

REGULAR AGENDA

AGENDA ITEM 9

Hear representative from TCDRS and consider approving plan for coming year.

Kay Wolking Bratton, Communications Specialist with the Texas County and District Retirement System (TCDRS) answered questions concerning the retirement system.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To approve the TCDRS retirement plan for the 2002 fiscal year, to be the same as this year's plan, including the 60% consumer price index cost of living allowance for retirees.

Vote: **5 - 0**

< Attachment >



Post Office Box 2034
Austin, Texas 78768-2034

901 MoPac South
Barton Oaks IV, Suite 500
Austin, Texas 78746-5789

Tel 800-823-7782
512-328-8889

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www.tcdrs.org

BOARD OF TRUSTEES

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Paul J. Williams
Investment Officer

August 21, 2001

To: Subdivision Correspondents, County Judges and
Presiding Officers of District Governing Boards

From: Plan Administration

Re: **Year 2002 Plan Change Documents – FIRST NOTICE**

Our most recent records indicate that we have not received the required Year 2002 plan change documents for your TCDRS retirement plan. All TCDRS subdivisions must submit at least one of the following by **December 31, 2001**:

- 1) the *No Plan Change Notice* signed by your subdivision correspondent, county judge, or presiding officer of the district governing board if your subdivision is making **no** plan changes for Year 2002;
- 2) the *Order/Resolution Adopting the Annually Determined Contribution Rate (ADCR or Variable-Rate) Plan For the First Time* if your Fixed-Rate subdivision plan is adopting the Variable-Rate plan for the first time;
- 3) the *Order/Resolution Amending the Annually Determined Contribution Rate plan* if your Variable-Rate subdivision plan is adopting different benefit levels, credits¹ or options² for Year 2002, or is adopting an optional higher employer contribution rate (elected rate)

The effective date of all plan changes will be January 1, 2002, provided a **certified copy** of the properly completed order or resolution is received at TCDRS offices by **December 31, 2001**. However, to ensure that there is adequate time to review, process, or make proper corrections to your order or resolution, we strongly recommend that you submit it before **December 1, 2001**.

Plan changes submitted after December 31, 2001 cannot be implemented. Failure to submit the necessary order or resolution by the December 31, 2001 deadline will result in your subdivision plan deemed to have made no plan changes for Year 2002. Variable-Rate plans will default to the calculated required employer contribution rate for Year 2002 (line 7 of *Exhibit A for Year 2002*), unless a higher optional contribution rate was elected in a previous year and that elected rate exceeds the Year 2002 calculated required contribution rate shown on line 7 of the *Exhibit A for Year 2002*.

If your subdivision would like other benefit level plans presently not shown on the *Exhibit A for Year 2002*, please contact TCDRS and request a *Supplemental Exhibit A for Year 2002*.

If you have questions, please call Plan Administration at (800) 823-7782.

¹ Please contact TCDRS no later than October 1, 2001 if your subdivision wishes to inquire about potential buyback costs.

² Contact TCDRS to request supplemental rate information regarding the new 20-Year Retirement Eligibility option.

Subdivision Statistics

345 - Williamson County

Year	Withdrawals as % of Beginning ESF	Annual Covered Payroll	Contributing Members	Annuitants	Average Length of Service	Average Age
1969		477,705.60	0	0	0.00	0.00
1970	9.23	481,811.60	0	0	0.00	0.00
1971	13.74	499,289.80	0	0	0.00	0.00
1972	5.80	534,932.20	0	0	0.00	0.00
1973	6.00	601,785.40	0	0	0.00	0.00
1974	5.23	700,813.80	0	0	0.00	0.00
1975	1.63	1,100,559.60	0	0	0.00	0.00
1976	3.67	1,006,351.00	0	0	0.00	0.00
1977	13.96	1,128,968.86	0	0	0.00	0.00
1978	4.62	1,274,378.86	0	0	0.00	0.00
1979	6.26	1,544,940.86	0	0	0.00	0.00
1980	8.65	1,841,485.86	0	0	0.00	0.00
1981	6.04	2,141,867.00	0	0	0.00	0.00
1982	6.95	2,449,703.71	192	33	7.17	41.30
1983	6.62	3,008,491.43	218	38	6.17	40.20
1984	5.04	3,829,800.14	242	43	5.94	39.10
1985	7.90	4,399,923.86	266	43	5.94	38.50
1986	6.04	5,464,647.86	316	45	5.80	37.90
1987	5.34	6,077,508.57	346	44	5.90	38.30
1988	4.41	6,568,570.57	356	46	5.98	38.20
1989	7.94	7,152,796.00	417	46	5.60	38.30
1990	4.37	8,686,291.57	468	46	5.52	38.50
1991	7.55	9,901,375.29	518	43	5.60	38.97
1992	6.61	10,724,002.57	551	42	5.71	39.30
1993	4.98	12,311,164.14	574	42	5.85	39.80
1994	6.95	13,757,654.00	665	50	5.48	39.30
1995	4.22	15,872,335.00	717	54	5.61	39.50
1996	4.69	18,014,278.00	771	62	5.86	39.80
1997	4.67	20,730,497.86	869	67	5.68	39.60
1998	5.51	25,115,275.29	898	76	5.87	40.00
1999	4.25	27,615,286.57	950	93	5.92	39.82
2000	4.57	31,623,700.00	1,012	106	6.18	40.77

