

**AGENDA ITEM 28**

**Discuss and take appropriate action on Order Appointing Temporary Directors of Williamson County Water Control and Improvement District No. 2.**

**Moved: Commissioner Boatright**

**Seconded: Commissioner Hays**

**Motion: To approve an Order Appointing Temporary Directors of Williamson County Water Control and Improvement District No. 2 as follows:**

Douglas Coe

Gene Finley

Elton K. Malish

David E. Riggan, Sr.

Russell L. Schmidt, Sr.

**Vote: 4 - 0. Commissioner Limmer was absent from the dais.**

<Attachment>

THE STATE OF TEXAS                   §  
   §  
COUNTY OF WILLIAMSON           §

**ORDER APPOINTING TEMPORARY DIRECTORS  
OF WATER CONTROL AND IMPROVEMENT DISTRICT  
(WILLIAMSON COUNTY WATER CONTROL AND IMPROVEMENT  
DISTRICT NO. 2)**

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WHEREAS, on July 29, 2003, a Petition Requesting Creation of a Water Control and Improvement District (the "Petition") was granted by the Commissioners Court of Williamson County, Texas, thereby creating Williamson County Water Control and Improvement District No. 2 (the "District");

WHEREAS, Section 51.026, Texas Water Code, requires that if Commissioners Court grants the Petition it shall appoint five directors for the District.

NOW, THEREFORE, THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS HEREBY FINDS, DECLARES, AND DETERMINES AS FOLLOWS:

Each person who is to be named as a director of the District is more than eighteen (18) years of age, is a resident citizen of the State of Texas, and owns land subject to taxation in the District. Each of such persons are qualified to be a director of the District and none of the persons is disqualified from serving as a director by virtue of any disqualification described in Section 49.052, Texas Water Code, as amended.

NOW THEREFORE, THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS HEREBY ORDERS:

That the following persons be and are named and appointed as temporary directors of Williamson County Water Control and Improvement District No. 2, to serve until permanent directors are elected or appointed in accordance with the law:

Douglas Coe  
Gene Finley  
Elton K. Malish  
David E. Riggan, Sr.  
Russell L. Schmidt, Sr.

PASSED, APPROVED, AND ADOPTED in Georgetown, Williamson County,  
Texas this July 29, 2003.

By: John C. Daefler 7-29-03  
County Judge

ATTEST:

By: Nancy F. Ruten  
County Clerk

**AGENDA ITEM 29**

Discuss and take appropriate action on creating a part time position for Special Projects Director in Commissioner Pct. #1 office.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To table this agenda item for two weeks.

Vote: **5 - 0**

< Attachment >

**WILLIAMSON COUNTY JOB DESCRIPTION**

**Resumes alone are not sufficient.**

DEPARTMENT: COMMISSIONER, PCT. 1 (ROUND ROCK)

POSITION: COMMISSIONER'S ASSISTANT

JOB SUMMARY: Works under direction of precinct 1 commissioner but conducts research and assists with projects for other members of commissioners court. Attends meetings, prepares information for the public, and assists commissioners in monitoring legislative activity. Will assume role of project coordinator of significant community projects within precinct 1.

ESSENTIAL DUTIES: Conducts research related to plat reviews, subdivision regulation, transportation issues, and other matters. Prepares information for court and public. May act as court liaison to county departments. Represents or assists members of the court at meetings, as necessary. Serves as resource person for agencies or political subdivisions that have business with the county. Assists with county's participation in regional community-based MHMR project. Conducts research and makes reports concerning economic development and environmental impact. Assists commissioners court with tracking legislation related to county government.

PHYSICAL DEMANDS: Driving, typing, data entry, public speaking, long periods of sitting and standing; some light lifting.

ENVIRONMENTAL FACTORS: Works mostly indoors in well-lighted, air-conditioned office. Some overtime in connection with meetings and public events.

QUALIFICATIONS: Bachelor's degree in public administration, business administration, political science, public relations, or related field and at least two years of experience in public administration or closely related field. Ability to present oral and written information to the public and the court in an efficient, tactful, and articulate manner. Ability to interpret statutory, regulatory, and procedural requirements. Ability to work amicably and productively with county officials, department heads, and other local officials. Valid Texas driver's license.