

AGENDA ITEM 9

Consider authorizing the transfer of the following assets from 911 Communications to EMS:
 1 Motorola Battery Maintenance System, Serial #WPLN4079AR.

Moved: **Commissioner Hays**

Seconded: **Commissioner Limmer**

Motion: To authorize the transfer of the following assets from 911 Communications to EMS:
 1 Motorola Battery Maintenance System, Serial #WPLN4079AR.

Vote: **3 – 0. Commissioner Boatright and Commissioner Heiligenstein were absent from the dais.**

< Attachment >

Change of Fixed Asset Status

Date: March 19, 2002

The following fixed asset is to be:

Sold At Next Auction

Fixed Asset

Quantity	Description	Model	Serial #
<u>1</u>	<u>Motorola Battery Maintenance System</u>		<u>WPLN4079AR</u>

From (Transferor): 911 Communications

To (Transferee): EMS County Auction

The Transferor requests that this fixed asset be removed from the inventory of his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Geniva Simpson

Transferor - Elected Official/Department Head

John C. Daugherty

XXXXXXXXXXXXXXXXXXXX

Transferee - Elected Official/Department Head

approved 4-23-02
John C. Daugherty

AGENDA ITEM 10

Consider authorizing the transfer of the following assets from the Magistrate's Office to ITS:

- 1 Monitor model CPD-GF100 Serial #7012553,
- 1 Gateway model P3000 Serial # 0008406308,
- 1 Gateway model 2000 Keyboard Serial #50440010.

Moved: **Commissioner Hays**

Seconded: **Commissioner Limmer**

Motion: To authorize the transfer of the following assets from the Magistrate's Office to ITS:

- 1 Monitor model CPD-GF100 Serial #7012553,
- 1 Gateway model P3000 Serial # 0008406308,
- 1 Gateway model 2000 Keyboard Serial #50440010.

Vote: 3 - 0. **Commissioner Boatright and Commissioner Heiligenstein were absent from the dais.**

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 4-8-02

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial#
1	MONITOR	CPD-GF100	7012553
1	Gateway	P3000	0008406308
1	Gateway	2000 Keyboard	50440010

FROM (Transferor): MAGISTRATE OFFICE

TO (Transferee): WILLIAMSON COUNTY ITS

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

[Signature]
Transferor Elected Official/Department Head

Otis Campbell IT
Transferee Elected Official/Department Head

approved 4-23-02
John C. Daehler

AGENDA ITEM 11

Consider authorizing the transfer of the following assets from the Sheriff's Department to Auction:

- 2 Seer Dot motorcycle helmets,
- 1 HP Deskjet 890C printer SG7AG160RH (broken),
- 1 HP Deskjet 690C printer US65S1I027 (broken).

Moved: **Commissioner Hays**

Seconded: **Commissioner Limmer**

Motion: To authorize the transfer of the following assets from the Sheriff's Department to Auction:

- 2 Seer Dot motorcycle helmets,
- 1 HP Deskjet 890C printer SG7AG160RH (broken),
- 1 HP Deskjet 690C printer US65S1I027 (broken).

Vote: 3 – 0. **Commissioner Boatright and Commissioner Heiligenstein were absent from the dais.**

AGENDA ITEM 12

Consider authorizing the following assets from the Sheriff's Department for disposal:

- 1 ABA Vest expired size XXLS #N-9502660-A and 1 Bulletproof Vest expired.

Moved: **Commissioner Hays**

Seconded: **Commissioner Limmer**

Motion: To authorize transfer of the following assets from the Sheriff's Department for disposal:

- 1 ABA Vest expired size XXLS #N-9502660-A and 1 Bulletproof Vest expired.

Vote: 3 – 0. **Commissioner Boatright and Commissioner Heiligenstein were absent from the dais.**

< Attachment >



WILLIAMSON COUNTY
JUDGE'S OFFICE
710 MAIN STREET, SECOND FLOOR
GEORGETOWN, TEXAS 78626

AGENDA ITEM REQUEST FORM

REQUESTING DEPARTMENT: AUDITORS DATE: 4/18/02

NAME OF REQUESTOR: GINNY ATKINSON

REQUESTED AGENDA DATE: APRIL 23, 2002

REQUESTED ITEM(S): _____

✓ 1. CONSIDER AUTHORIZING ADVERTISING AND SETTING DATE TO RECEIVE BIDS FOR BRIDGE REPLACEMENT ON COUNTY ROADS 390, 406, AND 427.

✓ 2. CONSIDER AUTHORIZING ADVERTISING AND SETTING DATE TO RECEIVE BIDS FOR RE-ROOFING OF CENTRAL TEXAS TREATMENT CENTER IN GRANGER.

✓ 3. CONSIDER AUTHORIZING ADVERTISING AND SETTING DATE TO RECEIVE BIDS FOR MAINTENANCE CONTRACT FOR HIGHSPEED PRINTERS.

✓ 4. DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST TO EXTEND PROPOSAL OPENING FOR THE INSTALLATION OF FIBER OPTIC CABELING AND EQUIPMENT.

11 from 4/23

5. CONSIDER AUTHORIZING THE TRANSFER OF THE FOLLOWING ASSETS FROM THE SHERIFF'S DEPARTMENT TO AUCTION: 2 - SEER DOT MOTORCYCLE HELMETS, 1 - HP DESKJET 890C PRINTER SG7AG160RH (BROKEN), AND 1 - HP DESKJET 690C PRINTER US65S11027 (BROKEN).

12 from 4/23

6. CONSIDER AUTHORIZING THE FOLLOWING ASSETS FROM THE SHERIFF'S DEPARTMENT FOR DISPOSAL: 1 - ABA VEST EXPIRED SIZE XXLS #N-9502660-A AND 1 - BULLETPROOF VEST EXPIRED.

AGENDA ITEM REQUEST DEADLINE - 12 NOON ON THURSDAY

1554

AGENDA ITEM 13Consider approving fire contract for Round Rock.Moved: **Commissioner Hays**Seconded: **Commissioner Limmer**

Motion: To approve a fire contract for Round Rock.

