

# Travel Approval Form

**Department:** Development Services

**Event Name:** North and East County Judges and Commissioners Association

**Location:** Montgomery, Texas

**Event Dates:** 7-20-2026 thru 7-23-2026

**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



3-23-2026

**Required Documents Checklist:**

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

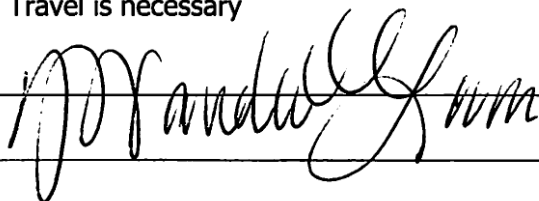
**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- 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:**



## Julie Edmiston

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**From:** Jennifer VanderLaan  
**Sent:** Wednesday, March 11, 2026 1:59 PM  
**To:** Julie Edmiston  
**Subject:** FW: Confirmation

For the requisition please

Jennifer VanderLaan  
Director, C.F.M.  
Johnson County Development Services  
817-556-6380

\* Please make sure to access the most recent documents for this department at <https://www.johnsoncountytexas.org/departments/development-services> .

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**From:** do-not-reply@county.org <do-not-reply@county.org>  
**Sent:** Wednesday, March 11, 2026 1:31 PM  
**To:** Jennifer VanderLaan <JenniferV@johnsoncountytexas.org>  
**Subject:** Confirmation

Dear Ms. Jennifer VanderLaan,

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

**If you have registered for the 2026 131st Annual CDCAT Education Conference, click [here](#) for the hotel room block details.**

**Order Number:** 285990

**Order Date:** Mar 11, 2026 1:29 PM

**Bill To:** Ms. Jennifer VanderLaan

**Order Total:** 275.00

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

Item	Price	Qty	Total
2026 North & East CJCA Conference - Ms. Jennifer VanderLaan <i>When:</i> Jul 20, 2026 9:00 AM - Jul 23, 2026 12:00 PM <i>Where:</i> Margaritaville Lake Resort Lake Conroe 600 Margaritaville Park Way Montgomery, TX 77356 United States	275.00	1	275.00

*Registration option:* Jul 20, 2026 9:00 AM - County Staff Registration  
*Program Items:*

- Jul 20, 2026 9:30 AM: Commissioners Court Administrative Training: Tax Abatements
- Jul 20, 2026 2:00 PM: Ice Cream Social With the Exhibitors
- Jul 20, 2026 3:00 PM: President's Welcome Reception With Exhibitors
- Jul 21, 2026 10:00 AM: Spouse Event
- Jul 21, 2026 6:00 PM: Host Court Night
- Jul 22, 2026 11:30 AM: Installation Luncheon
- Jul 23, 2026 8:00 AM: Inspirational Breakfast

<b>Item Total</b>	275.00
<b>Item Grand Total</b>	275.00
<b>Transaction Grand Total</b>	275.00

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 [jennifer@johnsoncountytexas.org](mailto:jennifer@johnsoncountytexas.org).



# North and East Texas County Judges and Commissioners Association

July 20, 2026 - July 23, 2026 **multi-day**

08:00 AM - 05:00 PM

Margaritaville Lake Resort Lake Conroe  
600 Margaritaville Pkwy  
Montgomery, TX 77356

Contact: Michele Ewerz or Adrianna Ball at (800) 456-5974

[Contact Us](#)

[Registration](#)

## AGENDA

### Monday, July 20

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



Location: Registration

**9:30 - 10:20 a.m.: Overview of Tax Abatement Agreements**



Speakers: Eric Magee, General Counsel, County Judges and Commissioners Association of Texas  
Jay Mayden, County Relations Officer, Texas Association of Counties

Location: Coastal Ballroom

**10:20 - 11:10 a.m.: Renewable Energy Projects and Data Centers**



Speaker: Jay Mayden, County Relations Officer, Texas Association of Counties

Location: Coastal Ballroom

**11:10 a.m. - 12:20 p.m.: Provided Lunch for Early Bird Session**



Location: Del Lago Ballroom

## 12:20 - 1:10 p.m.: Chapter 312 and Establishing a Tax Increment Reinvestment Zone



Speaker: Eric Magee, General Counsel, County Judges and Commissioners Association of Texas

Location: Coastal Ballroom

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## 1:10 - 2 p.m.: Lessons Learned and Q&A



Speaker: Jay Mayden, County Relations Officer, Texas Association of Counties

Location: Coastal Ballroom

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## 2 - 3 p.m.: Ice Cream Social With Exhibitors



Location: Compass Ballroom/Grand Hall

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## 3 - 4:30 p.m.: Reception with Exhibitors



Location: Compass Ballroom/Grand Hall

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## 3 p.m.: Committee Meetings



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

Location: Resolutions Cmte: Latitude Nominations Cmte: Longitude Site Selection Cmte: Catamaran Scholarship Cmte: Anchor

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 (<https://www.instagram.com/texascounties/>)

 (<https://twitter.com/TexasCounties>)

 (<http://www.linkedin.com/compa>)



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Montgomery, TX 77356

📞 Contact: Michele Ewerz or Adrianna Ball at (800) 456-5974

Contact Us

Registration

## AGENDA

### Tuesday, July 21

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



**7:30 a.m. - 3:45 p.m.: Exhibit Hall Open**



Location: Compass Ballroom/Grand Hall

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



Location: Compass Ballroom/Grand Hall

**8 - 8:50 a.m.: Opening Ceremonies**



Location: Coastal Ballroom

**8:50 - 9:40 a.m.: Keynote Address - 3.010 Building Better Relations:  
Generational Differences in the Workplace**



Location: Coastal Ballroom

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



Sponsored by: Texas A&M AgriLife Extension Service Professional Associations

**Location:** Compass Ballroom/Grand Hall

**10:40 - 11:30 a.m.: 3.013 Working With the Legislature**



Speakers: Jim Allision, Senior General Counsel, County Judges and Commissioners Association of Texas (CJCAT)

