



# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

**\* Required Fields**

## 1. Resolution

**WHEREAS,**

Williamson County Clerk

Participant Name\*

7 8 8 3 0

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS,** it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS,** the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE,** be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. D. Scott Heselmeyer Williamson County Treasurer  
Name Title  
5 1 2 9 4 3 1 5 4 0 5 1 2 9 4 3 1 5 9 0 scott.heselmeyer@wilcotx.gov  
Phone Fax Email  
Signature
2. Carole Callahan Chief Deputy Treasurer  
Name Title  
5 1 2 9 4 3 1 5 8 3 5 1 2 9 4 3 1 5 9 0 carole.callahan@wilcotx.gov  
Phone Fax Email  
Signature
3. Nancy E. Rister Williamson County Clerk  
Name Title  
5 1 2 9 4 3 1 5 4 9 5 1 2 9 4 3 5 2 8 6 nancy.rister@wilcotx.gov  
Phone Fax Email  
Signature

## 1. Resolution (continued)

4. Shari Champion Deputy County Clerk  
Name Title  
5 1 2 9 4 3 1 2 2 0 5 1 2 9 4 3 1 6 1 6 shari.l.champions@wilcotx.gov  
Phone Fax Email  
Shari Champion  
Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Shari Champion  
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name Title  
    
Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 1 6 day of September, 2 0 2 5.

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Name of Participant\*

### SIGNED

Signature\*  
  
Printed Name\*  
  
Title\*

### ATTEST

Signature\*  
  
Printed Name\*  
  
Title\*

## 2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

**Email:** [texpool@dstsystems.com](mailto:texpool@dstsystems.com)

**Fax:** 866-839-3291



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## \* Required Fields

### 1. Resolution

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Williamson County Clerk

7 8 8 3 0

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Location Number\*

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- That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Melissa Valle Deputy Treasurer  
Name Title

5 1 2 9 4 3 1 5 4 0  melissa.valle@wilcotx.gov  
Phone Fax Email

Melissa M. Valle  
Signature
2. Melanie Jamison Deputy Treasurer  
Name Title

5 1 2 9 4 3 1 5 4 0  melanie.jamison@wilcotx.gov  
Phone Fax Email

Melanie Jamison  
Signature
3. Sharon Smith Finance Treasurer  
Name Title

5 1 2 9 4 3 1 5 4 0  sharon.smith@wilcotx.gov  
Phone Fax Email

Sharon Smith  
Signature



## 1. Resolution (continued)

4. 

Name	Title
Phone	Fax
Email	
Signature	

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Carole Callahan  
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Kelly Phillips Deputy County Clerk  
Name Title  
5129431140  kelly.phillips@wilcotx.gov  
Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the  day of , 20.

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Name of Participant\*

### SIGNED

Signature\*  
  
Printed Name\*  
  
Title\*

### ATTEST

Signature\*  
  
Printed Name\*  
  
Title\*

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