



**MINUTES OF THE WILLIAMSON COUNTY COMMISSIONERS COURT MEETING
MARCH 9, 2021**

STATE OF TEXAS)(
COUNTY OF WILLIAMSON)(

BE IT REMEMBERED that at 9:30 A.M. on **TUESDAY, MARCH 9, 2021**, a **REGULAR SESSION** of the **Commissioners Court of Williamson County, Texas**, was held with the following being present, to-wit:

Present: County Judge Bill Gravell, Jr.
Commissioner Precinct 1 Terry Cook
Commissioner Precinct 3 Valerie Covey
Commissioner Precinct 4 Russ Boles
County Clerk Nancy E. Rister

Absent: Commissioner Precinct 2 Cynthia Long

Others Present: Hal C. Hawes, General Counsel to Williamson County Commissioners Court
Rebecca Pruitt, Executive Assistant to County Clerk

1. Review and approval of minutes.

Motion by: Commissioner Precinct 1 Terry Cook

Second by: Commissioner Precinct 4 Russ Boles

Motion: To approve the Minutes of March 2, 2021 meeting.

Aye: County Judge Bill Gravell, Jr.
Commissioner Precinct 1 Terry Cook
Commissioner Precinct 3 Valerie Covey
Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

2. Hear County Auditor concerning invoices, bills, Quick Check Report, wire transfers and electronic payments submitted for payment and take appropriate action including, but not limited to approval for payment provided said items are found by the County Auditor to be legal obligations of the county.

Accounts Payable/Payroll Manager Nathan Zinsmeyer addressed the Court.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 1 Terry Cook

Motion: To authorize the payment of bills totaling \$2,760,701.09 from the computer printout, Addendum, Wire Transfer, Quick Check Report, Electronic Benefit Payments and Wilco Forward Payment Program from the proper line items, if found by the County Auditor to be legal expenses as appropriated in the County Budget.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

3. Public Comment Period.

Those who addressed the Court:

Lina Terrell of Georgetown

Nancy Einhorn of Round Rock

Joseph Johnson of Georgetown

Jason Norwood of Georgetown

Lori Gallagher of Liberty Hill

Jim Dillon of Liberty Hill

No action was taken on this item.

CONSENT AGENDA

The Consent Agenda includes non-controversial and routine items that the Court may act on with one single vote. The Judge or a Commissioner may pull any item from the consent agenda in order that the court discuss and act upon it individually as part of the Regular Agenda.

(Items 4 – 17)

4. Discuss, consider and take appropriate action on a Line Item Transfer for Non-Departmental.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve a line item transfer for Non-Departmental:

<i>From/To</i>	<i>Acct No.</i>	<i>Description</i>	<i>Amount</i>
<i>From</i>	<i>0100-0409-004998</i>	<i>Contingencies</i>	<i>\$3,230.00</i>
<i>To</i>	<i>0100-0409-004419</i>	<i>Property Insurance</i>	<i>\$3,230.00</i>

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

5. Discuss, consider, and take appropriate action on authorizing the disposal of various County vehicle and equipment assets through Auction including One (1) Chevy Malibu, Three (3) Chevy Tahoes, One (1) Dodge Caravan, One (1) Speed Awareness Trailer Radar, One (1) Chip Spreader, One (1) John Deere Loader, Two (2) Dura Patchers, One (1) Caterpillar Backhoe/Loader and One (1) Pressure Washer, pursuant to the Tx. Local Gov't Code 263.152.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To authorize the disposal of various County vehicle and equipment assets through Auction including (1) Chevy Malibu, (3) Chevy Tahoes, (1) Dodge Caravan, (1) Speed Awareness Trailer Radar, (1) Chip Spreader, (1) John Deere Loader, (2) Dura Patchers, (1) Caterpillar Backhoe/Loader and (1) Pressure Washer, pursuant to the Texas Local Government Code Section 263.152.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

6. Discuss, consider and take appropriate action on approving compensation changes, position titles changes, position grade changes and any corresponding line item transfers.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve compensation changes, position title changes, position grade changes and any corresponding line item transfers.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

7. Discuss, consider and take appropriate action on the 2020 Racial Profiling & Comprehensive Analysis Report from Williamson County Constable Pct. 4.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve the 2020 Racial Profiling & Comprehensive Analysis Report from Williamson County Constable Precinct 4.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

8. Discuss and acknowledge grant from TPWD for restoration of spring environs at Twin Spring Preserve.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To acknowledge a grant from Texas Parks and Wildlife Department (TPWD) for restoration of spring environs at Twin Spring Preserve.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey
Commissioner Precinct 4 Russ Boles
Other: Commissioner Precinct 2 Cynthia Long (Absent)