EXHIBIT A for Year 2002
Williamson County --- # 345 in the Texas County and District Retirement System
Present Plan and Selected Options for a Subdivision Previously Adopting an ADCR Plan

Base Plan Characteristics		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
PLAN PROVISIONS	Employee Deposit Rate		7%																			
	Current Service Credit % (Matching Ratio)		250% (\$2.50/\$1)																			
	Prior Service Credit %		175%																			
	Vesting Provision / Rule of Provision		8 Yrs/Rule of 75																			
BASE EMPLOYER CONTRIBUTION RATES FOR 2002	Normal Cost Rate		7.69%																			
	Unfunded Actuarial Liability Rate		2.23%																			
SAVINGS RATE	Calculated Employer Contribution Rate		9.92%																			
	Future benefit accumulation as pct of salary		24.50%																			
CHANGE IN BENEFITS	Percent change in future benefits earned		N/A																			
	Percent change in Prior Service Credits		N/A																			
PLAN ASSETS AND LIABILITIES	Actuarial Liability (Total Accrued Costs)		\$ 50,401,564																			
	Plan Assets (Actuarial Value)		\$ 40,137,453																			
	Unfunded Amount (Amount to Finance)		\$ 10,264,111																			
	Years to Finance Unfunded Liability		20.0 Years																			
OPTIONAL BENEFIT COSTS	8-year Vesting and Retirement at Age 60 ⁽¹⁾		adopted																			
	Rule of 75 ⁽²⁾		adopted																			
OPTIONAL COSTS (Costs in \$100,000)	Partial Lump-Sum Option ⁽³⁾		.31%																			
Monthly Benefit Increases as a % of the Consumer Price Index																						
Additional Employer Contribution Rate ^(2,3)			.00%		.01%		.02%		.05%		.09%		.13%		.15%							
Monthly Benefit Increases as a % of the Total Annuity																						
Additional Employer Contribution Rate ^(2,3)			.02%		.05%		.07%		.10%		.12%		.15%		.15%							

(1) For comparison, the calculated employer contribution rate for 2001 under the Present Plan is 9.98%.

(2) Calculated employer contribution rates must be increased by the additional contribution rate applicable to any of the optional benefits (8-year vesting, rule of 75, cost-of-living annuity increases, partial lump-sum option) being adopted for 2002.

(3) Benefits that produce total calculated employer contribution rate greater than 10.50% cannot be adopted unless you continue your waiver of the maximum contribution rate of 11%.

(4) The most recent adoption of the CPI COLA was 60% in 2001; the Percentage COLA has not been adopted.