Vote: **3 – 0. Commissioner Boatright and Commissioner Heiligenstein were absent from the dais.**

< Attachment >

THE STATE OF TEXAS

*

* KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON

*

THAT Williamson County, Texas (County), and the ROUND ROCK Volunteer Fire Department (Department), an incorporated volunteer fire department as describes in V.A.T.C., LOCAL GOVERNMENT CODE, 352.001(c), have entered into the following

AGREEMENT

1. Pursuant to its power to provide financial assistance for fire protection in and for Williamson County, and its duty to protect the public health and welfare, the County agrees to pay to the Department the sum of \$ 64,000.00, in two (2) payments. The first payment being made within the county has received a signed agreement accompanied by a detailed accounting of the past year's expenditures of the county allotment. The second payment will be disbursed on or before September 30, 2002. All funds are to be used to defray the cost of equipment and labor required to provide the services described in Paragraph 2.
2. The Department agrees to provide fire protection services in any area in the County when requested by any other fire company, or when dispatched by the County, and shall expend all of the amount set forth in Paragraph 1 for only these purposes during calendar year 2002.
3. It is understood by the City that the County cannot commit funds for any future fiscal year, and that this Agreement does not, and cannot, commit the County to renew or repeat this Agreement unless approved by future action of the Williamson County Commissioners' Court.
4. it is understood and agreed that the County as no power to control or supervise the manner and means chosen by the Department to carry out the services specified in Paragraph 2, and that the County shall have no liability for any intentional acts of the Department which are not related to the provision of said services. The Department further agrees to indemnify the County for any loss or expense (including but not limited to attorneys' fees) incurred as a result of any claim against the County by any person or entity, should such claim be based upon any intentional act or omission by the Department which is not related to the provision of the services described in Paragraph 2.

Executed on this the 4th day of APRIL, 2002.

E. J. Limmer, CHAIR
 ROUND ROCK VOL FIRE DEPT
 P.O. BOX 611
 ROUND ROCK, TX 78680

John C. Doerfler 4-23-02
 Williamson County, Texas by
 John C. Doerfler, by authority of
 Williamson County

Round Rock Volunteer
Fire Dept

April 4, 2002

Expenditures
County Funds
April 1, 2001 thru March 31, 2002

Description	Expense
Communications	2,627.86
Equipment & Maintenance	9,194.90
Gear	5,394.86
Insurance	2,441.00
Medical Supplies	3,308.99
Training	1,706.94
Office Supplies/Software	290.95
Sub Total	24,965.50
Truck Fund (Replace E27)	39,034.50
Total	\$64,000.00
County Funding	\$64,000.00
Truck Fund	
Beginning Balance	\$67,567.69
Deposit 2001-2002	\$39,034.50
Total	\$106,602.19
Expenditure	\$61,877.64 New Engine Chassis
Ending Balance	\$44,724.55

AGENDA ITEM 14

Note in minutes the release of 2 well easements on Lot 2 of Fox Den Acres. (Approved by Paulo Pinto.)

Moved: **Commissioner Hays**

Seconded: **Commissioner Limmer**

Motion: To note in minutes the release of 2 well easements from Lot 2, Fox Den Acres.

Vote: 3 – 0. **Commissioner Boatright and Commissioner Heiligenstein were absent from the dais.**

< Attachment >

April 8, 2002

Williamson County URS
3151 S.E. Inner Loop
Suite B
Georgetown, Texas 78626

Attention: Belinda Wallace

RECEIVED

APR 10 2002

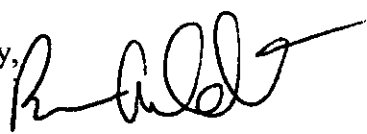
WCCHD-ENV

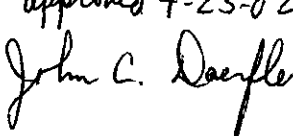
Dear Ms Wallace,

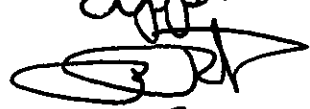
I am writing to request that two Well Easements be released from my property. The easement was established per plat and we now have a private water supplier. I have attached a copy of the plat highlighting the easements, the legal description of the property and a copy of my utility bill as proof I have access to the private water supplier.

Could you please forward my request to the County Commissioners Court for their opinion. If you have any further questions, please do not hesitate to call me at 512-869-6977.

Sincerely,


Bryan D. Arldt
175 Freedom Drive
Georgetown, Texas 78626

approved 4-23-02


approved

BS
4/12/02

OS 7173

Cab. I slide 41

ANDREW WILLETT SURVEY, ABSTRACT NO. 750

40927

FILED FOR RECORD

NOV 18 1986

JAMES H. BOYDSTON

Surveyor

NOTES:

- 1) This subdivision does not lie within the Edwards Aquifer Recharge Zone.
- 2) This subdivision does not lie within a special flood hazard area as shown upon the U.S. Dept. of H. & D. Federal Insurance Admin. Flood Hazard Boundary Map of Williamson County, Texas. Panel No. 481871 0055 A.
- 3) Water and sewer service for this subdivision will be provided by private water wells and private septic systems.

LEGEND

- Iron stake set
- Iron stake found
- Wire fence
- Survey line
- S.E. Sanitary Easement (150' rad.)
- D.E. Drainage Easement
- P.U.E. Public Utility Easement

Scale: 1"=100'

Rem. of 60 Ac.

Adolf J. Huf, et al, to Willie R. Sladeczek, et ux
8/12/1980 X 363, P 215 D.R.

W. J.

BYBEE SURVEY,

ABSTRACT NO. 91

Lot 1
6.195 Ac.Lot 2
4.56 Ac.Lot 3
8.00 Ac.

FREEDOM DRIVE

1000 Ac.

James Calvin Blackman, Jr., et ux, to Lowell B. & Bonnie S. Cook
12/12/1984 X 114, P 342 D.R.

1501 Ac.

Henry E. Mearedy, Jr., et ux, sales cont. to Thomas A. & Barbara Jean Fraus
11/28/1984 X 1128, P 685 D.R.

COUNTY ROAD 318

H. L. JACKSON SURVEY, ABSTRACT NO. 352

FOX DEN ACRES

a 20.90 acre subdivision out of the W. J. Bybee Survey,
Abstract No. 91, in Williamson County, Texas.

A. WILLETT SURV. A-750

OWNERS: Stanley W. Tolson
Norman Arick, Sally Arick
TOTAL ACRES: 20.90 acres
TOTAL NO. BLOCKS: 1 TOTAL NO. LOTS: 3
MINIMUM LOT SIZE: 4.56 acres
NO. LINEAL FT. OF NEW ROADWAY: 1497 ft.
DATE: Nov, 1986 Aug, 1986

RECORDERS MEMORANDUM

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

3. Record title to the land on the Effective Date appears to be vested in:

BRIAN D. ARLDT AND WIFE, BETH ARLDT

4. Legal description of land:

BEING LOT 2, OF FOX DEN ACRES, A SUBDIVISION IN WILLIAMSON COUNTY, TEXAS,
ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN CABINET I, SLIDE(S) 41 AND
42, PLAT RECORDS, WILLIAMSON COUNTY, TEXAS.