9. **Discuss and acknowledge grant submission to US Fish and Wildlife Service (Department of Interior) related to a planning process for likely amending/appending the Williamson County Regional Habitat Conservation Plan to cover six additional species.**

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To acknowledge a grant submission to United States (US) Fish and Wildlife Service (Department of Interior) related to a planning process for likely amending/appending the Williamson County Regional Habitat Conservation Plan to cover six additional species.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

10. **Discuss, consider and take appropriate action on authorizing the appointment of Williamson County Sheriff's Office, Morgan Spencer, to be designated as the Local Rabies Control Authority (LRCA) effective March 9, 2021 for the purposes of the Rabies Control Act of 1981.**

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To authorize the appointment of Williamson County Sheriff's Office, Morgan Spencer, to be designated as the Local Rabies Control Authority (LRCA) effective March 9, 2021 for the purposes of the Rabies Control Act of 1981.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

11. **Discuss, consider and take appropriate action on approving the quotation between Axon Enterprises and Williamson County for the purchase of taser cartridges in the amount of \$8,000, pursuant to Texas Smart Buy contract # 680-A1, and authorizing execution of the quote.**

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve the quotation between Axon Enterprises and Williamson County for the purchase of taser cartridges in the amount of \$8,000.00, pursuant to Texas Smart Buy contract # 680-A1, and authorize the execution of the quote.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey
Commissioner Precinct 4 Russ Boles
Other: Commissioner Precinct 2 Cynthia Long (Absent)

12. Discuss, consider and take appropriate action on approving the appointment of Williamson County Facilities Project Manager, Tom Stanfield, with general authority to approve invoices and change orders for the Child Advocacy Center Addition Project (P530) for any increase or decrease in cost of \$30,000 or less in accordance with Section 262.031 of the Local Government Code; changes in Plans and Specifications; provided, however, the original contract price may not be increased by more than 25% and the original contract price may not be decreased by 18% or more without the consent of the contractor.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve the appointment of Williamson County Facilities Project Manager, Tom Stanfield, with general authority to approve invoices and change orders for the Child Advocacy Center Addition Project (P-530) for any increase or decrease in cost of \$30,000.00 or less in accordance with Section 262.031 of the Local Government Code; changes in Plans and Specifications; provided, however, the original contract price may not be increased by more than 25% and the original contract price may not be decreased by 18% or more without the consent of the contractor.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

13. Discuss, consider, and take appropriate action on approving Work Authorization No. 5 for the Criminal Justice Center Court Build-Out (P515) in the amount of \$40,247.00 to expire on November 30, 2021, under Williamson County First Amended and Restated Agreement for Architectural and Engineering Services between Williamson County and Steinbomer & Associates, Architects, Inc., dated November 24, 2020.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve Work Authorization No. 5 for the Criminal Justice Center Court Build-Out (P-515) in the amount of \$40,247.00 to expire on November 30, 2021, under Williamson County First Amended and Restated Agreement for Architectural and Engineering Services between Williamson County and Steinbomer & Associates, Architects, Inc., dated November 24, 2020.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

14. Discuss, consider, and take appropriate action on accepting a report on the Williamson County River Ranch County Park Ph. 1 Project (P315); Prime Construction Deductive Change Order #11 in the amount of (\$15,009.98) This change order is a deductive change for a credit for utilities. There is also an extension request for 7 weather days.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To accept a report on the Williamson County River Ranch County Park Phase 1 Project (P-315); Prime Construction Deductive Change Order No.11 for a credit in the amount of \$15,009.98 a deductive change for a credit for utilities and an extension request for 7 weather days.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

15. **Discuss consider and take appropriate action on approving the services between Williamson County and Vaughn Construction to provide waterproofing services to the Williamson County ESOC building in the amount of \$76,123.07 per the terms of Choice Partners Contract # 20/017MR-20 and by authorizing the execution of this contract.**

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve the services between Williamson County and Vaughn Construction to provide waterproofing services to the Williamson County Emergency Services Operation Center (ESOC) building in the amount of \$76,123.07 per the terms of Choice Partners Contract # 20/017MR-20 and authorize the execution of this contract.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

16. **Discuss, consider and take appropriate action on awarding IFB #T1386 Portland Cement to the only responsive bidder Martin Marietta.**

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To award Information for Bid (IFB) # T1386 Portland Cement to the only responsive bidder Martin Marietta.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

17. **Discuss, consider and take appropriate action on approval of the preliminary plat for the Bluffs on Clear Creek private subdivision – Precinct 2.**

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve the preliminary plat for the Bluffs on Clear Creek private subdivision – Precinct 2.

