

ATASCOSA COUNTY
COMMISSIONERS COURT
REGULAR MEETING
COMMISSIONERS COURTROOM, SUITE 203
August 11, 2025
9 a.m.

If after the commencement of the meeting covered by this Notice, the Commissioners Court should determine that a closed or executive meeting or session of the Court is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the Court. Purposes for a closed or executive meeting or session permitted by the Act include the following:

- 551.071 Consultation with Attorney.
- 551.072 Deliberation regarding real property.
- 551.073 Deliberation regarding prospective gifts.
- 551.074 Personnel Matters.
- 551.076 Deliberation regarding security devices or security audits.
- 551.0785 Deliberation involving medical or psychiatric records of individuals.
- 551.084 Investigation; exclusion of witness from hearing.
- 551.087 Deliberation regarding economic development negotiation.
- 551.088 Deliberation regarding test item.

AGENDA

1. Judge Cude: Call to Order.
2. Judge Cude: Prayer; Pledge of Allegiance.
3. Public Comments:
4. Ronald Rocha: Discuss and/or take appropriate action on a request that
Judge Cude: Atascosa County enter an order approving the private sale, pursuant to § 34.05 of the Texas Property Tax Code, of certain real property previously stuck off to the Taxing Authorities in-trust pursuant to § 34.01 of the Texas Property Tax Code for delinquent ad valorem taxes assessed to said property described in Exhibit A.
5. Judge Dillingham Discuss and/or take appropriate action concerning personnel:
 - Existing Employee: Shelley Hoefer
 - Position: Assistant Court Coordinator
 - Pay Rate: \$26.63 Hourly Rate
 - Salary Budget Area: 043-400-403
 - Start Date: 8/11/25
 - Physical: N/A
 - Drug Test: N/A
6. Ronald Sanchez: Discuss and/or take appropriate action to adopt an order restricting
Fire Marshal: outdoor burning (Burn Ban), effective on August 11, 2025, for a period of 60 days (until October 10, 2025) and allow the Fire Marshal to end the Burn Ban without returning to the Commissioner's Court for approval

when the Fire Marshal determines that the circumstances present in the unincorporated areas of the County no longer create a public safety hazard that would be exacerbated by outdoor burning.

7. Cathy Seiter: Elections: Discuss and/or take appropriate action to approve the Order of Elections November 2025.

8. Sheriff Guerra: Discuss and/or take appropriate action concerning personnel:
 - New Employee: Chien Han Wang
 - Position: Deputy Sheriff
 - Pay Rate: Tier 2: \$27.70 Hourly; 86 Hours Fluctuating; \$120.00 mo Uniform; SB22 eligible; Incentive Pay; 90-Day County Probation, 1-Year Agency Probation
 - Salary Budget Area: 012-440-410
 - Start Date: 08/18/2025
 - Physical: complete
 - Drug Test: complete

9. Sheriff Guerra: Discuss and/or take appropriate action for approval of the MOU for communication and coordination between Charlotte ISD PD and ACSO.

10. Timothy Gutierrez: Juvenile Detention: Discuss and/or take appropriate action concerning personnel:
 - New Employee: Bryan Daniel Ibarra
 - Position: Juvenile Supervision Officer (Tier III)
 - Pay Rate: \$21.11 Hourly
 - Salary Budget Area: 139-400-403
 - Start Date: 8/20/2025
 - Physical: Pending
 - Drug Test: Pending

 - New Employee: Mario Cruz
 - Position: Juvenile Supervision Officer (Tier III)
 - Pay Rate: \$21.11 Hourly
 - Salary Budget Area: 139-400-403
 - Start Date: 8/20/2025
 - Physical: Pending
 - Drug Test: Pending

 - New Employee: Miranda Jo Gaitan
 - Position: Juvenile Supervision Officer (Tier III)
 - Pay Rate: \$21.11 Hourly
 - Salary Budget Area: 039-400-562
 - Start Date: 8/20/2025
 - Physical: Pending
 - Drug Test: Pending

Existing Employee:	Trant Stark
Position:	P/T Control Technician (Day)
Pay Rate:	\$12.00 hourly
Salary Budget Area:	039-400-406
Start Date:	8/12/2025
Physical:	N/A
Drug Test:	N/A

11. Britni Van Curan: Rural Development: Discuss and/or take appropriate action concerning approval/denial of the Right-of-Way Permit for CPS Energy on Luckey Rd in Precinct 2.
12. Britni Van Curan: Rural Development: Discuss and/or take appropriate action concerning approval/denial of the road bore permit for Spectrum Gulf Coast LLC on Post Oak Rd in Precinct 2.
13. Britni Van Curan: Rural Development: Discuss and/or take appropriate action concerning approval/denial of the Right-of-Way Permit for Spectrum Gulf Coast, LLC on Post Oak Rd in Precinct 2.
14. Britni Van Curan: Rural Development: Discuss and/or take appropriate action regarding the approval or denial of the Final Plat for the E. Pacheco Addition, located off Atascosa County Road 101 in Precinct 4.
15. Britni Van Curan: Rural Development: Discuss and/or take appropriate action concerning approval/denial of the Certificate of Exception for Pleasanton Oaks LLC on Timbercreek Rd./Shale Rd. in Precinct 4.
16. Britni Van Curan: Rural Development: Discuss and/or take appropriate action concerning changing the road name of Timbercreek Road to Shale Rd in Precinct 4. This area of Timbercreek Road currently falls between Shale Road and County Road 422 before it turns into County Road 431. It will appear on all county maps as Shale Road from S US Highway 281 to the intersection of County Road 422 effective immediately.
17. Theresa Carrasco: County Clerk: Discuss and/or take appropriate action concerning accepting the proposal/quotes from Kofile for De-acidification, Encapsulation and Binding of books.
18. Theresa Carrasco: County Clerk: Discuss and/or take appropriate action for Approval of Commissioners' Court Minutes for June 2025.
19. Justin Vasquez I.T. Comm. Gillespie: Discuss and/or take appropriate action concerning accepting a proposal from TotalCom to provide low-voltage cabling services for the Tax Office in addition to the amount of \$29,357.88 and authorizing the County Judge to sign.
20. Justin Vasquez: I.T. Discuss and/or take appropriate action concerning personnel:

Existing Employee:	James Hechler
Position:	IT Technician

Pay Rate: Increase to \$24.52/hour
Salary Budget Area: 012-476-402
Start Date: August 11, 2025
Physical: N/A
Drug Test: N/A

Existing Employee: Vernandin Moreno
Position: IT Technician Assistant
Pay Rate: Increase to \$23.56/hour
Salary Budget Area: 012-476-402
Start Date: August 11, 2025
Physical: N/A
Drug Test: N/A

21. Kayla Fournier: H.R. Discuss and/or take appropriate action on Employee Handbook Revisions recommended by the Policy and Procedure Committee Meeting on August 6,2025.
22. Tracy Barrera: Auditor: Discuss and/or take appropriate action to accept and certify the donation received by the Atascosa County Animal Shelter, in the amount of \$5,000.00 from Petco Love to provide support to the Animal Shelter Clinics and amend the Atascosa County 2025 Budget to increase the revenue account, Donations 012-300-346 by \$5,000.00 to receive the funds and increase the Atascosa County 2025 Budget line expense, Veterinary Services/Clinics, 012-478-508 account by the same amount.
23. Molly Solis, County Attorney
Britni Van Curan, Rural Development Discuss and/or take appropriate action to approve amendments to the Order Prohibiting Dumpsters within the public right-of-way of Atascosa County, Texas.
24. Tracy Barrera: Auditor: Discuss and/or take appropriate action to approve the disposal and removal from the inventory of 20 ExpressTouch election equipment that has served its useful life. ES&S will pick up equipment and dispose of the equipment with no fee to the county.
25. Commissioner Gillespie:
Alamo Area Council of Governments: Discuss and/or take appropriate action to approve the Interlocal Agreement between Atascosa County and the Alamo Area Council of Governments (AACOG) for continued participation in the 9-1-1 Public Safety Answering Point (PSAP) Services Program for Fiscal Year 2026 and beyond.
26. Judge Cude:
Curtis Vickers: Discuss and/or take appropriate action on the County Infrastructure Project Monthly Report.
27. Judge Cude: Update and/or take appropriate action concerning Judges, Commissioners, and Other County Elected Officials' training Course certifications, record any hours and certificates into Commissioners Court minutes and other documents not related to Education needs to be filed in the court records.

Theresa Carrasco has completed 25 hours of Continuing Education at

the 2025 Region 8 County and District Clerks Spring meeting and the 2025- 130th Annual County and District Clerks Association of Texas Conference.

28.

EXECUTIVE SESSION

The Regular Session of Atascosa County Commissioners Court will now recess in order to convene in Executive Session according to Texas Government Code 551.071 Consultation with Attorney and 551.074 to discuss personnel matters.

A. Discuss updates on pending litigation matters.

B. Discuss and consider presentation by HR Department and County Attorney on complaint alleging violations of the County Personnel Handbook at JP4 building by employees and Justice of the Peace Rusty Prasifka.

29.

OPEN SESSION

30. Judge Cude: Discuss and/or take appropriate action concerning item(s) discussed in executive session.

A. Discuss and consider updates on pending litigation matters.

B. Discuss and consider presentation by HR Department and County Attorney on complaint alleging violations of the County Personnel Handbook at JP4 building by employees and Justice of the Peace Rusty Prasifka.

31. Judge Cude: Discuss, review and take action to accept and/or approve any
Tracy Barrera: invoices and payroll.

32. Judge Cude: Discuss, review and take action on reports submitted.
Tracy Barrera:

33. **COMMENTS FROM THE COMMISSIONERS COURT (No Action Can Be Taken).** The next Commissioners Court is set for Monday, August 25, 2025.

34. Judge Cude: Adjourn.



Weldon P. Cude, Atascosa County Judge

I, the undersigned, do hereby certify that this notice was posted by 9:00a.m., on Friday, August 8, 2025.



Jessica Kidd, Court Coordinator

**AGENDA REQUEST
(GENERAL)**

Agenda Item 4.

Meeting Date: 08/11/2025
Item Title:
Submitted For: Weldon Cude, County Judge

Discuss and/or take appropriate action concerning:

Ronald Rocha: Discuss and/or take appropriate action on a request that Atascosa County enter an order approving the private sale, pursuant to § 34.05 of the Texas Property Tax Code, of certain real property previously stuck off to the Taxing Authorities in-trust pursuant to § 34.01 of the Texas Property Tax Code for delinquent ad valorem taxes assessed to said property described in Exhibit A.
Judge Cude:

ATTACHMENTS

information

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

112 E. PECAN ST., SUITE 2200
SAN ANTONIO, TEXAS 78205

210.225.4422
Fax 210.225.6410

August 1, 2025

ATASCOSA COUNTY, JOURDANTON INDEPENDENT SCHOOL DISTRICT AND CITY OF
JOURDANTON

Analysis of Bid Received on Trustee Property

CAUSE NO: 19-12-1100-CVA

STYLE OF CASE: ATASCOSA COUNTY, ET AL VS. COTFORD I, LTD.

LEGAL DESCRIPTION: 0.029 ACRES OF LAND, MORE OR LESS, OUT OF BLOCK 102, CITY OF JOURDANTON, ATASCOSA COUNTY, TEXAS; ACCORDING TO THE DEED RECORDED IN VOLUME 243, PAGES 886-890, DEED RECORDS ATASCOSA COUNTY, TEXAS; ACCOUNT NO. 62613

JUDGMENT DATE: JUNE 21, 2022 DATE OF ORIGINAL TAX SALE: NOVEMBER 1, 2022

MINIMUM BID: \$4,440.00 (ADJUDGED VALUE)

PROSPECTIVE BUYER: CITY OF JOURDANTON

AMOUNT OF BID: **\$500.00**

Amount Due for Post Judgment Year 2022: \$213.87 (as of August 2025)

TENTATIVE ACCOUNTING OF PROCEEDS PURSUANT TO § 34.06 & 34.02 OF THE TEXAS PROPERTY TAX CODE

Costs/ Taxing Entity	Judgment Amount/Years	Tax Percentage	Disbursement Amount
Publication Costs	\$153.00	n/a	\$0.00
District Clerk Court Costs	\$1,223.00	n/a	\$0.00
Abstract/Title Costs	\$250.00	n/a	\$0.00
Costs of Sale	\$58.00	n/a	\$0.00
Deed Fees	\$30.00	n/a	\$0.00
Sheriff	\$216.91	n/a	\$0.00
Total Costs Only	\$1,930.91	n/a	\$0.00
Atascosa County (2004-2021)	\$624.65	45.75%	\$0.00
Evergreen UWCD (2004-2021)	\$8.80	0.28%	\$0.00
Jourdanton ISD (2004-2021)	\$1,423.36	23.58%	\$0.00
City of Jourdanton (2004-2021)	\$583.84	30.39%	\$0.00
Total Taxes Only	\$2,640.65	100%	\$0.00
Total Taxes & Costs	\$4,571.56		

Suit Nbr	Account Nbr	Short Legal	Minimum Bid at Sale	Proposed Resale Bid	Adjudged Value
19-12-1100-CVA	62613	JOURDANTON BLK PT OF 102 0.029	\$4,440.00	\$500.00	\$4,440.00

EXHIBIT A

Atascosa CAD Property Search

Property ID: 62613 For Year 2024

Property Details

Account		
Property ID:	62613	Geographic ID: 02330-00-102-000101
Type:	R	Zoning:
Property Use:		Condo:
Location		
Situs Address:		
Map ID:		Mapsco:
Legal Description:	JOURDANTON BLK PT OF 102 0.029	
Abstract/Subdivision:	S02330	
Neighborhood:	(CJO 97) CJO 97 COMM	
Owner		
Owner ID:	73061	
Name:	ATASCOSA COUNTY TRUSTEE	
Agent:		
Mailing Address:	1001 OAK ST JOURDANTON, TX 78026	
% Ownership:	100.0%	
Exemptions:	EX-XV - For privacy reasons not all exemptions are shown online.	

Property Values

Improvement Homesite Value:	\$0 (+)
Improvement Non-Homesite Value:	\$0 (+)
Land Homesite Value:	\$0 (+)
Land Non-Homesite Value:	\$6,420 (+)
Agricultural Market Valuation:	\$0 (+)
Market Value:	\$6,420 (=)
Agricultural Value Loss: ⓘ	\$0 (-)
Appraised Value:	\$6,420 (=)
HS Cap Loss: ⓘ	\$0 (-)
Circuit Breaker: ⓘ	\$0 (-)
Assessed Value:	\$6,420
Ag Use Value:	\$0

Information provided for research purposes only. Legal descriptions and acreage amounts are for Appraisal District use only and should be verified prior to using for legal purpose and or documents. Please contact the Appraisal District to verify all information for accuracy.

Property Taxing Jurisdiction

Owner: ATASCOSA COUNTY TRUSTEE

Entity	Description	Tax Rate	Market Value	Taxable Value
CJO	CITY OF JOURDANTON	0.740000	\$6,420	\$0
GAT	ATASCOSA COUNTY	0.408738	\$6,420	\$0
WEV	EVERGREEN WATER DIST	0.004365	\$6,420	\$0
CAD	County Appraisal District	0.000000	\$6,420	\$0
FMLR	FARM TO MARKET ROAD	0.074150	\$6,420	\$0
SJO	JOURDANTON ISD	1.019800	\$6,420	\$0

Total Tax Rate: 2.247053

Property Improvement - Building

Property Land

Type	Description	Acreage	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
CC	COMMERCIAL LOT	0.03	1,267.00	0.00	0.00	\$6,420	\$0

Property Roll Value History

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap Loss	Assessed
2024	\$0	\$6,420	\$0	\$6,420	\$0	\$6,420
2023	\$0	\$6,420	\$0	\$6,420	\$0	\$6,420
2022	\$0	\$5,640	\$0	\$5,640	\$0	\$5,640
2021	\$0	\$4,890	\$0	\$4,890	\$0	\$4,890
2020	\$0	\$4,440	\$0	\$4,440	\$0	\$4,440
2019	\$0	\$4,440	\$0	\$4,440	\$0	\$4,440
2018	\$0	\$4,440	\$0	\$4,440	\$0	\$4,440
2017	\$0	\$4,440	\$0	\$4,440	\$0	\$4,440
2016	\$0	\$4,440	\$0	\$4,440	\$0	\$4,440

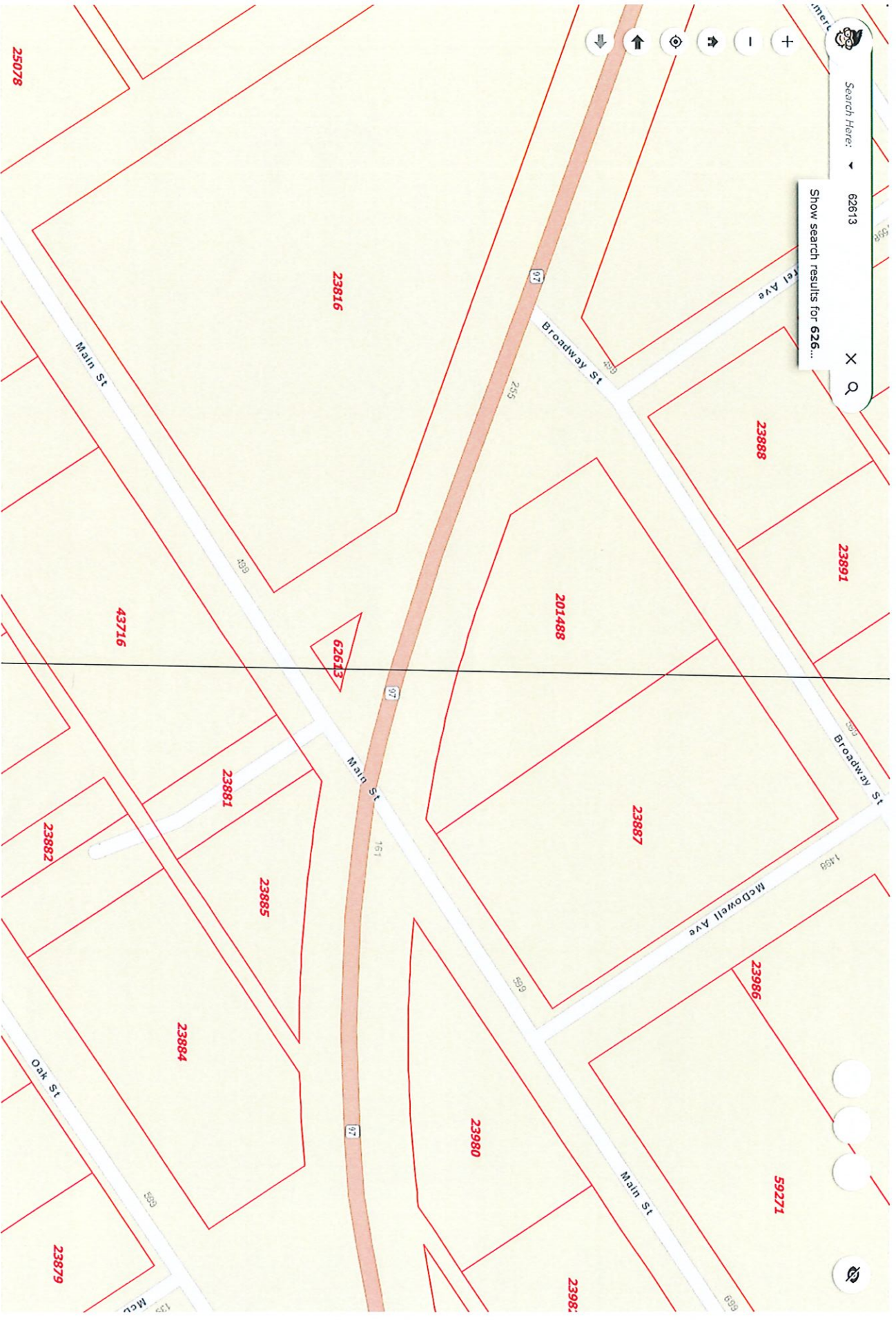
Property Deed History

Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Number
8/13/2003	SWD	SPECIAL WARRANTY DEED	SIMMS A L ESTATE	COTFORD I LTD	243	886	0
11/28/2022	SD	SHERIFFS DEED	COTFORD I LTD	ATASCOSA COUNTY TRUSTEE			230122

ARB Data

Hearing Date And Time	Board Members	Owner's Opinion Of Value	Cad Value	Board's Determination Of Value	ARB Determination
-----------------------	---------------	--------------------------	-----------	--------------------------------	-------------------

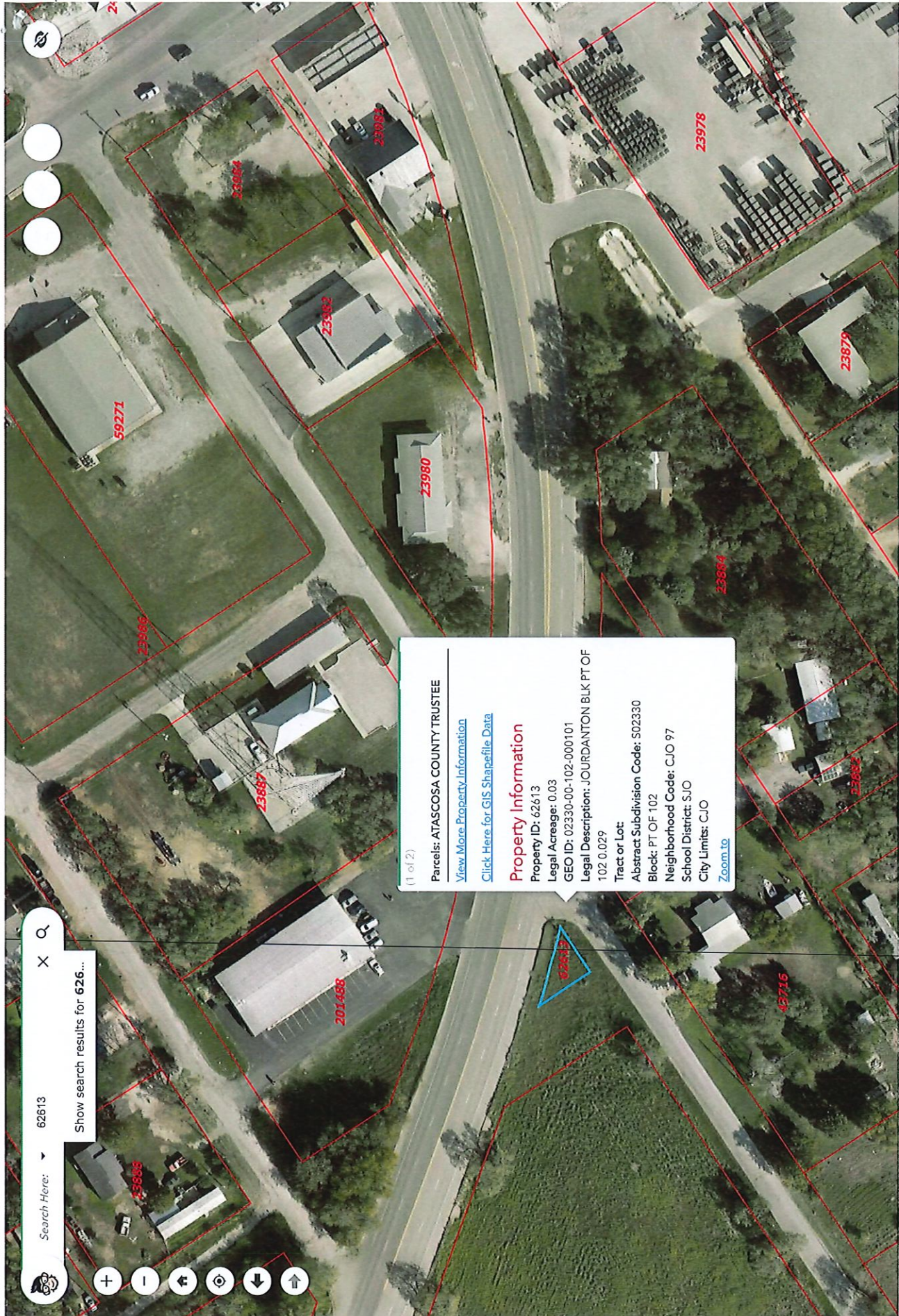
Search Here: 62613
Show search results for 626...