RECEIVED

APR 10 2002

WCCHD-ENV



JARRELL-SCHWERTNER WATER SUPPLY CORP.
P.O. BOX 40
JARRELL, TX 76537
OFFICE: (512) 746-2114 RETURN SERVICE REQUESTED

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
JARRELL, TX 76537
PERMIT NO. 1

TYPE OF SERVICE	METER READING		USED	CHARGES
	PRESENT	PREVIOUS		
WAT 900300	893500	8800	26.10	
Regulatory Fee			0.13	

MAIL THIS STUB WITH YOUR PAYMENT

ROUTE	ACCOUNT	PAST DUE AFTER THIS DATE
7	354	4-15-02
NET AMOUNT TO BE PAID		GROSS AMOUNT TO BE PAID
26.23		31.23
PLEASE SHOW METER READING HERE		
		0

4/1 - PAID VIA
BILL PAYER

ACCOUNT # 354			03-28-02		
METER READ			TOTAL DUE UPON RECEIPT	LATE CHARGE AFTER DUE DATE	PAST DUE AMOUNT
MONTH	DAY	CLASS			
3	26	1	26.23	5.00	31.23

BRIAN ARLDT
175 FREEDOM DRIVE
GEORGETOWN TX, 78626

02



RECORDERS MEMORANDUM

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

REGULAR AGENDA

AGENDA ITEM 15

Recognize Juvenile Services employees, Scott Matthew, Dave Murray, Sal Lopez, Robyn Murray, and Candace Ferguson for their work on receiving The Justice of the Peace Probation Officer grant and the Pre-Trial Release Program grant.

No action was taken on this agenda item, which will be added to the April 30, 2002 agenda.

AGENDA ITEM 16

Hear presentation from Independent Auditor regarding audit of Fiscal Year 2000-2001.

Chris Pruitt of Pattillo, Brown & Hill, L.L.P., gave a presentation to the court regarding the audit of Fiscal Year 2000-2001. He stated that Williamson County had received an "unqualified opinion," which is the highest form of opinion that can be offered by the outside auditor.

< Attachment >

PB&H
PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

To The Honorable County Judge and
Commissioners' Court
Williamson County, Texas

In planning and performing our audit of the general purpose financial statements of Williamson County, Texas, for the year ended September 30, 2001, we considered the County's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

However, during our audit, we became aware of several matters that, while not involving material weaknesses in internal accounting control, are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated February 15, 2002, of Williamson County, Texas.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various County personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Pattillo, Brown & Hill, LLP

February 15, 2002

WILLIAMSON COUNTY, TEXAS**COMMENTS AND SUGGESTIONS****FOR THE YEAR ENDED SEPTEMBER 30, 2001****GASB STATEMENT NO. 34**

In June 1999, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. This statement was issued in order to create a new financial reporting model for governmental entities. The effective date for implementing the new standards varies depending on the size of the governmental entity. The County will be required to implement the new standards for the fiscal year ending September 30, 2003.

Some of the new model’s key elements are as follows:

- New government-wide financial statements to be integrated with enhanced fund reporting;
- Presentation of a management’s discussion and analysis (MD&A) as required supplementary information;
- Reporting on infrastructure assets (such as roads and bridges); and
- Budgetary comparison schedules showing the original budget, the final budget and actual amounts on the budgetary basis.

GASB Statement No. 34 makes significant changes in the way state and local governments report their financial statements. County personnel will need to comprehend and implement a vast number of changes in accounting and financial reporting. Implementation will be an ongoing process as new information is developed and new materials are provided by organizations such as the AICPA and GASB. Some matters to consider follow:

- Financial personnel should familiarize themselves with the requirements of the new standards and how they will affect the County.
- The County should consider the availability of the financial information required by the new standards, such as accrual information and capital asset records.
- Management should consider any changes in the accounting system that may need to be made.
- Financial personnel will need to be able to explain the changes in accounting and reporting to users who are unfamiliar with the particulars of accounting.

PAYROLL

The County's payroll software system is independent of the financial accounting software system. The process of posting payroll to the general ledger is performed manually. There have been numerous differences discovered between the amounts posted to the general ledger and the generated payroll reports. The integration problem has led to delays in performing bank reconciliations, the underfunding of payroll and numerous errors in the general ledger. We recommend the County consider the implementation of a payroll system that interfaces with the general ledger accounting system. Until this matter is resolved, the County should continue to reconcile the payroll reports to the information posted to the general ledger.

PERMANENT AND AVAILABLE SCHOOL FUNDS

The County's Permanent and Available School Funds are not maintained on the general ledger or accounted for in a dual-entry accounting system. This makes preparation of financial statements very difficult and time-consuming. Additionally, a comprehensive framework of internal controls does not exist for these funds. We strongly recommend the County integrate these funds into the general ledger accounting system in order to provide proper internal controls over these funds.

POSITIVE PAY

In recent years, check fraud has become a common problem for many local governments. In an effort to deter check fraud, many financial institutions now offer positive pay. Under this process, an issuer and its bank work together to detect check fraud by identifying items presented for payment that the issuer did not issue.

Specifically, an issuer transmits information regarding all issued checks (including check number, amount and date) to its bank. The bank compares checks received for payment against the record of all issued checks. The bank identifies items that do not match the issue amount and check number and presents the rejected items to the issuer for its consideration for payment.

We recommend the County consider implementing positive pay into its check disbursement policies and procedures. This service can be an effective method of protection against check fraud.

RECONCILIATION OF SUBSIDIARY LEDGERS TO GENERAL LEDGER CONTROL ACCOUNTS

During our audit of the County's balance sheet accounts, we noted that no procedures were in place to periodically reconcile the general ledger balances for accounts payable and accounts receivable to a detail listing (subsidiary ledger). A detail listing supporting the amount on the general ledger is an important element in the internal control structure over these accounts. We recommend the County implement procedures to reconcile these subsidiary ledgers to the general ledger balance on a monthly basis. Any differences should be investigated and corrected in a timely manner. This will provide the County with an accurate listing of the items comprising these accounts during the year and assist in detecting errors in a timely manner.