Aye: County Judge Bill Gravell, Jr.
Commissioner Precinct 1 Terry Cook
Commissioner Precinct 3 Valerie Covey
Commissioner Precinct 4 Russ Boles
Other: Commissioner Precinct 2 Cynthia Long (Absent)

REGULAR AGENDA

18. Discuss, consider and take any necessary action to approve order for interment by cremation of deceased (James B. Alexander) who passed away in Justice of the Peace, Pct. 2 of Williamson County, TX where there has been no inquest by the Justice of the Peace and the county has discretion to inter, pursuant to Tex. Health & Safety Code § 711.002(e), and authorize Beck Funeral Home to move forward with interment.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve an order for interment by cremation of deceased James B. Alexander who passed away in Justice of the Peace Precinct 2 of Williamson County, Texas where there has been no inquest by the Justice of the Peace and the county has discretion to inter, pursuant to Texas Health & Safety Code Section 711.002(e), and authorize Beck Funeral Home to move forward with interment.

Aye: County Judge Bill Gravell, Jr.
Commissioner Precinct 1 Terry Cook
Commissioner Precinct 3 Valerie Covey
Commissioner Precinct 4 Russ Boles
Other: Commissioner Precinct 2 Cynthia Long (Absent)

19. Discuss and take appropriate action on proclaiming the month of March 2021 as Purchasing Month and recognizing the Purchasing Department as a recipient of the 2020 Achievement of Excellence in Public Procurement Award by the National Procurement Institute (NPI).

Purchasing Agent/Director Joy Simonton addressed the Court.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 4 Russ Boles

Motion: To proclaim the month of March 2021 as Purchasing Month and recognize the Purchasing Department as a recipient of the 2020 Achievement of Excellence in Public Procurement Award by the National Procurement Institute (NPI).

Aye: County Judge Bill Gravell, Jr.
Commissioner Precinct 1 Terry Cook
Commissioner Precinct 3 Valerie Covey
Commissioner Precinct 4 Russ Boles
Other: Commissioner Precinct 2 Cynthia Long (Absent)

20. Discuss, consider and take appropriate action on a Lease Agreement between Williamson County, as Lessor, and the Williamson County Children's Advocacy Center, Inc., as Lessee, for the commercial property located at 211 Commerce Blvd, Building A, Round Rock, Tx 78664, which will allow the Williamson County Children's Advocacy Center, Inc. to continue the public purpose use of providing a multidisciplinary response to allegations of child abuse to child victims in Williamson County during the construction and expansion of the current location that was leased by the Williamson County Children's Advocacy Center, Inc. at 1811 SE Inner Loop, Georgetown, TX 78626.

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve a Lease Agreement between Williamson County, as Lessor, and the Williamson County Children's Advocacy Center, Inc., as Lessee, for the commercial property located at 211 Commerce Boulevard, Building A, Round Rock, Texas 78664, which will allow the Williamson County Children's Advocacy Center, Inc. to continue the public purpose use of providing a multidisciplinary response to allegations of child abuse to child victims in Williamson County during the construction and expansion of the current location that was leased by the Williamson County Children's Advocacy Center, Inc. at 1811 Southeast (SE) Inner Loop, Georgetown, TX 78626.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

21. Discuss, consider and take appropriate action on an Agreement for Legal Assistant Services for the Williamson County Transformative Justice Program between Williamson County and Karen Calcagno-Miller; and exemption of such services from the competitive bid/proposal requirements of the County Purchasing Act pursuant to the discretionary exemption for personal or professional services, as set forth under Tex. Loc. Gov't Code § 262.024(a)(4).

Jim Dillon of Liberty Hill addressed the Court.

Motion by: County Judge Bill Gravell, Jr.

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve an Agreement for Legal Assistant Services for the Williamson County Transformative Justice Program between Williamson County and Karen Calcagno-Miller; and exemption of such services from the competitive bid/proposal requirements of the County Purchasing Act pursuant to the discretionary exemption for personal or professional services, as set forth under Texas Local Government Code Section 262.024(a)(4).

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

22. Discuss, consider and take appropriate action on exempting Larry Perez Signs and Graphix from the competitive bid/proposal requirements of the County Purchasing Act pursuant to the discretionary exemptions as set forth under Texas Local Government Code §262.024.(a)(4), 262.024.(a)(7)(A) and 262.024.(a)(7)(D), for the one-time purchase of vehicle decals in the estimated amount of \$26,785. (Forfeiture Funds)

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To exempt Larry Perez Signs and Graphix from the competitive bid/proposal requirements of the County Purchasing Act pursuant to the discretionary exemptions as set forth under Texas Local Government Code Sections 262.024(a)(4), 262.024(a)(7)(A) and 262.024(a)(7)(D), for the one-time purchase of vehicle decals in the estimated amount of \$26,785.00 to be funded by Forfeiture Funds.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

- 23. Discuss, consider and take appropriate action on approving the purchase of ammunition in the amount of \$122,172.98 from GT Distributors, Inc. pursuant to BuyBoard contract #603-20**

Jim Dillon of Liberty Hill addressed the Court.

