

**VII.**

Consider and take appropriate action with respect to contracts for the construction of Avery Ranch Boulevard.

This item was tabled until next week.

**VIII.**

Consider authorizing reimbursement audit in connection with the bonds.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To authorize hiring Pena & Swayze for reimbursement audit in connection with the bonds.

Vote: 3 – 0

< Attachment >



**PEÑA SWAYZE & CO., L.L.P.**  
CERTIFIED PUBLIC ACCOUNTANTS

Steve D. Pena, C.P.A.  
R. Michael Swayze, C.P.A.  
Mary H. Bott, C.P.A.  
Connie S. Bradley, C.P.A.

Stacie A. Carter, C.P.A.  
Pam Oakes, C.P.A.  
Shelly L. Humphries, C.P.A.

March 5, 2003

Judge John Doerfler  
Avery Ranch Road District No. 1  
Williamson County  
Georgetown, Texas

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Avery Ranch Road District No. 1.

We will apply the agreed-upon procedures listed below in connection with the District's Series 2003 Unlimited Tax Road Bond Issue. This engagement is solely to assist the Court in your review of the appropriateness and eligibility of developer reimbursable costs. Our engagement to apply agreed-upon procedures will be performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified user of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed below do not constitute an audit, we will not express an opinion on the report or any elements, accounts, or items thereof. In addition, we have no obligation to perform any procedures beyond those listed below.

**Agreed-Upon Procedures**

The developers of the District will submit to us copies and other supporting documents of invoices paid by them on behalf of the District. To satisfy ourselves that the disbursements were properly made for the District, we will:

1. Examine all invoices paid by the developers on behalf of the District to insure proper amounts were paid and are also reimbursable costs by the District in accordance with established criteria. In addition, dates of payment will be identified by examining cancelled checks and copies of checks stamped paid and;
2. Review construction and other significant contracts.

Commissioners Court, Williamson  
County, Texas  
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We will submit a report of our findings solely for your use. This report should not be used by those who did not agree to the procedures. Our report will contain a paragraph indicating that had we performed additional procedures or an audit, other matters might have come to our attention that would have been reported to you.

We plan to begin our procedures sometime prior to the sale of the bonds and, unless unforeseeable problems are encountered, the engagement should be completed on the date bond proceeds are received. In order to meet this deadline, it is imperative that we receive all requested information in a timely manner. Failure by the developers to provide us requested information in a timely manner and in the format we request will result in a delay of our report to the Court.

Our fees for this engagement are based on time at our hourly billing rates for agreed upon procedures, plus out-of-pocket expenses. Should we encounter unusual circumstances that would require us to expand the scope of the engagement, we will discuss this with you before doing the additional work. Our fees are payable when presented.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified users of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Sincerely,



PEÑA SWAYZE & CO., L.L.P.

**ACKNOWLEDGED:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

*John C. Daefler*  
*County Judge*  
*3-20-03*

IX.

Consider approving Collection Report for January 2003 as determined by Tax Assessor/Collector.

Moved: **Judge Doerfler**

Seconded: **Commissioner Limmer**

Motion: To approve Collection Report for January 2003 as determined by Tax Assessor/Collector.

Vote: 3 – 0

> Attachment >

**YEAR TO DATE - COLLECTION REPORT**  
**Williamson County Road Districts**  
**January 1-31, 2003**

Northeast Round Rock Road District		Annual Assessment Liens	Adjusted Assessment Liens	Current Collected	Interest Collected	Uncollected Balance	YTD Collected	Percent Collected	Percent Collected w/Int	Percent Collected w/Int & Prior Years
2002		\$668,852.73	\$116,974.03	\$421,676.70	\$0.00	\$47,658.98	\$738,167.78	93.94%	93.94%	94.06%
2001 & Prior		3,576.96	0.00	194.00	19.40	2,583.42	993.54	27.78%	28.32%	
Total All		\$672,429.69	\$116,974.03	\$421,870.70	\$19.40	\$50,242.40	\$739,161.32	93.64%	93.64%	

Southeast Williamson County Road District		Annual Assessment Liens	Adjusted Assessment Liens	Current Collected	Interest Collected	Uncollected Balance	YTD Collected	Percent Collected	Percent Collected w/Int	Percent Collected w/Int & Prior Years
2002		\$379,162.69	\$92,978.38	\$232,244.92	\$0.00	\$62,339.70	\$409,801.37	86.80%	86.80%	92.66%
2001 & Prior		90,014.85	0.00	2,060.10	414.42	62,757.15	27,257.70	30.28%	30.74%	
Total All		\$469,177.54	\$92,978.38	\$234,305.02	\$414.42	\$125,096.85	\$437,059.07	77.75%	77.82%	

Southwest Williamson County Road District		Annual Assessment Liens	Adjusted Assessment Liens	Current Collected	Interest Collected	Uncollected Balance	YTD Collected	Percent Collected	Percent Collected w/Int	Percent Collected w/Int & Prior Years
2002		\$1,799,077.68	\$23,460.07	\$1,822,537.75	\$1,258,709.15	\$0.00	\$481,945.81	\$1,340,591.94	73.56%	73.56%
2001 & Prior		120,873.54	0.00	120,873.54	111,301.13	11,130.11	9,572.41	111,301.13	92.08%	101.29%
Total All		\$1,919,951.22	\$23,460.07	\$1,943,411.29	\$1,370,010.28	\$11,130.11	\$491,518.22	\$1,451,893.07	74.71%	75.28%