28°59'04"N 98°32'58"W







(1 of 2)

Parcels: ATASCOSA COUNTY TRUSTEE

[View More Property Information](#)

[Click Here for GIS Shapefile Data](#)

Property Information

Property ID: 62613

Legal Acreage: 0.03

GEO ID: 02330-00-102-000101

Legal Description: JOURDANTON BLK PT OF 102 0.029

Tract or Lot: Abstract Subdivision Code: S02330

Block: PT OF 102

Neighborhood Code: CJO 97

School District: SJO

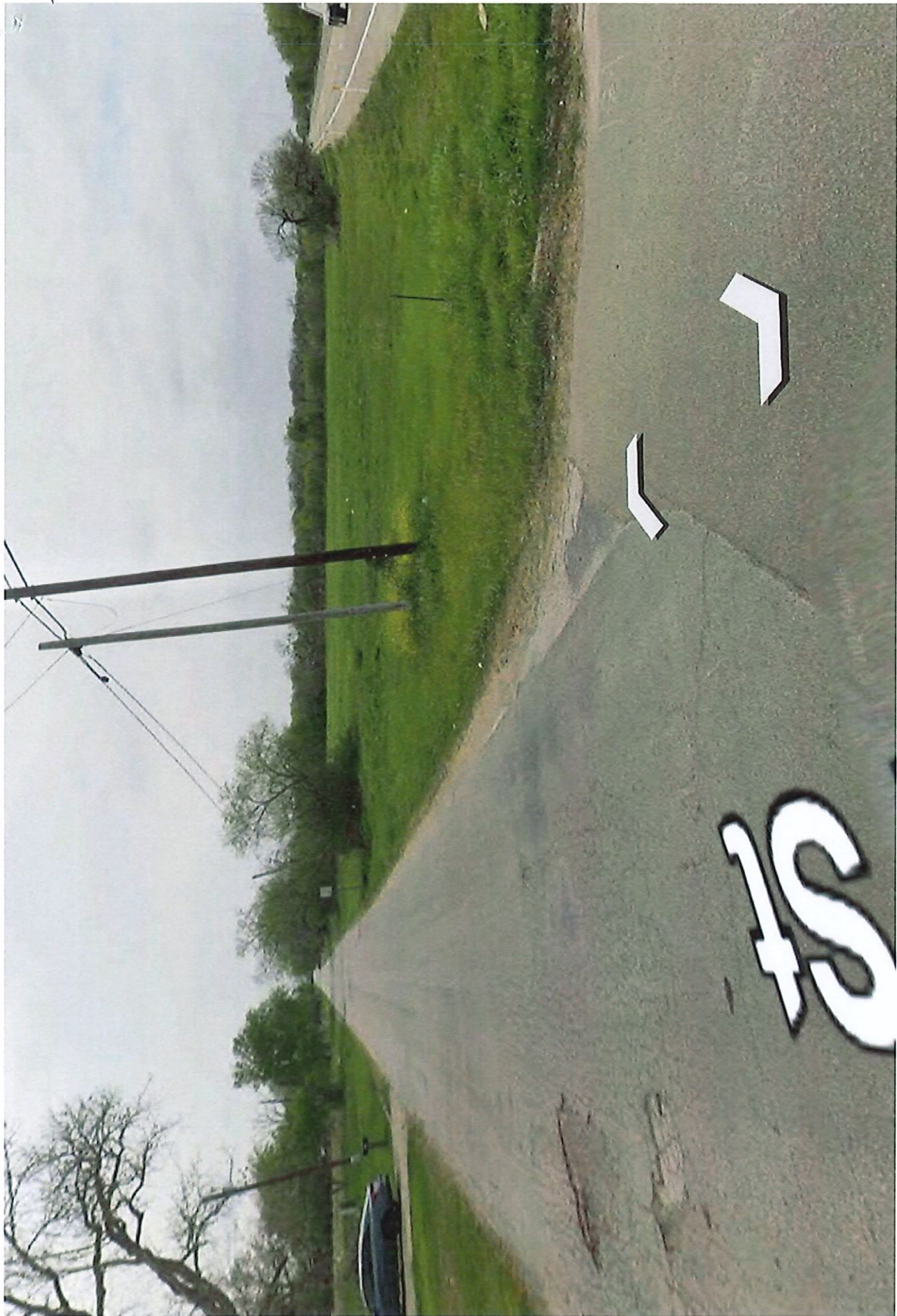
City Limits: CJO

[Zoom to](#)

26°55'04"N 98°32'57"W

0 50 100ft







PERSONNEL ACTION FORM

Please indicate if action to be taken is regarding *new employment or completion of probation*:

Employment Type: Existing Employee, new position or promotion

Requested Action

Judge Dillingham	Discuss and/or take appropriate action concerning personnel:
	Existing Employee: Shelley Hoefler
	Position: Assistant Court Coordinator
	Pay Rate: \$26.63 Hourly Rate
	Salary Budget Area: 043-400-403
	Start Date: 8/11/25
	Physical: N/A
	Drug Test: N/A

**AGENDA REQUEST
(GENERAL)**

Agenda Item 6.

Meeting Date: 08/11/2025
Item Title: Burn Ban Order Effective 8/11/2025
Submitted For: Ronald Sanchez, Fire Marshal

Discuss and/or take appropriate action concerning:

Ronald Sanchez: Discuss and/or take appropriate action to adopt an order restricting outdoor burning (Burn Ban), effective on August 11, 2025, for a period of 60 days (until October 10, 2025) and allow the Fire Marshal to end the Burn Ban without returning to the Commissioner's Court for approval when the Fire Marshal determines that the circumstances present in the unincorporated areas of the County no longer create a public safety hazard that would be exacerbated by outdoor burning.

ATTACHMENTS

Burn Ban Order



Atascosa County Fire Marshal & Emergency Management Office

711 Broadway Jourdanton, Texas 78026

Tel: 830-769-2029 Fax: 830-767-2600

RONALD SANCHEZ

Fire Marshal

rsanchez@co.atascosa.tx.us



**ATASCOSA COUNTY ORDER RESTRICTING OUTDOOR BURNING
TO INCLUDE PRESCRIBED BURN CRITERIA**

COUNTY OF ATASCOSA

STATE OF TEXAS

ORDER PROHIBITING OUTDOOR BURNING

WHEREAS, Section 352.081 of the Local Government Code provides that the commissioners court of a county, by order, may prohibit outdoor burning in the unincorporated area of the county if the commissioners court makes a finding that circumstances present in the unincorporated area create a public safety hazard that would be exacerbated by outdoor burning; and,

WHEREAS, the Texas Forest Service has determined that drought conditions, as defined by Section 352.081(a), Local Government Code, exist in all or a part of Atascosa County; and,

WHEREAS, the Atascosa County Commissioners Court does hereby find that circumstances present in the unincorporated areas of Atascosa County create a public safety hazard that would be exacerbated by certain outdoor burning; and,

WHEREAS, Section 352.081 of the Local Government Code provides for exemptions from county burn bans for certified prescribed burn managers meeting the requirements of Natural Resources Code, Ch. 153, and the County Commissioners Court believes that additional exceptions are warranted to reduce the likelihood of dangerous and uncontrolled wildfire.

BE IT THEREFORE ORDERED that the following emergency regulations are hereby established for portions of the unincorporated areas of Atascosa County, Texas not subject to public ownership or stewardship for the duration of the above-mentioned declaration:

(1) Actions Prohibited:

Except as described hereinafter, a person violates this order if he/she ignites or causes ignition of any combustible or vegetative material outside of an enclosure which serves to contain all flames and/or sparks, or orders such burning or ignition by others.

(2) Enforcement:

(a) Under notification of suspected outdoor burning, the fire department assigned to the location of the fire shall respond to the scene and take immediate measures to contain and to extinguish the fire.

(b) If requested by a fire official, a duly commissioned peace officer, when available, shall be sent to the scene to investigate the nature of the fire.

(c) In accordance with Section 352.081 of the Local Government Code, a person who knowingly or intentionally violates this order commits a Class C Misdemeanor, punishable by a fine up to \$500.

(d) If the responding peace officer finds that the person responsible for the fire is in violation of Section (1) above, a citation shall be issued for: Violation of Burn Ban Order.

(3) Exceptions:

(a) This order shall not apply to the outdoor burning of vegetative material caused by welding or by other causes relating to the act of welding if such burning is not malicious or intentional.

(b) This order shall not apply to a prescribed burn conducted by burn personnel of a federal or state agency, or an institution of higher education for prescribed burns on agency owned or managed properties, or for purposes of training local fire department personnel or prescribed burn managers.

(c) This order shall not apply to a prescribed burn conducted for the purpose of research or demonstration by burn personnel of a federal or state agency, or institution of higher education.

(d) This order shall not apply to burning of vegetative material when such burning is performed by an individual with appropriate training and experience in conducting burns and in accordance with a prescribed burn permit application which:

i. addresses the useful nature of such activity

ii. includes appropriate safety and protective measures; and

iii. is submitted to and approved by the Atascosa County Fire Marshal with notice provided to the Fire Chief of the Volunteer Fire Department or Emergency Services District where the burn site is located. The Atascosa County Fire Marshal shall promulgate policies and procedures for the submission and approval of such requests.

(e) This order shall not apply to burns authorized by the Fire Marshal's Office where a permit has been filed for fires other than agricultural purpose.

(f) This order shall not prohibit other lawful burning as may be permissible by rules established by the Texas Commission on Environmental Quality.

(g) This order shall not prohibit prescribed burning by a commercial or private prescribed burn manager certified by the Texas Department of Agriculture, or by other individual or entities exempted by Section 352.081 of the Local Government Code.

Be it also **ORDERED** that the purpose of this order is the mitigation of the public safety hazard posed by wildfires during the current dry weather period, by curtailing the practice of outdoor burning without specific approval of the commissioners' court or without appropriate licensing from the state.

This order prohibiting outdoor burning shall remain in effect for a period of 90 days, and shall expire at the end of said period, upon the date set by the Atascosa County Commissioners Court, by order, and allow the Fire Marshal to end the Burn Ban without returning to Commissioners Court for approval when the Fire Marshal determines that the circumstances present in the unincorporated areas of Atascosa County no longer create a public safety hazard that would be exacerbated by outdoor burning.

ORDERED THIS _____ DAY OF _____, 20____, by a vote of _____ ayes and _____ nays.

ATASCOSA COUNTY COMMISSIONERS COURT

Weldon P. Cude
County Judge

Mark Gillespie
Commissioner, Pct. 1

Mark Bowen
Commissioner, Pct. 2

George Pawelek
Commissioner, Pct. 3

Kennard Riley
Commissioner, Pct. 4

Attest:

Theresa Carrasco, County Clerk

**AGENDA REQUEST
(GENERAL)**

Agenda Item 7.

Meeting Date: 08/11/2025

Item Title:

Submitted For: Cathy Seiter, Elections Admin.

Discuss and/or take appropriate action concerning:

Cathy Seiter: Discuss and/or take appropriate action to approve the Order of Elections

Elections: November 2025.

ATTACHMENTS

information

Ballot Language for November 4, 2025 Constitutional Amendment Election

Textos de la boleta electoral para la Elección de Enmiendas Constitucionales del 4 de noviembre de 2025

Proposition 1 - SJR 59

"The constitutional amendment providing for the creation of the permanent technical institution infrastructure fund and the available workforce education fund to support the capital needs of educational programs offered by the Texas State Technical College System."

Número de propuesta 1 - SJR 59

"La enmienda constitucional que dispone la creación del fondo permanente de infraestructura de instituciones técnicas y el fondo de educación de la fuerza laboral disponible para apoyar las necesidades de capital de los programas educativos ofrecidos por el Sistema de Universidades Técnicas del Estado de Texas".

Proposition 2 - SJR 18

"The constitutional amendment prohibiting the imposition of a tax on the realized or unrealized capital gains of an individual, family, estate, or trust."

Número de propuesta 2 - SJR 18

"La enmienda constitucional que prohíbe la imposición de un impuesto sobre las ganancias de capital realizadas o no realizadas de un individuo, familia, patrimonio o fideicomiso".

Proposition 3 - SJR 5

"The constitutional amendment requiring the denial of bail under certain circumstances to persons accused of certain offenses punishable as a felony."

Número de propuesta 3 - SJR 5

"La enmienda constitucional que exige la denegación de la libertad bajo fianza en determinadas circunstancias a las personas acusadas de ciertos delitos sancionables como delito grave".

Proposition 4 - HJR 7

"The constitutional amendment to dedicate a portion of the revenue derived from state sales and use taxes to the Texas water fund and to provide for the allocation and use of that revenue."

Número de propuesta 4 - HJR 7

"La enmienda constitucional para destinar al fondo de agua de Texas parte de los ingresos derivados de los impuestos estatales sobre las ventas y sobre el uso, así como para estipular la asignación y el uso de esos ingresos".

Proposition 5 - HJR 99

"The constitutional amendment authorizing the legislature to exempt from ad valorem taxation tangible personal property consisting of animal feed held by the owner of the property for sale at retail."

Número de propuesta 5 - HJR 99

"La enmienda constitucional que autoriza a la legislatura a eximir de impuestos *ad valorem* los bienes muebles tangibles consistentes en alimento para animales en poder del propietario del bien para su venta al por menor".

Proposition 6 - HJR 4

"The constitutional amendment prohibiting the legislature from enacting a law imposing an occupation tax on certain entities that enter into transactions conveying securities or imposing a tax on certain securities transactions."

Número de propuesta 6 - HJR 4

"La enmienda constitucional que prohíbe a la legislatura promulgar una ley que imponga un impuesto ocupacional a determinadas entidades que realicen transacciones de transmisión de valores o que imponga un impuesto a determinadas transacciones de valores".

Proposition 7 - HJR 133

"The constitutional amendment authorizing the legislature to provide for an exemption from ad valorem taxation of all or part of the market value of the residence homestead of the surviving spouse of a veteran who died as a result of a condition or disease that is presumed under federal law to have been service-connected."

Número de propuesta 7 - HJR 133

"La enmienda constitucional que autoriza a la legislatura a establecer una exención de impuestos *ad valorem* de la totalidad o parte del valor de mercado de la residencia familiar del cónyuge sobreviviente de un veterano fallecido como resultado de una condición o enfermedad que se presupone, según la ley federal, haber estado relacionadas con el servicio".

Proposition 8 - HJR 2

"The constitutional amendment to prohibit the legislature from imposing death taxes applicable to a decedent's property or the transfer of an estate, inheritance, legacy, succession, or gift."

Número de propuesta 8 - HJR 2

"La enmienda constitucional para prohibir que la legislatura imponga impuestos sucesorios aplicables a la propiedad de un difunto o a la transferencia de un patrimonio, herencia, legado, sucesión o donación".

Proposition 9 - HJR 1

"The constitutional amendment to authorize the legislature to exempt from ad valorem taxation a portion of the market value of tangible personal property a person owns that is held or used for the production of income."

Número de propuesta 9 - HJR 1

"La enmienda constitucional para autorizar a la legislatura a eximir de impuestos *ad valorem* una parte del valor de mercado de los bienes muebles tangibles que posea una persona y que se mantengan o utilicen para la producción de ingresos".

Proposition 10 - SJR 84

"The constitutional amendment to authorize the legislature to provide for a temporary exemption from ad valorem taxation of the appraised value of an improvement to a residence homestead that is completely destroyed by a fire."

Número de propuesta 10 - SJR 84

"La enmienda constitucional para autorizar a la legislatura a prever una exención temporal de impuestos *ad valorem* del valor tasado de una mejora a una residencia familiar que haya sido completamente destruida por un incendio".

Proposition 11 - SJR 85

"The constitutional amendment authorizing the legislature to increase the amount of the exemption from ad valorem taxation by a school district of the market value of the residence homestead of a person who is elderly or disabled."

Número de propuesta 11 - SJR 85

"La enmienda constitucional que autoriza a la legislatura a aumentar el monto de la exención de impuestos *ad valorem* por un distrito escolar del valor de mercado de la residencia familiar de una persona de edad avanzada o discapacitada".

Proposition 12 - SJR 27

"The constitutional amendment regarding the membership of the State Commission on Judicial Conduct, the membership of the tribunal to review the commission's recommendations, and the authority of the commission, the tribunal, and the Texas Supreme Court to more effectively sanction judges and justices for judicial misconduct."

Número de propuesta 12 - SJR 27

"La enmienda constitucional relativa a la composición de la Comisión Estatal de Conducta Judicial, la composición del tribunal para revisar las recomendaciones de la comisión, y la autoridad de la comisión, el tribunal y la Corte Suprema de Texas para sancionar más eficazmente a los jueces y magistrados por mala conducta judicial".

Proposition 13 - SJR 2

"The constitutional amendment to increase the amount of the exemption of residence homesteads from ad valorem taxation by a school district from \$100,000 to \$140,000."

Número de propuesta 13 - SJR 2

"La enmienda constitucional para aumentar el monto de la exención de impuestos *ad valorem* de las residencias familiares por un distrito escolar de \$100,000 a \$140,000".

Proposition 14 - SJR 3

"The constitutional amendment providing for the establishment of the Dementia Prevention and Research Institute of Texas, establishing the Dementia Prevention and Research Fund to provide money for research on and prevention and treatment of dementia, Alzheimer's disease, Parkinson's disease, and related disorders in this state, and transferring to that fund \$3 billion from state general revenue."

Número de propuesta 14 - SJR 3

"La enmienda constitucional que prevé la creación del Instituto de Prevención e Investigación de la Demencia de Texas, estableciendo el Fondo de Prevención e Investigación de la Demencia para destinar dinero para la investigación, prevención y tratamiento de la demencia, la enfermedad de Alzheimer, la enfermedad de Parkinson y trastornos relacionados en este estado, y transfiriendo a dicho fondo \$3 mil millones de los ingresos generales del estado".

Proposition 15 - SJR 34

"The constitutional amendment affirming that parents are the primary decision makers for their children."

Número de propuesta 15 - SJR 34

"La enmienda constitucional que afirma que los padres son los principales responsables de la toma de decisiones para sus hijos".

Proposition 16 - SJR 37

"The constitutional amendment clarifying that a voter must be a United States citizen."

Número de propuesta 16 - SJR 37

"La enmienda constitucional que aclara que un votante debe ser ciudadano de los Estados Unidos".

Proposition 17 - HJR 34

"The constitutional amendment to authorize the legislature to provide for an exemption from ad valorem taxation of the amount of the market value of real property located in a county that borders the United Mexican States that arises from the installation or construction on the property of border security infrastructure and related improvements."

Número de propuesta 17 - HJR 34

"La enmienda constitucional para autorizar a la legislatura a establecer una exención de impuestos *ad valorem* del monto del valor de mercado de los bienes inmuebles ubicados en un condado fronterizo con los Estados Unidos Mexicanos que surja de la instalación o construcción en la propiedad de infraestructura de seguridad fronteriza y mejoras relacionadas".



PERSONNEL ACTION FORM

Please indicate if action to be taken is regarding *new employment or completion of probation*:

Employment Type: New employee

Requested Action

Sheriff Guerra:	Discuss and/or take appropriate action concerning personnel:
New Employee:	Chien Han Wang
Position:	Deputy Sheriff
	Tier 2: \$27.70 Hourly; 86 Hours
Pay Rate:	Fluctuating; \$120.00 mo Uniform; SB22 eligible; Incentive Pay; 90-Day County Probation, 1-Year Agency Probation
Salary Budget Area:	012-440-410
Start Date:	08/18/2025
Physical:	complete
Drug Test:	complete

**AGENDA REQUEST
(GENERAL)**

Agenda Item 9.

Meeting Date: 08/11/2025

Item Title: MOU between Charlotte ISD PD and ACSO

Submitted For: Jake Guerra, Sheriff

Discuss and/or take appropriate action concerning:

Sheriff Guerra: Discuss and/or take appropriate action for approval of the MOU for communication and coordination between Charlotte ISD PD and ACSO.



PERSONNEL ACTION FORM

Please indicate if action to be taken is regarding *new employment or completion of probation*:

Employment Type: New employee

Requested Action

Timothy Gutierrez: Discuss and/or take appropriate action concerning personnel:
Juvenile Detention:

New Employee:	Bryan Daniel Ibarra
Position:	Juvenile Supervision Officer (Tier III)
Pay Rate:	\$21.11 Hourly
Salary Budget Area:	139-400-403
Start Date:	8/20/2025
Physical:	Pending
Drug Test:	Pending



PERSONNEL ACTION FORM

Please indicate if action to be taken is regarding *new employment or completion of probation*:

Employment Type: New employee

Requested Action

New Employee:	Mario Cruz
Position:	Juvenile Supervision Officer (Tier III)
Pay Rate:	\$21.11 Hourly
Salary Budget Area:	139-400-403
Start Date:	8/20/2025
Physical:	Pending
Drug Test:	Pending



PERSONNEL ACTION FORM

Please indicate if action to be taken is regarding *new employment or completion of probation*:

Employment Type: New employee

Requested Action

New Employee	Miranda Jo Gaitan
Position:	Juvenile Supervision Officer (Tier III)
Pay Rate:	\$21.11 Hourly
Salary Budget Area:	039-400-562
Start Date:	8/20/2025
Physical:	Pending
Drug Test:	Pending



PERSONNEL ACTION FORM

Please indicate if action to be taken is regarding *new employment or completion of probation*:

Employment Type: Existing Employee, new position or promotion

Requested Action

Existing Employee:	Trant Stark
Position:	P/T Control Technician (Day)
Pay Rate:	\$12.00 hourly
Salary Budget Area:	039-400-406
Start Date:	8/12/2025
Physical:	N/A
Drug Test:	N/A

**AGENDA REQUEST
(GENERAL)**

Agenda Item 11.

Meeting Date: 08/11/2025
Item Title: CPS Energy - Right of Way Luckey Rd
Submitted For: Britni Van Curan, Rural Development Director

Discuss and/or take appropriate action concerning:

Britni Van Curan: Discuss and/or take appropriate action concerning approval/denial of the Right-Rural Development: of-Way Permit for CPS Energy on Luckey Rd in Precinct 2.

ATTACHMENTS

CPS ROW Permit - Luckey Rd
CPS - TCP
CPS - Sketch

Notice of Proposed Commercial Installation
Utility Line on Non-Controlled Access Roadway

Residential Use: _____
FEE: _____

Commercial Use: **X** _____
PAID: _____

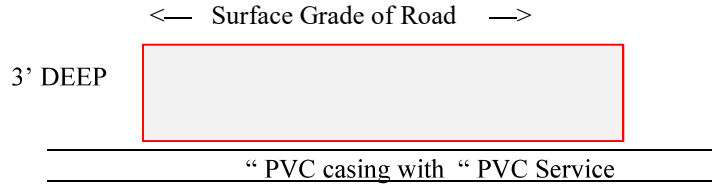
To: County of Atascosa--Commissioners Court
1 Courthouse Circle Dr.
Jourdanton, Texas 78026

Date: 07/07/2025

Formal notice is hereby given that CPS Energy
Company proposes to place a replace one utility pole and install aerial equipment
line within the right-of-way of Luckey Road in Precinct 2
Atascosa County, Texas as follows: (give location, length, general design, etc.)

CPS Energy proposes to replace one (1) 45-ft Class 3 utility pole with one (1) 50-ft Class 1 utility pole and install aerial equipment; Tripsaver Device and Transformer. Located within the Right-of-Way, west of Luckey Road approx. 235-feet south of the intersection with Farm-to-Market 2790. Coordinates are approximately 29.227856, -98.746905.

(Please see attached map)
—Diagram Location



**** (NOTE—IF APPLICABLE CASING TO BE PLACED 30” BELOW DITCH ELEVATION)**

1. The line will be constructed and maintained on the highway right-of-way as shown on the attached drawing and in accordance with the rules, regulations and policies of the Atascosa County Commissioners Court, and all governing laws, including but not limited to the “Federal Clean Water Act”, the “Federal Endangered Species Act”, and the “Federal Historic Preservation Act”. Upon request by the County of Atascosa, proof of compliance with all governing laws, rules, and regulations will be submitted to the County of Atascosa before commencement of construction.
2. Our firm will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and we will re-vegetate the area as indicated under “Re-vegetation Special Provisions”.
3. Our firm will ensure that traffic control measures complying with applicable portions of the *Texas Manual of Uniform Traffic Control Devices* will be installed and maintained for the duration of this installation.
4. Our firm agrees to indemnify and hold Atascosa County, its officers, agents or employees, harmless from any personal injury, property damage or real property related claims against County, its officers, agents or employees, that result from Company’s operations under this permit, or facilities installed under this permit, **EVEN IF SUCH CLAIMS RESULT IN WHOLE OR PART FROM THE NEGLIGENCE, OR NONCOMPLIANCE WITH A STATUTORY DUTY, OF COUNTY, ITS OFFICERS, AGENTS OR EMPLOYEES.**
5. The firm agrees to release the County, and any emergency services personnel operating on behalf of the County, from any and all claims for damages done to Company’s property, during emergency operations.
6. The firm agrees to waive receipt of notice from the County, of routine maintenance operations in the right of way, or adjoining drainage easements, and to bear the cost of any additional fortifications, barriers, conduits, or

other changes or improvements necessary to protect the public or pipeline facility, that the firm requires under §756.123 Texas Health and Safety Code.

7. The location and description of the proposed line and appurtenances is more fully shown by (number) -1- complete sets of drawings attached to this notice.

8. Construction of this line will begin on or after the 10 day of February, 2025.

SPECIAL PROVISIONS CONCERNING ENERGY UTILITY LINES

If the firm represents that it is a “gas corporation” as defined by Chapter 181, Texas Utilities Code, and/or a “common carrier” as defined by Chapter 111, Texas Natural Resources Code, AND the firm represents that it has the power of eminent domain to place THIS line on the County Right of Way, under Chapter 181, Texas Utilities Code, and/or Chapter 111, Texas Natural Resources Code, then provide the following information:

9. The firm’s Operator Number assigned by the Texas Rail Road Commission: _____.

10. A copy of the firm’s complete application, to the Texas Rail Road Commission, for a T-4 permit, for the pipeline:

Is attached _____. **OR** Will be submitted with T-4 permit _____. (Check One)

OR

No T-4 permit is required for this pipeline because: (describe why no permit is required, ie: “*low pressure transmission pipeline of less than 1 mile.*”)

11. A copy of the Texas Rail Road Commission T-4 permit for the pipeline:

N/A under # 9 _____ Is attached _____.

Will be submitted when received _____. (Check One)

12. A copy of the firm’s complete PS-48, New Construction Report, to the Texas Rail Road Commission, for the pipeline:

Is attached _____. **OR** Will be submitted when filed with RRC _____. (Check One)

OR

No PS-48 is required for this pipeline because: (describe why no permit is required, ie: “*low pressure distribution pipeline of less than 5 miles.*”)

A permit granted without the attachments required under items 10-12 is contingent upon the firm obtaining a T-4 permit (if required by the RRC), submitting copies of the T-4 permit and the complete application for the T-4 permit (if required by the RRC), and the PS-48 (if required by the RRC) to Atascosa County, and maintaining the T-4 permit (if required by the RRC).