Motion by: County Judge Bill Gravell, Jr.

Second by: Commissioner Precinct 4 Russ Boles

Motion: To approve the purchase of ammunition in the amount of \$122,172.98 from GT Distributors, Inc. pursuant to BuyBoard contract # 603-20.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

- 24. Discuss, consider and take appropriate action on approving the agreement between Lexipol LLC and Williamson County for online subscription services in the amount of \$17,165 and exempting this purchase from the competitive bidding requirement per Texas Local Government Code Discretionary Exemptions §262.024 (a)(7)(A) and authorizing the execution of the agreement.**

Motion by: Commissioner Precinct 4 Russ Boles

Second by: County Judge Bill Gravell, Jr.

Motion: To approve the agreement between Lexipol, LLC and Williamson County for online subscription services in the amount of \$17,165.00 and exempt this purchase from the competitive bidding requirement per Texas Local Government Code Discretionary Exemptions Section 262.024 (a)(7)(A) and authorize the execution of the agreement.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

25. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstance to approve a budget amendment to acknowledge additional revenues for the General Fund.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve an order declaring an emergency and a grave necessity due to unforeseeable circumstance to approve a budget amendment to acknowledge additional revenues for the General Fund:

<i>From/To</i>	<i>Acct No.</i>	<i>Description</i>	<i>Amount</i>
	0100.0000.364100	Insurance Proceeds	\$13,250.57

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

26. Discuss, consider, and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances to approve a budget amendment to acknowledge additional expenditures for the Sheriff's Office.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve an order declaring an emergency and a grave necessity due to unforeseeable circumstances to approve a budget amendment to acknowledge additional expenditures for the Sheriff's Office:

<i>From/To</i>	<i>Acct No.</i>	<i>Description</i>	<i>Amount</i>
	0100.0560.004541	Vehicle Maintenance	\$13,250.57

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

27. Discuss, consider and take appropriate action on the effective date of May 28th, 2021 with a first pay date of June 18th, 2021 for the compensation changes related to Salary Study 3B as approved on the February 23rd, 2021 agenda.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve the effective date of May 28th, 2021 with a first pay date of June 18th, 2021 for the compensation changes related to Salary Study 3B as approved on the February 23rd, 2021 agenda.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

28. Discuss, consider and take appropriate action on a line item transfer (as attached) for various departments as related to Salary Study 3B.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve a line item transfer (as attached) for various departments as related to Salary Study 3B.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

29. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for the Records Management/Preservation Fund for the County Clerk (Fund 0385).

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for the Records Management / Preservation Fund (0385) for the County Clerk (CC):

<i>From/To</i>	<i>Acct No.</i>	<i>Description</i>	<i>Amount</i>
	0385-0385-001100	Records Management / Preservation Fund CC / Full Time Salary	\$1,345.42
	0385-0385-002010	Records Management / Preservation Fund CC / FICA	\$102.92
	0385-0385-002020	Records Management / Preservation Fund CC / Retirement	\$195.89
	0385-0385-002050	Records Management / Preservation Fund CC / Workers' Compensation	\$3.45

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

30. Discuss consider and take appropriate action on approving the service agreement between Williamson County and Motorola Solutions, Inc. to provide the replacement of an existing generator in the amount of \$155,000.00 per the terms of DIR Contract #DIR-TSO-4101 and authorizing the execution of this agreement.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve the service agreement between Williamson County and Motorola Solutions, Inc. to provide the replacement of an existing generator in the amount of \$155,000.00 per the terms of the Texas Department of Information Resources (DIR) Contract # DIR-TSO-4101 and authorize the execution of this agreement.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

- 31. Discuss, consider and take appropriate action on rejecting bids submitted on IFB T3162 New and Latest Model 36' Gooseneck Trailer for the HazMat department and authorize the Purchasing Agent to advertise and receive sealed bids under the new IFB T3406.**

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To reject bids submitted on Invitation for Bid (IFB) T3162 New and Latest Model 36' Gooseneck Trailer for the HazMat department and authorize the Purchasing Agent to advertise and receive sealed bids under the new IFB T3406.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

