

# Travel Approval Form

Department: Road and Bridge Precinct 2

Event Name: North and East Texas CJCA Conference

Location: College Station

Event Dates: July 15-18, 2024

Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

<u>Kenneth Howell</u>	<u>Commissioner PCT 2</u>
<u>Conference Registration</u>	<u>#258619      \$225.00</u>
<u>Hotel Registration</u>	<u>#25361      PO# 24-0142</u>

**Court Decision:**  
This section to be completed by County Judge's Office



March 25, 2024

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

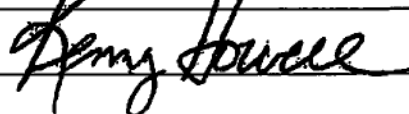
**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



Roxann Rudzavice

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**From:** do-not-reply@county.org  
**Sent:** Wednesday, March 13, 2024 4:05 PM  
**To:** Precinct #2  
**Subject:** Confirmation

**CAUTION: This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.**

Dear Hon. Kenny Howell,

Thank you for your recent online submission. Here are confirmation details for your records.

**Order Number:** 258619

**Order Date:** Mar 13, 2024 2:57 PM

**Bill To:** Hon. Kenny R. Howell

**Order Total:** 225.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number 24-0142.

Item	Price	Qty	Total
2024 North and East Texas CJCA Conference - Hon. Kenny R. Howell <i>When:</i> Jul 15, 2024 9:00 AM - Jul 18, 2024 12:30 PM <i>Where:</i> 161 Wellborn Rd College Station, TX 77840 United States	225.00	1	225.00

*Registration option:* Jul 15, 2024 - County Commissioner Registration  
*Program Items:*

- Jul 16, 2024 6:00 PM: Host Court Night
- Jul 17, 2024 1:30 PM: Sporting Clay Tournament

<b>Item Total</b>	225.00
<b>Item Grand Total</b>	225.00
<b>Transaction Grand Total</b>	225.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to [PCT2@johnsoncountytexas.org](mailto:PCT2@johnsoncountytexas.org).



# North and East Texas County Judges and Commissioners Association Annual Conference and Business Meeting

📅 July 15, 2024 - July 18, 2024

🕒 09:00 AM - 12:30 PM

📍 Kyle Field  
161 Wellborn Rd  
College Station, TX 77840

📞 Contact Michele Ewerz or Jackie Boone at (800) 456-5974.

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[CONTINUING  
EDUCATION](#)

[CANCELLATION](#)

MONDAY, JULY 15, 2024

9 a.m. - 5 p.m.: Registration and Information Desk Open

9 a.m.: Coffee Break

9:30 a.m. - 10:30 a.m.: Calendars: Budgeting, Property Tax and Grievances

10:30 a.m. - 11:30 a.m.: Grant Considerations for Budgeting: ARPA SB 22

11:30 a.m. - 12:30 p.m.: Provided Lunch for Early Bird

12:30 p.m. - 1:30 p.m.: Communicating Your Budget to the Public

**Speaker: Dr. Peter McGill, Director, V.G. Young Institute of County Government**

**1:30 p.m. - 2:30 p.m.: Procedures to Adopt Your Budget**




**3 p.m. - 5 p.m.: Committee Meetings**

**Resolutions Committee Meeting, Nominations Committee Meeting, and Site Selection Committee Meeting**

**3 p.m. - 6 p.m.: President's Welcome Reception**

#### **Resources**

#### **Social Media**

**/TexasCounties)**  (<https://www.instagram.com/texascounties/>)  (<https://twitter.com/TexasCounties>)  (<http://www.linkedin.com/company/texascounties>)

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# North and East Texas County Judges and Commissioners Association Annual Conference and Business Meeting

July 15, 2024 - July 18, 2024

09:00 AM - 12:30 PM

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TUESDAY, JULY 16, 2024

7:30 a.m. - 5 p.m.: Registration and Information Desk Open

7:30 a.m. - 5 p.m.: Exhibit Hall Open

7:30 a.m.: Breakfast in the Exhibit Hall

8 a.m. - 8:50 a.m.: Opening General Session

8:50 a.m. - 9:40 a.m.: Keynote Address

9:40 a.m. - 10:40 a.m.: Refreshment Break in the Exhibit Hall

10 a.m. - 2 p.m: Spouse Event

10:40 a.m. - 11:30 a.m.: 3.014 Working With the Legislature

11:30 a.m. - 1 p.m.: Lunch in the Exhibit Hall

11:30 a.m. - 1 p.m.: Past Presidents' Luncheon

1 p.m. - 1:50 p.m.: 3.019 Subdivision Regulations Commissioners Court Training

1:50 p.m. - 2:40 p.m.: 3.016 County Roads: Right of Way - Vegetation Control Commissioners Court Training

2:40 p.m. - 3:35 p.m.: Refreshment Break in the Exhibit Hall Commissioners Court Training