13. It State or Federal law requires registration and/or signage of the pipeline, Firm agrees to abide by that law, at all points where the pipeline touches the County right of way. If no such law requires registration, and/or signage:

(a) Firm shall at its sole expense, register the line, where it touches the County Road right of way, as an underground facility, with the Texas Underground Facility Notification Corporation, and shall maintain such registration during the entire life of the permit, and any additional time that Company may utilize the line.

(b) Firm shall place and maintain in good repair and condition permanent line markers as close as practical over the line at each crossing of a County Road right of way, in order to assist the County, and utility providers in identifying the exact location of such line. Each such line marker shall be of permanent type construction and contain labeling identifying: (1) the Company; (2) a twenty-four-hour contact telephone for the Company; (3) the appropriate Texas One Call System telephone number; (4) the size of the line, and (5) a description of the product transported in the line; e.g., natural gas, oil or salt water.

(c) Firm shall maintain all such line markers in good condition, shall promptly replace any such line markers that are lost or stolen, and shall promptly repair any such line markers that require re-painting.

By signing below, I certify that I am authorized to represent the FIRM listed below, and that the FIRM agrees to the conditions/provisions included in this permit.

FIRM CPS Energy
By (Print) Simon Baraz
Signature Baraz, Simon Digitally signed by Baraz, Simon
Date: 2025.07.29 09:58:02
-05'00'
Title Manager, Overhead Engineering
Address 500 McCullough
San Antonio, TX 78215
Phone No. 210-353-4527
Fax No. _____

To: _____

Roadway Luckey Road
Beg. RM _____ Offset _____ End RMOffset _____
County Precincts No. 2 Atascosa County, Texas
Date: July 7, 2025

UTILITY PERMIT NO.

The County of Atascosa, Texas, offers no objection to the location on the right-of-way of your proposed

(Please see attached map)

as shown by accompanied drawings and notice dated _____ except as noted below.

1. It is expressly understood that the County of Atascosa does not, hereby, grant any right, claim, title, or easement in or upon this county road. The firm is cautioned that it should ensure that it has a valid easement from the owner of the land under the county road right of way.

2. It is further understood that the County of Atascosa may require the owner to relocate this line, subject to provisions of governing laws, by giving thirty (30) day written notice.

3. You are requested to notify the appropriate Precinct Commissioner prior to commencement of any routine or periodic maintenance which requires pruning of trees within the highway right-of-way, so that the Commissioner may be made aware and may provide specifications for the extent and methods to govern in trimming, topping, tree balance, type of cuts, painting cuts, and clean up. These specifications are intended to preserve our considerable investment in roadway construction/maintenance.

4. The installation shall not damage any part of the highway and adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners. In the event the Owner fails to comply with any or all of the requirements as set forth herein, the County of Atascosa may take such action as it deems appropriate to compel compliance.

5. This permit is _____ is not _____ contingent upon later receipt of a T-4 permit, or T-4 permit and complete application for T-4 permit, or PS-48.

• **General Special Provisions:**

• **Re-vegetation Special Provisions:** In order to minimize erosion and sedimentation resulting from the proposed installation, the project area will be re-vegetated

- in accordance with Standard Specification Item 164 which specifies the appropriate grass seed mix to be used, or
- as indicated on the attachment.

Please notify _____ forty-eight (48) hours prior to starting construction of the line in order that we may have a representative available.

County of Atascosa—Commissioners Court: DATE: _____

By: _____
COUNTY JUDGE

COMMISSIONER, PRECINCT No. _____

COUNTY OF ATASCOSA

“LIST OF REQUIRED INFORMATION” FROM (TXDOT) “SAFETY AND MAINTENANCE OPERATIONS DIVISION MANUAL”

- 1) Location of proposed installation. (This should include a written description as well as a sketch or drawing. Adequate information, with reference to the nearest highway, street or county road intersection or river or creek crossing should be included.)
- 2) Size and total length of proposed installation.
- 3) Whether the proposed utility installation will parallel or cross roadway right-of-way.
- 4) Whether any paving, riprap, or roadway material is involved.
- 5) Working pressure of pipelines.
- 6) Whether sewer line is gravity flow or pressure.
- 7) Voltage of transmission lines.
- 8) Whether communication cables are copper or fiber optic.
- 9) Type of pipe, encasement, or any other such information.
- 10) Longitude/latitude (GPS points)

Permit applications for high pressure pipelines shall contain the following additional information:

- 1) Diameter
- 2) Wall Thickness
- 3) Material Specifications
- 4) Minimum Yield Strength
- 5) Maximum Operating Pressure of the Pipeline

SUBMIT APPLICATION TO:

Precinct 1 Commissioner:

Mark Gillespie
830-569-2901
152 Ben Parker
Pleasanton, TX 78064

Precinct 3 Commissioner:

George "Butch" Pawelek
830-277-1213
76 Yule Ave
Charlotte, TX 78011

Precinct 2 Commissioner:

Mark Bowen
830-742-3946
1625 FM 3175
Lytle, TX 78052

Precinct 4 Commissioner:

Kennard "Bubba" Riley
830-569-1147
384 Shale Rd
Pleasanton, TX 78064

Permit Fees: Residential – No Fee, Commercial - \$500/mile or part of a mile. Checks made payable to Atascosa County.

**AGENDA REQUEST
(GENERAL)**

Agenda Item 12.

Meeting Date: 08/11/2025
Item Title: Road Bore Permit - Spectrum Post Oak
Submitted For: Britni Van Curan, Rural Development Director

Discuss and/or take appropriate action concerning:

Britni Van Curan: Discuss and/or take appropriate action concerning approval/denial of the road bore permit for Spectrum Gulf Coast LLC on Post Oak Rd in Precinct 2.
Rural Development:

ATTACHMENTS

Spectrum - Post Oak Rd

INSTRUCTIONS FOR APPLICATION FOR PIPELINE CROSSING PERMIT

BASIC INFORMATION: Find attached an application for pipeline permit to cross county roads in Atascosa County. Contact the county judge's office to determine in which commissioner precinct your crossing will be located.

Contact the County Commissioner so the proposed crossing can be discussed and to determine/confirm amount of crossing fee(s). After the commissioner has been contacted, the crossing surveyed and the fee amount confirmed, the application needs to be signed, in the presence of a notary, and then submitted to Atascosa County Commissioners Court for approval.

The fully executed application and check for fees must be received in the office of the County Judge BEFORE it will be placed on the agenda. The deadline for receipt of agenda items is NOON on the Thursday before Commissioner's Court Meeting. Contact this office for the next scheduled meeting and date of posting.

REPRESENTATION AT COMMISSIONERS COURT MEETING: A representative should accompany the application to the meeting in the event the court has questions unless previous arrangements have been made with the individual County Commissioner.

FEE: A fee is required for each crossing. Additional fees may be required. See application for further information on fees. Fees can be paid and application/permit will be filed with the Atascosa County Clerk. **MAKE CHECKS PAYABLE TO: ATASCOSA COUNTY.**

PLAT: The crossing location must be surveyed and a plat provided for each crossing. Provide the plat along with the fully executed application.

NOTE: BE ADVISED THERE IS A PENALTY FOR INSTALLING A PIPELINE ACROSS A COUNTY ROAD WITHOUT OBTAINING A PERMIT.

THERE IS ALSO A 90 DAY TERM OF CONTRACT ON THE APPLICATION WHICH INCLUDES REAPPLICATION AND REPAYMENT OF FEES IF THE APPLICATION EXPIRES BEFORE THE PIPELINE IS INSTALLED.

UPON COMMISSIONERS COURT APPROVAL THE COUNTY CLERK'S OFFICE WILL PROVIDE YOU WITH A FULLY EXECUTED COPY OF THE PERMIT AND RECEIPT FOR PAYMENT. PLEASE PROVIDE RETURN CONTACT INFORMATION ON PAGE 3 OF 3 OF THE PERMIT. THE INFORMATION YOU PROVIDE THERE WILL BE USED TO RETURN THE FULLY EXECUTED COPIES AND RECEIPT FOR YOUR RECORDS.

FEE SCHEDULE:

APPLICATION FEE: \$500.00

COST PER YARD OR ANY PART THEREOF OF A CROSSING EXCEEDING 50 FEET: \$32.00

AMENDMENT OF PERMIT: \$250.00

EACH 6 MONTH EXTENSION OF PERMIT: \$ 200.00

PENALTY FEE FOR INSTALLATION OF PIPELINE WITHOUT A PERMIT: \$5000.00

ATASCOSA COUNTY PIPELINE PERMIT

ORIGINAL APPLICATION AMENDMENT 6 MONTH EXTENSION

ON THIS THE 22th day of July, 20 25, A.D., the undersigned Spectrum Gulf Coast, LLC "Company", does hereby make application to use the hereinafter described lands belonging to Atascosa County, Texas, for the purposes of constructing, maintaining, operating or repairing mains or lines for the transportation of natural gas or other hydrocarbons across said lands as shown on plat attached hereto and made a part hereof.

In consideration of the \$500.00 application fee, plus a \$5,000 penalty fee if said pipeline has been installed prior to this application being presented to and approved by Atascosa County Commissioners Court and the further consideration of: (1) \$32.00 per yard or any part thereof for any part of a crossing exceeding fifty (50) feet; (2) \$250 for any amendment of this permit; and (3) \$200.00 for each 6 month extension of this permit to be paid by Company and the County's granting permission to make use of the lands above described for the purposes aforesaid, the undersigned Company agrees that such use shall be subject to the following terms, covenants and conditions, to-wit:

I.

No main or line shall ever be laid or maintained by the Applicant in such manner as to interfere with the construction, maintenance or repair of roads, (STATE or COUNTY) and in the event it shall develop that any main or line hereafter to be laid by the Applicant in any manner interferes with the construction, maintenance or repair of any existing road (STATE or COUNTY) because of the depth at which the same has been laid, or for any other reason, the Applicant, upon request of the Commissioners Court, shall promptly change or alter, at Applicant's sole expense, such main or line, in such manner that the same will no longer interfere with such construction, maintenance or repair.

II.

It is understood that no main or line shall ever be laid by Applicant in such a way or manner as to interfere with traffic, so as to interfere with any drainage now or hereafter to be affected on or along such road and that no main or line shall ever be laid or maintained by the Applicant in such a way as to constitute a danger or hazard or to become a nuisance of any kind to anyone using any road or living in the vicinity thereof.

It is understood that no main or line shall ever be laid by Applicant in such a way or manner to run parallel to the county road within the county right-of-way.

III.

The Applicant further agrees that it shall in no way enter upon any property hereby affected for the purpose of constructing, laying or repairing any main or line now existing or hereafter to exist unless it shall have first submitted to the Commissioners Court of Atascosa County, plans, sections and such description of construction, laying, maintenance or repair, as to fully describe the same.

IV.

It is further understood and agreed that all lines crossing any County Road shall be either jacked, bored or driven under surfaced portion of the roadway; and that the section of line placed through boring shall extend

the full width of the surfacing; and that all pipelines under such roads shall be placed through an iron or other approved casing of approximately two inches larger in diameter than the pipeline; or, as an alternative to casing, Applicant may install a heavier walled carrier pipe beneath the roadway; provided, however, that in either instance the installation shall meet all the requirements of the Department of Transportation as set forth in Title 49, Code of Federal Regulations, Part 192, and/or those same regulations as adopted by Texas Railroad Commission and any other regulations promulgated by the Texas Railroad Commission under the authority of V.T.C.S. Art. 6053-1; and provided further that the County Commissioner in whose precinct the crossing is being made, with the concurrence of the Commissioners Court, may require that the carrier pipe be cased beneath the roadway when in his opinion the best interests of Atascosa County would be served thereby. Said pipeline shall have at least forty-two (42) inches of cover unless special permission to the contrary is obtained from the Commissioners Court of Atascosa County. Said pipeline crossing shall be placed within 10 Degrees of Perpendicular (80° to 100°) to the roadway.

V.

The Applicant further agrees, in connection herewith, to save and hold harmless the said County against any and all liability that it may have or appear to have to any person whomsoever by reason of any act or thing that Applicant, its agents, servants, employees and contractors may do or cause to be done in the premises.

VI.

In consideration of the granting of the privilege hereby petitioned for, Applicant agrees that whenever it shall in any manner damage any County Road or other structure by reason of any operation hereunder, it will immediately, at its own expense, restore the same to the condition that the same was in before the damage took place. Applicant further especially agrees that whenever the County Commissioners Court shall notify it in writing that it, its agents, servants, employees and contractors have damaged any road, or other structure, Applicant will commence the restoration thereof, in accordance with the terms hereof, within forty-eight (48) hours after the receipt of such notice, and prosecute such restoration to completion, diligently and continuously, and that in the event of its failure in such event to begin such restoration or repair within the time aforesaid, or in the event of its failure to therefore prosecute the same to completion, diligently and continuously, the Commissioners Court or its representative of said County, may take over the making of such restoration or repair with County employees, or through a private contractor, and complete and effect such repair or restoration at the expense of the Applicant and that the action of the County Commissioners Court, or its representative, in making such restoration or repair shall be binding upon the Applicant, and such Commissioners Court estimate or statement of the cost and expense incurred in making such repair or restoration shall be final, conclusive and binding upon the Applicant.

VII.

It is further agreed that in the event Applicant enters upon any property hereby affected for the purpose of construction, laying or repairing any main or line of Applicant, now existing or hereafter to exist, in connection with any State road or highway, that Applicant shall comply with all conditions and requirements of the Texas State Highway Department or its authorized representative with reference to any matter pertaining to any such purposes.

VIII.

Applicant shall give the Commissioners Court of Atascosa County, with reference to a County Road, and the State Highway Department, with reference to State Highway, twenty-four (24) hours notice prior to the time of beginning of any work with reference to any such road or highway.

IX.

It is further agreed that the order of the Commissioners Court granting this application shall be and does constitute acceptance on the part of the County of the offer hereby made, and said order and this application shall constitute a contract between the parties hereto their heirs, assigns, representatives and successors according to the terms hereof.

X.

This application for pipeline permit shall expire 90 days after the same is approved by motion and order entered into Commissioners Court Records of Atascosa County, Texas. After expiration of the same, a new

application for pipeline permit and payment of fees shall be required from the applicant if the pipeline has not been installed prior to the expiration date of this permit.

IN WITNESS WHEREOF, the Applicant has caused this instrument to be executed on this the ____ day of _____, 20 ____ A.D.

After approval the fully executed permit should be returned to:

Phillip Gunn
1922 Dry Creek Way, Suite 116
San Antonio, TX 78259
pgunn@entrustsol.com

Submitted by Phillip Gunn of ENTRUST Solutions Group, 1922 Dry Creek Way, Ste 116, San Antonio, TX 78259 on behalf of Spectrum a Franchise Utility Company. Work will be performed by a Contractor along with Spectrum's Construction Coordinator pgunn@entrustsol.com | 303-788-9168

ENTRUST Solutions Group
Company
By: Phillip Gunn for Spectrum

CORPORATE ACKNOWLEDGMENT

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, in and for said County, Texas, on this day personally appeared _____ known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said _____, a corporation, and that he executed the same as the act of such corporation for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 20 ____, A.D.

Notary Public in and for _____
County, Texas
Commission expires: _____

*****FOR COUNTY USE ONLY*****
County Road: _____ Comm. Pct. No.: _____ Dia. Line _____

Examined and approved in open Commissioners Court on this the ____ day of _____; 20 ____

By: _____ Weldon P. Cude, Atascosa County Judge

This permit Expires on the ____ day of _____; 20 ____



MEMORANDUM OF PAYMENT FOR DAMAGES TO ATASCOSA COUNTY

KNOW ALL MEN BY THESE PRESENTS:

Comes now Spectrum Gulf Coast, LLC, hereafter known as Payor and Atascosa County, Texas, hereafter known as Atascosa County.

Whereas Payor is extensively utilizing the roads of Atascosa County, Texas, for the economic benefit of Payor; and

Whereas Atascosa County is a political subdivision of the State of Texas which maintains certain roads within Atascosa County; and

Whereas Atascosa County has limited resources for the maintenance of such roads; and

Whereas Atascosa County is authorized to act and does act by and through the Commissioners Court of Atascosa County, pursuant to V.T.C.A. Local Government Code Section 81.032 and V.T.C.A., Transportation Code Section 252.214 to accept donations of property or funds.

THEREFORE:

Payor does hereby pay and transfer to Atascosa County the materials and/or funds described below:

It is the expectation of the Payor that the materials and/or funds donated to Atascosa County will be used for the repair, maintenance and upgrade of roads or facilities described below; however, Atascosa County makes no specific warranty for the use of the funds or materials paid:

Materials and/or funds paid are not subject to return to the Payor by Atascosa County.

For a payment to be accepted, such payment, subsequent to being offered, must be accepted and approved by the Commissioners Court of Atascosa County in an open session of the Commissioners Court of Atascosa County.

Said funds shall be paid to the County for disbursement pursuant to any conditions delineated or approved by the Commissioners Court.

Payor, by executing this Memorandum of Payment For Damages to Atascosa County agrees and understands that this document contains all terms of the donation and this is not a contract or a settlement.

Spectrum Gulf Coast, LLC
Printed Name of Payor (If Company or Business Entity)

Sean Martin
Printed Name of Payor's Authorized Agent


Signature of Payor or Payor's Authorized Agent

7/22/25
Date

Approved and Accepted by:
Commissioners Court

Date

Weldon P. Cude, County Judge

Mark Gillespie, Commissioner Pct 1

Mark Bowen, Commissioner Pct 2

George Pawelek, Commissioner Pct 3

Kennard Riley, Commissioner Pct 4

ATTEST

Theresa Carrasco, County Clerk

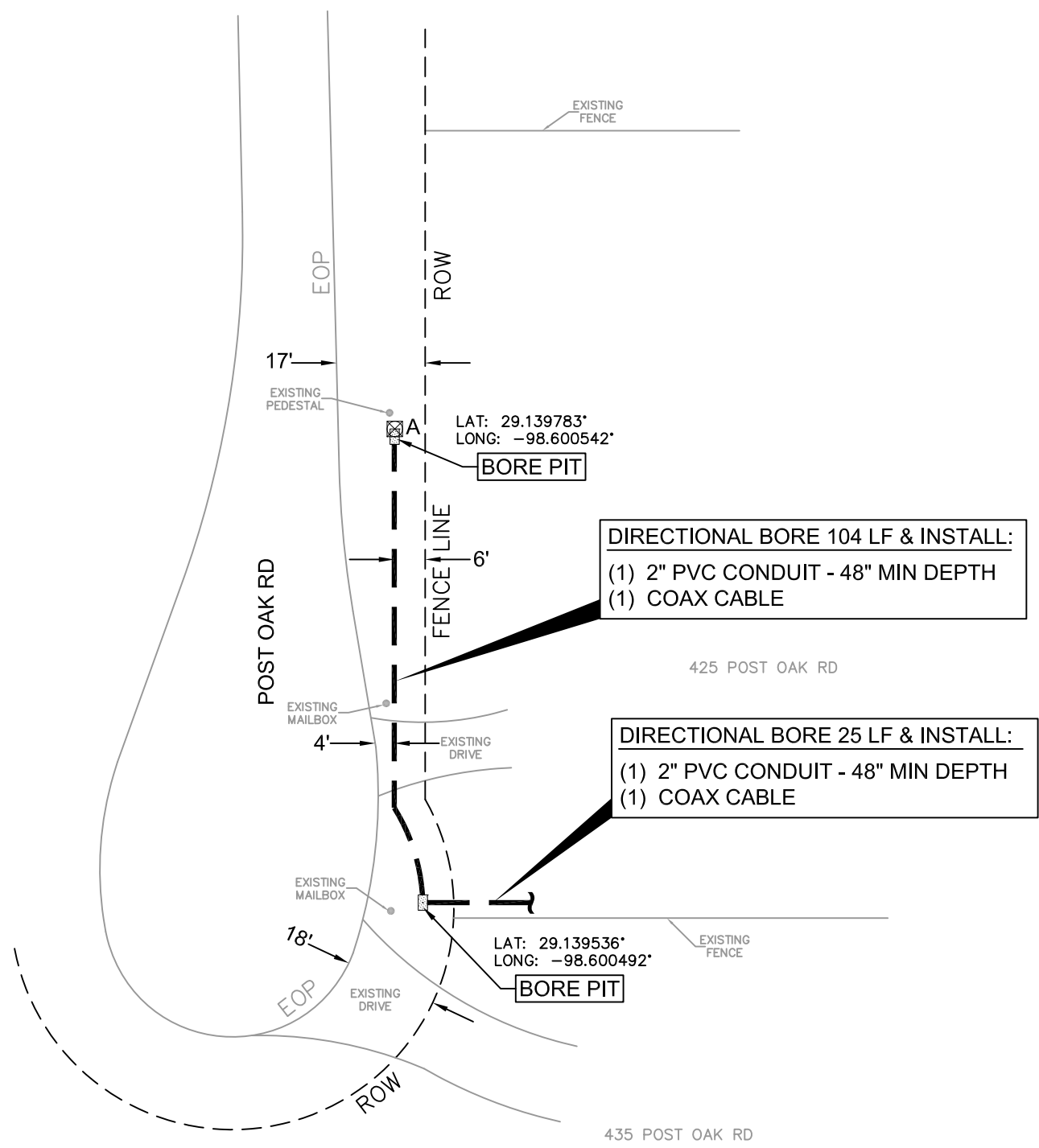
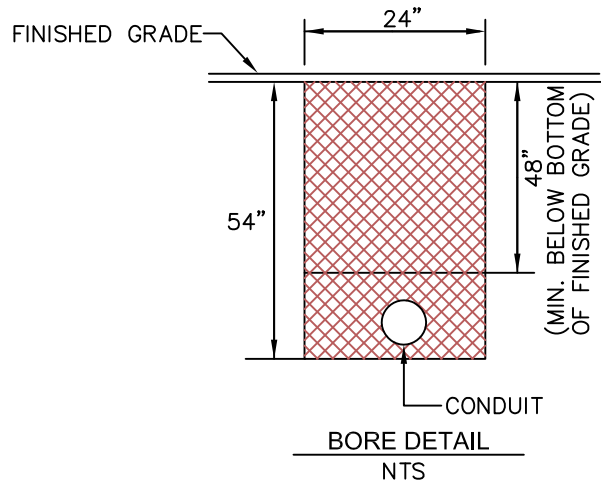
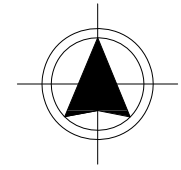


LOCATION MAP
NTS



PROPOSED CONDUIT WILL CLEAR A MINIMUM OF 2' FROM ALL UNDERGROUND EXISTING UTILITIES AND DRAINAGE STRUCTURES FROM HORIZONTAL AND VERTICAL CLEARANCE.

NO FACILITIES OF POST OAK RD WERE MARKED IN FIELD. LOCATES WAS NOT MARKED



NOTE:
THE INFORMATION AND GRAPHICS DEPICTED ON THE SHEET HAVE BEEN PLOTTED FROM AVAILABLE RECORDS AND FIELD OBSERVATIONS BUT ARE NOT NECESSARILY EXACT. IT IS THE EXCAVATOR'S RESPONSIBILITY TO VERIFY AND FIELD LOCATE ALL UNDERGROUND OBSTRUCTIONS AND UTILITIES PRIOR TO EXCAVATION. COMPLETE REPAIR OF ANY AND ALL DAMAGES INCURRED SHALL BE AT THE EXPENSE OF THE EXCAVATOR.



PROJECT RAMIREZ, PAULA			
LOCATION 1552 POST OAK RD, UNIT 6			
DRAWN BY: J.U.	DATE 6-19-2025	SCALE NTS	APPLICATION COUNTY UG
PROJECT # 6076992	CITY POTEET, TX	PAGE 1 OF 1	APPROVED BY: -

LEGEND			
●	NEW POLE	—W—	BURIED WATER UTILITY
⊠	BORE PIT (4'x2'x4')	—G—	BURIED NATURAL GAS UTILITY
⊙	EXIST STEEL POLE	—ST—	BURIED STORM UTILITY
⊗	EXIST TRANSFORMER POLE	—T—	BURIED TELEPHONE UTILITY
⊗	EXIST POWER POLE	—E—	BURIED ELECTRIC UTILITY
		—SS—	BURIED SANITARY SEWER UTIL.
—SC—	BURIED EX. SPECTRUM CONDUIT	—UG—	BURIED EX. CONDUIT
—ROW—	TXDOT RIGHT OF WAY LINE	—EOP—	EXISTING MANHOLE
—ROW—	CITY RIGHT OF WAY LINE		EXISTING FIRE HYDRANT
—	NEW BUILD OVERHEAD		EXISTING SIGN
—	OVERLASH OVERHEAD		EXISTING DRIVE
—	NEW UG TRENCH		EXISTING DRIVE
—	NEW UG BORE		EXISTING DRIVE

REVISIONS	
DATE	COMMENTS



**AGENDA REQUEST
(GENERAL)**

Agenda Item 13.

Meeting Date: 08/11/2025
Item Title: Right of Way Permit - Spectrum Post Oak
Submitted For: Britni Van Curan, Rural Development Director

Discuss and/or take appropriate action concerning:

Britni Van Curan: Discuss and/or take appropriate action concerning approval/denial of the Right-
Rural Development: of-Way Permit for Spectrum Gulf Coast, LLC on Post Oak Rd in Precinct 2.