Texas County and District Retirement System

Subdivision Plan History

Williamson County

Status: Active

Participation Date: January 1969

Date	Employee Deposit Rate	Employer Deposit Rate	Allocated Prior Service Credit Percentage	Current Service Matching	COLA	Alternative Annuity Increase Percentage	Years of Service for Retirement at Age 60	Retirement Eligibility by meeting Rule of	VSDB	SADB Years	Buy Back
01/01/1969	5.00%	5.00%	35%	100%			12				
01/01/1970	5.00%	5.00%	35%	100%			12				
01/01/1971	5.00%	5.00%	35%	100%			12				
01/01/1972	5.00%	5.00%	35%	100%			12				
01/01/1973	5.00%	5.00%	35%	100%			12				
01/01/1974	5.00%	5.00%	35%	100%			12				
01/01/1975	5.00%	5.00%	35%	100%			12				
02/01/1975	7.00%	7.00%	35%	100%			12				
01/01/1976	7.00%	7.00%	100%	100%			12				
01/01/1977	7.00%	7.00%	100%	100%			12				
01/01/1978	7.00%	7.00%	100%	100%			12				
01/01/1979	7.00%	7.00%	100%	100%			12				
01/01/1980	7.00%	7.00%	125%	160%			12				
01/01/1981	7.00%	7.00%	125%	160%			12				
01/01/1982	7.00%	7.00%	125%	160%			12				
01/01/1983	7.00%	7.00%	125%	160%			12				
01/01/1984	7.00%	7.00%	130%	180%			12				
01/01/1985	7.00%	7.00%	130%	180%			12				
01/01/1986	7.00%	7.00%	130%	180%			10	80			
01/01/1987	7.00%	7.00%	130%	180%			10	80			
01/01/1988	7.00%	7.00%	145%	190%			10	80			
01/01/1989	7.00%	7.00%	145%	190%			10	80			
01/01/1990	7.00%	7.00%	145%	190%			10	80			
01/01/1991	7.00%	7.00%	145%	190%			10	80			
01/01/1992	7.00%	7.00%	145%	190%			10	80			
01/01/1993	7.00%	7.00%	145%	190%			10	80			
01/01/1994	7.00%	6.42%	150%	200%			10	80	Yes		
01/01/1995	7.00%	7.08%	150%	200%			8	75	Yes		
01/01/1996	7.00%	6.91%	150%	200%			8	75	Yes		
01/01/1997	7.00%	7.01%	150%	200%			8	75	Yes		
01/01/1998	7.00%	9.37%	175%	250%			8	75	Yes		
05/01/1998	7.00%	9.37%	175%	250%			8	75	Yes		
01/01/1999	7.00%	10.11%	175%	250%			8	75	Yes		
01/01/2000	7.00%	10.08%	175%	250%	60%		8	75		4	
01/01/2001	7.00%	9.98%	175%	250%	60%		8	75		4	

TCDRS Subdivision Number: 345

Report Name: Subdivision Plan History.rpt

Thu, September 13, 2001

5:24:00PM

Page: 1 of: 1

TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

PO Box 2001 Austin, TX 78768-0201 (512) 423-7252 or (512) 373-8530 / Fax to (512) 373-8530 / E-Mail: Admin@retes.org

ORDER AMENDING THE PREVIOUSLY ADOPTED ANNUALLY DETERMINED CONTRIBUTION RATE PLAN (County) – Revised 2001

SUBDIVISION # _____

PART ONE: FORM OF MINUTES FOR ADOPTION OF ORDER

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

On this the 18th day of September, 2001, the Commissioner's Court of
WILLIAMSON County, Texas ("the County") was convened in Special
session with the following members present:

<u>JOHN C. DOERFLER</u>	County Judge
<u>MICHAEL HEILIGENSTEIN</u>	Commissioner, Precinct #1
<u>GREGORY BOATRIGHT</u>	Commissioner, Precinct #2
<u>DAVID HAYS</u>	Commissioner, Precinct #3
<u>FRANKIE LIMMER</u>	Commissioner, Precinct #4
<u>NANCY E. RISTER</u>	County Clerk

Mr./Ms. JUDGE DOERFLER moved that the order, (Exhibit One of these minutes), be adopted by the District. The motion was seconded by Mr./Ms. COMMISSIONER BOATRIGHT, and was adopted with the following members voting AYE: JUDGE DOERFLER, COMMISSIONER HEILIGENSTEIN, COMMISSIONER BOATRIGHT, COMMISSIONER HAYS, and COMMISSIONER LIMMER; and the following members voting NO: _____, and _____.

RECORDERS MEMORANDUM

All or parts of the text on this page was not clearly legible for satisfactory recordation.

TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

PO Box 1000, Austin, TX 78768-1000, (512) 328-8889, Fax (512) 328-8487, Email: info@tcdrs.org

ORDER AMENDING THE PREVIOUSLY ADOPTED ANNUALLY DETERMINED CONTRIBUTION RATE PLAN (County) – Revised 2001

Please Make Sure To Include Part One and Part Three (Form of Minutes and Clerk's Certification) With This Order

PART TWO: FORM OF ORDER TO BE ADOPTED AND INCLUDED IN MINUTES

EXHIBIT ONE

COMMISSIONERS COURT ORDER AMENDING THE ANNUALLY DETERMINED CONTRIBUTION RATE PLAN AND MAKING PLAN SELECTIONS THEREUNDER (Subchapter H, Chapter 844)