INTEREST INCOME

The Texas Juvenile Probation Commission (TJPC) requires that interest earned on TJPC funds be used for the provision of juvenile probation services. However, interest generated from TJPC funds is not being allocated to the County's Juvenile Probation Department. Instead, the interest earned on these funds is recorded in the General Fund. We recommend the County compute and allocate interest earned on these funds to the Juvenile Probation Department as required by TJPC.

REVENUE CLEARING ACCOUNT

Currently, revenue is receipted through the Treasurers' office and coded to a clearing account. The Auditors' office then clears the amounts from this account and posts them to the correct general ledger revenue line item. During the fiscal year, the clearing account was not cleared in a timely manner. This contributed to a delay in reconciling bank accounts and proper revenue recognition. In order for the County to have accurate and timely financial information, this account should be cleared on an ongoing basis within a 2-3 day period.

INTERFUND TRANSACTIONS

Interfund payables and receivables should be recorded when one fund incurs an expenditure that is attributed to another fund and reimbursement is required. These accounts should always agree to each other and should be cleared when repayment is made. At year-end, interfund payables and receivables did not balance. We recommend the County reconcile these accounts on a monthly basis to detect errors in a timely manner.

FIXED ASSET ADDITIONS

Several discrepancies were noted while auditing the County's fixed assets. For example, we found many capital additions that had not been added to the general fixed assets account group. We suggest the County perform a physical inventory at least every two years and reconcile this to the accounting records. Inventorying property is not difficult, but can be time-consuming and requires a considerable amount of preparation and organization.

CAPITALIZATION THRESHOLD

The term "fixed assets" is used to describe assets that are used in operations and that have initial lives extending beyond a single reporting period. Not all capital items with useful lives extending beyond a single reporting period are required to be reported in the County's financial statements. Specifically, items with extremely short useful lives (e.g., less than two years) or of small monetary value are not required to be capitalized. The monetary measure used to determine whether a given capital asset should be reported on the balance sheet is known as the "capitalization threshold." During our audit of fixed assets, we noted that the County's capitalization threshold is small for a government this size.

Capitalization is primarily a financial reporting issue. The County's principal concern in establishing specific capitalization thresholds should be the anticipated information needs of the users of its financial statements. We recommend that the County consider the following guidelines in establishing capitalization thresholds for its fixed assets:

- Consider establishing a capitalization threshold of \$5,000 for individual items.
- Exercise control over noncapitalized capital items by establishing and maintaining adequate control procedures at the departmental level. While it is essential to maintain control over all of the County's capital items, there exist much more efficient means than capitalization for accomplishing this objective in the case of smaller capital items. Furthermore, capital asset management systems that attempt to incorporate data on numerous smaller capital items are often costly and difficult to maintain and operate.
- Items should only be capitalized if they have an estimated useful life of at least two years following the date of acquisition.
- The County may establish a single capitalization threshold for all of its capital assets, or it may establish different capitalization thresholds for different classes of capital assets.
- Capitalization thresholds are best applied to individual items rather than to groups of similar items (e.g., desks and tables).

PERSONNEL FILES

Employees' personnel files are stored in unlocked wooden cabinets. These cabinets are located in an office that does not restrict access by payroll office personnel and maintenance employees. Personnel files should be located in a fireproof, secure location and access should be restricted to provide adequate safeguards of confidential personnel information.

BLANK CHECK STOCK

Several areas of concern were noted when examining the storage of blank check stock. For instance, the County received a shipment of misprinted checks. During the audit fieldwork, these checks were stored on the floor in the Treasurers' office. In addition, check stock is normally stored in metal cabinets that are not fireproof and access is not limited to authorized employees. Also, the Payroll Department is issued check stock to produce payroll. The check stock provided to the Department is not accounted for prior to its release by control number or any other means.

Protection of the County's check stock is an essential element in the prevention of the misappropriation of funds. We recommend the County destroy any unusable check stock, secure the location where check stock is stored and limit access to authorized personnel only. Additionally, as check stock is issued to the Payroll Department, only the amount used to perform payroll should be released and the sequence should be documented and reconciled.

CASH REFUNDS

During our evaluation of internal controls in the County Clerk's office, we found that cash is mailed when refunds are made to customers who mailed in their payments. Mailing cash to customers does not provide adequate internal controls over these disbursements. We strongly recommend the County Clerk discontinue this practice.

INTERNAL AUDIT PROGRAMS

Internal audits are not always performed from written audit programs. We recommend the Auditor's office develop written programs to assist employees in carrying out their responsibilities and conduct audits in accordance with those programs. The audit program should set forth in reasonable detail the audit procedures that the auditor believes are necessary to accomplish the objectives of the audit. The form of the audit program and the extent of its detail will vary with the circumstances.

CODING OF TRANSACTIONS

We found instances where both revenues and expenditures were coded to the same general ledger account number. This practice will understate both the revenue and expenditure amounts for these transactions. All revenue and expenditures should be recorded in separate general ledger account numbers in order to provide an accurate accounting of the County's transactions.

FEE OFFICES

During our testing of internal controls, several issues were noted concerning the segregation of duties for certain fee offices. Specifically, we noted the following:

Tax Assessor/Collector Office

One employee reconciles the VIT bank account, has sole custody of the checkbook and is a signor on the account. Additionally, the signature stamp is not kept in a secure location.

Justice of the Peace Precinct 1

An authorized check signor performs the bank reconciliation.

Justice of the Peace, Precinct 2

The checking account only requires one signature for disbursements.

County Attorney

The employee who receipts funds received through the mail also opens the mail and is allowed to sign checks. This employee also prepares bank reconciliations.

District Clerk

One employee is responsible for all duties associated with the Jury Fund.

An essential element of any internal control system is the separation of functions in such a manner that no single individual could perpetrate an error and conceal it without the error being discovered in a timely manner. Three general categories of functions that should be separated to achieve effective internal control are:

- Custody of assets; i.e., check writing, handling cash, wire transfer capability
- Recording control functions; i.e., preparation of bank reconciliations
- Authorization functions; i.e., generation and authorization of transactions

One individual's ability to perform functions in all of the categories above indicates a risk exists that this individual could create an error, intentionally or unintentionally, and cover that error without detection in a timely manner.

Proper segregation of duties is always difficult in smaller offices. However, we recommend incompatible duties be separated to the extent possible. Of course, when considering any changes to the current internal control structure, the costs of implementation should be weighed against the benefits derived.

* * * * *

We appreciate the opportunity to be of service to **Williamson County, Texas**. If you have any questions or require further information, please do not hesitate to contact our office.