ATTACHMENTS

Spectrum - Post Oak Rd

Notice of Proposed Commercial Installation
Utility Line on Non-Controlled Access Roadway

Residential Use: _____
FEE: _____

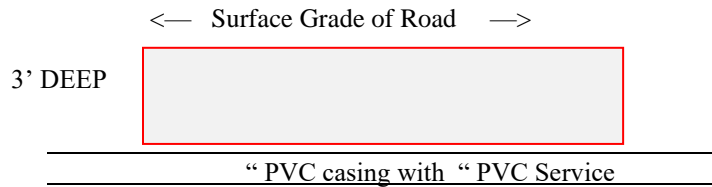
Commercial Use: X
PAID: X

To: County of Atascosa--Commissioners Court
1 Courthouse Circle Dr.
Jourdanton, Texas 78026

Date: 7/22/2025

Formal notice is hereby given that Spectrum Gulf Coast, LLC
Company proposes to place a 129' of COAX Cable via directional bore
line within the right-of-way of Post Oak Rd in Precinct 2
Atascosa County, Texas as follows: (give location, length, general design, etc.)

(Please see attached map)
—Diagram Location



**** (NOTE—IF APPLICABLE CASING TO BE PLACED 30” BELOW DITCH ELEVATION)**

1. The line will be constructed and maintained on the highway right-of-way as shown on the attached drawing and in accordance with the rules, regulations and policies of the Atascosa County Commissioners Court, and all governing laws, including but not limited to the “Federal Clean Water Act”, the “Federal Endangered Species Act”, and the “Federal Historic Preservation Act”. Upon request by the County of Atascosa, proof of compliance with all governing laws, rules, and regulations will be submitted to the County of Atascosa before commencement of construction.
2. Our firm will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and we will re-vegetate the area as indicated under “Re-vegetation Special Provisions”.
3. Our firm will ensure that traffic control measures complying with applicable portions of the *Texas Manual of Uniform Traffic Control Devices* will be installed and maintained for the duration of this installation.
4. Our firm agrees to indemnify and hold Atascosa County, its officers, agents or employees, harmless from any personal injury, property damage or real property related claims against County, its officers, agents or employees, that result from Company’s operations under this permit, or facilities installed under this permit, **EVEN IF SUCH CLAIMS RESULT IN WHOLE OR PART FROM THE NEGLIGENCE, OR NONCOMPLIANCE WITH A STATUTORY DUTY, OF COUNTY, ITS OFFICERS, AGENTS OR EMPLOYEES.**
5. The firm agrees to release the County, and any emergency services personnel operating on behalf of the County, from any and all claims for damages done to Company’s property, during emergency operations.
6. The firm agrees to waive receipt of notice from the County, of routine maintenance operations in the right of way, or adjoining drainage easements, and to bear the cost of any additional fortifications, barriers, conduits, or

other changes or improvements necessary to protect the public or pipeline facility, that the firm requires under §756.123 Texas Health and Safety Code.

7. The location and description of the proposed line and appurtenances is more fully shown by (number) -1- complete sets of drawings attached to this notice.

8. Construction of this line will begin on or after the 18 day of August, 2025.

SPECIAL PROVISIONS CONCERNING ENERGY UTILITY LINES

If the firm represents that it is a “gas corporation” as defined by Chapter 181, Texas Utilities Code, and/or a “common carrier” as defined by Chapter 111, Texas Natural Resources Code, AND the firm represents that it has the power of eminent domain to place THIS line on the County Right of Way, under Chapter 181, Texas Utilities Code, and/or Chapter 111, Texas Natural Resources Code, then provide the following information:

9. The firm’s Operator Number assigned by the Texas Rail Road Commission:_____.

10. A copy of the firm’s complete application, to the Texas Rail Road Commission, for a T-4 permit, for the pipeline:

Is attached _____. **OR** Will be submitted with T-4 permit_____. (Check One)

OR

No T-4 permit is required for this pipeline because: (describe why no permit is required, ie: “low pressure transmission pipeline of less than 1 mile.”)

11. A copy of the Texas Rail Road Commission T-4 permit for the pipeline:

N/A under # 9 _____ Is attached _____.

Will be submitted when received_____. (Check One)

12. A copy of the firm’s complete PS-48, New Construction Report, to the Texas Rail Road Commission, for the pipeline:

Is attached _____. **OR** Will be submitted when filed with RRC_____. (Check One)

OR

No PS-48 is required for this pipeline because: (describe why no permit is required, ie: “low pressure distribution pipeline of less than 5 miles.”)

A permit granted without the attachments required under items 10-12 is contingent upon the firm obtaining a T-4 permit (if required by the RRC), submitting copies of the T-4 permit and the complete application for the T-4 permit (if required by the RRC), and the PS-48 (if required by the RRC) to Atascosa County, and maintaining the T-4 permit (if required by the RRC).

13. It State or Federal law requires registration and/or signage of the pipeline, Firm agrees to abide by that law, at all points where the pipeline touches the County right of way. If no such law requires registration, and/or signage:

(a) Firm shall at its sole expense, register the line, where it touches the County Road right of way, as an underground facility, with the Texas Underground Facility Notification Corporation, and shall maintain such registration during the entire life of the permit, and any additional time that Company may utilize the line.

(b) Firm shall place and maintain in good repair and condition permanent line markers as close as practical over the line at each crossing of a County Road right of way, in order to assist the County, and utility providers in identifying the exact location of such line. Each such line marker shall be of permanent type construction and contain labeling identifying: (1) the Company; (2) a twenty-four-hour contact telephone for the Company; (3) the appropriate Texas One Call System telephone number; (4) the size of the line, and (5) a description of the product transported in the line; e.g., natural gas, oil or salt water.

(c) Firm shall maintain all such line markers in good condition, shall promptly replace any such line markers that are lost or stolen, and shall promptly repair any such line markers that require re-painting.

By signing below, I certify that I am authorized to represent the FIRM listed below, and that the FIRM agrees to the conditions/provisions included in this permit.

FIRM Spectrum Gulf Coast, LLC

By (Print) Phillip Gunn

Signature *Phillip Gunn*

Title Telecommunications Planner II

Address 1922 Dry Creek Way, Suite 116

San Antonio, TX 78259

Phone No. 303-788-9168

Fax No. _____

Submitted by Phillip Gunn of ENTRUST Solutions Group,
1922 Dry Creek Way, Ste 116, San Antonio, TX 78259
on behalf of Spectrum a Franchise Utility Company. Work
will be performed by a Contractor along with Spectrum's
Construction Coordinator
pgunn@entrustsol.com | 303-788-9168

To: _____ Roadway Post Oak
Beg. RM _____ Offset _____ End RMOffset _____
County Precincts No. 2 Atascosa County, Texas
Date: _____

UTILITY PERMIT NO. _____

The County of Atascosa, Texas, offers no objection to the location on the right-of-way of your proposed

(Please see attached map)

as shown by accompanied drawings and notice dated _____ except as noted below.

1. It is expressly understood that the County of Atascosa does not, hereby, grant any right, claim, title, or easement in or upon this county road. The firm is cautioned that it should ensure that it has a valid easement from the owner of the land under the county road right of way.
2. It is further understood that the County of Atascosa may require the owner to relocate this line, subject to provisions of governing laws, by giving thirty (30) day written notice.
3. You are requested to notify the appropriate Precinct Commissioner prior to commencement of any routine or periodic maintenance which requires pruning of trees within the highway right-of-way, so that the Commissioner may be made aware and may provide specifications for the extent and methods to govern in trimming, topping, tree balance, type of cuts, painting cuts, and clean up. These specifications are intended to preserve our considerable investment in roadway construction/maintenance.
4. The installation shall not damage any part of the highway and adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners. In the event the Owner fails to comply with any or all of the requirements as set forth herein, the County of Atascosa may take such action as it deems appropriate to compel compliance.
5. This permit is _____ is not _____ contingent upon later receipt of a T-4 permit, or T-4 permit and complete application for T-4 permit, or PS-48.

- **General Special Provisions:**
- **Re-vegetation Special Provisions:** In order to minimize erosion and sedimentation resulting from the proposed installation, the project area will be re-vegetated
 - in accordance with Standard Specification Item 164 which specifies the appropriate grass seed mix to be used, or
 - as indicated on the attachment.

Please notify _____ forty-eight (48) hours prior to starting construction of the line in order that we may have a representative available.

County of Atascosa—Commissioners Court: DATE: _____

By: _____ COUNTY JUDGE
_____ COMMISSIONER, PRECINCT No. _____

COUNTY OF ATASCOSA

“LIST OF REQUIRED INFORMATION” FROM (TXDOT) “SAFETY AND MAINTENANCE OPERATIONS DIVISION MANUAL”

- 1) Location of proposed installation. (This should include a written description as well as a sketch or drawing. Adequate information, with reference to the nearest highway, street or county road intersection or river or creek crossing should be included.)
- 2) Size and total length of proposed installation.
- 3) Whether the proposed utility installation will parallel or cross roadway right-of-way.
- 4) Whether any paving, riprap, or roadway material is involved.
- 5) Working pressure of pipelines.
- 6) Whether sewer line is gravity flow or pressure.
- 7) Voltage of transmission lines.
- 8) Whether communication cables are copper or fiber optic.
- 9) Type of pipe, encasement, or any other such information.
- 10) Longitude/latitude (GPS points)

Permit applications for high pressure pipelines shall contain the following additional information:

- 1) Diameter
- 2) Wall Thickness
- 3) Material Specifications
- 4) Minimum Yield Strength
- 5) Maximum Operating Pressure of the Pipeline

SUBMIT APPLICATION TO:

Precinct 1 Commissioner:

Mark Gillespie
830-569-2901
152 Ben Parker
Pleasanton, TX 78064

Precinct 3 Commissioner:

George "Butch" Pawelek
830-277-1213
76 Yule Ave
Charlotte, TX 78011

Precinct 2 Commissioner:

Mark Bowen
830-742-3946
1625 FM 3175
Lytle, TX 78052

Precinct 4 Commissioner:

Kennard "Bubba" Riley
830-569-1147
384 Shale Rd
Pleasanton, TX 78064

Permit Fees: Residential – No Fee, Commercial - \$500/mile or part of a mile. Checks made payable to Atascosa County.

**AGENDA REQUEST
(GENERAL)**

Agenda Item 14.

Meeting Date: 08/11/2025
Item Title: Subdivision - E. Pacheco Addition
Submitted For: Britni Van Curan, Rural Development Director

Discuss and/or take appropriate action concerning:

Britni Van Curan: Discuss and/or take appropriate action regarding the approval or denial of the Rural Final Plat for the E. Pacheco Addition, located off Atascosa County Road 101 in Development: Precinct 4.

ATTACHMENTS

E Pacheco Addition Final Plat



LEGEND

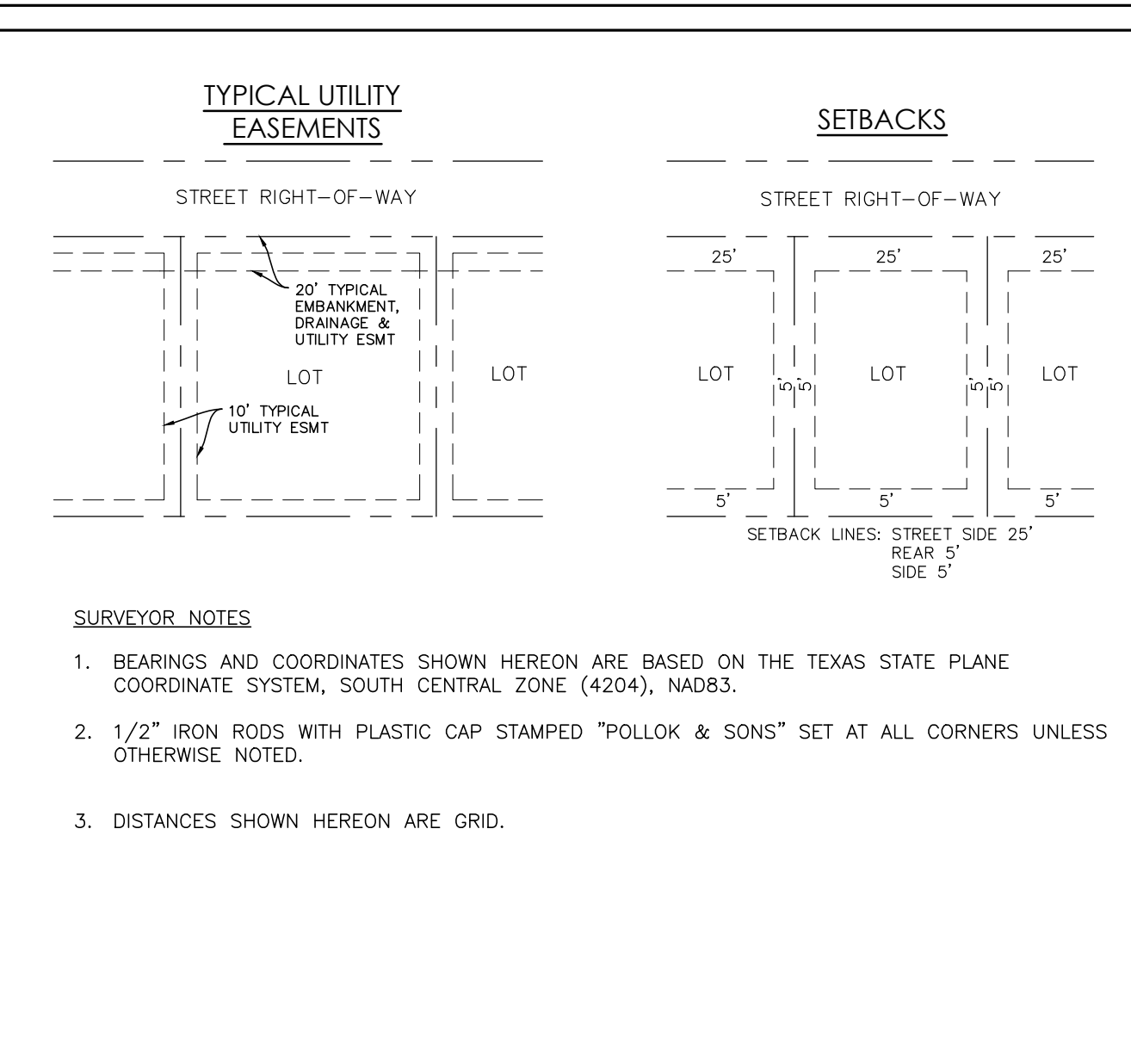
N.T.S
OPR = NOT TO SCALE
DR = OFFICIAL PUBLIC RECORDS
VOL. = DEED RECORDS
PG. = VOLUME
ESMT = EASEMENT

● = FOUND IRON ROD, UNLESS OTHERWISE NOTED
○ = SET 1/2" IRON ROD "POLLOK & SONS"

==== = PROPERTY BOUNDARY
- - - - = LOT LINE
- - - - = EASEMENT LINE
- - - - = ADJOINING PROPERTY LINE
- - - - = 2' LIDAR CONTOUR

UTILITY NOTES

- ELECTRIC SERVICE TO BE PROVIDED BY KARNES ELECTRIC.
- WATER SERVICE PROVIDED BY MCCOY WSC.
- ALL UTILITY EASEMENTS ARE FOR CONSTRUCTION AND MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREES AND OTHER OBSTRUCTIONS), READING METERS AND REPAIR OR REPLACEMENT OF ALL OVERHEAD AND UNDERGROUND UTILITIES.
- NO BUILDINGS OR OTHER OBSTRUCTIONS OF ANY KIND SHALL BE PLACED ON ANY UTILITY EASEMENTS.
- EACH LOT WILL BE SERVED BY AN INDIVIDUAL ON-SITE SEWAGE FACILITY (OSSF). INSTALLATION OF THE OSSF WILL BE THE RESPONSIBILITY OF THE INDIVIDUAL PROPERTY OWNER. OBTAIN AN OSSF PERMIT FROM THE COUNTY PRIOR TO INSTALLATION.



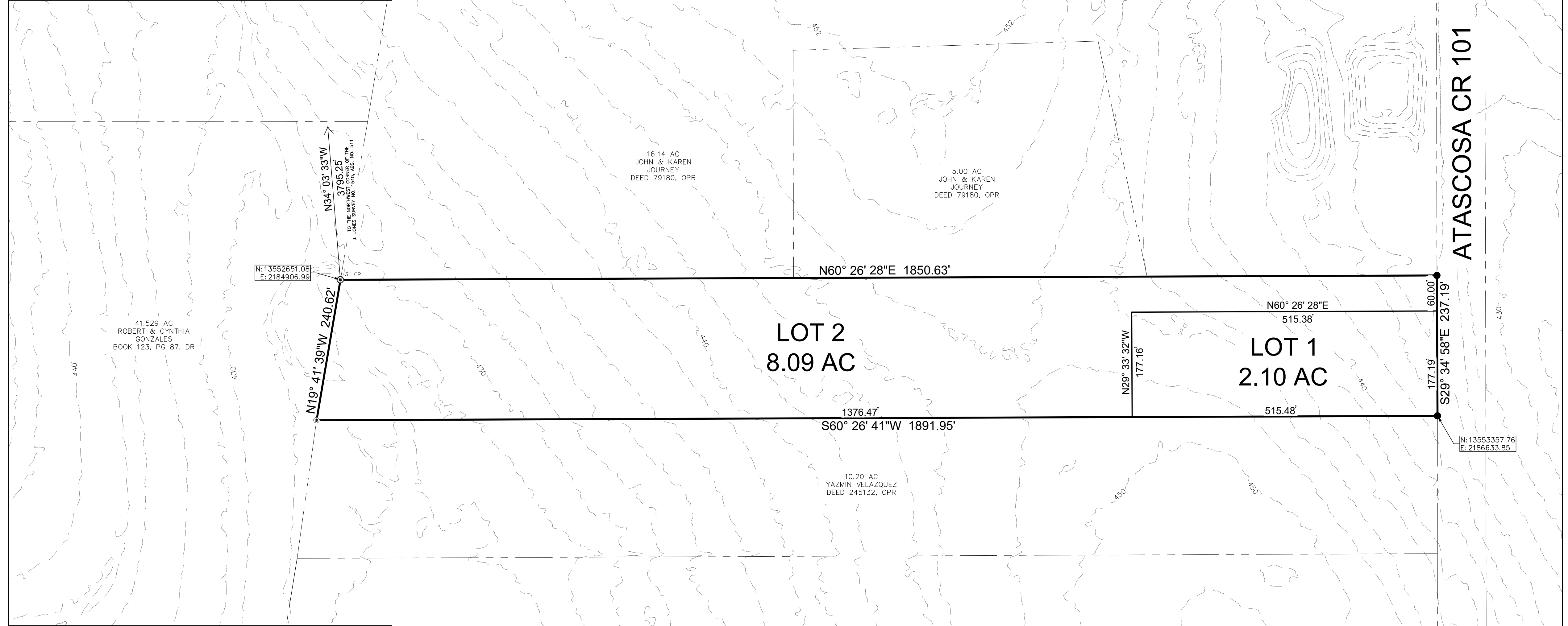
ATASCOSA COUNTY SUBDIVISION REGULATION NOTES:

- THE SUBDIVISION IS LOCATED IN THE PLEASANTON ISD.
- CONVEYANCE OF LOTS SHALL NOT BE PERMITTED UNTIL THE FINAL PLAT HAS BEEN APPROVED BY THE ATASCOSA COUNTY COMMISSIONERS COURT, AND THE RECORDED PLAT FILED WITH THE COUNTY CLERK.
- THE MINIMUM DRIVEWAY CULVERT SIZE FOR EACH LOT SHALL NOT BE LESS THAN 18 INCHES.
- NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC WATER SYSTEM OR AN INDIVIDUAL WATER SYSTEM. DUE TO DECLINING WATER SUPPLY, PROSPECTIVE PROPERTY OWNERS ARE CAUTIONED BY ATASCOSA COUNTY TO QUESTION THE SELLER CONCERNING GROUNDWATER AVAILABILITY. RAIN WATER COLLECTION IS ENCOURAGED AND IN SOME AREAS MAY OFFER THE BEST RENEWABLE WATER RESOURCE.
- NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR TO AN ON-SITE WASTEWATER SYSTEM THAT HAS BEEN APPROVED AND PERMITTED BY THE ATASCOSA COUNTY SANITATION OFFICER.
- NO STRUCTURE OR DEVELOPMENT WITHIN THE SUBDIVISION MAY BEGUN UNTIL FINAL APPROVAL OF THE PLAT BY ATASCOSA COUNTY COMMISSIONERS COURT AND RECORDING OF THE APPROVED PLAT BY THE COUNTY CLERK.
- THE LOCATION AND DIMENSIONS OF STREETS AS SET FORTH AND LAID OUT ON THIS PLAT ARE IN ACCORDANCE WITH THE SUBDIVISION AND DEVELOPMENT REGULATIONS OF ATASCOSA COUNTY, TEXAS, AS APPLICABLE.
- NO HOMES ARE TO BE BUILT OR BROUGHT ONTO THE LOT(S) UNTIL FLOODPLAIN PERMITS HAVE BEEN OBTAINED AND AN APPLICATION FOR SEPTIC PERMIT HAS BEEN SUBMITTED.
- WATER SERVICE PROVIDED TO BY MCCOY WATER SUPPLY CORPORATION.
- THIS SUBDIVISION WILL BE SERVED BY MCCOY WATER SUPPLY CORPORATION, 65 PARKFIELD DR, PLEASANTON, TX 78066. INFORMATION ON THE MCCOY WATER SUPPLY CORPORATION IS AVAILABLE TO PROSPECTIVE PURCHASERS OF LOTS IN THIS SUBDIVISION IN THE OFFICE OF THE COUNTY CLERK OF ATASCOSA COUNTY, TEXAS.
- ELECTRIC SERVICE PROVIDED BY KARNES ELECTRIC.
- IN ORDER TO PROMOTE SAFE USE OF ROADWAYS AND PRESERVE CONDITIONS OF PUBLIC ROADWAYS, NO DRIVEWAY CONSTRUCTED ON ANY LOT WITHIN THIS SUBDIVISION SHALL BE PERMITTED ACCESS ONTO A PUBLICLY DEDICATED ROADWAY UNLESS A DRIVEWAY PERMIT HAS BEEN APPROVED BY THE PRECINCT COMMISSIONER OF ATASCOSA COUNTY OR HIS/HER DESIGNATED REPRESENTATIVE, OR TDDOT FOR DRIVEWAYS ENTERING ONTO STATES ROADS, AND THE DRIVEWAY SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE ATASCOSA COUNTY ROAD STANDARDS OR TDDOT STANDARDS, AS APPLICABLE.
- THE LIMITS OF THIS PLAT DO NOT CONTAIN PORTIONS OF FEMA FLOODPLAIN (ZONE A) AS SHOWN ON FIRM MAP NUMBER 480130200C EFFECTIVE NOVEMBER 4, 2010.
- NO LOTS IN THIS PLAT ARE LOCATED WITHIN THE FEMA SPECIAL FLOOD HAZARD AREA.
- ALL LOTS HAVE BEEN DESIGNED IN COMPLIANCE WITH THE RULES OF ATASCOSA COUNTY FOR ON-SITE SEWAGE FACILITIES.
- ALL LOTS WITHIN THIS SUBDIVISION ARE LARGER THAN 30,000 SF.
- TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) REGULATED DEVELOPMENT, AS DEFINED IN ARTICLE II OF THE ATASCOSA COUNTY SUBDIVISION REGULATIONS, ARE PROHIBITED WITHIN THIS DEVELOPMENT.
- PUBLIC SEWER IS NOT AVAILABLE, THIS SEPTIC IS REQUIRED AND SHALL BE DESIGNED BY REGISTERED SANITARIAN OR PROFESSIONAL ENGINEER.

**SUBDIVISION PLAT
ESTABLISHING
E. PACHECO ADDITION**

BEING A TOTAL OF 10.19 ACRES, MORE OR LESS, LYING IN THE JACOB JONES SURVEY NO. 1540, ABSTRACT NO. 511, ATASCOSA COUNTY, TEXAS, BEING A PORTION OF TOWNSEND FARMS LOT PT OF TRACT "H" (6), RECORDED IN SHEET 6-A, ATASCOSA COUNTY PLAT RECORDS, AND BEING THE SAME 10.20 ACRE TRACT OF LAND DESCRIBED IN DEED 160054, OFFICIAL PUBLIC RECORDS, ATASCOSA COUNTY, TEXAS.

SCALE: 1" = 100'
DATE OF PREPARATION: JULY 2025



**RL BACA
ENGINEERING**

TBPELS FIRM NO. F-23628 | P.O. BOX 587 | PLEASANTON, TEXAS 78064
830.570.2628 | RAY@RLBACA.COM

RL BACA PROJECT NO.: 24-126

STATE OF TEXAS
COUNTY OF ATASCOSA

THE OWNER(S) OF THE LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE, FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS, A PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION HEREIN EXPRESSED. ADDITIONALLY, THE OWNERS AGREE TO EXTEND PUBLIC UTILITIES TO EACH PLATTED LOT BEFORE SAID LOT IS SOLD.

OWNER:
ERNEST PACHECO
1110 ATASCOSA CR 101
FLORESVILLE, TX 78114
210-860-9312

OWNER: ERNEST PACHECO

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, A.D. 2025.