WHEREAS, the County is a participating subdivision in the Texas County and District Retirement System (hereafter "System") under Subtitle F, Title 8, Government Code (hereafter "TCDRS Act"); and

WHEREAS, the County previously adopted the Annually Determined Contribution Rate Plan under Subchapter H, Chapter 844 of the TCDRS Act and made certain elections and selections authorized by said Act; and

WHEREAS, the Commissioners Court finds it to be in the public interest to amend or add to the selections previously made by the County; now, therefore, be it **ORDERED**, That:

I. EMPLOYEE DEPOSIT RATE

For each payroll period from and after January 1, 2002, member deposits of each eligible County employee shall be made to the System at the rate of 7 %¹ of compensation; and such deposits shall be certified by the subdivision correspondent and transmitted to the System for deposit to the individual employee account.

II. CURRENT SERVICE CREDIT PERCENTAGE

For county service performed on and after January 1, 2002, each member shall receive *multiple matching credit*, which, when added to the rate used to determine the *current service credit* allowable under Section 843.403, will total 250 %² of the member's deposits. Current service credit for periods ending prior to January 1, 2002, shall be the greater of the rate in effect on December 31, 2001, or the rate to take effect January 1, 2002.

III. PRIOR SERVICE CREDIT PERCENTAGE

Allocated (special) prior service credits granted to any member by the County and in effect on December 31, 2001, shall be recomputed at 175 %³ of the maximum (special) prior service credit of each member affected.

¹ 4%, 5%, 6% or 7%, unless a lower percentage is required under Section 844.703(h) of the TCDRS Act.

² The percentage may be 100%, 125%, 150%, 175%, 200%, 225% or 250% or the percentage currently in effect.

³ Must be a multiple of 5%; may be the same as, but not less than the percentage previously adopted

RECORDERS MEMORANDUM

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TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

PO Box 204 Austin, TX 78768-0204 (512) 853-7782 or (512) 326-8069 • Fax (512) 326-8187 • Plan Admin. Hours: 8:00 a.m. - 5:00 p.m.

IV. SELECTION AND ADOPTION OF OTHER OPTIONAL CREDITS AND BENEFITS

Effective January 1, 2002, in accordance with Section 844.704 of the TCDRS Act, the County adopts the following additional rights, credits and benefits⁴ (*To adopt any of the optional rights, credits and benefits described in this section, the County Judge must initial in the space preceding each option selected*):

☒ **Increase in Existing Annuities (CPI-Based Increase) under Sec. 844.208** at the rate of 60%
The percentage rate may be 30%, 40%, 50%, 60%, 70%, or 80% of the change in the Consumer Price Index (CPI). Please refer to lines 18-19 of your Exhibit A for Year 2002 for more information about cost-of-living increase options and their associated additional employer rates.

☐ **Increase in Existing Annuities (Flat-Rate Increase) under Sec. 844.209** at the rate of _____%
The percentage rate must be an integer (e.g., 1%, 2%, 3%, etc.). Please refer to lines 20-21 of your Exhibit A for Year 2002 for more information about cost-of-living increase options and their associated additional employer rates.

NOTE: ONLY ONE OF THE ABOVE OPTIONAL INCREASES IN EXISTING ANNUITIES MAY BE SELECTED UNDER THIS ORDER

☐ **Optional Benefit Eligibility Plan Two (8-year/Age 60 Retirement Eligibility) under Sec. 844.210**
8-year service eligibility requirement for vesting, service and disability retirement. Please refer to line 15 of your Exhibit A for Year 2002 to determine the additional employer rate for adopting 8-year vesting.

☐ **Optional Benefit Eligibility Plan Three (Rule of 75 Retirement Eligibility) under Sec. 844.211**
A member shall have the right to retire and receive a service retirement annuity when the years of such credited service added to his or her years of attained age equals or exceeds seventy-five (75). Please refer to line 16 of your Exhibit A for Year 2002 to determine the additional employer rate for adopting the rule of 75.

☐ **Optional Benefit Eligibility Plan Four (20-Year/Any Age Retirement Eligibility) under Sec. 844.212**
A member shall have the right to retire and receive a service retirement annuity when the years of such credited service equals or exceeds twenty (20). Please refer to the supplemental rate information (available from TCDRS upon request) to determine the additional employer rate for adopting 20-year retirement eligibility at any age.

☐ **Reinstatement (Buy-Back) of Previously Forfeited Service Credit under Sec. 843.003**
You must have received an actuarial study describing the potential employer costs for granting this credit. If you have not obtained such a study as a prerequisite to selecting this option, please contact TCDRS before October 1st.

