



BURNET COUNTY AGENDA ITEM REQUEST FORM

MEETING DATE: 10/28/25

GENERAL DESCRIPTION OF ITEM: Designate SAM Representative for Burnet County

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☒ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed
- ☐ Item
- ☐ Special item
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER: _____

BUDGETARY IMPACT OF AGENDA ITEM:

Total Estimated Cost:	n/a	
Source Funds:		
Is item already included in fiscal year budget?	Yes ☐	No ☐
Does item represent a new expenditure?	Yes ☐	No ☐
Does item represent a pass-through purchase?	Yes ☐	No ☐
If so, pass-through entity		
Procurement Needed:	Yes ☐	No ☐

ACTIONS REQUESTED: To designate Tessa Rowland as the SAM Entity Administrator for Burnet County in order to complete
the annual renewal.

LIST BACK-UP DOCUMENTS ATTACHED (*names of documents and/ or files*): SAM Letter

Must be signed and notarized

LIST BACK-UP DOCUMENTS NOT ATTACHED (*to be sent by Friday at noon prior to the meeting date requested*): _____

Elected Official/Department Head

DATE and TIME: 10/17/25 1:22 PM

Approved:

By
County Judge

OR

By _____
Commissioner Pct. _____

All contracts, contract amendments, staff agreement, grant applications, memorandums of understanding, and interlocal agreements must be submitted to the Burnet County Auditor and complete a compliance review before being placed on the Commissioners Court agenda.

Agenda items and supporting documents are due to Court Coordinator's Office (Rm. 201) or countyjudge@burnetcountytexas.org no later than noon on Tuesday prior to the meeting date requested. If a Burnet County Holiday falls within 72 working hours before that Tuesday, the deadline will be moved earlier to ensure compliance with Government Code § 551.043.

October 17, 2025

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, Bryan Wilson, Burnet County Judge, the below signed individual, hereby confirm that the appointed Entity Administrator holds the position within the county. This letter authorizes the appointed Entity Administrator to manage the Entity's registration records, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

Unique Entity ID: 74-6000454

Legal Business Name: Burnet County

Physical Address: 220 S. Pierce St, Burnet, TX 78611

Entity Administrator Contact Information

Full Name (First and Last): Tessa Rowland

Phone Number: 512-715-5211

Email Address: trowland@burnetcountytexas.org

*The Entity Administrator must have an individual user account in SAM associated with the email address listed and hold a position with the entity being registered (e.h. employees, officers, board members), not a third party acting on behalf of the entity.

Attestation

I, the bellowed-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The Entity Administrator must have an individual user account in SAM associated with the email address listed and hold a position with the entity being registered (e.g. employees, officers, board members), not a third party acting on behalf of the entity.
- The banking information provide for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity about is correct and accurate.

Respectfully,

X

(SIGNATURE)

Bryan Wilson

Burnet County Judge

bwilson@burnetcountytexas.org

Burnet County

220 S. Pierce St.

Burnet, TX 78611

TO BE COMPETED BY NOTARY

(in accordance with State notary requirements)

State of Texas

County of Burnet

The instrument was acknowledged before me this 25 day of October (month)
2025 (year), by Bryan Wilson, County Judge (name of officer or agent, title or
officer or agent) of Burnet County.

____ Personally Known

____ Produced Identification

Type of ID and Number on ID _____

(Seal)



[Signature]

Signature of Notary County Clerk, Burnet County

Vicinta Stafford

Name of Notary Burnet County Clerk
(Typed, Stamped or Printed)

Notary Public, State of Texas