NOTARY PUBLIC

CERTIFICATE OF COUNTY ATTORNEY

ALL REQUIREMENTS OF THE SUBDIVISION ORDER CURRENTLY IN EFFECT HAVE BEEN MET ACCORDING TO MY BEST KNOWLEDGE AND BELIEF, AND THIS PLAT IS APPROVED FOR FINAL SUBMISSION.

COUNTY ATTORNEY - MOLLY GROESBECK SOLIS

CERTIFICATE OF THE PRECINCT COMMISSIONER

I, THE UNDERSIGNED COMMISSIONER IN THE PRECINCT IN WHICH THE LAND SUBDIVIDED ACCORDING TO THE PLAT TO WHICH THIS CERTIFICATE IS PRESENTED, HEREBY CERTIFY THAT I HAVE REVIEWED THE SAID PLAT AND THAT ALL REQUIREMENTS OF ATASCOSA COUNTY FOR THE PRESENTATION OF THE PLAT FOR FINAL APPROVAL HAVE BEEN FULLY MET TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PRECINCT 4 COMMISSIONER - KENNARD "BUBBA" RILEY

COMMISSIONERS COURT APPROVAL

APPROVED BY THE COMMISSIONERS COURT OF ATASCOSA COUNTY, TEXAS, THIS ____ DAY OF _____, 2025 A.D.

ATASCOSA COUNTY JUDGE - WELDON P. CUDE

PRECINCT 1 COMMISSIONER - MARK GILLESPIE

PRECINCT 2 COMMISSIONER - MARK BOWEN

PRECINCT 3 COMMISSIONER - GEORGE "BUTCH" PAWELEK

PRECINCT 4 COMMISSIONER - KENNARD "BUBBA" RILEY

STATE OF TEXAS
COUNTY OF ATASCOSA

I, RAY L. BACA, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAT PREPARED BY ME, DOES TO THE BEST OF MY KNOWLEDGE, ACCURATELY REFLECT THE GENERAL LOCATION (OR ABSENCE) OF ALL STREAMS, RIVERS, PONDS, LAKES OTHER WATER FEATURES OR ANY SENSITIVE FEATURES AND COMPLIES WITH THE SUBDIVISION AND FLOODPLAIN MANAGEMENT ORDINANCES ADOPTED BY ATASCOSA COUNTY, TEXAS.

LICENSED PROFESSIONAL ENGINEER
RAY L. BACA, P.E. #131313
P.O. BOX 587, PLEASANTON, TX 78064
(830) 570-2628

STATE OF TEXAS
COUNTY OF WILSON

I, LARRY J. POLLOK, BEING A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL AND ACCURATE ON-THE-GROUND SURVEY OF THE LAND SHOWN HEREON, AND THAT THE CORNER MONUMENTS SHOWN HEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF ATASCOSA COUNTY, TEXAS.

REGISTERED PROFESSIONAL LAND SURVEYOR
LARRY J. POLLOK, R.P.L.S. #5186
POLLOK & SONS SURVEYING INC.
FIRM# 10052700
1006 B ST, FLORESVILLE, TX 78114
830-393-4770

CULVERT TABLE

LOT #	MINIMUM CULVERT
LOTS 1-2	18"

NOTE: TOP DRIVEWAY MAY BE USED IN LIEU OF CULVERT

LOT SUMMARY TABLE

LOT SIZE	NO. OF LOTS	WATER WELL	COLLECTIVE SEWER	OSSF
< 2.5 AC	1			X
2.5-10 AC	1			X
> 10 AC	0			
TOTAL	2			

PROPERTY INFORMATION
PROPERTY ID: 20518735
LEGAL ACRES: 10.20 AC
LEGAL DESC: TOWNSEND FARMS LOT PT OF TR H (6)

STATE OF TEXAS
COUNTY OF ATASCOSA

THE OWNER(S) OF THE LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE, FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS, A PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION HEREIN EXPRESSED. ADDITIONALLY, THE OWNERS AGREE TO EXTEND PUBLIC UTILITIES TO EACH PLATTED LOT BEFORE SAID LOT IS SOLD.

OWNER:
YOLANDA M. SALMERON PACHECO
1110 ATASCOSA CR 101
FLORESVILLE, TX 78114
210-860-9312

OWNER: YOLANDA M. SALMERON PACHECO

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, A.D. 2025.

NOTARY PUBLIC

**AGENDA REQUEST
(GENERAL)**

Agenda Item 15.

Meeting Date: 08/11/2025
Item Title: Exception - Pleasanton Oaks LLC Shale Rd/Timbercreek Rd
Submitted For: Britni Van Curan, Rural Development Director

Discuss and/or take appropriate action concerning:

Britni Van Curan: Discuss and/or take appropriate action concerning approval/denial of the
Rural Development: Certificate of Exception for Pleasanton Oaks LLC on Timbercreek Rd./Shale Rd.
in Precinct 4.

ATTACHMENTS

Pleasanton Oaks - Registration
Pleasanton Oaks - Certificate



Registration for Division of Land in Atascosa County

I Pleasanton Oaks, LLC, am the owner of the attached filed division of land located at
69.76 ACRE TRACT OF LAND, BEING 34.35 ACRES AND 34.41 ACRES OUT OF THE MARCELINO DE LA GARZA SURVEY NO. 366
1/2, ABSTRACT NO. 321, ATASCOSA COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND DESCRIBED IN DOCUMENT NO.
251477, ATASCOSA COUNTY, TEXAS.
_____ (legal description). I have had the division of

land reviewed by the Rural Development Office and they have determined the division of land is excepted from the platting requirements of Atascosa County, Texas. I acknowledge that the property as described in the filed plat description are subject to all on-site wastewater permit requirements and other development permit requirements of Atascosa County and further division of the land will need to be submitted to the Atascosa County Attorney's office for review. I acknowledge that I may apply for a Certificate of Exemption through the Atascosa County Commissioners Court.

Exception Type (see attachment for definitions of each type):

- | | | |
|---|--|--|
| <input type="checkbox"/> Agricultural Use | <input type="checkbox"/> Family | <input checked="" type="checkbox"/> 10+ Acres |
| <input type="checkbox"/> Veterans Land Board | <input type="checkbox"/> State Agency | <input type="checkbox"/> Political Subdivision |
| <input type="checkbox"/> Divided into two parts | <input type="checkbox"/> All parts to original owner | |

Date: August 4, 2025

Signature:

Printed Name:

Wayne Corley, Manager of Pleasanton Oaks LLC

Adopted 6/27/2022



ACKNOWLEDGMENT

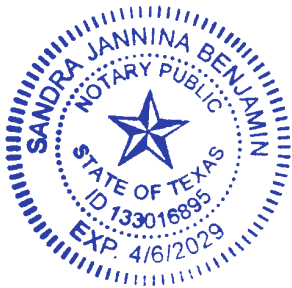
STATE OF TEXAS

COUNTY OF TRAVIS

BEFORE ME, the undersigned Notary Public, on this day personally appeared Wayne Corley, Manager of Pleasanton Oaks LLC, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same has been executed for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office this August 4, 2025, ~~2020~~

Notary Public, in and for
State of Texas



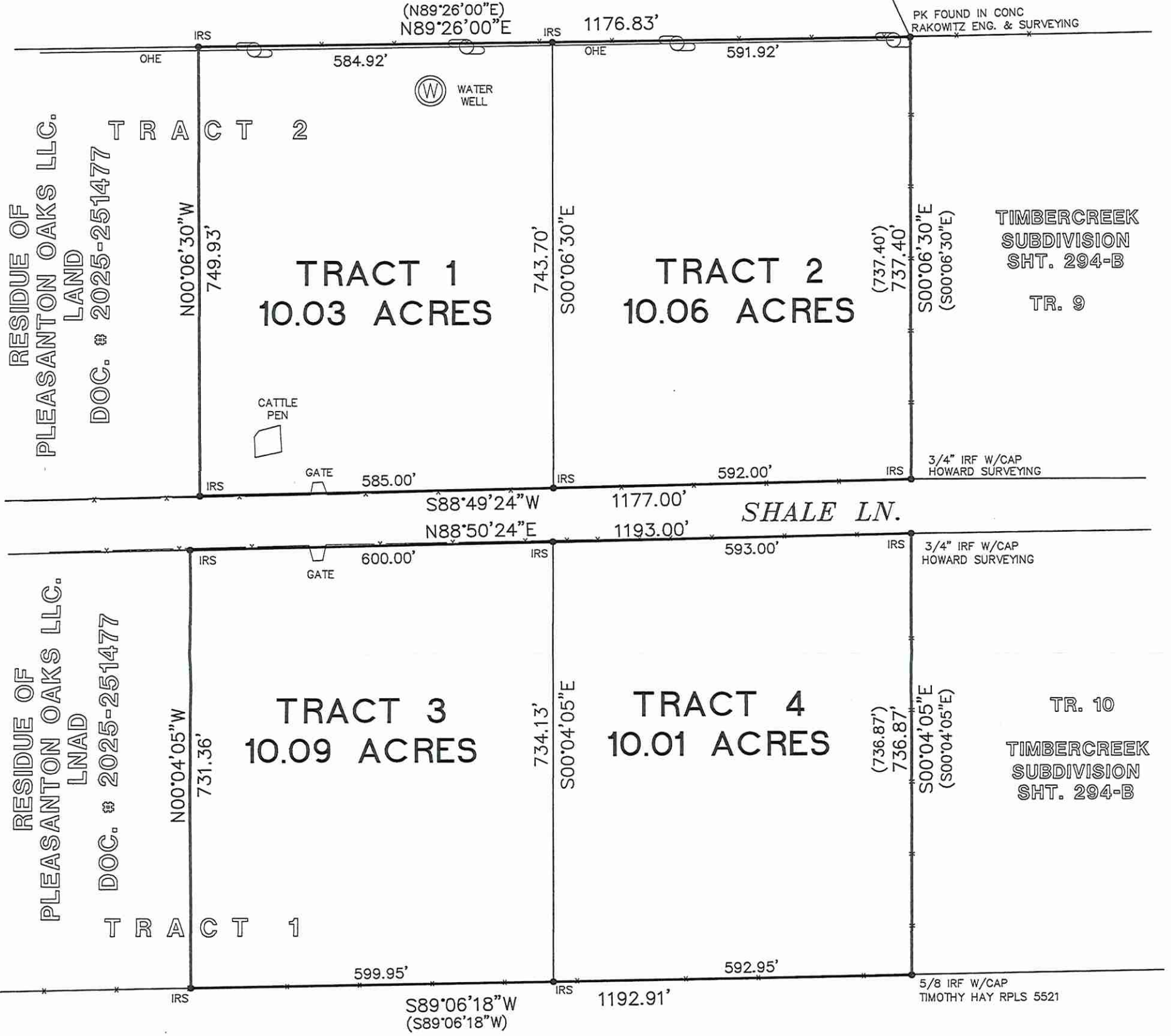
MARCELINO DE LA GARZA
SURVEY 366 1/2
ABSTRACT NO. 321



SCALE 1" = 200'

- LEGEND**
- IRF - STEEL ROD FOUND
 - IRS - 1/2" REBAR SET WITH "POLLOK & SONS" CAP
 - CP - CORNER POST
 - DD'MM'SS" DIST. - FIELD
 - (DD'MM'SS" DIST.) - RECORD
 - x - BARBED WIRE FENCE
 - ⊙ - POWER/UTILITY POLE
 - ⊙ - WATER WELL/WATER METER (AS NOTED)
 - ⊙ - SEPTIC TANK
 - o - CHAIN LINK FENCE
 - || - WOOD PRIVACY FENCE

BILLY BRENT MANAGEMENT, LLC
DOC. 222253



MIKE SHEARRER AND
JAMES R. WHEELER
BK. 138, PG. 795 (OPRI)

SURVEY PLAT AND PARTITION OF 20.10 ACRES AND 20.09 ACRES OF LAND OUT OF THE MARCELINO DE LA GARZA SURVEY NO. 366 1/2, ABSTRACT NO. 321, ATASCOSA COUNTY, TEXAS SAID 20.10 ACRES BEING A PART OR PORTION OF TRACT NO. 1 AND 20.09 ACRES BEING A PART OR PORTION OF TRACT NO. 2 AS DESCRIBED IN A CONVEYANCE TO PLEASANTON OAKS, LLC. IN THE DEED OF RECORD IN DOCUMENT 2025-251477 OF THE OFFICIAL PUBLIC RECORDS OF ATASCOSA COUNTY, TEXAS.

SURVEYOR NOTES:

- 1.) A METES AND BOUNDS DESCRIPTION ACCOMPANIES THIS PLAT.
- 2.) RECORDS WERE NOT RESEARCHED FOR EASEMENTS ON THIS TRACT OF LAND.
- 3.) THE BASIS OF THE BEARING SYSTEM IS NAD83 TEXAS SOUTH CENTRAL.
- 4.) THIS PLAT WAS PREPARED FOR PLEASANTON OAKS LLC. NO LICENSE HAS BEEN CREATED, EXPRESSED, OR IMPLIED TO COPY THIS SURVEY EXCEPT AS IS NECESSARY IN CONJUNCTION WITH THE ORIGINAL TRANSACTION.
- 5.) THIS SURVEY IS ONLY VALID WITH THE SURVEYOR'S ORIGINAL SIGNATURE IN GREEN INK. THE SURVEYOR ASSUMES NO LIABILITY FOR THIS SURVEY WITHOUT AN ORIGINAL SEAL AND SIGNATURE.

REFERENCE: DOC. 251477 - DEED



**POLLOK & SONS
SURVEYING, INC.**
FIRM NO. 10052700
FLORESVILLE, TEXAS
(830) 393-4770

STATE OF TEXAS
COUNTY OF ATASCOSA

I HEREBY CERTIFY THAT THE ABOVE PLAT REPRESENTS AN ACTUAL SURVEY MADE ON THE GROUND BY PEOPLE WORKING UNDER MY DIRECT SUPERVISION

THIS 29TH DAY OF JULY, 2024 A.D.

LARRY J. POLLOK

R.P.L.S. NO. 5186

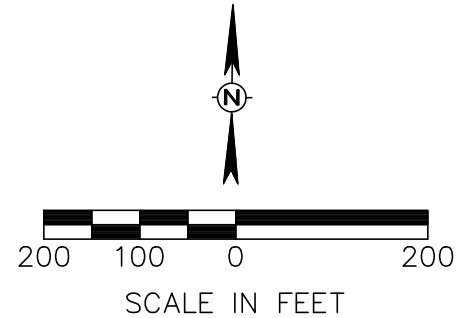
© 2025 ALL RIGHTS RESERVED

JOB NO. 25-314

COUNTY ROAD 422

52.82 AC
BILLY & ROYJEAN BARBOUR
DOC. NO. 222253, OPR

109.01 AC
QUAIL ENERGY
SERVICES LP
DOC. NO.
131800, OPR



LEGAL DESCRIPTION: 69.76 ACRE TRACT OF LAND, BEING 34.35 ACRES AND 34.41 ACRES OUT OF THE MARCELINO DE LA GARZA SURVEY NO. 366 1/2, ABSTRACT NO. 321, ATASCOSA COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND DESCRIBED IN DOCUMENT NO. 251477, ATASCOSA COUNTY, TEXAS.

15.46 AC REMAINDER
FOR FUTURE PLATTED
SUBDIVISION

10.03 AC

10.06 AC

9.58 AC
ARCP ID MESA
PORTFOLIO LP
DOC. NO. 152971, OPR

SHALE RD

14.31 AC REMAINDER
FOR FUTURE PLATTED
SUBDIVISION

10.09 AC

10.01 AC

9.68 AC
563-549 CONQUEST SHALE LLC
DOC. NO. 200329, OPR

30.55 AC
JAMES & PAMELA HENRY
DOC. NO. 165587, OPR

RL BACA
ENGINEERING
TBPELS FIRM NO. F-23428 | P.O. BOX 987 | PLEASANTON, TEXAS 78064
830.570.2428 | RAY@RLBACA.COM

69.76 ACRES, SHALE RD/CR 422
PLEASANTON, TEXAS
REGISTRATION FOR DIVISION OF LAND EXHIBIT

JOB NO.	24-144
DATE	AUG 2025
DESIGNER	RB
CHECKED	RL BACA
DRAWN	RB

EXHIBIT 1

ELECTRONICALLY RECORDED**OFFICIAL PUBLIC RECORDS***Theresa Carrasco*

Theresa Carrasco, County Clerk

Atascosa County, TX

04/22/2025 9:34 AM

251477

\$ 37.00

LCASTANEDA

WDVL

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER

Warranty Deed with Vendor's Lien

Date: April 7, 2025

Grantor: James Henry aka James Paul Henry and wife, Pamela French Henry

Grantor's Mailing Address: 825 S. US Hwy 281, Pleasanton, TX 78064

Grantee: Pleasanton Oaks LLC

Grantee's Mailing Address: 1211 West 6th Street, Suite 600-174, Austin, Travis County, Texas 78703

Consideration: Ten And No/100 (\$10.00) Dollars and other good and valuable consideration to the undersigned paid by the Grantee herein named, the receipt of which is hereby acknowledged, and for the further consideration of the execution and delivery by said grantee of that one certain promissory note of even date herewith in the principal sum of Seven Hundred Twenty Four Thousand Five Hundred and 00/100 Dollars (\$724,500.00) payable to the order of SSQUARE PROPERTIES LLC upon terms and bearing interest as therein provided, and providing for the acceleration of maturity in the event of default and for attorney's fee, the payment of which note is secured by the vendor's lien herein retained and is additionally secured by a Deed of Trust of even date herewith to Robert E. Black, Trustee.

Property (including any improvements): Tract 1: Being 34.41 acres of land out of the Marcelino De La Garza Survey No. 366 1/2, Abstract No. 321, Atascosa County, Texas and being a part or portion of the land described in a conveyance to James Paul Henry and wife, Pamela French Henry in the deed of record in Document 165587, of the Official Public Records of Atascosa County, Texas, and being more particularly described by metes and bounds on Exhibit "A" attached hereto and made a part for all purposes.

Tract 2: Being 35.35 acres of land out of the Marcelino De La Garza Survey No. 366 1/2, Abstract No. 321, Atascosa County, Texas and being a part or portion of the land described in a conveyance to James Paul Henry and wife, Pamela French Henry in the deed of record in Document 165587, of the Official Public Records of Atascosa County, Texas, and being more particularly described by metes and bounds on EXHIBIT "B" ATTACHED HERETO AND MADE A PART FOR ALL PURPOSES.

Reservations from and Exceptions to Conveyance and Warranty: This conveyance, however, is made and accepted subject to the following matters, to the extent same are in effect at this time: any and all restrictions, covenants, assessments, reservations, outstanding mineral interests held by third parties, conditions, and easements, if any, relating to the hereinabove described property, but only to the extent they are still in effect and shown of record in the hereinabove mentioned County and State or to the extent that they are apparent upon reasonable inspection of the property; and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent they are still in effect and relating to the hereinabove described property.


The Contract between Grantor as the Seller and Grantee as the Buyer, if any, may contain limitations as to warranty or other agreed matters; to the extent that the Contract provides for any such limitations or other agreed

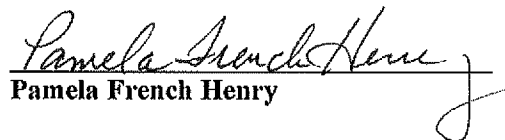
matters to survive closing and this conveyance, then such limitations or other agreed matters are hereby deemed incorporated by reference. The warranty of title contained in this Deed is hereby expressly excluded from the limitations or other agreed matters referenced in this paragraph.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

SSQUARE PROPERTIES LLC at the instance and request of the Grantee herein, having advanced and paid in cash to the Grantor herein that portion of the purchase price of the herein described property, as is evidenced by the hereinbefore described **\$724,500.00** note. The first and superior Vendor's Lien, as well as the Superior Title to said property is retained herein for the benefit of the said **SSQUARE PROPERTIES LLC**, its successors or assigns and shall have the right to release said Vendor's Lien upon the payment of said Note. The Vendor's Lien against and superior title to the property are retained until each note described is fully paid according to its term, at which time this deed will become absolute.

When the context requires, singular nouns and pronouns include the plural.

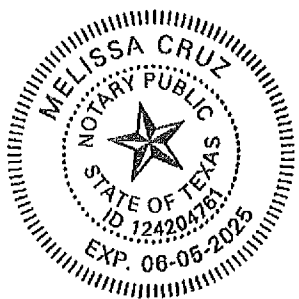

James Henry aka James Paul Henry

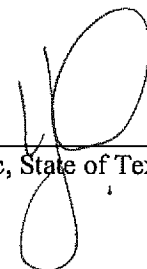

Pamela French Henry

STATE OF TEXAS

COUNTY OF Bexar

This instrument was acknowledged before me on this 16 day of **April 2025**, by **James Henry aka James Paul Henry and Pamela French Henry**.





Notary Public, State of Texas

**AFTER RECORDING RETURN TO:
Pleasanton Oaks LLC
1211 West 6th Street, Suite 600-174
Austin, Texas 78703**

EXHIBIT A

STATE OF TEXAS
COUNTY OF ATASCOSA

FIELD NOTES FOR 34.41 ACRES OF LAND

BEING 34.41 ACRES OF LAND OUT OF THE MARCELINO DE LA GARZA SURVEY NO. 366 1/2, ABSTRACT NO. 321, ATASCOSA COUNTY, TEXAS AND BEING A PART OR PORTION OF THE LAND DESCRIBED IN A CONVEYANCE TO JAMES PAUL HENRY AND WIFE, PAMELA FRENCH HENRY IN THE DEED OF RECORD IN DOCUMENT 165587 OF THE OFFICIAL PUBLIC RECORDS OF ATASCOSA COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 3" pipe corner post on the easterly right-of-way of County Road 422 for the northwesterly corner of the Mike Shearrer, et al land as described in Book 138, Page 795 of the Official Public Records of Atascosa County, Texas and the southwesterly corner of the Henry land and of this tract;

THENCE North 00° 47' 29" West, with said right-of-way, a distance of 707.29 feet to a set ½" rebar with a "Pollok & Sons" cap at the westerly end of a flare with the southerly right-of-way of Shale Ln for the lower northwesterly corner of this tract;

THENCE North 44° 22' 18" East, with said flare, a distance of 28.58 feet to a set ½" rebar with a "Pollok & Sons" cap at the easterly end of said flare for the upper northwesterly corner of this tract;

THENCE North 88° 50' 24" East, with the southerly right-of-way of Shale Ln, a distance of 2032.11 feet to a found ¾" pin with a "Howard Surveying" cap for the northwesterly corner of Tract 10, Timbercreek Subdivision as shown on the plat of record on Sheet 294-B of the New Plat Cabinet of Atascosa County, Texas and the northeasterly corner of this tract;

THENCE South 00° 04' 05" East, with the common line of said Tract 10, a distance of 736.87 feet to a found 5/8" pin with a "Timothy Hay RPLS 5521" cap on the northerly line of the aforementioned Shearrer land for the southwesterly corner of said Tract 10 and the southeasterly corner of the Henry land and of this tract;

THENCE South 89° 06' 18" West, with the common line of said Shearrer land, a distance of 2043.03 feet to the **POINT OF BEGINNING** and containing 34.41 acres of land as shown on a plat that accompanies this description.

The bearing system is based on NAD83, Texas South Central.

POLLOK & SONS SURVEYING, INC.
Firm No. 10052700


Larry J. Pollok, R.P.L.S. #5186

July 29, 2024

Refer. 24-312

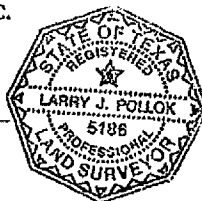


EXHIBIT B

STATE OF TEXAS
COUNTY OF ATASCOSA

FIELD NOTES FOR 35.35 ACRES OF LAND

BEING 35.35 ACRES OF LAND OUT OF THE MARCELINO DE LA GARZA SURVEY NO. 366 1/2, ABSTRACT NO. 321, ATASCOSA COUNTY, TEXAS AND BEING A PART OR PORTION OF THE LAND DESCRIBED IN A CONVEYANCE TO JAMES PAUL HENRY AND WIFE, PAMELA FRENCH HENRY IN THE DEED OF RECORD IN DOCUMENT 165587 OF THE OFFICIAL PUBLIC RECORDS OF ATASCOSA COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a found 1/2" pin on the easterly right-of-way of County Road 422 for the southwesterly corner of the Billy Brent Management LLC land as described in Documents 222253 of the Official Public Records of Atascosa County, Texas and the northwesterly corner of the Henry land and of this tract;

THENCE North 89° 26' 00" East, with the common line of said Billy Brent Management LLC land, a distance of 2062.59 feet to a found PK in concrete "Rakowitz Eng. & Surveying" for the northwesterly corner of Tract 9, Timbercreek Subdivision as shown on the plat of record on Sheet 294-B of the New Plat Cabinet of Atascosa County, Texas and the northeasterly corner of the Henry land and of this tract;

THENCE South 00° 06' 30" East, with the common line of said Tract 9, a distance of 737.40 feet to a found 3/4" pin with a "Howard Surveying" cap on the northerly right-of-way of Shale Ln. for the southwesterly corner of said Tract 9 and the southeasterly corner of this tract;


THENCE South 88° 49' 24" West, with said right-of-way, a distance of 2033.36 feet to a set 1/2" rebar with a "Pollok & Sons" cap at the easterly end of a flare with the aforementioned easterly right-of-way of County Road 422 for the lower southwesterly corner of this tract;

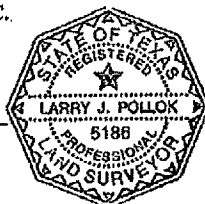
THENCE North 45° 55' 58" West, with said flare, a distance of 28.88 feet to a set 1/2" rebar with a "Pollok & Sons" cap at the westerly end of said flare for the upper southwesterly corner of this tract;

THENCE North 00° 47' 29" West, with said easterly right-of-way of County Road 422, a distance of 738.74 feet to the POINT OF BEGINNING and containing 35.35 acres of land as shown on a plat that accompanies this description.