☐ **Credited Service for Qualified Military Service (10-Year Requirement) under Sec. 843.601(c)**
Please do not initial this option if your subdivision has previously authorized this credit.

☐ **Credited Service for Qualified Military Service (8-Year Requirement) under Sec. 843.601(g)**
Please do not initial this option if your subdivision has previously authorized this credit.

☐ **Pre-Membership Service Credit under Sec. 843.204**
You must have received an actuarial study and supplemental Exhibit A describing the additional employer rates for granting this credit. If you have not obtained such a study as a prerequisite to selecting this option, please contact TCDRS before Sept 1st.

☐ **Partial Lump-Sum Distribution on Service Retirement under Sec. 844.009**
Please do not initial this option if your subdivision has previously authorized this option. Please refer to line 17 of your Exhibit A for Year 2002 to determine the additional employer rate for adopting the Partial Lump-Sum Distribution option.

⁴ An explanation of all plan options can be found in the instructions or by contacting TCDRS.

RECORDERS MEMORANDUM

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TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

PO Box 2034 Austin, TX 78768-0344 Phone: (512) 325-6200 or (512) 325-6820 Fax: (512) 325-6887 TDD: (512) 325-6887

V. EMPLOYER CONTRIBUTION RATE

The County hereby undertakes to make monthly normal contributions and prior service contributions to the System at an employer contribution rate that equals or exceeds the total calculated employer contribution rate (*i.e.*, the calculated employer contribution rate plus the rates for any optional rights, benefits and credits elected in Section IV) determined from year to year by the actuary of the System, and approved by the Board of Trustees of the System as provided by Subchapter H of Chapter 844. Such employer contribution rate (which does not include the rate for "picked-up" contributions under Section 845.403(i) and the rate, if any, for contributions to the Supplemental Death Benefits Fund under Section 845.406) shall not exceed the lesser of the actuarially determined limit established for the County (*see footnote 3 of Exhibit A*) or the statutory maximum employer contribution rate prescribed by Section 844.703(c) (*currently 11 percent*) unless this Commissioners Court elects to waive that statutory limit. Any waiver of the statutory maximum rate made in accordance with Section 844.703(c) shall remain in effect until January 1 of the year following the year in which the Commissioners Court repeals the waiver. An employer contribution rate adopted by the Commissioners Court that exceeds the total calculated employer contribution rate shall remain in effect for each subsequent year until rescinded by the Commissioners Court. For the 2002 year, the County shall make subdivision contributions to the System at the total employer contribution rate of _____%⁵.

⁵ The employer contribution rate should equal either (a) or (b):

- (a) the Calculated Employer Contribution Rate shown on Line 7 of the Exhibit A, plus the sum of:
 - 1) the rate for the cost-of-living annuity increase under Section 844.208 (Line 19, Exhibit A) or under Section 844.209 (Line 21, Exhibit A), if authorized; plus
 - 2) the rate for 8-year vesting and retirement eligibility at age 60, if authorized (Line 15, Exhibit A); plus
 - 3) the rate for "Rule of 75" early retirement eligibility, if authorized (Line 16, Exhibit A); plus
 - 4) the rate for "Partial Lump-Sum Distribution" option, if authorized (Line 17, Exhibit A); plus
 - 5) the rate for "Pre-Membership" credit, if authorized (refer to the *Supplemental Exhibit A*); plus
 - 6) the rate for 20-year retirement eligibility at any age, if authorized (supplemental rate information available from TCDRS upon request)

OR

- (b) any percentage rate (e.g., 4%, 4.50%, 7%, 8%, 8.75%, 9.90%, 10%, 11%) that is equal to or greater than the rate computed in accordance with the instructions set out in (a) immediately above. The County may elect to contribute at a total calculated employer contribution rate in excess of 11% (as determined by the actuary) or at an elected rate in excess of 11% only if the County waives the statutory maximum employer contribution rate limit in accordance with section 844.703(c). The waiver of the statutory maximum employer contribution rate remains in effect until revoked by the Commissioners Court. If the County elects to contribute at a rate above the required rate, that elected rate will remain in effect unless changed by subsequent Commissioners Court order. However, if the total calculated employer contribution rate exceeds the elected rate in a subsequent year, the County must pay at the higher calculated employer contribution rate.