- 32. Discuss, consider, and take appropriate action on ratifying the agreement between Williamson County and Belfor USA Group, Inc. to provide emergency response services to Williamson County Central Texas Treatment Center during the Central Texas Winter Storm in the amount of \$129,681.39 per the terms of Buy Board #591-19 and authorizing the execution of this agreement.**

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To ratify the agreement between Williamson County and Belfor USA Group, Inc. to provide emergency response services to Williamson County Central Texas Treatment Center during the Central Texas Winter Storm in the amount of \$129,681.39 per the terms of Buy Board #591-19 and authorize the execution of this agreement.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

- 33. Discuss, consider and take appropriate action on funding matters relating to Coronavirus Aid, Relief, and Economic Security (CARES) Act to include, but not be limited to hearing an update on the Wilco Forward grant program, setting budget priorities in relation to remaining CARES Act funds and possible future funding and allocation plans in relation to CARES Act funds.**

County Treasurer Scott Heselmeyer addressed the Court:

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve the Proposal for Small Business Grants - Round 2 as presented (slide 8 and 9 of the attachment).

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

Motion by: Commissioner Precinct 4 Russ Boles

Second by: Commissioner Precinct 3 Valerie Covey

Motion: To approve a CARES Budget amendment moving \$9,500,000.00 from 2.2 Remaining Funds to 2.1 Small Business Assistance.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

Motion by: Commissioner Precinct 4 Russ Boles

Second by: County Judge Bill Gravell, Jr.

Motion: To approve a CARES Budget amendment moving \$1,000,000.00 from 3.6 Wilco Miscellaneous (Misc.) to 1.4 Wilco Professional Services.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

34. Discuss, consider and take appropriate action on matters relating to Coronavirus (COVID-19) vaccinations in Williamson County, to include, but not be limited to hearing an update on administration of vaccines in Williamson County, coordination and programming of vaccination sites, locations and/or clinics, amending vaccination administration agreements with vaccination service providers Curative Medical Associates PA and Family Emergency Room, LLC and communication and outreach efforts regarding vaccinations.

Those who addressed the Court:
Lina Terrell of Georgetown
Jim Dillon of Liberty Hill
Public Affairs Manager Connie Odom

No action was taken on this item.

35. Receive updates on the Department of Infrastructure projects and issues.

No action was taken on this item.

36. Discuss, consider and take appropriate action on awarding RFQ T2666 Ronald Reagan Corridor Section A, RM 2243/Leander Road to SH 29, to LJA Engineering, Inc for Engineering Services and authorizing the execution of the agreement.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To award Request for Quote (RFQ) T2666 Ronald Reagan Corridor Section A, Ranch to Market (RM) 2243 / Leander Road to State Highway (SH) 29, to LJA Engineering, Inc. for Engineering Services and authorize the execution of the agreement.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

37. Discuss, consider and take appropriate action on awarding RFQ T2666 Ronald Reagan Corridor Section C, FM 3405- RM 2338/Williams Drive, to Volkert, Inc. for Engineering Services and authorizing the execution of the agreement.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To award Request for Quote (RFQ) T2666 Ronald Reagan Corridor Section C, Farm to Market (FM) 3405- Ranch to Market (RM) 2338 / Williams Drive, to Volkert, Inc. for Engineering Services and authorize the execution of the agreement.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

38. Discuss, consider and take appropriate action on awarding RFQ T2666 Ronald Reagan Corridor Section D, RM 2338/ Williams Dr. to HWY 195, to Rodriquez Transportation Group (RTG) for Engineering Services and authorizing the execution of the agreement.

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To award Request for Quote (RFQ) T2666 Ronald Reagan Corridor Section D, Ranch to Market (RM) 2338 / Williams Drive to Highway (HWY) 195, to Rodriquez Transportation Group (RTG) for Engineering Services and authorize the execution of the agreement.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

39. **Discuss, consider and take appropriate action on awarding RFQ T2666 Ronald Reagan Corridor Section E, SH 195- IH 35, to Pape-Dawson Engineers, Inc. for Engineering Services and authorizing the execution of the agreement.**

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To award Request for Quote (RFQ) T2666 Ronald Reagan Corridor Section E, State Highway (SH) 195 to Interstate Highway (IH) 35, to Pape-Dawson Engineers, Inc. for Engineering Services and authorize the execution of the agreement.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

40. **Discuss, consider and take appropriate action on awarding RFQ T2444 CR 201 Phase 1 (CR 200- Umbrella Sky), to WSB & Associates dba WSB Engineers and Surveyors, Inc. for Engineering Services and authorizing the execution of the agreement.**

