbursement request follows this amendment. The County shall process reimbursement in accordance with its standard claims and payment procedures.
4. The total financial obligation of Burnet County under this Amendment shall not exceed \$7,500.00, regardless of the total costs incurred by ARK.
5. Except as expressly modified by this Amendment, all terms and conditions of the MOU remain unchanged and in full force and effect.
6. This Amendment shall become effective upon execution by both Parties.

EXECUTED to be effective as of the ____ day of _____, 2026.

Hon. Bryan Wilson
Burnet County Judge

Kevin Naumann
Executive Director
Highland Lakes Crisis Network
d/b/a Ark of the Highland Lakes