AGENDA ITEM 17**Hold Public Hearing on resubdivision of Tract 34, North San Gabriel Ranches.**

Judge Doerfler announced the public hearing on the proposed resubdivision of Tract 34, North San Gabriel Ranches, open at 10:00 a.m. on Tuesday, April 23, 2002.

County Engineer Joe England addressed the court concerning the proposed resubdivision.

Judge Doerfler announced the public hearing on the proposed resubdivision of Tract 34, North San Gabriel Ranches, closed at 10:03 a.m. on Tuesday, April 23, 2002.

AGENDA ITEM 18**Consider approving resubdivision of Lot 34, North San Gabriel Ranches.**

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve resubdivision of Lot 34, North San Gabriel Ranches, into a 3-acre tract and a 1-acre tract, contingent upon compliance with deed restrictions.

Vote: **5 - 0**

AGENDA ITEM 19**Discuss and consider preliminary plat approval of Riley Estates.**

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve preliminary plat of Riley Estates.

Vote: **5 - 0**

AGENDA ITEM 20**Discuss and take appropriate action on CR 368 and 369.**

No action was taken on this agenda item, which will be added to the April 30, 2002 meeting.

AGENDA ITEM 21**Hold public hearing on resubdivision of Lot 37, Whitetail, Section 2.**

Judge Doerfler announced the public hearing on the proposed resubdivision of Tract 34, North San Gabriel Ranches, open at 10:15 a.m. on Tuesday, April 23, 2002.

County Engineer Joe England addressed the court concerning the proposed resubdivision.

Judge Doerfler announced the public hearing on the proposed resubdivision of Tract 34, North San Gabriel Ranches, closed at 10:18 a.m. on Tuesday, April 23, 2002.

AGENDA ITEM 22**Consider approving resubdivision of Lot 37, Whitetail, Section 2.**

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To approve the resubdivision of Lot 37, Whitetail, Section 2, from one 5-acre lot into two 2.5-acre lots, contingent on the lien holder signing a release.

Vote: **5 - 0**

AGENDA ITEM 23

Discuss and consider setting date to hold a public hearing regarding regulatory signage on Cornerwood Drive and Neenah Avenue.

County Engineer Joe England explained that there is a problem with traffic at this intersection caused by parents dropping their children off at Great Oaks Elementary School.

Moved: **Commissioner Hays**

Seconded: **Commissioner Limmer**

Motion: To table this agenda item.

Vote: **5 - 0**

AGENDA ITEM 24

Consider approval of additional services on CR 175.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To approve a supplemental work authorization for Baker Aicklen in the amount of \$48,829, for additional services on CR 175.

Vote: **5 - 0**

< Attachment >

M e m o r a n d u m

To: Jane Tableriou
From: Yvette Flores
Prime Strategies, Inc.
Regarding: Baker-Aicklen Additional Services
Date: April 12, 2002

Jane,

Please put the following on the April 30th Agenda:

"Consider approval of Additional Services for County Road 175"

The Supplemental Work Authorization for the above agenda item is attached for the Judge's signature. Thanks and please call me if you have any questions.

Yvette



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

April 9, 2002

Mr. Mike Weaver
Prime Strategies
1508 South Lamar
Austin, TX 78704

**RE: County Road 175
Street Reconstruction
Supplemental Work Authorization No. 1**

Dear Mr. Weaver:

Due to the additional professional engineering and surveying services that either have been requested or that were required due to project scope changes during development of the referenced project's construction drawings, we submit the attached Supplemental Work Authorization for the following.

The original project scope was anticipated to be approximately 6900 linear feet of roadway. During construction plan development the limits of the project expanded to approximately 8450 linear feet of roadway thus creating additional engineering design and drafting efforts. In addition to the added length of the overall project, the right of way configuration was altered several times thus creating the need for additional field survey topography, right of way documents, and easement documents.

Baker-Aicklen and Assoc., Inc. was also asked by the County to explore the feasibility of including a new water line with the roadway construction and to determine the size of the water line. This effort consisted of utility research, numerous meeting with several area water providers, water usage calculations, and development of schematics. These tasks were only partially completed due to decisions out of Baker-Aicklen and Assoc., Inc. control.

The County's addition of the new water line (by others) within the limits of the roadway construction created the need to revise the Traffic Control Plan (TCP) for County Road 175. We also anticipate that the TCP may indeed need to be revised again due to potential conflicts with the waterline construction and/or due to the completion of the waterline construction prior to roadway construction thus eliminating the need for the current sequence of construction.

04/23/2002
Mr. Mike Weaver, Prime Strategies
April 9, 2002

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Project # 0711-2-013
Page 2

We request approval of this supplemental work authorization and understand that it will increase the not to exceed fee limit of the project by \$48,829.00.

If you, your staff, or Williamson County have any questions regarding this request, please feel free to give me a call at 512-244-9620.

Sincerely,


H. D. Roye, P.E.
Project Manager

HDR/vmb

o:\0711-2-013\mikeweaver\tr4-12-02.doc

04/23/2002

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Contract No. CR 175

S.W.A.1 Page 1 of 2

ATTACHMENT A

SUPPLEMENTAL WORK AUTHORIZATION NO. 1

This Work Authorization is made pursuant to the terms and conditions of the Agreement entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Baker-Aicklen & Assoc., Inc. (the "Engineer").

Part1. The *Engineer* will provide the following engineering services Supplemental to Work Authorization No. 2:

1. Additional right of way and easement document preparation and field surveys.

Registered Surveyor	12 Hours @ \$112/Hr.	\$1,344.
Survey Technician	60 Hours @ \$ 55/Hr.	<u>\$3,300.</u>
		\$4,644.

2. Additional tree and topographic field surveys for Cpark, Ltd. twenty-five foot landscape easement.

Registered Surveyor	2 Hours @ \$112/Hr.	\$ 224.
Survey Technician	7 Hours @ \$ 55/Hr.	\$ 385.
3-Man Crew	20 Hours @ \$120/Hr	<u>\$2,400.</u>
		\$3,009.

3. Additional consultation and meetings regarding the regional park water needs and provisions.

Project Engineer	15 Hours @ \$112/Hr.	\$1,680.
Engineer Assistant	8 Hours @ \$ 75/Hr.	<u>\$ 600.</u>
		\$2,280.