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To award Request for Quote (RFQ) T2444 County Road (CR) 201 Phase 1 (CR 200- Umbrella Sky), to WSB & Associates dba WSB Engineers and Surveyors, Inc. for Engineering Services and authorize the execution of the agreement.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

41. **Discuss, consider and take appropriate action on a possession and use agreement and grazing lease with J.A. Davidson, Pamela G. Martin, Dennis L. Davidson and James A. Davidson Jr. for right of way needed on the Corridor C project (Parcel 11 Parts 2 & 3). Funding Source: Road Bonds P459**

Motion by: Commissioner Precinct 3 Valerie Covey

Second by: Commissioner Precinct 1 Terry Cook

Motion: To approve a possession and use agreement and grazing lease with J.A. Davidson, Pamela G. Martin, Dennis L. Davidson and James A. Davidson, Jr. for the right-of-way needed on the Corridor C project (Parcel 11 Parts 2 & 3) to be funded by Road Bond P-459.

Aye: County Judge Bill Gravell, Jr.

Commissioner Precinct 1 Terry Cook

Commissioner Precinct 3 Valerie Covey

Commissioner Precinct 4 Russ Boles

Other: Commissioner Precinct 2 Cynthia Long (Absent)

COMMISSIONERS COURT RECESSED TO EXECUTIVE SESSION AT 11:21 A.M. ON TUESDAY, MARCH 9, 2021.

- 42. Discuss real estate matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.072 Deliberation Regarding Real Estate Property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with third person.)**

A. Real Estate Owned by Third Parties

Preliminary discussions relating to proposed or potential purchase or lease of property owned by third parties

- a) Discuss the acquisition of real property for SW 183 and SH 29 Loop.
- b) Discuss the acquisition of real property for CR 176 at RM 2243
- c) Discuss the acquisition of real property: CR 278
- d) Discuss the acquisition of real property for County Facilities.
- e) Discuss the acquisition of real property for Seward Junction SE and SW Loop.
- f) Discuss the acquisition of real property for SH 29 @ DB Wood.
- g) Discuss the acquisition of real property for CR 366.
- h) Discuss the acquisition of real property for N. Mays.
- i) Discuss Somerset Road Districts No. 3 & 4 reimbursements for acquisition & construction of Reagan Blvd.
- j) Discuss the acquisition of real property for CR 111.
- k) Discuss the acquisition of real property for Corridor H
- l) Discuss the acquisition of real property for future SH 29 corridor.
- m) Discuss the acquisition of real property for the expansion of Ronald Reagan at IH

35.

- n) Discuss the acquisition of right-of-way for Corridor C.
- o) Discuss the acquisition of right-of-way for Corridor F.
- p) Discuss the acquisition of right-of-way for Corridor D.
- q) Discuss the acquisition of right-of-way for SE Loop/Corridor A.
- r) Discuss the acquisition of right-of-way for Reagan extension.
- s) Discuss the acquisition of real property for the Brushy Creek Trail Project.
- t) Discuss the acquisition of real property in conjunction with WCCF for potential parkland/bird habitat.
- u) Discuss the acquisition of drainage/detention easements for real property North of WMCO Juvenile Detention Center

- v) Discuss the acquisition of the MKT Right of Way

B. Property or Real Estate owned by Williamson County

Preliminary discussions relating to proposed or potential sale or lease of property owned by the County

- a) Discuss County owned real estate containing underground water rights and interests.
- b) Potential governmental uses for 8th Street downtown parking lot

- c) Discuss possible uses of property owned by Williamson County on Main St. between 3rd and 4th Streets. (formerly occupied by WCCHD)
- d) Discuss property usage at Longhorn Junction
- e) Discuss the sale of excess ROW at San Gabriel Parkway and Mel Mathis Ave.
- f) Discuss county owned property located at Ed Schmidt Boulevard Hutto, Texas
- C. Consider intervention in lawsuit regarding de-listing of Bone Cave harvestman.
- D. Discuss the possible placement of agricultural-related monuments at the Williamson County Exposition Center with the participation of third parties.
- E. Discuss the Williamson County Reimbursement Agreement for Construction of San Gabriel Blvd. and New Hope Road with the City of Leander and TIRZ #1

No action was taken in Executive Session.

43. Discussion regarding economic development negotiations pursuant to Texas Government Code, Section 551.087:

- a) Business prospect(s) that may locate or expand within Williamson County.
- b) Wolf Lakes
- c) Flint Hill Resources-Taylor Fuel Storage Terminal on CR 366
- d) Project Deliver
- e) Project Advantage
- f) Project Cedar
- g) Project Expansion
- h) Project Arcos
- i) Project Woods
- j) Project Co-Op
- k) Project Liberty
- l) Project Long Haul
- m) Project Bon Jovi
- n) Project Crystal
- o) Project Link
- p) Project Winston

No action was taken in Executive Session.