The bearing system is based on NAD83, Texas South Central.

POLLOK & SONS SURVEYING, INC.
Firm No. 10052700


Larry J. Pollok, R.P.L.S. #5186
July 29, 2024



Refer. 24-312

CERTIFICATE OF PLAT EXCEPTION

THE STATE OF TEXAS

COUNTY OF ATASCOSA

It is the order of the Commissioners Court of Atascosa County, Texas that the tract of land shown on the surveys attached hereto as Exhibit A as being approximately 4 tracts of land out of an original 69.76 acres, more or less, described in a Deed, Instrument Number 251477, Official Public Records, Atascosa County, Texas, and being currently owned by Pleasanton Oaks LLC, is excepted from platting requirements. This exception is based on Article IV of the Atascosa County Subdivision Regulations and based on the fact that all tracts are being divided as 10+ acre tracts. Owners acknowledge and agree that all the lot shall remain subject to on-site wastewater rules and development permit requirements of the County and acknowledge and agree that should further subdivision occur or additional roads servicing more than one tract constructed, a new application for subdivision must be filed.

This certificate of exception shall be recorded with a duplicate copy of the conveyance instrument with a legible metes and bounds description attached thereto; and a survey or sketch showing the boundaries of the lot, adjacent roads and adjacent property owners.

It is therefore ORDERED that this certificate of exception be issued and presented to the County Clerk for certifying that the division of land mentioned above is excepted from platting requirements, by Commissioners Court on this the ____ day of _____, 2025.

County Judge, Atascosa County, Texas

Commissioner Precinct No. 1

Commissioner Precinct No. 2

Commissioner Precinct No. 3

Commissioner Precinct No. 4

Attest: _____
Theresa Carrasco, County Clerk
Atascosa County, Texas

**AGENDA REQUEST
(GENERAL)**

Agenda Item 16.

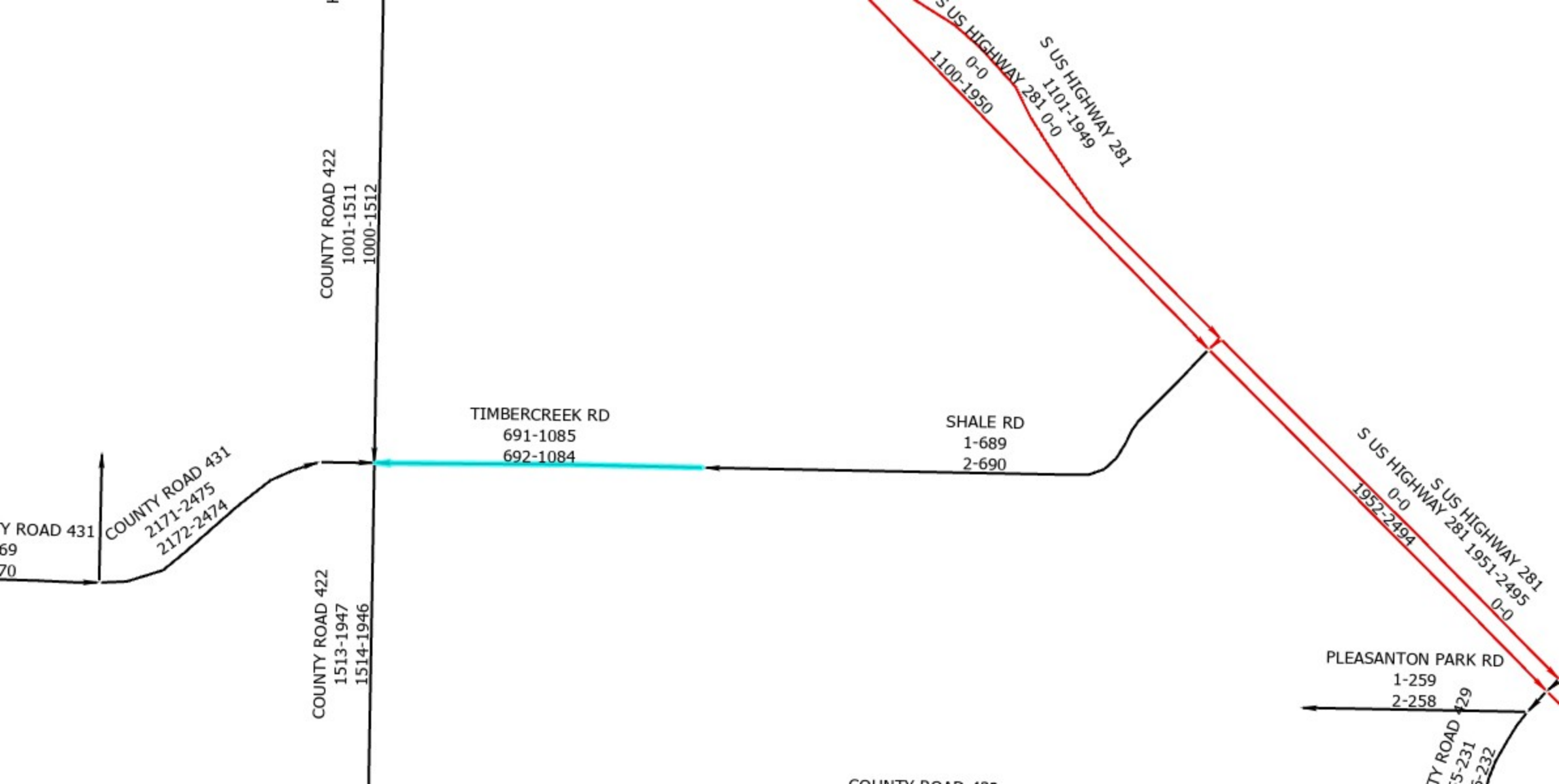
Meeting Date: 08/11/2025
Item Title: Road Name Change - Timbercreek Rd to Shale Rd
Submitted For: Britni Van Curan, Rural Development Director

Discuss and/or take appropriate action concerning:

Britni Van Curan: Discuss and/or take appropriate action concerning changing the road name of Rural Development: Timbercreek Road to Shale Rd in Precinct 4. This area of Timbercreek Road currently falls between Shale Road and County Road 422 before it turns into County Road 431. It will appear on all county maps as Shale Road from S US Highway 281 to the intersection of County Road 422 effective immediately.

ATTACHMENTS

Image



**AGENDA REQUEST
(GENERAL)**

Agenda Item 17.

Meeting Date: 08/11/2025
Item Title: Kofile Agreement/Contract
Submitted For: Theresa Carrasco, County Clerk

Discuss and/or take appropriate action concerning:

Theresa Carrasco: Discuss and/or take appropriate action concerning accepting the
County Clerk: proposal/quotes from Kofile for De-acidification, Encapsulation and Binding of
books.

Recommendation/Action Requested and Justification

Approval for Atascosa County to enter an agreement/contract with Kofile for the Restoration of Books project. The funds will derive from the Archive Fund (101-400-604) in the amount of \$307,066.72. I request Judge Cude be authorized to sign the agreement, pending approval of the Assistant County Attorney.

ATTACHMENTS

Kofile Proposal



6300 Cedar Springs Road, Dallas , TX, 75235

QUOTE DATE: 8/04/2025
EXPIRATION DATE: 11/02/2025

QUOTE: Q-01363
PO #:
SALES ORDER #: 20920576
OPPORTUNITY #: P322735

Kofile Proposal

Customer Information

Customer: Atascosa County Clerk | TX

Billing Terms: Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

Billing Address: 1 Courthouse Circle Drive Jourdanton, TX 78026

Shipping Address: 1 Courthouse Circle Drive Jourdanton, TX 78026

Primary Contact	
<u>Name</u>	Theresa Carrasco
<u>Title</u>	County Clerk
<u>Telephone</u>	8307672511
<u>Email</u>	theresa.carrasco@atascosacounty.texas.gov

Kofile Sales Rep	
<u>Name</u>	John Rickerby
<u>Address</u>	6300 Cedar Springs Road, Dallas , TX, 75235
<u>Telephone</u>	
<u>Email</u>	john.rickerby@kofile.com

Dear Honorable Theresa Carrasco,

This proposal addresses Atascosa County Clerk | TX's critical records and is presented by Kofile Technologies, Inc. {Kofile}. Note that prices for the inventory herein are good for 90 days from the date of this proposal. Critical Records Management is a modern approach to addressing diverse public records requirements. Kofile is trusted by over 3,000 government agencies as a consultant and partner and is the only supplier that offers this full suite of products and services. Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute Conservation (AIC).

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Record Series	Service	Part No.	NIGP	Scope of Work
Brand Records	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
General Index to Deeds	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
General Index to Deeds - 1876-1883- Transcribed	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Direct	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Direct	Book Preservation	PRV701	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Deeds - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Deeds - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Deeds - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Reverse	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Deeds - Reverse	Book Preservation	PRV701	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Deeds - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Deeds CFS 95000 - Reverse	Book Preservation	PRV701	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Deeds CFS Direct 9500 - Reverse	Book Preservation	PRV701	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Oil & Gas & Mineral Leases - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Oil & Gas & Mineral Leases - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Oil & Gas & Mineral Leases - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Oil & Gas & Mineral Leases - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Index to Oil & Gas & Mineral Leases - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Oil & Gas & Mineral Leases - Reverse	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Probate Minutes	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Probate Minutes	Book Preservation	PRV701	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Record Series	Service	Part No.	NIGP	Scope of Work
Probate Minutes & Criminal Docket	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Brands Records	Archival Imaging	IMG702	92030	<ul style="list-style-type: none"> • Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page. • Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.) • Capture verification. • IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing. • Crop excess blank space around image. This may involve manual cropping to ensure best quality image. • Images are named (tagged for the directory file structure) by book, volume, and page. • Images are grouped (stapled) together to form documents. • If applicable, images are optimized and scaled for system output. • When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate. • Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. • Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).

Record Series	Service	Part No.	NIGP	Scope of Work
General Index & Index to Deeds	Archival Imaging	IMGP702	92030	<ul style="list-style-type: none"> • Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page. • Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.) • Capture verification. • IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing. • Crop excess blank space around image. This may involve manual cropping to ensure best quality image. • Images are named (tagged for the directory file structure) by book, volume, and page. • Images are grouped (stapled) together to form documents. • If applicable, images are optimized and scaled for system output. • When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate. • Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. • Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).

Record Series	Service	Part No.	NIGP	Scope of Work
General Index to Deeds	Archival Imaging	IMGP711	92030	<ul style="list-style-type: none"> • Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page. • Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.) • Capture verification. • IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing. • Crop excess blank space around image. This may involve manual cropping to ensure best quality image. • Images are named (tagged for the directory file structure) by book, volume, and page. • Images are grouped (stapled) together to form documents. • If applicable, images are optimized and scaled for system output. • When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate. • Sticking: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. • Client receives a master in a medium suitable to the project size (e.g., SFTP, USB). • Kofile can hold a security copy of all images for safekeeping.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Deeds	Archival Imaging	IMGP711	92030	<ul style="list-style-type: none"> • Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page. • Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.) • Capture verification. • IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing. • Crop excess blank space around image. This may involve manual cropping to ensure best quality image. • Images are named (tagged for the directory file structure) by book, volume, and page. • Images are grouped (stapled) together to form documents. • If applicable, images are optimized and scaled for system output. • When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate. • Sticking: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. • Client receives a master in a medium suitable to the project size (e.g., SFTP, USB). • Kofile can hold a security copy of all images for safekeeping.

Record Series	Service	Part No.	NIGP	Scope of Work
Probate Minutes	Archival Imaging	IMGP702	92030	<ul style="list-style-type: none"> • Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page. • Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.) • Capture verification. • IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing. • Crop excess blank space around image. This may involve manual cropping to ensure best quality image. • Images are named (tagged for the directory file structure) by book, volume, and page. • Images are grouped (stapled) together to form documents. • If applicable, images are optimized and scaled for system output. • When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate. • Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. • Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).

Record Series	Service	Part No.	NIGP	Scope of Work
Probate Minutes	Archival Imaging	IMG701	92030	<ul style="list-style-type: none"> • Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page. • Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.) • Capture verification. • IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing. • Crop excess blank space around image. This may involve manual cropping to ensure best quality image. • Images are named (tagged for the directory file structure) by book, volume, and page. • Images are grouped (stapled) together to form documents. • If applicable, images are optimized and scaled for system output. • When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate. • Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. • Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).

PROJECT PRICING

This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Brand Records	1876-1892	1	Per Page	402	Book Preservation	\$3,742.62
General Index to Deeds	1-A	1	Per Page	500	Book Preservation	\$4,655.00
General Index to Deeds - 1876-1883-Transcribed	1	1	Per Page	500	Book Preservation	\$3,850.00

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Index to Deeds - Direct	1	1	Per Page	650	Book Preservation	\$6,051.50
Index to Deeds - Direct	2, 3	2	Per Page	1,300	Book Preservation	\$8,346.00
Index to Deeds - Direct	A-K	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Direct	A-Z	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Direct	A-Z	2	Per Page	1,200	Book Preservation	\$9,240.00
Index to Deeds - Reverse	A-Z	2	Per Page	1,200	Book Preservation	\$9,240.00
Index to Deeds - Reverse	A-Z	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Direct	L-Z	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Direct	A-K	5	Per Page	3,000	Book Preservation	\$23,100.00
Index to Deeds - Direct	L-Z	5	Per Page	3,000	Book Preservation	\$23,100.00
Index to Deeds - Reverse	1	1	Per Page	650	Book Preservation	\$6,051.50
Index to Deeds - Reverse	2, 3	2	Per Page	1,300	Book Preservation	\$8,346.00
Index to Deeds - Reverse	A-K	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Reverse	L-Z	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Reverse	A-K	5	Per Page	3,000	Book Preservation	\$23,100.00
Index to Deeds - Reverse	L-Z	5	Per Page	3,000	Book Preservation	\$23,100.00

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Index to Deeds CFS 95000 - Reverse	Subdivision	1	Per Page	640	Book Preservation	\$4,108.80
Index to Deeds CFS Direct 9500 - Reverse	Subdivision	1	Per Page	156	Book Preservation	\$1,001.52
Index to Oil & Gas & Mineral Leases - Direct	A-Z	2	Per Page	1,050	Book Preservation	\$8,085.00
Index to Oil & Gas & Mineral Leases - Direct	A-K	1	Per Page	400	Book Preservation	\$3,080.00
Index to Oil & Gas & Mineral Leases - Direct	L-Z	1	Per Page	400	Book Preservation	\$3,080.00
Index to Oil & Gas & Mineral Leases - Reverse	A-Z	2	Per Page	1,050	Book Preservation	\$8,085.00
Index to Oil & Gas & Mineral Leases - Reverse	A-K	1	Per Page	400	Book Preservation	\$3,080.00
Index to Oil & Gas & Mineral Leases - Reverse	L-Z	1	Per Page	400	Book Preservation	\$3,080.00
Probate Minutes	B & C	2	Per Page	1,360	Book Preservation	\$12,661.60
Probate Minutes	E,G,H,I,J,K	6	Per Page	3,648	Book Preservation	\$23,420.16
Probate Minutes & Criminal Docket	1-A	1	Per Page	390	Book Preservation	\$3,630.90
Brands Records	1876-1892	1	Per Image	402	Archival Imaging	\$438.18

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
General Index & Index to Deeds	1,1-3 Direct,1-3 Reverse,	7	Per Image	4,400	Archival Imaging	\$4,796.00
General Index to Deeds	1 Transcribed	1	Per Image	500	Archival Imaging	\$960.00
Index to Deeds	A-Z,A-K,L-Z	40	Per Image	22,496	Archival Imaging	\$43,192.32
Probate Minutes	1A,B,C,E	4	Per Image	2,178	Archival Imaging	\$2,374.02
Probate Minutes	G,H,I,J,K	5	Per Image	3,220	Archival Imaging	\$2,350.60
TOTAL:						\$307,066.72

Net Total: \$307,066.72

Terms and Conditions: TXMAS - This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference Contract No. TXMAS-23-92001 directly on the P.O. Kofile can prepare a 'Shopping Cart' in TxSmartBuy so Atascosa County Clerk | TX can complete this purchase. This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>

Billing Terms: Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

<p>Customer Acceptance</p> <hr/> <p>Signature of Authorized Official</p> <hr/> <p>Print Name of Authorized Official</p> <hr/> <p>Title of Authorized Official</p> <hr/> <p>Date</p>	<p>Kofile Acceptance</p> <hr/> <p>Signature of Authorized Official</p> <hr/> <p>Print Name of Authorized Official</p> <hr/> <p>Title of Authorized Official</p> <hr/> <p>Date</p>
---	---

**AGENDA REQUEST
(GENERAL)**

Agenda Item 18.

Meeting Date: 08/11/2025
Item Title: June Minutes
Submitted For: Theresa Carrasco, County Clerk

Discuss and/or take appropriate action concerning:

Theresa Carrasco: Discuss and/or take appropriate action for Approval of Commissioners' Court
County Clerk: Minutes for June 2025.

Recommendation/Action Requested and Justification

Request approval of the Commissioners' Court Minutes for June 2025.

**AGENDA REQUEST
(GENERAL)**

Agenda Item 19.

Meeting Date: 08/11/2025

Item Title:

Submitted For: Justin Vasquez, I.T. Manager

Discuss and/or take appropriate action concerning:

Justin Vasquez Discuss and/or take appropriate action concerning accepting a proposal from
I.T. TotalCom to provide low-voltage cabling services for the Tax Office in addition to
Comm. Gillespie: the amount of \$29,357.88 and authorizing the County Judge to sign.

ATTACHMENTS

Quote



TXACR.1750753 B11189

www.totalcom-inc.com

July 23, 2025

Justin Vasquez
Atascosa County
1 Courthouse Circle
Jourdanton, Texas 78026

Justin,

Please find our scope and pricing for the new addition at the Tax office located at 1001 Oak Street, Jourdanton, Texas 78026 per the attached plans. The scope is as follows:

1. 1ea 21RU (3ft) wall mounted equipment cabinet with glass front.
2. 1ea Fan /Filter kit for wall cabinet.
3. 2ea 48 port CAT6 patch panel.
4. 3ea 2RU Front / Rear Horizontal wire managers.
5. 1ea equipment shelf.
6. 1ea rack mount 10-port power strip.
7. Provide and install 3/4" bushings @ 26 locations.
8. Install required J-hooks with Batwings for cable pathway installed concrete anchors with grid wire in the remodel area.
9. Install J-hooks mounted to wood trusses for cable pathways in the new construction area.
10. Install a CAT6 Green CAT6 Riser rated cable to each user from the comm room
11. 80ea CAT6 Green inserts for user ends.
12. 26ea 2-port white face plates.
13. 1ea 2-port surface plates for WAP.
14. 80ea CAT6 5ft Green patch cords.
15. 80ea CAT6 10ft Green patch cords.
16. 1ea 2"x10" grounding buss bar.
17. Bond equipment rack to buss bar using a #6 ground conductor with crimp lugs – electrician to provide grounding conductor from main electrical ground bus to grounding buss bar.

Provisions

All work will be done during normal business hours; Monday - Friday, 8:00am to 5:00pm, excluding holidays, unless otherwise specified. The prices quoted herein are based on client provided information, and are subject to change if work varies from original scope. **Prices are valid for a period of 7 days, and do not include freight or applicable federal, state, local taxes & a 1% fuel/vehicle fee.** The venue for any disputes involving TotalCom Management, Inc. will be Bexar County, State of Texas. Any payment not received by the due date will be subject to a 18 % APR (1.5% per month) late charge. The Customer agrees to pay all fees necessary to collect any past due amounts including but not limited to the amount due, late fees, attorney fees, and any other reasonable expenses incurred to collect this debt.

Warranties

All TotalCom Management, Inc. products come with a one-year limited warranty. All TotalCom Management, Inc. provided and installed equipment come with a 1 year limited warranty. Such warranty will be void if anyone except an AUTHORIZED TotalCom Management, Inc. representative attempts to install, change, or repair any equipment or product previously installed by TotalCom Management, Inc. without the expressed written consent of a principal owner of TotalCom Management, Inc. All other products and services come with the specified manufacturers' warranties through TotalCom Management, Inc. or the manufacturers' specified representatives. **Shipping Charges & Required Personnel Lifts of any type are NOT included on any warranty repairs or returned items after bid acceptance and project is completed.**

18. Trim out cabling onto the patch panels at the equipment rack and onto the CAT6 inserts mounted into face plates.
19. Install 1ea customer provided WAP.
20. Provide and install Required J-hooks where applicable for cable support.
21. Dress rack using Velcro.
22. Test, label and document all installed cables and provide red lines once complete with cable numbers on the plans.
23. Required labor and misc. hardware.
24. Warranty – 1-year parts & labor. **Price: \$29,357.88**

PROJECT SCHEDULE

Trip One – TO BE SCHEDULED

- a. Demo the existing wiring in remodel space from ceiling to patch panel.
- b. Install required J-hooks and set up cable pathway in remodel and new construction areas.

Trip Two – **Estimated start date August 4th & completed by 8th. Grid goes in on the 11th**

- a. Rough in all new cabling from Comm Room to each Information Outlet (IO).
- b. Route cable to IO through conduits installed by others.
- c. Route cabling using J-hooks into the Comm Room and coil cable above room for future termination.

Trip Three – After Hours – TO BE SCHEDULED

- a. Remove all unnecessary equipment in the Comm Room per attached picture with colored IDs with description.
- b. Demo existing wood shelf above the existing cabinet.
- c. Remove the existing wall cabinet and associate hardware.
- d. Install a new 3-foot wall cabinet and re-install all associated hardware.

Trip Four – **DETERMINED UP CONSTRUCTION SCHEDULE**

- a. Install new patch panels and wire managers inside the wall cabinet.
- b. Trim out all previously install horizontal cabling from the new and remodel areas.
- c. Install Face plates at user ends.
- d. Test & label all installed cables.
- e. Provide red lines and test results upon completion

Provisions

All work will be done during normal business hours; Monday - Friday, 8:00am to 5:00pm, excluding holidays, unless otherwise specified. The prices quoted herein are based on client provided information, and are subject to change if work varies from original scope. **Prices are valid for a period of 7 days, and do not include freight or applicable federal, state, local taxes & a 1% fuel/vehicle fee.** The venue for any disputes involving TotalCom Management, Inc. will be Bexar County, State of Texas. Any payment not received by the due date will be subject to a 18 % APR (1.5% per month) late charge. The Customer agrees to pay all fees necessary to collect any past due amounts including but not limited to the amount due, late fees, attorney fees, and any other reasonable expenses incurred to collect this debt.

Warranties

All TotalCom Management, Inc. products come with a one-year limited warranty. All TotalCom Management, Inc. provided and installed equipment come with a 1 year limited warranty. Such warranty will be void if anyone except an AUTHORIZED TotalCom Management, Inc. representative attempts to install, change, or repair any equipment or product previously installed by TotalCom Management, Inc. without the expressed written consent of a principal owner of TotalCom Management, Inc. All other products and services come with the specified manufacturers' warranties through TotalCom Management, Inc. or the manufacturers' specified representatives. **Shipping Charges & Required Personnel Lifts of any type are NOT included on any warranty repairs or returned items after bid acceptance and project is completed.**

Exclusions.

1. All required conduits at locations per provided plans.
2. Grounding conductor from main electrical ground buss to new buss bar provided and installed by TotalCom in Comm Room

Justin, please review and let me know if you have questions.

Regards,

Moe Oroian

Provisions

*All work will be done during normal business hours; Monday - Friday, 8:00am to 5:00pm, excluding holidays, unless otherwise specified. The prices quoted herein are based on client provided information, and are subject to change if work varies from original scope. **Prices are valid for a period of 7 days, and do not include freight or applicable federal, state, local taxes & a 1% fuel/vehicle fee.** The venue for any disputes involving TotalCom Management, Inc. will be Bexar County, State of Texas. Any payment not received by the due date will be subject to a 18 % APR (1.5% per month) late charge. The Customer agrees to pay all fees necessary to collect any past due amounts including but not limited to the amount due, late fees, attorney fees, and any other reasonable expenses incurred to collect this debt.*

Warranties

*All TotalCom Management, Inc. products come with a one-year limited warranty. All TotalCom Management, Inc. provided and installed equipment come with a 1 year limited warranty. Such warranty will be void if anyone except an AUTHORIZED TotalCom Management, Inc. representative attempts to install, change, or repair any equipment or product previously installed by TotalCom Management, Inc. without the expressed written consent of a principal owner of TotalCom Management, Inc. All other products and services come with the specified manufacturers' warranties through TotalCom Management, Inc. or the manufacturers' specified representatives. **Shipping Charges & Required Personnel Lifts of any type are NOT included on any warranty repairs or returned items after bid acceptance and project is completed.***



PERSONNEL ACTION FORM

Please indicate if action to be taken is regarding *new employment or completion of probation*:

Employment Type: Request for salary increase based on completion of probation period

Requested Action

Existing Employee:	Vernandin Moreno
Position:	IT Technician Assistant
Pay Rate:	Increase to \$23.56/hour
Salary Budget Area:	012-476-402
Start Date:	August 11, 2025
Physical:	N/A
Drug Test:	N/A



PERSONNEL ACTION FORM

Please indicate if action to be taken is regarding *new employment or completion of probation*:

Employment Type: Request for salary increase based on completion of probation period

Requested Action

Justin Vasquez: Discuss and/or take appropriate action concerning personnel:
I.T.