Rick Thompson, Program Director, CJCAT

Legislators

**Location:** Coastal Ballroom

**10:45 a.m. - 3:15 p.m: Spouse Event**



**Location:** TBD

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



**Location:** Compass Ballroom/Grand Hall

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



Sponsored by: Allison, Bass & Magee, LLP

**Location:** Catamaran

**1 - 1:50 p.m.: 4.002 Personnel Policy: Payroll**

Commissioners Court  
Training



**Location:** Coastal Ballroom

**1:50 - 2:40 p.m.: 3.004 Regulations and Legal Issues:  
Illegal Dumping**

Commissioners Court  
Training



Speaker: Eric Magee, General Counsel, County Judges and Commissioners Association

**Location:** Coastal Ballroom

**2:40 - 3:35 p.m.: Refreshment Break in the Exhibit Hall**

Commissioners Court  
Training



**Location:** Compass Ballroom/Grand Hall

**3:35 - 4:25 p.m.: 3.016 County Roads 101**

Commissioners Court  
Training



Panel: Hon. Lane Grayson, Ellis County Commissioner

Kevin Landreth, P2 Emulsions

Hon. Kelly Traylor, Cherokee County Commissioner

**Location:** Coastal Ballroom

**4:25 - 5:15 p.m.: 4.021 Strategic Panning: How to Recruit and Retain Employees**

Location: Coastal Ballroom

Commissioners Court Training



**5:15 p.m.: Commissioners Recess**



**1 - 2 p.m.: Alternative Dispute Resolutions**

Location: Latitude

Judicial Training for County Judges



**2 - 3 p.m.: Magistration and New PSRS Changes You Should Know**

Location: Latitude

Judicial Training for County Judges



**3 - 3:15 p.m.: Refreshment Break**

Location: Latitude

Judicial Training for County Judges



**3:15 - 4:15 p.m.: Issues in DWI Cases**

Location: Latitude

Judicial Training for County Judges



**4:15 - 5:15 p.m.: Overview of Mental Health Issues in the Justice System**

Location: Latitude

Judicial Training for County Judges



**5:15 p.m.: Judges Recess**



**6 p.m.: Host Court Night**



Coordinated and Sponsored by: Montgomery County Commissioners Court



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🕒 08:00 AM - 05:00 PM

📍 Margaritaville Lake Resort Lake Conroe  
600 Margaritaville Pkwy  
Montgomery, TX 77356

📞 Contact: Michele Ewerz or Adrianna Ball at (800) 456-5974

[Contact Us](#)

Registration

## AGENDA

### Wednesday, July 22

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



Location: Compass Ballroom/Grand Hall

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



Location: Compass Ballroom/Grand Hall

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



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



Location: Coastal Ballroom

**8:30 - 9:20 a.m.: 3.006 Personnel Policies: HR**



Location: Coastal Ballroom

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



Location: Compass Ballroom/Grand Hall

**10:20 - 11:10 a.m.: 3.018 Environmental Issues: Groundwater Availability**



Location: Coastal Ballroom

**11:30 a.m. - 12:45 p.m.: Presidents Luncheon & Installation of Officers**



Scholarship awards sponsored by: Burns Architecture LLC

Location: Del Lago Ballroom

**1 p.m.: Domino Tournament**



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



**1:30 p.m.: Golf Tournament**



**1 - 1:50 p.m.: 2.004 District Clerk**



Speaker: Hon. Melisa Miller, Montgomery County District Clerk

Location: Coastal Ballroom

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



Location: Coastal Ballroom

**2 - 2:50 p.m.: 2.011 Constable**



Speaker: Hon. Matt Wylie, Johnson County Constable

Location: Coastal Ballroom

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





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Montgomery, TX 77356

📞 Contact: Michele Ewerz or Adrianna Ball at (800) 456-5974

Contact Us

Registration

## AGENDA

### Thursday, July 23

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



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



Speaker sponsored by: Faith Christian Center

**Location:** Del Lago Ballroom

**9 a.m.: Morning Coffee**



**Location:** Coastal Ballroom

**9:30 - 10:20 a.m.: 3.009 Juvenile Justice Systems**



Speaker: Brandon Barski, Grimes County

**Location:** Coastal Ballroom

**10:20 - 11:10 a.m.: 4.005 Purchasing Applications**



Speaker: Phillip Arnold, Bickerstaff

**Location:** Coastal Ballroom

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



**Location:** Coastal Ballroom

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**11:25 a.m. - 12:15 p.m.: 4.019 Elections**



**Location:** Coastal Ballroom

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



**Location:** Coastal Ballroom

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



**Location:** Coastal Ballroom


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



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# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 03/11/2026

DEPARTMENT: Development Services

PERSON SENDING REQUEST: Jennifer VanderLaan EXT: 1855

Person (s) Name Attending:

1. Jennifer VanderLaan
2.
3.
4.
5.
6.

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

LEOSE FUNDS

Function Attending: TAC North and East County Judges and Commissioners Assoc. Conf. 2026

Hotel Name: Margaritaville Lake Resort Lake Conroe
Hotel Address: 600 Margaritaville Park Way
City: Montgomery State: TX Zip: 77356
Hotel Phone# 9364484400
Special Requirements:
Conference Hotel Block Code: 2NAETCJACA358
Conference/Training Website: <a href="https://www.county.org">https://www.county.org</a>
How many rooms needed: 1
<b>Date of Check In:</b> 7/19/26 <b>Date of Check Out:</b> 7/23/26

**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.