44. Discuss pending or contemplated litigation, settlement matters and other confidential attorney-client legal matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.071 consultation with attorney.), including the following:

- a) Litigation or claims or potential litigation or claims against the County or by the County
- b) Status Update-Pending Cases or Claims;
- c) Employee/personnel related matters
- d) Other confidential attorney-client matters, including contracts and certain matters related to county defense issues in which the duty of the attorney to the governmental body within the attorney/client relationship clearly conflicts with Chapter 551 of the Texas Government Code.
- e) Civil Action No. 1:18-CV-49, Troy Mansfield v. Williamson County, In The United States District Court for the Western District of Texas, Austin Division.
- f) Cause No. 19-0850-C368; County of Williamson vs. Purdue Pharma, LP et al., In the District Court of Williamson County, Texas.
- g) Civil Action No. 1:17-cv-01114-LY, Elizabeth Saucedo and Tettus Davis v. Jonathon Hodgkiss, In The United States District Court for the Western District of Texas, Austin Division.
- h) Cause No. 1:18-CV-0198; Officer Mary Teague v. Williamson County, Travis County and City of Giddings, In the United States District Court for the Western District of Texas, Austin Division

- i) D-1-GN-19-005511; Brian Johns v. Williamson County, Texas; In the 53rd Judicial District Court of Travis County, Texas
- j) Civil Action No. 1:19-CV-1163; Amanda McCoy v. Williamson County, Texas et al., In the United States District Court for the Western District of Texas Austin Division.
- k) Claim of Regina Wright.
- l) Cause No. 19-0406-C368; Anthony Garcia and Victoria Garcia et al. v. Stephen Wade Freeman et al. v. Wayne Finch et al.; In the 368th District Court of Williamson County, Texas.
- m) Case: 1:20-CV-255-LY; Jay Kreper v. Williamson County et al.; In the United States District Court for the Western District of Texas, Austin Division.
- n) Case Number 1:20-cv-01068-LY; *Javier Ambler, Sr., et al. v. Williamson County, Texas*, , In the United States District Court for the Western District of Texas, Austin Division.
- o) Case 1:20-cv-00927-LY; Heather Vargas v. Williamson County, Texas; In The United States District Court for the Western District Of Texas Austin Division.
- p) Case No. 1:20-CV-00842; SonWest Co. v. J. TERRON EVERSTON, in his official capacity as Williamson County Engineer, et al.; In the United States District Court for the Western District of Texas, Austin Division.
- q) Civil Action No. 1:20-cv-836; Elizabeth Firey v. Williamson County, In The United States District Court for the Western District Of Texas Austin Division.
- r) Legal matters relating to Bailey Park Subdivision, Jarrell, Texas.
- s) Potential legal claims, demands and/or litigation against The Travelers Indemnity Company (Travelers).
- t) Claim of the Estate of Okey Floyd Jones, Sr.
- u) Claim, of Ramsey Mitchell.
- v) Legal matters pertaining to TENEX Software Solutions, Inc.
- w) Civil Action No. 1:21-CV-74; Scott Phillip Lewis v. Williamson County, Texas; In the United States District Court for the Western District Of Texas, Austin Division.
- x) Shamona Harris - EEOC Charge #451-2021-00812.
- y) Legal matters and claims relating to the City of Austin purchasing property in Williamson County for purposes of operating temporary or permanent housing of homeless in Williamson County.
- z) Notice of Charge of Discrimination - Bhavani Madiseti-Vemireddy TWCCRD Charge No.: 1A21443/EEOC Charge No.: 31C-2021-00348C.
- aa) Civil Action No. 1:21-cv-00172-LY; Charles William Thornburg v. Williamson County, Texas; Robert Chody, et al.; In the United States District Court for the Western District Of Texas, Austin Division.
- bb) Cause No. D-1-Gn-21-000215; Mohammad Mahmood v. Williamson County Constable Office; In the 353rd Judicial District of Travis County, Texas.

No action was taken in Executive Session.

- 45. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of Williamson County officers, directors, employees and/or positions, including but not limited to conducting deliberation and discussion pertaining to annual reviews of department heads and appointed officials (Executive Session as per Tex. Gov. Code Section 551.074 – Personnel Matters).

No action was taken in Executive Session.

COMMISSIONERS COURT RECONVENED FROM EXECUTIVE SESSION AT 11:49 A.M. ON TUESDAY, MARCH 9, 2021.

- 46. Discuss and take appropriate action concerning economic development.

No action was taken on this item.

47. Discuss and take appropriate action concerning real estate.

No action was taken on this item.

