AGENDA ITEM
CA 6

Travel Approval Form

Department: Development Services

Event Name: 2026 TACERA Conference

Location: Waco, Tx

Event Dates: October 20-22, 2026

Purpose:

- ☐ Required Continuing Education/Certification
- ☑ Job Training
- ☐ Other: _____

Name of Attendees:

Jennifer VanderLaan

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

Johnson County ★ APPROVED ★ Commissioners Court

6.22.2026

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 HAS NOT BEEN PROVIDED YET.
- ☑ 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: [signature]

Approved in CC on 9/11/2023

2026 Texas Association of County Engineers & Road Administrators (TACERA) Conference Registration Form

Tuesday – Thursday, October 20, 2026 thru October 22, 2026
Conference Location – Waco Convention Center
100 Washington Ave, Waco, TX 76701

Cost to Attend Full Conference

☑ $175 (Member) ☐ $250 (Non-Member)

Name: Jennifer VanderLaan, Director of Development Services

Title: Director of Development Services

County or Business: Johnson County Special Utility District

Address: 2 N Mill Street Suite 305

City / State / Zip: Cleburne, TX 76033

Telephone Number: 817-556-6380 E-mail: jenniferv@johnsoncountytx.org

Please make checks payable to: ***TACERA***

Send check and completed Registration Form to: **TACERA**
P.O. Box 185276, Fort Worth, TX 76181-0276

Questions, call: **(512) 260-1376**
Robert Berndt, Executive Secretary
tacera1@yahoo.com

Credit Card payments: **www.tacera1.org under Events**

Refunds: **No Refunds after August 28, 2026 at 5pm (CST)**

Hotel Accommodations (Both Hotels will offer FREE Breakfast to TACERA Attendees)

TACERA has negotiated a special group rate of only $164.73/night. To make your reservations and get this special rate, simply call the ***Hilton Waco*** (254-754-8484) and give the representative our Group Name (TACERA 2026) and/or the Hilton Code 910. You may also use the following Booking Link: (https://www.hilton.com/en/attend-my-event/actwhhf-910-60950b2d6e81-496a-b23e-6e9ed6de820a) (Copy & Paste Link)

TACERA has negotiated a special group rate of only $139/night. To make your reservations and get this special rate, simply call the ***Courtyard Waco*** (254-752-8686) and give the representative our Group Name (TACERA 2026) and/or the Courtyard Code TXCN. You may also use the following Booking Link: (https://www.marriott.com/event-reservations/reservationlink.mi?id=1776360354503&key=GRP&app=resvlink&_branch_match_id=1583126143007155386&_branch_referrer=H4sIAAAAAAAAA8soKSkottLXTywo0MtNLCrKzC8p0UvOz9UvSi3OyczLtgdK2ALZZSCOWmaKraG5uZmxmYGxqYmpgbFadmqlrXtQgFpdUWpaKlB3Xnp8UlF%2BeXFqka1zRlF%2BbioA62ixf2AAAAA%3D) (Copy & Paste Link)

These group rates will be available until September 1, 2026 or until the room block is sold out, whichever comes first. Don't delay, make your reservations NOW!

Julie Edmiston

From: Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>
Sent: Tuesday, June 2, 2026 8:21 AM
To: Purchasing
Subject: Your Oct-20-2026 Confirmation #3477005014

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

Hello Jennifer,

Join now →

See you soon, Jennifer VanderLaan

Your reservation for Oct-20-2026 has been confirmed.

Confirmation #3477005014

Hilton Waco

113 South University Parks Drive
Waco TX 76701-2241 US
Maps & Directions>>

+12547548484

Tuesday		Thursday
Oct 20	2	**Oct 22**
Check In: 4:00 PM	Nights	Check Out: 11:00 AM

Add to Calendar (iOS/Outlook)

Add to Calendar (Other)

Your Room Information

Guest Name:	Jennifer VanderLaan
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING DELUXE ROOM W/ SOFA
Your Rate Information	TACERA 2026

Rate per night	
20-Oct-2026 - 22-Oct-2026	159.00 USD
Total for Stay per Room Rate	**318.00 USD**
Total taxes and government charges	58.83 USD
Mandatory Charge	1.92 USD
Total price for Stay	**378.75 USD**

Modify Your Reservation >>

Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Oct-18-2026, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

Additional Information

We are a smoke-free hotel

Tax

13.0% Per Room Per Night
2.0% Per Room Per Night
3.39% Per Room Per Night

Mandatory Charge: 1.92 USD



Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our Customer Support page and select the applicable contact method.

Welcome Bonus Terms & Conditions

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

Click here to see Hilton's policy regarding firearms on hotel premises.

*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.
** Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.
† Visit Hilton.com/guarantee to learn more about our Best Price Guarantee.

Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotion Period"), beginning the day, the participant enrolls in Hilton Honors, at any hotel or resort in the Hilton Portfolio All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors™ participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors™ Bonus Points. The first stay within the Promotional Period will earn 1,000 Bonus Points. The second stay within the Promotional Period will earn 2,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 1,000 Hilton Honors™ Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5 -7-business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A 'stay' is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other select offers. In-Room Internet Access, Fitness Center/Health Club Access and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit HiltonHonors.com.

Hilton Honors(TM) membership, including the earning and redemption of Points, is subject to Hilton Honors Terms and Conditions.

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. Click here if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding your reservation, please contact Hilton Reservations and Customer Care by phone or chat with us. You can also visit our Help Center for additional questions.

Hilton Honors™ membership, including the earning and redemption of Points, is subject to Hilton Honors Terms and Conditions.

This email advertisement was delivered to pur@johnsoncountytx.org. Click here to unsubscribe. Unsubscribing from all marketing emails will prevent you from receiving news, offers and information from us. You can continue to check your account by logging into your profile, contacting by phone or chatting with us. You can also visit our Help Center for additional questions.

© 2026 Hilton | ™ indicates a trademark of Hilton Domestic Operating Company Inc. or its subsidiaries | Privacy Policy

Hilton Reservations and Customer Care | 7930 Jones Branch Drive | McLean, Virginia 22102, USA

R03_B02_NMK_OTR_V33_MULTIBR_H03_EN



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/02/2026 DEPARTMENT: Development Services

PERSON SENDING REQUEST: Julie Edmiston EXT: 1850

Person (s) Name Attending:

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

1. Jennifer VanderLaan, Director of Development Services
2.
3.
4.
5.
6.

Function Attending: 2026 TACERA conference

Hotel Name: HIlton Waco		
Hotel Address: 113 S University Parks Dr		
City: Waco	State: TX	Zip: 76701
Hotel Phone# 2547548484		
Special Requirements:		
Conference Hotel Block Code: TACERA 2026		
Conference/Training Website: http://www.tacera1.org/		
How many rooms needed: 1		
Date of Check In: 10/20/26	**Date of Check Out:** 10/22/26	

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.