RECORDERS MEMORANDUM

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TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEMP.O. Box 10174 Austin, TX 78711-0174 • (512) 323-7782 or (512) 323-8000 • Fax (512) 323-0897 • tcdrs.org**ELECTION TO WAIVE THE LIMIT ON EMPLOYER CONTRIBUTIONS**

Please note that the County Judge **MUST** sign the following election, but **ONLY IF**:

1. The Commissioners Court adopts an employer contribution rate in excess of 11% (See Footnote 5); or
2. The Commissioners Court adopts optional rights, credits or benefits that produce an employer contribution rate in excess of the actuarially determined limit established for the County (See Footnote 3 of Exhibit A for Plan Year 2002.)

Effective January 1, 2002, the Commissioners Court elects to waive the statutory maximum employer contribution rate limit as prescribed by Section 844.703(c).⁶



Signature, County Judge

VI. OTHER PARTICIPATION PROVISIONS CONTINUED

Except as modified by this order, the orders previously adopted by the Commissioners Court relating to participation in the System and in effect on December 31, 2001, are continued in effect.

RECORDERS MEMORANDUM

All or parts of the text on this page was not
clearly legible for satisfactory recordation.

⁶ Information regarding the waiver of the statutory maximum employer contribution rate can be found in the instructions or by contacting TCDRS.

TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

PO Box 2034 Austin TX 78768 * (800) 873-7162 or (512) 328-8912 * Fax (512) 328-8807 * PlanAdmin@trds.org

PART THREE: CLERK'S CERTIFICATIONI, NANCY E. RISTER, Clerk of WILLIAMSON County

and ex-officio Clerk of the Commissioners Court, do hereby certify that the foregoing is a full, true and correct copy of: *Commissioners Court Order Amending the Annually Determined Contribution Rate Plan and Making Plan Selections Thereunder*, and of the official minutes pertaining to its adoption, as the same appear of record in the official minutes of the Commissioners Court of the County.

SEAL



Given under my hand and seal of office this 18th day
of September, 2000. 2001.

Nancy E. Rister
County Clerk and Ex-Officio Clerk of the Commissioners Court

AGENDA ITEM 10

Discuss and take appropriate action concerning agreement with YMCA pertaining to regional parking area.

Commissioner Boatright discussed the proposed regional parking area, and stated that funding would be allocated as follows: \$50,000.00 from General Obligation Bonds, with the balance to come from Precinct 2 Certificates of Obligation.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve an agreement with YMCA pertaining to a regional parking area at Twin Lakes Park.

Vote: **5 - 0**

< Attachment >



**BAKER-AICKLEN
& ASSOCIATES, INC.**
Engineers/Surveyors

September 11, 2001

Proposal #01-3095

WILLIAMSON COUNTY
Commissioner Greg Boatright
The Honorable Judge John Doerfler
710 Main Street , Suite 201
Georgetown, Texas 78626

Re: Proposal for Professional Services
Southeast Corner of Hwy. 183 & Kent Street
Twin Lakes Park-Trail Head Parking and YMCA Site Improvements
Surveying, Site Work Engineering, Landscape/Irrigation
and Geotechnical Services

Dear Commissioner Boatright/Judge Doerfler:

We are pleased to submit our proposal for services related to the above referenced project. Basically, our proposal covers surveying, engineering, landscape/irrigation and geotechnical services for shared parking facilities and site development improvements for Williamson County and the YMCA, respectively. The parking lot will be located in the Hidden Valley Estates Subdivision, Lot 15, and portions of Lots 16, 18B, 18A owned by the City of Cedar Park. The YMCA site development improvements are proposed for a 3.899-acre site (R377019) and the north portion of the 50 acres owned by the County and leased by the YMCA located adjacent and to the south of the Hidden Valley Estates Subdivision in Cedar Park, Texas. The Trail Head parking is also proposed to be on the north portion of the same 50 acres. Below is a more specific list of our proposed Scope of Services and Basis of Compensation.

SCOPE OF SERVICES

A. PROJECT COORDINATION

1. Assemble and review pertinent information.
2. Meet with owners and architect to discuss project goals and requirements.
3. Assist owners and architect in the development of conceptual site plan.
4. Meet with city officials and architect to discuss conceptual site plan.
5. Assist architect in revisions to conceptual site plan addressing owners' comments.
6. Meet with owners and architect to secure owners' final approval of site plan.

B. TOPOGRAPHIC AND TREE MAPPING

1. Locate all hard wood trees 8" and greater, as well as identify protected trees.
2. Locate all planimetric features visible on the property.