4. Anticipated potential Traffic Control Plan revisions due to the concurrent construction of a water line within the limits of the CR 175 roadway construction

(Consultant) Proj. Engineer	50 Hours @ \$110/Hr.	\$5,500.
Engineer Technician	60 Hours @ \$ 55/Hr.	<u>\$3,300.</u>
		\$8,800.

5. Additional final roadway design effort due to the increased over all project length of 8450 linear feet from the originally anticipated 6900 linear feet.

Project Engineer	108 Hours @ \$112/Hr.	\$12,096.
Engineer Assistant	240 Hours @ \$ 75/Hr.	<u>\$18,000.</u>
		\$30,096

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Contract No. CR 175

S.W.A.1 Page 2 of 2

Part 2. The maximum amount payable for services under this Supplemental Work Authorization without modification is \$48,829.00.

Part 3. Payment to the *Engineer* for the services established under this Work Authorization shall be made in accordance with the Agreement.

Part 4. This Supplemental Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall extend the termination date of Work Authorization #2 to June 1, 2003.

Part 5. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

This Supplemental Work Authorization is hereby accepted and acknowledged below.

ENGINEER:

Baker-Aicklen & Assoc., Inc.By: 

Signature

A. William Waeltz, P.E.

Printed Name

Branch Manager, Round Rock Office

Title

4-5-02

Date

COUNTY:

Williamson County, TexasBy: 

Signature

John C. Doerflinger

Printed Name

County Judge

Title

4-23-02

Date



AGENDA ITEM 25

Discuss and take appropriate action on road bond program.

County Engineer Joe England stated that a revised construction plan is needed to minimize the cost of resolving issues regarding a conflict between grades of ditch lines and excavation, as well as water lines from Georgetown and Round Rock. The estimated cost is \$80,000. Approximately \$60,000 of the cost will be reimbursed by the City of Georgetown as part of the interlocal agreement on Cedar Breaks and the construction of a 30" water line.

Commissioner Limmer discussed the need to make sure that the general contractors are paying their subcontractors before final payment is made to the general contractor on a project.

Moved: **Commissioner Hays**

Seconded: **Judge Doerfler**

Motion: To approve a change order for a revised construction plan to relocate utilities on D.B. Wood Road in an approximate amount of \$80,000.

Vote: **5 – 0**

< Attachment >

WILLIAMSON COUNTY, TEXAS

CHANGE ORDER NUMBER: 3

02WC404 RC

1. CONTRACTOR: AUSTIN BRIDGE & ROAD, INC.2. Change Order Work Limits: Sta. 10+00 to Sta. 50+003. Type of Change(on federal-aid non-exempt projects): Minor (Major/Minor)4. Reasons: 6C (3 Max. - In order of importance - Primary first)

5. Describe the work being revised:

Adjustment/Relocation of main waterline, services and appurtenances on both the City of Georgetown and City of Round Rock waterlines. In addition, this change order provides compensation for the placement of a concrete cap over waterlines in areas where the design could not be altered to provide adequate cover over the pipe.

6. Work to be performed in accordance with Items: N/A7. New or revised plan sheet(s) are attached and numbered: N/A8. New general notes to the contract are attached: ☐ Yes ☒ No9. New Special Provisions to Item N/A No. N/A, Special Specification Item 9001 are attached.

Each signatory hereby warrants that each has the authority to execute this Change Order (CO).

<p>The contractor must sign the Change Order and, by doing so, agrees to waive any and all claims for additional compensation due to any and all other expenses; additional changes for time, overhead and profit; or loss of compensation as a result of this change.</p> <p>THE CONTRACTOR Date <u>4/22/02</u></p> <p>By <u>William J. Neese, Jr.</u> Typed/Printed Name <u>Vice President</u> <u>Austin Bridge & Road, Inc.</u> Typed/Printed Title <u>General Partner</u></p>	<p>The following information must be provided</p> <p>Time Ext. #: <u>2</u> Days added on this CO: <u>5</u></p> <p>Amount added by this change order: <u>\$80,030.00</u></p>
--	--

RECOMMENDED FOR EXECUTION:

John A. Roberts 4/22/02
Project Manager Date
Construction Observer

Design Engineer Date

PL 4/23/02
Program Manager Date

Design Engineer's Seal:

County Commissioner Precinct 1 Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 2 Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 3 Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 4 Date
☐ APPROVED ☐ REQUEST APPROVAL

John C. Daugherty 4-23-02
County Judge Date
APPROVED

CHANGE ORDER NUMBER: 3

Estimated Cost:

[illegible]ORIGINAL + PREVIOUSLY
REVISED[illegible]

Project: WC-1055
DB Wood Reconstruction

SPECIAL SPECIFICATION
9001
Water Mains

April 22, 2002

1. **Description.** This Item shall govern for all materials, equipment, and labor necessary for the installation of all exterior water mains and any and all distribution lines connected to the various structures.
2. **Materials.** Each system shall be installed using the materials designated by the utility owner for each particular system.
3. **Construction Methods.** Each system shall be installed in accordance with the construction methods detailed as described in the application utility owner specifications.
4. **Testing.** Testing of each system shall be performed as outlined in the respective utility owner specifications.
5. **Measurement.** Work and acceptable materials as prescribed by this Item will be measured for payment in accordance with the methods indicated as follows:
 - 1) "Adjusting Structures" of the type specified will be measure as each adjustment, complete in place.
 - 2) "Adjusting Manholes" will be measured by the lineal foot.
 - 3) "Pipe" of the diameter and type specified will be measured by the lineal foot complete in place.
 - 4) "Concrete Trench Cap" will be measured by the cubic yard of concrete placed.
 - 5) "Valves" of the type and size specified will be measured by each unit, complete in place.
 - 6) "Services" will be measured per each, complete in place of the existing service line pipe size. New pipe will be installed between the meter and the new water main.
6. **Payment.** The work performed and materials furnished in accordance with this Item and measured as provided under "Measurement" will be paid for at the unit prices bid for the items hereinafter described. Payment shall be full compensation for all staking and engineering work, testing, disinfection, furnishing and installing all materials, accessories and incidentals necessary to complete the work. Said payment shall also be full compensation for all excavation and backfilling, all freight, loading, unloading, handling of materials, labor, tools and equipment and incidentals necessary to complete the work.