3:35 p.m. - 4:25 p.m.: 3.004 Regulations and Legal Issues: Illegal Dumping Commissioners Court Training

4:25 p.m. - 5:15 p.m.: Debris Management Commissioners Court Training

5:15 p.m.: Commissioners Recess

1 p.m. - 2 p.m.: Credit Card Debt Cases Judicial Training for County Judges

2 p.m. - 3 p.m.: Mediation Arbitration: When to Order Judicial Training for County Judges

3 p.m. - 3:15 p.m.: Refreshment Break in the Exhibit Hall Judicial Training for County Judges




3:15 p.m. - 4:15 p.m.: Discussions With Your County Attorney Judicial Training for County Judges

4:15 p.m. - 5:15 p.m.: Admonishments: Rights and Consequences of a Plea Judicial Training for County Judges

5:15 p.m.: Judges Recess

#### Resources

#### Social Media

[/TexasCounties](#)  (<https://www.instagram.com/texascounties/>)  (<https://twitter.com/TexasCounties>)  (<http://www.linkedin.com/company/texascounties>)

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WEDNESDAY JULY 17, 2024

7:30 a.m.: Breakfast in the Exhibit Hall

7:30 a.m. - 10:30 a.m.: Exhibit Hall Open

7:30 a.m. - 3 p.m.: Registration and Information Desk Open

8 a.m. - 8:30 a.m.: Association Business Meeting

8:30 a.m. - 9:20 a.m.: 3.014 Specialized Districts: ESD's

9:20 a.m. - 10:20 a.m.: Refreshment Break in the Exhibit Hall



**9 a.m. - 2 p.m.: Spouse Event**

**10:20 a.m. - 11:10 a.m.: 3.018 Environmental Issues: Land Application of Bio Solids**

**11:15 a.m. - 12:45 p.m.: Presidents Luncheon & Installation of Officers**

**1 p.m.: 42 Tournament**

**1 p.m.: Cornhole Tournament**

**1:30 p.m.: Sporting Clay Tournament**

**1 p.m. - 1:50 p.m.: 2.008 County Attorney**

**1:50 p.m. - 2 p.m.: Refreshment Break**

**2 p.m. - 2:50 p.m.: 2.104 Extension Services**

**2:50 p.m.: Recess**

**Resources**

**Social Media**



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THURSDAY JULY 18, 2024

7:30 a.m. - noon: Registration and information Desk Open

8 a.m. - 9 a.m.: Inspirational Breakfast

9 a.m.: Morning Coffee

9:30 a.m. - 10:20 a.m.: 4.003 County Investment Policies

10:20 a.m. - 11:10 a.m.: 4.014 Ethics

11:10 a.m. - 11:25 a.m.: Refreshment Break

**11:25 a.m. - 12:15 p.m.: 4.026 Indigent Healthcare**




**12:15 p.m.: Closing Ceremonies**

**12:30 p.m.: Pledges to the U.S and Texas Flags**

**12:30 p.m.: Adjourn**

#### **Resources**

#### **Social Media**

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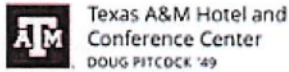
Roxann Rudzavice

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**From:** The Texas A&M Hotel and Conference Center Team <info@cvent.com>  
**Sent:** Wednesday, March 13, 2024 4:11 PM  
**To:** Precinct #2  
**Subject:** The Texas A&M Hotel and Conference Center Reservation Confirmation

**CAUTION: This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.**

## Reservation Confirmation



Hi Kenneth,  
Thank you for your reservation

**Your Upcoming Event**  
**2024 North & East Texas County Judges & Commissioners Annual Conference**  
Jul 14, 2024 - Jul 17, 2024

**Texas A&M Hotel and Conference Center**  
177 Joe Routt Blvd College Station, TX 77840 | 888-654-4436

<b>Date booked</b> Mar 13, 2024	<b>Acknowledgment number</b> #4NQUNMN4	<b>Hotel confirmation number</b> #253631
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**Check-In**

Jul 15, 2024

**Check-Out**

Jul 17, 2024

**Guest Information**Kenneth Howell  
8116 County Road 804Burleson, TX  
76028**Room Type**

Kyle Field Deluxe King

**Guests per room**

1

**Request****Accessible Room**

No

**Share-withs**

Kenneth Howell

**Cancellation Policy**

Reservation cancellation must be cancelled by 4:00pm CST, 48 hours prior to arrival to avoid a penalty of one night's room and tax. No refunds offered in the event of no show or early departure.

Need to change something? [Manage Stay](#).

## Summary of Charges

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Date	Guests	Status	Rate (USD)
Jul 15, 2024	1	Confirmed	139.00
Jul 16, 2024	1	Confirmed	139.00
		<b>Total</b>	<b>278.00</b>

**Add-ons****Tax Disclosure**

<b>Grand Total (USD)</b>	<b>278.00</b>
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## Amenities

- Brazos - Proper Kitchen: signature restaurant and bar
- Amenities 4