Existing Employee:	James Hechler
Position:	IT Technician
Pay Rate:	Increase to \$24.52/hour
Salary Budget Area:	012-476-402
Start Date:	August 11, 2025
Physical:	N/A
Drug Test:	N/A

**AGENDA REQUEST
(GENERAL)**

Agenda Item 21.

Meeting Date: 08/11/2025
Item Title: Employee Handbook Revisions
Submitted For: Kayla Fournier, HR

Discuss and/or take appropriate action concerning:

Kayla Fournier: Discuss and/or take appropriate action on Employee Handbook Revisions recommended by the Policy and Procedure Committee Meeting on August 6, 2025.
H.R.

Recommendation/Action Requested and Justification

2A-6 Timesheets: Revision to include Public Defender Office Attorneys

2A-13 Overtime Authorization by County Commissioner or Elected Official: Revision to remove Elected Officials

2B-4 Vacation Buy Back: Revision to include Transition Vacation hours statement and revise schedule for when vacation hours may be bought back

2B-15 Sick: Revision to include statement that sick leave accruals stop when an employee is eligible for FMLA

1C-5 County Building Audio and Video Usage: Add Policy

ATTACHMENTS

Handbook Revisions

Atascosa County Employee Handbook
Revisions 08/11/2025

1C-5 County Building Audio and Video Usage:

- Added policy to handbook

2A-6: Timesheets

- Revision to include Public Defenders Office Attorneys back into the policy for TimeClock Plus exemption

2A-13: Overtime Authorization by County Commissioner

- Revised title of the policy to remove Elected Official
- Removed "Elected Official" from policy

2B-4 Vacation Buy Back:

- Revision to include Transition Vacation hours statement
- Revision to schedule for when employees may request vacation buy-back

2B-5: Added statement "sick leave will cease to accrue when an employee becomes eligible for and begins an approved leave of absence under FMLA. Sick leave will resume upon the employee returns to work."

1C-5 County Building Audio and Video Usage

In Atascosa County Buildings, audio and video camera and recording devices may be used for various reasons including for security, compliance, communication purposes, and training. Employees, clients, and visitors have no expectation of privacy except where privacy is necessary such as bathrooms, locker rooms, or lactation rooms. This policy applies to all county building office locations, meeting rooms, lobbies, hallways, and exterior premises.

Only County issued devices are authorized to be used within County buildings and must be installed and managed by the County IT department and County Law Enforcement and Security personnel. Any unauthorized use of county issued devices or personal devices found being used will result in disciplinary action including immediate termination, or legal action by Atascosa County including reporting the individual to law enforcement to pursue investigation and criminal charges, as allowed by state and federal law.

Audio and video recordings may not be obtained or used by unauthorized individuals or for personal gain, public sharing, unlawful surveillance or discriminatory targeting, or where privacy is allowed.

Access to footage is limited to authorized personnel which include Law Enforcement, IT, HR, the County Attorney, or the Elected Official or Department head with a legitimate business need. An Elected Official or Department Head must request access and be approved by the Commissioners' Court, IT department, HR, and County Attorney prior to gaining access to audio and video recordings or live feed footage.

All recordings are considered confidential information and may not be copied, altered, or distributed without prior written approval from Commissioners' Court or other authorized personnel with authority designated by Commissioners' Court.

2A-6 TIMESHEETS

Federal and state laws require Atascosa County to keep an accurate record of employee time worked. To ensure compliance with Federal and State laws, adequate staffing, positive employee morale, and to meet expected standards throughout Atascosa County, timely and regular recording of employee attendance and time worked is a condition of employment for all Atascosa County employees. Employees will be held accountable for adhering to their workplace schedule and documenting their time in the Time and Attendance System, i.e. TimeClock Plus. Accurately recording time worked is the responsibility of every employee, exempt or nonexempt. Altering, falsifying, tampering with time records, or falsely reporting time worked or clocking in/out for another employee is grounds for disciplinary action, up to and including termination of employment and legal action including criminal charges being pursued by Atascosa County. TimeClock Plus produces governmental documents and as such requires accurate and truthful input of attendance and time worked information. Falsifying a time sheet, a governmental record, is a criminal offense. Employees shall only use the appropriate available leave to account for time off from their regular weekly work schedule.

Any employee with three (3) or more missed punches, may be required to come before Commissioners Court, along with their department head or elected official to explain the excessive missed punches. Additionally, any supervisor who routinely edits, changes, or adds time for employees may be subject to come before Commissioners Court to account explain these actions.

It is the employee's responsibility to approve their time records to certify the accuracy of all time recorded. Once the employee has approved their time, the elected official, appointed official or department head will review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the department head must verify and approve accuracy.

Once time is approved by both the employee and the department head or elected/appointed official, it is determined that it is a complete and final timesheet, and no further changes may be made. If an employee finds an error has occurred, corrections will be made on the following payroll period. All timesheets are due to be final by the end of day on Monday prior to payroll week. If an extension is needed, a notification must be sent to the Human Resources department by noon on the Monday prior to payroll week or an extension may not be given.

The following positions are exempt from using TimeClock Plus and are paid on a salary basis. The exemptions below are responsible for accurately reporting any time used for personal, sick, or vacation leave to the Human Resources Department:

- Atascosa County Elected and Appointed Officials
- Assistant County Attorney's
- Assistant District Attorney's
- Animal Control Shelter Director
- Emergency Management Coordinator
- Fire Marshal
- Deputy Fire Marshal-Environmental Crimes Officer
- Elections Administrator
- IT Manager
- Chief Juvenile Probation Officer
- Juvenile Detention Center Director
- Human Resources Director
- District Court-Court Reporters
- Public Defenders Office Attorneys

2A- 13 OVERTIME AUTHORIZATION BY COUNTY COMMISSIONER

The following rules are adopted by the Commissioners' Court of Atascosa County, concerning authorization for overtime and compensatory time and on-call duties:

Emergency Overtime. The Commissioners' Court hereby authorizes each County Commissioner to declare an emergency and approve emergency overtime. Emergency overtime or compensation time authorized shall be reported to the County Auditor and at the next the Commissioners' Court meeting with a statement that describes the emergency. An emergency is an unforeseeable event that constitutes an immediate threat to life or property.

Violations of Overtime Rules. Any violation of these overtime rules shall be reported in writing to the Commissioners' Court.

Unbudgeted Overtime. A Commissioner shall not authorize an employee to incur overtime or compensatory time above any budgeted amount in the current county budget. An employee shall not work overtime or compensatory time above any budgeted amount in the current county budget. Before authorizing any overtime or compensatory time, a commissioner or other supervisor shall confirm with the County Auditor that budgeted overtime is available.

Procedures/Rules

Non-exempt employees shall be entitled to earn overtime compensation at one and one-half (1½) times their regular rate of pay for time actually worked in excess of forty (40) hours per week. Such overtime compensation may be paid in cash (subject to the availability of budgeted funds) or in compensatory time upon the agreement of the employee and the Commissioner, the provisions of this section. For purposes of this policy, paid vacation or sick leave, personal leave time and other approved paid leave times **shall not be considered time worked.** Whenever an employee is required to work overtime in a week where he/she has taken sick leave or paid leave time, other than specified above, in excess of the employee's normally scheduled workweek shall be compensated at straight time rates or as compensatory time (if requested by employee and agreed by the Commissioner) until a total forty (40) hours actually worked has been reached.

The Commissioner may, in lieu of cash payments for all actual hours worked in excess of forty (40) hours per week, award compensatory time calculated at one and one-half (1½) times the excess hours worked. The accumulation of compensatory time should not exceed 40 hours for non-law enforcement employees.

Any employee required to work on one of the recognized County Holidays is entitled to receive compensation at the rate of one and one-half (1½) times his or her usual rate of pay for any hours worked on the holiday (not to exceed eight hours), in addition to receiving his or her regular holiday pay. The premium rate of pay (1½ times the regular rate) shall not be

considered in determining an employee's regular rate of pay for the purposes of calculating overtime compensation which may accrue in such workweek.

All accrued compensatory time must be paid out in cash in the following instances:
When an employee is promoted from a non-exempt position to an exempt position;
Nothing herein shall prohibit the County from paying out or paying down the compensatory time balance of any employee at any time. Compensatory time earned is not transferable between employees. A Commissioner may require an employee to use accumulated compensatory time when it is in the best interests of the County. Otherwise, an employee may schedule compensatory time off when it is not disruptive to the business interests of the County, and the Commissioner must grant the time off within a reasonable period of time.

All questions concerning hours worked, overtime compensation, exempt/non-exempt status or any other matters covered by the FLSA should be directed to the Human Resources Department.

On-Call Duties

Certain positions as designated by the Commissioners will be on an on-call status. On-call status may require an employee to carry a phone or to leave a number where they can be reached. If the employees designated as on-call are free to pursue their own activities and the only stipulation is that they be available for on-call duties, as required, then they will not be compensated for any time while on-call.

If an on-call status employee is directed to perform their duties, then they will be compensated for all time spent performing their duties from the time they leave their home or other location to the directed area assigned until they return to their home or previous location.

Obligation to Work Overtime

All Atascosa County employees are required to work overtime when requested by management, unless the employee has a valid excuse acceptable to the County.

2B-4 VACATION BUY BACK

All regular full-time employees are eligible for vacation buy-back benefits upon completion of ten (10) years of continuous service with the county.

The amount of vacation buy-back pay, or leave will be determined by the action of the Commissioners' Court (currently, the vacation buy-back pay is forty (40) hours compensation or forty (40) hours vacation time-off).

An eligible employee must notify their supervisor of their intent to buy-back their vacation hours. The employee must then notify human resources at least within thirty (30) days from the payroll date in which they want the buy-back to apply to. Vacation time may be bought back at any point during the employee's anniversary year.

An eligible employee may exercise the privilege of converting the cash payment into forty (40) hours of vacation leave. The earned time-off must be taken during the anniversary year after first becoming eligible. Employees must request the vacation buy-back thirty (30) days prior to the anniversary date. Any subsequent earned vacation leave may be taken during the calendar year. Vacation leave is not cumulative from year to year and will not carry over past the anniversary date to the next year.

Transition leave hours not used by the employee prior to their anniversary date are not eligible for vacation buy-back.

B-5 SICK

Full-time employees are eligible to earn and use vacation time as described in the policy. Part-time, temporary, and seasonal employees are not eligible for vacation benefits. Eligible employees shall accrue sick leave at a rate of twelve (12) hours per month. Accrual of sick leave shall start on the first day of the month following the completion of the employee's ninety (90) day probationary period. Sick leave shall not be accrued while an employee is on leave without pay.

The maximum amount of unused sick leave an employee shall be allowed maintain is three hundred sixty (360) hours.

Sick leave may be used for the following purposes: 1) illness or injury of the employee; 2) appointments with physicians, optometrists, dentists, and other qualified medical professionals; or 3) to attend to the illness or injury of a member of the employee's immediate family. For purposes of this policy, immediate family shall be defined as spouse, child, parent, foster child or other relative living in the employee's home who is dependent on the employee for care.

Where sick leave is to be used for medical appointments, an employee shall be required to notify their supervisor of the intent to use sick leave as soon as the employee knows of the appointment. Where use of sick leave is not known in advance, an employee shall notify their supervisor of the intent to use sick leave as soon as possible but no later than within 15 minutes of the employee's normal time to begin work, when practicable. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify their supervisor as soon as is reasonably practicable. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify their supervisor of the anticipated length of absence. The employee will be placed on FMLA, if event and employee is eligible. If an employee uses three (3) or more consecutive days of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness, for either the employee's own illness or the illness of an immediate family member. Employees who have a pattern of abusing sick leave may be required to provide a physician's statement for those absences as required by their supervisor.

Employees shall not be allowed to borrow sick leave against future accruals. Employees shall not be paid for unused sick leave at separation of employment.

Sick leave may not be used as vacation or any other reason not addressed in this policy. Sick leave will only be paid at the employee's regular rate and cannot be used towards overtime. Sick leave will cease to accrue once an employee becomes eligible for and begins an approved leave of absence under FMLA. Sick leave will resume upon the employee's return to work.

**AGENDA REQUEST
(GENERAL)**

Agenda Item 22.

Meeting Date: 08/11/2025
Item Title: Donation to Animal Shelter
Submitted For: Tracy Barrera, County Auditor

Discuss and/or take appropriate action concerning:

Tracy Barrera: Discuss and/or take appropriate action to accept and certify the
Auditor: donation received by the Atascosa County Animal Shelter, in the amount of
\$5,000.00 from Petco Love to provide support to the Animal Shelter
Clinics and amend the Atascosa County 2025 Budget to increase the revenue
account, Donations 012-300-346 by \$5,000.00 to receive the funds and
increase the Atascosa County 2025 Budget line expense, Veterinary
Services/Clinics, 012-478-508 account by the same amount.

**AGENDA REQUEST
(GENERAL)**

Agenda Item 23.

Meeting Date: 08/11/2025

Item Title: Amendment to the Order Prohibiting Dumpsters within the Public Right-of-Way of Atascosa County, Texas

Submitted For: Britni Van Curan, Rural Development Director

Discuss and/or take appropriate action concerning:

Molly Solis, County Attorney
Discuss and/or take appropriate action to approve amendments to the Order Prohibiting Dumpsters within the public right-of-way of Atascosa County, Texas.
Britni Van Curan,
Rural Development

**AGENDA REQUEST
(GENERAL)**

Agenda Item 24.

Meeting Date: 08/11/2025
Item Title: Disposal of Election Equipment
Submitted For: Tracy Barrera, County Auditor

Discuss and/or take appropriate action concerning:

Tracy Barrera: Discuss and/or take appropriate action to approve the disposal and removal
Auditor: from the inventory of 20 ExpressTouch election equipment that has served its useful life. ES&S will pick up equipment and dispose of the equipment with no fee to the county.

ATTACHMENTS

ExpressTouch

ExpressTouch Inventory to
be Destroyed 8/11/2025 or after

ES&S Serial #	County Inventory #
ET0119380021	2522
ET0120330051	none
ET0119380277	2525
ET0119380049	2530
ET0119330436	2524
ET0120330002	none
ET0119380067	2528
ET0119380210	2527
ET0119380092	2531
ET0119330166	2511
ET0119380020	2526
ET0120330003	none
ET0119380094	2532
ET0119330054	2519
ET0119380085	2513
ET0119380061	2523
ET0120330076	none
ET0119380093	2529
ET0120340141	none
ET0119330063	2512

**AGENDA REQUEST
(GENERAL)**

Agenda Item 25.

Meeting Date: 08/11/2025

Item Title:

Submitted For: Mark Gillespie, Commissioner, Pct. 1

Discuss and/or take appropriate action concerning:

Commissioner Gillespie: Discuss and/or take appropriate action to approve the Interlocal Agreement between Atascosa County and the Alamo Area Council of Governments (AACOG) for continued participation in the 9-1-1 Public Safety Answering Point of Governments: (PSAP) Services Program for Fiscal Year 2026 and beyond.

ATTACHMENTS

Interlocal Agreement

INTERLOCAL AGREEMENT FOR 9-1-1 PUBLIC SAFETY ANSWERING POINT SERVICES

Article 1: Parties & Purpose

- 1.1 The Alamo Area Council of Governments (RPC) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Texas Local Government Code, Chapter 391. The RPC has developed a Strategic Plan to establish and operate 9-1-1 service (Strategic Plan) in State Planning Region 18 (Region), and the Commission on State Emergency Communications (Commission) has approved its current Strategic Plan.
- 1.2 Atascosa County (Local Government) is a local government that operates Public Safety Answering Points (PSAP) that assist in implementing the Strategic Plan as approved by the Commission.
- 1.3 The Commission, as authorized by Health and Safety Code, Chapter 771, is the oversight and funding authority for regional planning commissions implementing 9-1-1 service.
- 1.4 The Contract for 9-1-1 Services between the Commission and the RPC requires the RPC to execute interlocal agreements with local governments relating to the planning, development, operation, and provision of 9-1-1 service, the use of wireline and wireless 9-1-1 fees and equalization surcharge appropriated to the Commission and granted to the RPC (9-1-1 Funds) and adherence to Applicable Law.

Article 2: Applicable Law

- 2.1 Applicable law includes but is not limited to federal law and regulations pertaining to the provisioning of 9-1-1 service; Texas Health and Safety Code Chapter 771; Commission Rules (Title 1, Part 12, Texas Administrative Code) and Program Policy Statements; the biennial state General Appropriations Act; Texas Government Code Chapters 783 (Uniform Grant and Contract Management), including the Texas Grant Management Standards (TxGMS) promulgated thereunder, 791 (Interlocal Cooperation Act), 2054 (Information Resources), and 2260 (Resolution of Certain Contract Claims Against the State); and Texas Local Government Code Chapters 391 (Regional Planning Commissions) and 441, Subchapter J (Preservation and Management of Local Government Records).
- 2.2 Any new or amended policy or procedure, other than an adopted rule, shall be enforceable against the Local Government 30 days following the date of its adoption unless the RPC finds and declares that an emergency exists which requires that such policy or procedure be enforceable immediately. The RPC shall provide the Local Government written notice of all new or amended policies, procedures or interpretations of Commission rules within a reasonable time after adoption, and in any event at least 10

days prior to the time such policies or procedures are enforceable against the Local Government.

Article 3: Deliverables

3.1 The Local Government agrees to:

3.1.1 Operate and maintain the Atascosa County Sheriff's Office PSAP(s) located at Jourdanton, TX 78028;

3.1.2 Provide 9-1-1 public safety answering service 24 hours per day, seven days per week; and

3.1.3 Cooperate with the RPC in providing and maintaining suitable PSAP space meeting all technical requirements.

3.2 Ownership, Transference & Disposition of Equipment

3.2.1. The RPC and the Local Government shall comply with Applicable Law, regarding the ownership, transfer of ownership, and/or control of equipment acquired with 9-1-1 Funds in connection with the provision of 9-1-1 service (9-1-1 equipment).

3.2.2 The RPC shall establish ownership of all 9-1-1 equipment located within the Local Government's jurisdiction. The RPC may maintain ownership, or it may agree to transfer ownership to the Local Government according to established policy.

3.2.3 The Local Government shall ensure that sufficient controls and security exist by which to protect and safeguard the 9-1-1 equipment against loss, damage or theft.

3.2.4 Ownership and transfer-of-ownership documents shall be prepared by the RPC and signed by both parties upon establishing ownership or transference of ownership of any such 9-1-1 equipment in accordance with TxGMS and the Texas Comptroller of Public Accounts. Sample forms are provided as Attachments A and B to this Agreement.

3.2.5 Replacement insurance on 9-1-1 equipment shall be purchased and maintained by Local Government and proof of insurance shall be provided upon request.

3.2.6 The RPC and/or the Commission shall be reimbursed by the Local Government for any damage to 9-1-1 equipment other than ordinary wear and tear.

3.3 Inventory

3.3.1 The RPC shall maintain a current inventory of all 9-1-1 equipment consistent with Applicable Law;

3.3.2 All 9-1-1 equipment shall be tagged with identification labels.

3.3.3 Any lost or stolen 9-1-1 equipment shall be reported by the Local Government to the RPC as soon as possible.

3.4 Security

3.4.1 The Local Government shall limit access to all 9-1-1 equipment and related data only to authorized personnel.

3.4.2 Any suspicious or unusual activity, which may indicate an attempt to breach the integrity of 9-1-1 equipment or systems, shall be reported immediately by Local Government to RPC staff. Any actual, attempted, or suspected misuse of 9 1-1 equipment shall be reported immediately by Local Government to RPC staff.

3.5 Training

3.5.1 The Local Government shall notify the RPC of any new 9-1-1 call takers and schedule for applicable training as soon as possible.

3.6 Cybersecurity Training

3.6.1 Local Government Computer System: RPC and Local Government represents and warrants its compliance with Texas Government Code Section 2054.5191 relating to the cybersecurity training program for local government employees who have access to a local government computer system or database. The Local Government shall verify and report on the completion of a cybersecurity training program certified under Texas Government Code 2054.519 by employees of the Local Government, and require periodic audits to ensure compliance with this section.

3.6.2 State Computer System or Database: If RPC or the Local Government personnel have access to any state computer system or database, including a Commission computer system or database, such personnel must annually complete cybersecurity training certified under Texas Government Code Section 2054.519 and verify completion of the training program to the Commission pursuant to and in accordance with Texas Government Code Section 2054.5192.

3.7 Operations

The Local Government shall:

3.7.1 Designate a PSAP supervisor and provide related contact information to the RPC;

- 3.7.2 Monitor and test the 9-1-1 equipment and report any failures or maintenance issues immediately to the appropriate maintenance vendor and/or the RPC;
- 3.7.3 Coordinate with the RPC and local elected officials in the planning for and implementation and operation of all 9-1-1 equipment;
- 3.7.4 Allow 24-hour access to the 9-1-1 equipment for repair and maintenance service, as required;
- 3.7.5 Assist the RPC in conducting inspections of all 9-1-1 equipment at the PSAP as identified by the RPC for quality assurance;
- 3.7.6 Test all Telecommunications Devices for the Deaf (TDD) for proper operation;
- 3.7.7 Log all TDD 9-1-1 calls and equipment testing as required by the Americans with Disabilities Act of 1990;
- 3.7.8 Log all trouble reports and make copies available to the RPC as required by the RPC;
- 3.7.9 Make no changes to 9-1-1 equipment, software or programs without prior written consent from the RPC.

Article 4: Performance Monitoring

- 4.1 The RPC and the Commission reserve the right to perform on-site monitoring of the PSAP(s) for compliance with Applicable Law and performance of the deliverables specified in this Agreement. The Local Government agrees to fully cooperate with all monitoring requests from the RPC and/or the Commission for such purposes.

Article 5: Procurement

- 5.1 The RPC and the Local Government agree to use competitive procurement practices and procedures required by Applicable Law and RPC procurement policies in connection with any procurement to be funded with 9-1-1 Funds.
- 5.2 The RPC shall purchase supplies necessary for performance of the deliverables per this Agreement.
- 5.3 The RPC and Local Government shall require any company that submits a bid or proposal with respect to a contract for goods or services to certify that the company, and, if applicable, any of its holding companies or subsidiaries, is not:
 - a. Listed in Section 889 of the 2019 National Defense Authorization Act

- (NDAA); or
- b. Listed in Section 1260H of the 2021 NDAA; or
- c. Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4; or
- d. Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4.

Article 6: Financial

- 6.1 As authorized by Applicable Law, the provisioning of 9-1-1 service throughout the Region is funded by Commission grants of appropriated 9-1-1 Funds.
- 6.2 The RPC will provide 9-1-1 Funds to the Local Government on a cost reimbursement basis using a monitoring process that provides assurance that the reimbursement requests from the Local Government are complete, accurate, and appropriate.
- 6.3 The RPC may withhold, decrease, or seek reimbursement of 9-1-1 Funds in the event that those 9-1-1 Funds were used in noncompliance with Applicable Law.
- 6.4 The Local Government shall reimburse the RPC and/or the Commission, as applicable, any 9-1-1 Funds used in noncompliance with Applicable Law.
- 6.5 Such reimbursement of 9-1-1 Funds to the RPC and/or the Commission, as applicable, shall be made by the Local Government within 60 days after demand by the RPC, unless an alternative repayment plan is approved by the RPC and then submitted to the Commission for approval.
- 6.6 The Local Government commits to providing 9-1-1 services as a condition to receiving 9-1-1 Funds as prescribed by the RPC's Strategic Plan and any amendments thereto.

Article 7: Records

- 7.1 The Local Government will maintain adequate fiscal records and supporting documentation of all 9-1-1 Funds reimbursed to the Local Government for 9-1-1 service consistent with Applicable Law and generally accepted accounting principles and as approved in the RPC's current approved Strategic Plan;
- 7.2 The RPC or its duly authorized representative shall have access to and the right to examine and audit all books, accounts, records, files, and/or other papers or property pertaining to the 9-1-1 service belonging to or in use by the Local Government, the PSAP, or by any other entity that has performed or will perform services related to this Agreement.

- 7.3 The Commission and State Auditor's Office shall have the same access and examination rights as the RPC.

Article 8: Assignment

- 8.1 The Local Government may not assign its rights or subcontract its duties under this Agreement. An attempted assignment or subcontract in violation of this paragraph is void.

Article 9: Nondiscrimination and Equal Opportunity

- 9.1 The RPC and the Local Government shall not exclude anyone from participating under this Agreement, deny anyone benefits under this Agreement, or otherwise unlawfully discriminate against anyone in carrying out this Agreement because of race, color, religion, sex, age, disability, handicap, or national origin.

Article 10: Dispute Resolution

- 10.1 Disputes include, but are not limited to, disagreement between the parties about the meaning or application of the Strategic Plan, the Applicable Law or policy, or this Agreement.
- 10.2 The parties desire to resolve disputes without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the dispute between them. To this end, the parties agree not to sue one another, except to enforce compliance with this Article 10, until they have exhausted the procedures set out in this Article 10.
- 10.3 At the written request of either party, each party shall appoint one non-lawyer representative to negotiate informally and in good faith to resolve any dispute arising between the parties. The representatives appointed shall determine the location, format, frequency, and duration of the negotiations.
- 10.4 If the representatives cannot resolve the dispute within 30 calendar days after the first negotiation meeting, the parties agree to submit the dispute to a mutually designated legal mediator. Each party shall pay one-half the total fee and expenses for conducting the mediation.
- 10.5 The parties agree to continue performing their duties under this Agreement, which are unaffected by the dispute, during the negotiation and mediation process.
- 10.6 If mediation does not resolve the parties' dispute, the parties may pursue their legal and equitable remedies.