Project: WC-1055
DB Wood Reconstruction

SPECIAL SPECIFICATION
9001
Water Mains

April 22, 2002

- 1) Payment for adjusting structures will be made at the unit price bid for "Adjusting Structures", of the type specified. This price shall be full compensation for furnishing all materials, handling, placing, labor, tools, taps, equipment and incidentals necessary to complete the work.
- 2) Payment for adjusting manholes will be made at the unit price bid for "Adjusting Manholes", of the type specified. This price shall be full compensation for furnishing all materials, handling, placing, labor, tools, taps, equipment and incidentals necessary to complete the work.
- 3) Payment for pipe will be made at the unit price bid for "Pipe" of the diameter specified. This price shall be full compensation for all fittings, concrete encasement, joints, wyes, connection plugs, lugs, pipe coatings, connection to the existing system, disposal of surplus materials, laying of pipe, excavation, backfilling, and all labor, tools and incidentals necessary to complete the work. Payment represents full compensation for removal and replacement of pavement and any other improvements damaged during construction.
- 4) Payment for concrete trench cap will be made at the unit price bid for "Concrete Cap", of the type specified. This price shall be full compensation for furnishing materials, handling, placing, labor, tools, equipment and incidentals necessary to complete the work.
- 5) Payment for valves will be made at the unit price bid for "Valves", for the type specified. This price shall be full compensation for furnishing all materials (unless otherwise noted), handling, placing, concrete bearing pads, labor, tools, equipment and incidentals including stem casing and cover, excavation, setting and adjusting to proper grade and anchoring in place.
- 6) Payment for services will be made at the unit price bid for "Services". This price shall be for the installation or reconnection of the service line between meter and the new water main.

AGENDA ITEM 26

Discuss and take appropriate action on jail/courthouse annex expansion.

Ed Lee asked for direction from the court regarding work that needs to be done now for the courthouse annex that also involves the jail construction. He stated that the cost issues need to be addressed now, before the contract is drawn up, because the costs will be lower while construction is in progress on the jail.

AGENDA ITEM 27

Discuss and take appropriate action on the building on the Hewlett lot.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To set date and advertise for bids to tear down the building on the Hewlett lot.

Vote: **5 - 0**

AGENDA ITEM 28

Discuss and take appropriate action on issues for CAPCO's Regional Legislative Issues Survey.

No action was taken on this agenda item.

AGENDA ITEM 29

Discuss and take appropriate action on appointments to the park committee.

There was some discussion on the role of the technical advisors and concerning another candidate for the citizens advisory group.

No action was taken on this agenda item.

AGENDA ITEM 30

Consider closing Brushy Creek Road/CR 174 to through traffic between the Park Bend Drive low water crossing and Parmer Lane on April 27, 2002 from 6:00 a.m. to 12:00 p.m. in order to set bridges for Brushy Creek Regional Trail.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To approve closing Brushy Creek Road/CR 174 to through traffic between the Park Bend Drive low water crossing and Parmer Lane on April 27, 2002 from 6:00 a.m. to 12:00 p.m. in order to set bridges for Brushy Creek Regional Trail.

Vote: **5 - 0**

AGENDA ITEM 31

Consider approving professional services agreement with Baker-Aicklen and Associates, Inc. for surveying the continuation of the Brushy Creek Regional Trail.

Moved: **Commissioner Heiligenstein**

Seconded: **Judge Doerfler**

Motion: To approve a standard contract for professional services with Baker-Aicklen and Associates, Inc. for surveying the continuation of the Brushy Creek Regional Trail.

Vote: **5 - 0**

< Attachment >



No backup documentation was provided by the time that the minutes were scanned.

AGENDA ITEM 32

Discuss and take appropriate action on tax abatement for Taylor Main Street Program.

Commissioner Limmer stated that if a location does not meet the requirements of the Texas Historical Commission and the City of Taylor, and it is not approved by the City of Taylor for abatement, then it would not be submitted to Williamson County for abatement.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To approve a 5-year tax abatement for the Taylor Main Street Program on improvements over \$25,000.

Vote: **4 – 0 – 1. Commissioner Hays abstained from the vote.**

< Attachment >



To: Williamson County Commissioners
From: Taylor Chamber of Commerce Board of Directors
Ella Jez, 2002 Chair
Date: April 15, 2002

SUBJECT: County Tax Abatement For Downtown Taylor

Thank you for your interest in the economic growth of Taylor and for your consideration to stimulating downtown development in particular.

The Economic Restructuring Committee of the Taylor Main Street Program is recommending your approval of a 100% tax abatement over five (5) years on new renovations or improvements made to historic buildings in downtown Taylor.

If approved, this would provide an added incentive to those who desire to conduct business in downtown while trying to renovate once unused structures into dynamic retail and office space.

The Taylor Chamber of Commerce Board of Directors is asking for your approval of this abatement.

Ella Pumphrey Jez
2002 Board Chair

approved 4-23-02
John C. Doefler

AGENDA ITEM 33

Consider granting tax-exempt status or any other action that may be necessary to Masonic Lodge in Florence.

This item was withdrawn from the agenda.

AGENDA ITEM 34

Consider approving a policy to establish a uniform method to report and investigate accidents which occur to county employees, county vehicles (including equipment), and/or damage to county property.

Lee Garrett stated that the county has won a safety award again this year from the Texas Association of Counties, which will be formally presented at a later date.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve a policy to establish a uniform method to report and investigate accidents that occur to county employees, county vehicles (including equipment), and/or damage to county property, and to recommend that county elected officials adopt the policy.

Vote: **5 - 0**

< Attachment >

ACCIDENT REPORTING AND INVESTIGATION POLICY**WILLIAMSON COUNTY**

*approved 4-23-02
John C. Daeyler*

PURPOSE: The purpose of this policy is to establish a uniform method to report and investigate accidents which occur to county employees, county vehicles (including equipment), and/or damage to county property.

The goal is to prevent accidents through early identification and correction of factors that contribute to the cause(s) of accidents. In order to carry out this goal, we must have methods in place for the appropriate investigation of these causal factors. By focusing on these factors and taking action to correct these problems, we have an effective tool for the prevention of future accidents.

SCOPE: This policy is available for use by all elected officials, appointed officials and county employees. For it to be most effective, this policy should be followed for all accidents or incidents occurring on county owned property or involving county property. By adopting this policy, the Commissioners Court mandates its use for all departments under the control of the Court and strongly encourages its use by all elected officials in their departments. The Loss Control Team can assist the appropriate manager, foreman, or supervisor, with investigations conducted pursuant to this policy.