48. Discuss, consider and take appropriate action on pending or contemplated litigation, settlement matters and other legal matters, including the following:

- a) Litigation or claims or potential litigation or claims against the County or by the County
- b) Status Update-Pending Cases or Claims;
- c) Employee/personnel related matters
- d) Other confidential attorney-client matters, including contracts and certain matters related to county defense issues in which the duty of the attorney to the governmental body within the attorney/client relationship clearly conflicts with Chapter 551 of the Texas Government Code.
- e) Civil Action No. 1:18-CV-49, Troy Mansfield v. Williamson County, In The United States District Court for the Western District of Texas, Austin Division.
- f) Cause No. 19-0850-C368; County of Williamson vs. Purdue Pharma, LP et al., In the District Court of Williamson County, Texas.
- g) Civil Action No. 1:17-cv-01114-LY, Elizabeth Saucedo and Tettus Davis v. Jonathon Hodgkiss, In The United States District Court for the Western District of Texas, Austin Division.
- h) Cause No. 1:18-CV-0198; Officer Mary Teague v. Williamson County, Travis County and City of Giddings, In the United States District Court for the Western District of Texas, Austin Division
- i) D-1-GN-19-005511; Brian Johns v. Williamson County, Texas; In the 53rd Judicial District Court of Travis County, Texas
- j) Civil Action No. 1:19-CV-1163; Amanda McCoy v. Williamson County, Texas et al., In the United States District Court for the Western District of Texas Austin Division.
- k) Claim of Regina Wright.
- l) Cause No. 19-0406-C368; Anthony Garcia and Victoria Garcia et al. v. Stephen Wade Freeman et al. v. Wayne Finch et al.; In the 368th District Court of Williamson County, Texas.
- m) Case: 1:20-CV-255-LY; Jay Kreper v. Williamson County et al.; In the United States District Court for the Western District of Texas, Austin Division.
- n) Case Number 1:20-cv-01068-LY; *Javier Ambler, Sr., et al. v. Williamson County, Texas*, , In the United States District Court for the Western District of Texas, Austin Division.
- o) Case 1:20-cv-00927-LY; Heather Vargas v. Williamson County, Texas; In The United States District Court for the Western District Of Texas Austin Division.
- p) Case No. 1:20-CV-00842; SonWest Co. v. J. TERRON EVERSTON, in his official capacity as Williamson County Engineer, et al.; In the United States District Court for the Western District of Texas, Austin Division.
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- r) Legal matters relating to Bailey Park Subdivision, Jarrell, Texas.
- s) Potential legal claims, demands and/or litigation against The Travelers Indemnity Company (Travelers).
- t) Claim of the Estate of Okey Floyd Jones, Sr.
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- x) Shamona Harris - EEOC Charge #451-2021-00812.
- y) Legal matters and claims relating to the City of Austin purchasing property in Williamson County for purposes of operating temporary or permanent housing of

homeless in Williamson County.

z) Notice of Charge of Discrimination - Bhavani Madiseti-Vemireddy TWCCRD Charge No.: 1A21443/EEOC Charge No.: 31C-2021-00348C.

aa) Civil Action No. 1:21-cv-00172-LY; Charles William Thornburg v. Williamson County, Texas; Robert Chody, et al.; In the United States District Court for the Western District Of Texas, Austin Division.

bb) Cause No. D-1-Gn-21-000215; Mohammad Mahmood v. Williamson County Constable Office; In the 353rd Judicial District of Travis County, Texas.

Those who addressed the Court

y) Nancy Einhorn of Round Rock and Joseph Johnson of Georgetown

v) Marcia Strickler of Austin, Williamson County

No action was taken on this item.

- 49. Discuss, consider and take appropriate action regarding the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of Williamson County officers, directors or employees, including but not limited to any necessary action pertaining to conducting annual reviews of department heads and appointed officials.**

No action was taken on this item.

- 50. Comments from Commissioners.**

Commissioner Precinct 4 Russ Boles is publicly asking the Williamson County and Cities Health District for an updated COVID-19 Dashboard.

Commissioner Precinct 3 Valerie Covey wanted to thank the Williamson County and Cities Health District for giving shots in Taylor.

COMMISSIONERS COURT ADJOURNED AT 11:50 A.M. ON TUESDAY, MARCH 9, 2021.

THE FOREGOING MINUTES had at a Regular Session of Commissioners Court of Williamson County, Texas, having been read are hereby approved this 16th day of March, 2021.



ATTEST: Nancy E. Rister, Clerk of Commissioners Court, Williamson County, Texas

By: Rebecca Pruitt, Executive Assistant to County Clerk