Article 11: Suspension for Unavailability of Funds

11.1 In the event that (i) the RPC’s approved budget and/or appropriations to the Commission from the Texas Legislature do not permit or otherwise appropriate funds for reimbursement to Local Government provided for in this Agreement, and (ii) such lack of permission or non-appropriation shall not have resulted from any act or failure to act on the part of the RPC, and (iii) the RPC has exhausted all funds legally available for reimbursement to Local Government, and no other legal procedure shall exist whereby payment hereunder can be made to Local Government; and (iv) RPC has negotiated in good faith with Local Government to develop an alternative payment schedule or new agreement that will accommodate RPC’s approved budget and/or appropriations for the applicable period, then RPC will not be obligated to reimburse the Local Government for the applicable budget year(s).

Article 12: Notice to Parties

12.1 Notice under this Agreement must be in writing and received by the party against whom it is to operate. Notice is received by a party (1) when it is delivered to the party personally; or (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party’s address specified in this Article and signed on behalf of the party.

12.2 The RPC’s address is:

Alamo Area Council of Governments
2700 NE Loop 410, Suite 101
San Antonio, TX 78217

The Local Government’s address is:

Atascosa County
1108 Campbell Ave
Jourdanton, TX 78028

12.3 A party may change its address by providing notice of the change in accordance with paragraph 12.1.

Article 13: Effective Date and Term

13.1 This Agreement is effective as of September 1, 2025 and shall remain in full force and effect unless terminated by either party by providing at least sixty (60) days written notice to the other party as provided in Article 12 of this agreement.

- 13.2 In the event of default in the performance of this Agreement, the non-defaulting party may terminate this Agreement after providing written notice of the default to the defaulting party, and the failure of the defaulting party to cure said default within 30 calendar days of said notice.
- 13.3 If this Agreement is terminated for any reason, the RPC shall not be liable to the Local Government for any damages, claims, losses, or any other amounts arising from or related to any such termination.

Article 14: Force Majeure

- 14.1 The RPC may grant relief from performance of the Agreement if the Local Government is prevented from performance by act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of the Local Government. The burden of proof for the need of such relief shall rest upon the Local Government. To obtain release based on force majeure, the Local Government shall file a written request with the RPC.

Article 15: Confidentiality

- 15.1 The parties will comply with the Public Information Act, Texas Government Code, Chapter 552 as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas. This Agreement and all data and other information generated or otherwise obtained in its performance may be subject to the Texas Public Information Act. The parties agree to maintain the confidentiality of information received during the performance of this Agreement.
- 15.2 The Local Government or its duly authorized representative will notify the RPC upon receipt of any requests for information related to this Agreement and all data and other information generated or otherwise obtained in its performance.

Article 16: Indemnification

- 16.1 To the extent authorized by law, each party agrees to indemnify the other and agrees to defend its governing body members, officers and employees, against any claim, suit or administrative proceeding, and to indemnify them against any liability including all costs, expenses, and reasonable attorney's fees incurred arising out of an act or omission of the governing body, any officer, employee or agent in carrying out this Agreement.

Article 17. Historically Underutilized Business Requirements

- 17.1 The Local Government shall comply with requirements of Texas Government Code, Chapter 2161 regarding Historically Underutilized Businesses.

Article 18: Miscellaneous

- 18.1 For purposes of this Agreement, terms not specifically defined herein are defined in the Applicable Law.
- 18.2 Each individual signing this Agreement on behalf of a party warrants that he or she is legally authorized to do so, and that the party is legally authorized to perform the obligations undertaken.
- 18.3 This Agreement constitutes the entire agreement between the parties and supersedes any and all oral or written agreements between the parties relating to matters herein. An amendment to this Agreement is not effective unless in writing and signed by both parties.
- 18.4 All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect the term of this Agreement, which shall continue in full force and effect.
- 18.5 The following Attachments are part of this Agreement:
 - Attachment A Ownership Agreement
 - Attachment B Transfer of Ownership Form
 - Attachment C Scope of Work
 - Attachment D PSAP Operations Performance Measures and Monitoring
 - Attachment E Commission Documents
- 18.6 This Agreement is binding on, and to the benefit of, the parties' successors in interest.
- 18.7 This Agreement is executed in duplicate originals.

Alamo Area Council of Governments

Atascosa County

By: _____

By: _____

Printed Name: Clifford C. Herberg

Printed Name: Weldon Cude

Title: Executive Director

Title: Atascosa County Judge

Date: _____

Date: _____

**Attachment A
Ownership Agreement**

As stipulated in Article 3 of the Agreement, the RPC shall establish ownership of all 9-1-1 equipment located within the Local Government’s jurisdiction.

The RPC hereby establishes all 9-1-1 equipment located at Atascosa County Sheriff’s Office, in Atascosa County, to be the property of AACOG, hereinafter referred to as “Owner.

Following is an itemized listing of 9-1-1 equipment hereby defined as the property of Owner.

Alamo Area Council of Governments

Atascosa County

By: _____

By: _____

Printed Name: Clifford C. Herberg

Printed Name: Weldon Cude

Title: Executive Director

Title: Atascosa County Judge

Date: _____

Date: _____

PSAP Name	Inventory Item#	Hardware Type	Description	Manufacturer	Manufacturer Part#	Serial#	Installed	Status	Location
Atascosa Co	23290	Monitor	22in LCD Monitor - 911	HP	9VH72AA#ABA	6CM1450LPR	2/27/2024	In Use	On Site
Atascosa Co	23292	Monitor	22in LCD Monitor - 911	HP	9VH72AA#ABA	CNK1481Y3G	2/27/2024	In Use	On Site
Atascosa Co	23294	Monitor	22in LCD Monitor - 911	HP	9VH72AA#ABA	CNK1481Y3P	2/27/2024	In Use	On Site
Atascosa Co	23289	Monitor	22in LCD Monitor - Map	HP	9VH72AA#ABA	6CM1450MSP	2/27/2024	In Use	On Site
Atascosa Co	23291	Monitor	22in LCD Monitor - Map	HP	9VH72AA#ABA	6CM1450LQ7	2/27/2024	In Use	On Site
Atascosa Co	23293	Monitor	22in LCD Monitor - Map	HP	9VH72AA#ABA	6CM1450MSK	2/27/2024	In Use	On Site
Atascosa Co	20669	Router - WAN	4G Router - atascosa-r2	Cisco	C8200-1N-4T V02	FJC26382BMC	3/8/2023	In Use	On Site
Atascosa Co	20668	Router - WAN	AVPN Router - atascosa-r1	Cisco	C8200-1N-4T V02	FJC26382AUS	3/8/2023	In Use	On Site
Atascosa Co	19019	Ethernet Switch	Ethernet Switch (24 Port) - 1A	Cisco	WS-C2960X-24TS-L V05	FJC24461KDR	8/4/2021	In Use	On Site
Atascosa Co	19020	Ethernet Switch	Ethernet Switch (24 Port) - 1B	Cisco	WS-C2960X-24TS-L V05	FJC24461LE7	8/4/2021	In Use	On Site
Atascosa Co	19021	Gateway - FXO	Gateway - FXO1A (4 Port)	AudioCodes	GGWV00680	D12799754	8/4/2021	In Use	On Site
Atascosa Co	19022	Gateway - FXO	Gateway - FXO1B (4 Port)	AudioCodes	GGWV00680	D12799710	8/4/2021	In Use	On Site
Atascosa Co	23298	Genovation Keypad	Genovation Keypad - USB	Genovation Inc.		5.96E+14	2/27/2024	In Use	On Site
Atascosa Co	23299	Genovation Keypad	Genovation Keypad - USB	Genovation Inc.		5.96E+14	2/27/2024	In Use	On Site
Atascosa Co	23300	Genovation Keypad	Genovation Keypad - USB	Genovation Inc.		5.96E+14	2/27/2024	In Use	On Site
Atascosa Co	12856	KVM	KVM - Freedom II (4 Port USB)	Black Box		1709B0097987	12/12/2017	In Use	On Site
Atascosa Co	12857	KVM	KVM - Freedom II (4 Port USB)	Black Box		1709B0097982	12/12/2017	In Use	On Site
Atascosa Co	12858	KVM	KVM - Freedom II (4 Port USB)	Black Box		1709B0097967	12/12/2017	In Use	On Site
Atascosa Co	15728	LED Off-Hook Light Pole	LED Off-Hook Light Pole	Signaworks Inc.	STL-24-1	WSC-15728	10/15/2019	In Use	On Site
Atascosa Co	15729	LED Off-Hook Light Pole	LED Off-Hook Light Pole	Signaworks Inc.	STL-24-1	WSC-15729	10/15/2019	In Use	On Site
Atascosa Co	15730	LED Off-Hook Light Pole	LED Off-Hook Light Pole	Signaworks Inc.	STL-24-1	WSC-15730	10/15/2019	In Use	On Site
Atascosa Co	24574	LED Off-Hook Light Pole	LED Off-Hook Light Pole	Signaworks Inc.	STL-24-1	WSC-24574	9/7/2024	In Use	On Site
Atascosa Co	21040	Media Converter	Media Converter	StarTech		AA402521107763		In Use	On Site
Atascosa Co	19581	Network Interface Module	Network Interface Module	Cisco	74-116159-01	FOC24353XQQ	8/6/2021	In Use	On Site
Atascosa Co	19006	PortServer TS4	Port Server TS4	Digi	50000836-15S	E03325260	8/4/2021	In Use	On Site
Atascosa Co	11090	Printer	Printer - LaserJet Pro 400	HP		PHGDG11961	11/3/2021	In Use	On Site
Atascosa Co	11093	RS-232 Data Sharer	RS-232 Data Sharer (2 Port)	Black Box		13172374603		In Use	On Site
Atascosa Co	17646	RS-232 Data Sharer	RS-232 Data Sharer (8 Port) RJ-1	Black Box		5247482-0027	11/25/2020	In Use	On Site
Atascosa Co	23304	SAM	SAM	Motorola Solutions		32870E	2/27/2024	In Use	On Site
Atascosa Co	23305	SAM	SAM	Motorola Solutions		32871E	2/27/2024	In Use	On Site
Atascosa Co	23306	SAM	SAM	Motorola Solutions		32873E	2/27/2024	In Use	On Site
Atascosa Co	23301	SAM Ext Speaker Kit	SAM Ext Speaker Kit	Motorola Solutions	4210022G-12-SR03	11238107006	2/27/2024	In Use	On Site
Atascosa Co	23302	SAM Ext Speaker Kit	SAM Ext Speaker Kit	Motorola Solutions	4210022G-12-SR03	11238105010	2/27/2024	In Use	On Site
Atascosa Co	23303	SAM Ext Speaker Kit	SAM Ext Speaker Kit	Motorola Solutions	4210022G-12-SR03	11238107035	2/27/2024	In Use	On Site
Atascosa Co	23307	SAM Jack Box	SAM Jack Box	Motorola Solutions		WSC-23307	2/27/2024	In Use	On Site
Atascosa Co	23308	SAM Jack Box	SAM Jack Box	Motorola Solutions		WSC-23308	2/27/2024	In Use	On Site

Atascosa Co	23309	SAM Jack Box	SAM Jack Box	Motorola Solutions		WSC-23309	2/27/2024	In Use	On Site
Atascosa Co	19023	Surge Arrester	Secondary Surge Arrester	Circa		837764	8/4/2021	In Use	On Site
Atascosa Co	19635	UPS - 9PXM	UPS - 4-20KVA (9PXM)	Eaton Powerware	9PXM08AAXXX	BF08M17411	6/1/2022	In Use	On Site
Atascosa Co	19639	UPS - Internal Battery Pack	UPS - Battery Pack (9PXM)	Eaton Powerware	P-103002954	BQ263Y1321	6/1/2022	In Use	On Site
Atascosa Co	19640	UPS - Internal Battery Pack	UPS - Battery Pack (9PXM)	Eaton Powerware	P-103002954	BQ263Y1322	6/1/2022	In Use	On Site
Atascosa Co	19641	UPS - Internal Battery Pack	UPS - Battery Pack (9PXM)	Eaton Powerware	P-103002954	BQ263Y1317	6/1/2022	In Use	On Site
Atascosa Co	19642	UPS - Internal Battery Pack	UPS - Battery Pack (9PXM)	Eaton Powerware	P-103002954	BQ263Y1316	6/1/2022	In Use	On Site
Atascosa Co	19628	UPS - Environmental Monitoring P	UPS - Environmental Monitoring P	Eaton Powerware	744-A4026	PB13M04KY7	6/1/2022	In Use	On Site
Atascosa Co	19621	UPS - Network-MS Card	UPS - Network Card-M2	Eaton Powerware	744-A3983	P312M16FR9	6/1/2022	In Use	On Site
Atascosa Co	19614	UPS - Split Phase Power Module	UPS - Split Phase Power Module	Eaton Powerware	730-06185	R286M12053	6/1/2022	In Use	On Site
Atascosa Co	8788	UPS - Automatic Transfer Switch	UPS - Transfer Switch (9170)	Eaton Powerware		WSC-8788	8/28/2014	In Use	On Site
Atascosa Co	20682	WAN - Wireless Modem	WAN - Wireless Modem	Sierra Wireless	1104071	N62122020801B239	10/25/2022	In Use	On Site
Atascosa Co	23295	Workstation - PC	Workstation PC	HP	6T6X6UP#ABA	MXL3392NN4	2/27/2024	In Use	On Site
Atascosa Co	23296	Workstation - PC	Workstation PC	HP	6T6X6UP#ABA	MXL3392NLT	2/27/2024	In Use	On Site
Atascosa Co	23297	Workstation - PC	Workstation PC	HP	6T6X6UP#ABA	MXL3392LW4	2/27/2024	In Use	On Site
Atascosa Co	21038	Media Converter	Gigabit Ethernet Fiber Media Con	StarTech		AA402522106418		Spare	COG Office
Atascosa Co	19013	SAM Jack Box	SAM Jack Box	Motorola Solutions		WSC-19013		Spare	On Site
Atascosa Co	19014	SAM Jack Box	SAM Jack Box	Motorola Solutions		WSC-19014		Spare	On Site
Atascosa Co	19015	SAM Jack Box	SAM Jack Box	Motorola Solutions		WSC-19015		Spare	On Site

Attachment B

Transfer of Ownership Form

As stipulated in Article 3 of the Agreement between [redacted] (RPC) and [redacted] (Local Government) dated [redacted], 20[redacted], the RPC shall document all transfers of ownership of 9-1-1 equipment between the RPC and the Local Government.

Indicate the appropriate classification:

Transfer _____ Disposition _____ Lost _____

Please provide the following information in as much detail as possible.

Inventory Number	Current Assignee:
Description	Location:
Serial Number	Signature:
Acquisition Date	Date:
Acquisition Cost	New Assignee:
Vendor	Location:
Invoice Number	Signature:
Purchase Order Number	Date:
Condition	

Continued.....

Attachment B
Transfer of Ownership Form (continued)

Action Recommended by: _____

Title: _____

Date: _____

Comments: _____

Approved: ____ Yes ____ No

Proceeds, if any: _____

Approved by: _____

Title: _____
 Comptroller

Date: _____

Disposed or Lost Property shall require approval by the agency head.

Reviewed by: _____
 Executive Director (or other appropriate title of agency head)

Date: _____

Attachment C Scope of Work

Section 1.0 - Scope:

As required by the Contract for 9-1-1 Services, RPC shall execute interlocal agreements between itself and its member local governments relating to planning, development, operation, and provision of 9-1-1 services. At a minimum, the parties agree to cooperate in addressing, database maintenance, and meet GIS requirements in accordance with State and Federal Standards.

PSAPs should strive to meet PSAP Service Capability Criteria Rating Scale standards as listed in APCO\NENA ANS 1.102.2, which provides for minimum standard, advanced, and superior rating categories.

1.1 The basic equipment categories are:

A. 9-1-1 Equipment

- i. Customer Premise Equipment (CPE) — located at the PSAPs such as telephone system interfaces, workstations, backroom servers, software, monitors, gateways, routers and any other equipment necessary for 9-1-1 call delivery;
- ii. Telecommunications Device for the Deaf / Teletypewriter (TDD / TTY)

B. Ancillary Equipment

- i. Uninterruptible Power Supply (UPS)
- ii. Printers
- iii. Recorders (as funding allows)

Section 2.0 - Program Deliverables:

Local Government agrees to comply with all applicable law, CSEC Rules, and RPC policies as they pertain to the 9-1-1 program to provide the following deliverables:

2.1 Inventory:

2.1.1 Local Government is responsible for notifying RPC upon disposition of equipment and shall provide inventory information for the Annual Certification of 9-1-1 Program Assets.

Attachment C

Scope of Work (continued)

2.1.2 RPC shall maintain property records and conduct an annual physical inventory. Capital Recovery Asset Disposal Notices shall be prepared in accordance with UGMS and the State Comptroller of Public Accounts as required by CSEC Rule 251.5.

2.2 Security:

- 2.2.1 Local Government will protect the CPE and ancillary equipment by implementing measures that secure the premises (including equipment room) of its PSAPs against unauthorized entrance or use. RPC agrees to follow security access requirements established by Local Government.
- 2.2.2 Local Government will implement procedures and take appropriate security measures necessary to prevent unauthorized third-party software use on CPE or 9-1-1 Workstations as outlined in CSEC Rule 251.7, *Guidelines for Implementing Integrated Services*. RPC may conduct random security audits.
- 2.2.3 Local Government shall not attach nor integrate any hardware device or software application without prior written approval of RPC. Further, no unauthorized person shall configure, manipulate, or modify any hardware device or software application. Such authority can only be granted by RPC.
- 2.2.4 Local Government will adhere to Health & Safety Code, Section 771.061, Confidentiality of Information, in maintaining all 9-1-1 data.

2.3 Maintenance:

- 2.3.1 RPC shall practice and require preventive maintenance on all CPE and ancillary equipment, software, and databases, including, at a minimum, backing up data as necessary.
- 2.3.2 Local Government will provide upkeep of 9-1-1 equipment and areas by ensuring cleanliness.
- 2.3.3 Local Government shall notify RPC of any scheduled maintenance on commercial power or backup generator, at least 48 hours prior to work being done.
- 2.3.4 Local Government shall notify RPC of any power or generator outages that affect the 9-1-1 system and document them in trouble/maintenance logs.
- 2.3.5

Attachment C Scope of Work (continued)

2.3.6 Local Government may call for technical assistance or make trouble reports by calling Western States Communications at 888-414-2738. In addition, the Local Government may use email to request routine maintenance at support@wscicom.com.

2.4 Supplies:

RPC will purchase supplies necessary for the continuous operation of 9-1-1 Ancillary equipment (i.e. printer toner).

2.5 Training

Local Government shall:

- 2.5.1 Provide telecommunicators access to emergency communications equipment training as approved by RPC training staff, or as determined by the Local Government.
- 2.5.2 Notify RPC in writing or email of any new 9-1-1 telecommunicator listing their full name, date of hire, and Texas Commission on Law Enforcement (TCOLE) PID#. New telecommunicators shall be scheduled for their 9-1-1 equipment training within 120 days of their hire date.
- 2.5.3 If a PSAP chooses to train its own personnel, a copy of the agencies approved Learning Objectives and Lesson Plan must be provided to RPC
- 2.5.4 Ensure that 9-1-1 telecommunicators meet minimum training requirements as listed in the Telecommunicators Proficiency Chart from TCOLE.
- 2.5.5 Ensure that all telecommunicators abide by TCOLE mandated rules and regulations for telecommunicator certification and/or licensing requirements.

2.6 Facilities:

- 2.6.1 Local Government shall meet the minimum site requirements for backroom equipment. Most expenses associated with this are the responsibility of the PSAP.
- 2.6.2 Local Government's 9-1-1 equipment room and communications area shall be in compliance with the American with Disability Act of 1990.
- 2.6.3 RPC staff and contracted vendors shall have access to the 9-1-1 equipment room and communications area on a 24x7x365 basis.

Attachment C Scope of Work (continued)

2.7 Operations:

Local Government shall:

- 2.7.1 Check 9-1-1 workstations, make-busy switch, and TDD/TTY for proper operation and user familiarity at least once per shift.
- 2.7.2 Provide upon request any testing documentation or applicable paperwork required by RPC within 24 hours.
- 2.7.3 The PSAP shall provide an admin phone line answered by a telecommunicator 24 hours a day. Any change to this telephone number shall be reported to RPC in writing or by email.
- 2.7.4 When there is any incorrect ANI/ALI or GIS information, the telecommunicator shall submit a discrepancy report to make the necessary correction before the end of the shift.
- 2.7.5 Notification of change in medical, law enforcement or fire responders shall be made in writing to RPC at least 15 days prior to change.
- 2.7.6 PSAP must submit a written request for all Manual ALI query to RPC for any investigation purposes. PSAP agrees to use ALI lookup feature only in the event of handling and processing an emergency call. Manual ALI queries may be used for training or testing purposes limited to PSAP telephone numbers.
- 2.7.7 Each PSAP shall have in their emergency communication plan procedures that ensure survivability and sustainability of 9-1-1 services. This plan shall be accessible to RPC upon request.
- 2.7.8 Comply with RPC policy and procedures for PSAP moves/changes.
- 2.7.9 Telecommunicators must use re-transmit (re-bid or RTX) features on wireless calls to obtain updated GPS coordinates for the mobile devices.

Attachment C Scope of Work (continued)

2.8 Master Street Address Guide (MSAG) / GIS Maintenance:

Local Government and counties/cities shall:

- 2.8.1 Provide physical addresses requested as per local ordinances and/or subdivision regulations.
- 2.8.2 Verify or correct 9-1-1 ALI database information for accuracy as requested by RPC including No Record Found (NRF) and Telephone Number Change Request (TNCR) forms.
- 2.8.3 Make sure PSAPs provide needed information to complete 9-1-1 ALI discrepancy reports.
- 2.8.4 Meet GIS requirements to ensure accurate 9-1-1 call plotting and routing.
- 2.8.5 Provide available site address points, road centerline and provisioning boundary changes as needed.
- 2.8.6 Provide boundary changes affecting: law, fire, EMS, PSAP and ESN layers.
- 2.8.7 Resolve any discrepancies, including critical errors, as provided by RPC from GeoComm as needed.

Attachment D

PSAP Operations Performance Measures and Monitoring

Reports

The RPC may request that the Local Government provide it with specialized reports which will not duplicate information readily available from vendors. Such reports shall include, but are not limited to:

Call data which may not be captured by CPE and MIS systems;
Planning for relocation or remodeling which may impact the reliability or delivery of a 911 call.

Logs

The Local Government shall provide copies of logs and reports to assist with the RPC's collection of efficiency data on the operation of PSAPs including, but not limited to:

1. Trouble report logs at least once per quarter;
2. List of service affecting issues once per quarter;
3. Certification of TTY/TDD testing once per quarter; and
4. TTY/TDD call logs

Quality Assurance Inspections

RPC personnel will conduct site visits at least 2 per year to evaluate the condition of equipment, efficiency of PSAP operations, and compliance with the Agreement.

In addition, quality assurance inspections will be conducted as follows:

[List inspections necessary to insure compliance with this Agreement, the CSEC/RPC contract, Regional Strategic Plan and individual local requirements.]

Attachment E

Commission Documents

The following documents govern the funding and provisioning of 9-1-1 services by the RPC:

1. Commission Legislation: https://www.csec.texas.gov/s/statutes?language=en_US
2. Commission Rules: https://www.csec.texas.gov/s/rules?language=en_US
3. Commission Program Policy Statements:
https://www.csec.texas.gov/s/program-policy-statements?language=en_US

**AGENDA REQUEST
(GENERAL)**

Agenda Item 26.

Meeting Date: 08/11/2025

Item Title:

Submitted For: Weldon Cude, County Judge

Discuss and/or take appropriate action concerning:

Judge Cude: Discuss and/or take appropriate action on the County Infrastructure Project

Curtis Vickers: Monthly Report.

**AGENDA REQUEST
(GENERAL)**

Agenda Item 27.

Meeting Date: 08/11/2025
Item Title:
Submitted For: Weldon Cude, County Judge

Discuss and/or take appropriate action concerning:

Judge Cude: Update and/or take appropriate action concerning Judges, Commissioners, and Other County Elected Officials' training Course certifications, record any hours and certificates into Commissioners Court minutes and other documents not related to Education needs to be filed in the court records.

Theresa Carrasco has completed 25 hours of Continuing Education at the 2025 Region 8 County and District Clerks Spring meeting and the 2025- 130th Annual County and District Clerks Association of Texas Conference.

ATTACHMENTS

information

Conference History for Theresa Carrasco

For the period of 04/01/2025 to 07/31/2025

Conference Name	Date	Approved	Entered By	Approved By
2025 Region 8 County & District Clerk's Spring Meeting	04/10/2025	5:45	Theresa Carrasco	Cathy Jenitho
	04/11/2025	2:15	Theresa Carrasco	Cathy Jenitho
2025 Region 8 County & District Clerk's Spring Meeting Total: 8:00				
2025 - 130th Annual County and District Clerks' Association of Texas Conference	06/09/2025	5:00	Theresa Carrasco	Cathy Jenitho
	06/10/2025	4:30	Theresa Carrasco	Cathy Jenitho
	06/11/2025	2:30	Theresa Carrasco	Cathy Jenitho
	06/12/2025	5:00	Theresa Carrasco	Cathy Jenitho
2025 - 130th Annual County and District Clerks' Association of Texas Conference Total: 17:00				

Period Totals: 25:00