RESPONSIBILITIES:

The following procedures should be followed by a department adopting this accident reporting and investigation policy:

NOTIFICATION - When an accident or incident occurs, the department head, manager, foreman, or supervisor should file a "Texas Worker Compensation Commission Employer's First Report of Injury or Illness form (TWCC-1)" with the

Human Resources Health & Safety Specialist immediately, but no later than 3 days after knowledge of the accident or incident. Phone contact is encouraged if possible to facilitate a quick investigation before the surrounding conditions change. The telephone number to report incidents is 943-1532. This phone may be used day or night. Once notified, the Human Resources Health & Safety Specialist will forward this information immediately to the Loss Control Team representative for assistance with the investigation. The TWCC-1 form and the phone contact informs the Human Resources Health & Safety Specialist of the overview of the accident and may include witness statements. This report will initiate the Human Resources Health & Safety Specialist to file any necessary insurance claims regarding the incident.

INVESTIGATION TIMELINE - A determination will be made if it is necessary for the manager/foreman to begin gathering evidence, e.g. photos, statements, etc. Recognizing the importance of accident cause recognition, it may be necessary to investigate and report accidents or incidents where no injuries or other losses have occurred. The investigation should be conducted immediately, but no later than 3 working days after knowledge of the incident. Depending on the severity of the problem, the manager and Loss Control Team representative will set a time for the investigation to begin. The investigation will be recorded on the Loss Control Accident Investigation Report by the department manager/foreman. Immediately upon completion (no later than 5 days after knowledge of the incident), the report will be sent to the Human Resources Health & Safety Specialist.

DEPARTMENT RESPONSIBILITY - The department manager/foreman should review the determined causes of the accident and immediately evaluate his/her work area for similar problems. Under the supervision of the department head, the manager/foreman should take immediate action to either eliminate or control the identified problems. The Human Resources Health & Safety Specialist should be

notified concerning corrections as well as problems that cannot be corrected immediately.

REVIEW OF FINDINGS AND RECOMMENDATION - The Loss Control Team will review all findings of uncontrolled workplace or operational hazards to develop a proposed plan for correction and to communicate appropriate corrective action already taken. This information will be sent to the Commissioner's Court and the department head for appropriate action.

ACTION BY COMMISSIONERS' COURT - The Commissioner's Court may establish funding as needed to correct these hazards in an appropriate manner. The Commissioners' Court and the department head, with the assistance of the Loss Control Steering Committee, may develop a timeline for correction by the department manager/foreman. The manager/foreman must post notice of the hazard or problem and take appropriate interim measures to prevent accidents from recurring.

ACCIDENTS INVOLVING THIRD PARTIES - It is the responsibility of any county employee to assist any visitor reporting an injury suffered in or on county property. If the employee witnesses an accident, the employee should render assistance and call his or her supervisor. The Human Resources Health & Safety Specialist should also be notified of any reported accidents.

If the injured party states that there was no harm, the employee must still report the injury to their supervisor. Supervisors should report incidents immediately. Employees will be asked to complete a special report called "Visitor Occurrence Report" to document third party accidents. The person handling the report should try to get a written statement from the injured party and any witnesses to the incident. This information should be forwarded to the Human Resources Health & Safety Specialist. Copies of this report are available in all offices.

INCIDENT REVIEW TRAINING – Training on this policy and proper accident reporting and investigation procedures will be available for all elected officials, appointed officials, county managers, foremen, and Loss Control Team members. Initial training will begin soon after this policy is adopted by the Commissioner's Court with subsequent training scheduled as necessary to maintain the quality and effectiveness of the accident investigation program.

AGENDA ITEM 35

Consider approving a Memorandum of Understanding between the Liberty Hill Independent School District Police Department and the Williamson County Sheriff's Department.

After some discussion, the item was tabled for clarification.

COMMISSIONERS' COURT ADJOURNED TO EXECUTIVE SESSION AT 11:08 A.M. ON TUESDAY, APRIL 23, 2002.

AGENDA ITEM 36

Discuss real estate (EXECUTIVE SESSION as per VITA Govt. Code sec. 551.071 consultation with attorney.)

No action was taken in Executive Session.

COMMISSIONERS' COURT RECONVENED FROM EXECUTIVE SESSION AT 11:28 A.M. ON TUESDAY, APRIL 23, 2002.

AGENDA ITEM 37

Discuss and take appropriate action on contract to purchase right-of-way from Par 620, Ltd. for the SH 45 project.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve a contract to purchase right-of-way from Par 620, Ltd., for the SH 45 project.

Vote: **4 – 0. Commissioner Hays was absent from the dais.**

< Attachment >



No backup documentation was provided by the time that the minutes were scanned.

AGENDA ITEM 38**Comments from commissioners.**

Commissioner Heiligenstein stated that there is an air quality meeting on Wednesday, April 24, 2002 at 11:30 a.m. at the Franklin Center. He also mentioned that there was an administrative Regional Visioning committee meeting yesterday, approving the budget, the scope of work, and the board. He asked for an agenda item to be added to next week's meeting to address whether or not the county will fully participate in the project.

Commissioner Boatright stated that the CUC meeting he attended discussed health care issues. He said there will be major changes in health care and more demand on the general fund budget for health care-related items. Commissioner Heiligenstein added that there will be a health care summit meeting at 9:30 a.m. on Thursday, April 25, 2002, at the United Way office in Round Rock, located at 101 East Old Settlers Boulevard.

EMERGENCY ADDENDUM TO THE AGENDA
APRIL 23, 2002

I. Discuss and take appropriate action on request to extend proposal opening for the installation of fiber optic cabling and equipment.

Moved: **Judge Doerfler**

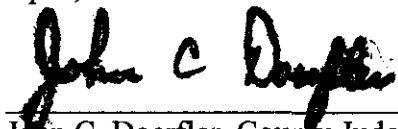
Seconded: **Commissioner Heiligenstein**

Motion: To extend the proposal opening for the installation of fiber optic cabling and equipment to May 8, 2002 at 2:00 p.m. in the County Auditor's office.

Vote: 4 – 0. **Commissioner Hays was absent from the dais.**

COMMISSIONERS' COURT ADJOURNED AT 11:40 A.M. ON TUESDAY, APRIL 23, 2002.

THE FOREGOING MINUTES recorded on Minutes Pages 1 through 147 inclusive at a Special Session of Commissioners' Court of Williamson County, Texas, have been read and are hereby approved this 30th day of April, 2002.



Joan C. Doerfler, County Judge

ATTEST: Nancy E. Rister, Clerk County Court & Ex-officio Clerk,
Commissioners' Court, Williamson County, Texas

By: Marilynn Cavender
Deputy Clerk