

**ATASCOSA COUNTY  
COMMISSIONERS COURT  
REGULAR MEETING  
COMMISSIONERS COURTROOM, SUITE 203  
May 11, 2026  
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. Judge Cude: Discuss and/or take appropriate action concerning reading and approving the Proclamation declaring May 2026 as Community Action month in Atascosa County.
5. Ronald Sanchez: Discuss and/or take appropriate action adopting an order restricting outdoor burning (Burn Ban), effective on May 11, 2026, for a period of 90 days (until August 9, 2026) and allowing 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 the County no longer create a public safety hazard that would be exacerbated by outdoor burning.  
Fire Marshal:
6. Matthew Dear: Discuss and/or take appropriate action to approve one new ESD Board  
ESD# 1: Member for ESD #1 from the following submissions, the approved  
Judge Cude: individual will serve a 2 (two) year term.  
Bonita Green  
David Schulze  
Eddie Solis

7. Mike Pansza:  
EMC/OEM: Discuss and/or take appropriate action to approve a revised Texas Department of State Health Services FY2026 Statement of Work for July 1, 2025, through June 30, 2026, AND a contract with the Texas Department of State Health Services and Atascosa County for the period of July 1, 2026, through June 30, 2027, with funding provided by the Texas Department of State Health Services-Cities Readiness Initiative Grant. If approved, authorize County Judge Weldon P. Cude to sign the above-described instruments electronically.
8. Tim Gutierrez:  
Detention  
Superintendent: Discuss and/or take appropriate action concerning personnel:
- |                     |                            |
|---------------------|----------------------------|
| Existing Employee   | Dominique Cruz             |
| Position:           | Move from Corporal / JSO I |
| Pay Rate:           | \$22.94 Hourly             |
| Salary Budget Area: | 039-400-562                |
| Start Date:         | May 11,2026                |
| Physical:           | N/A                        |
| Drug Test:          | N/A                        |
9. Sarah Rihn:  
Animal Control: Discuss and/or take appropriate action concerning personnel:
- |                     |                   |
|---------------------|-------------------|
| New Employee        | Skyler Sandlin    |
| Position:           | Kennel Technician |
| Pay Rate:           | \$19.00 Hourly    |
| Salary Budget Area: | 012-477-405       |
| Start Date:         | May 11,2026       |
| Physical:           | Complete          |
| Drug Test:          | Complete          |
10. Sheriff Guerra: Discuss and/or take appropriate action concerning personnel:
- |                     |   |
|---------------------|---|
| New Employee:       | Tyler Martinez  |
| Position:           | Corrections Officer   |
| Pay Rate:           | Tier 3: \$23.44 Hourly, 86 Hours Fluctuating, \$200.00 Mo. Uniform, SB22 Eligible, 90-Day County Probation, 1-Year Agency Probation |
| Salary Budget Area: | 012-442-562   |
| Start Date:         | May 11,2026, 9 a.m.   |
| Physical:           | complete  |
| Drug Test:          | Complete  |
11. Britni Van Curan:  
Rural  
Deveolpment: Discuss and/or take appropriate action concerning approval/denial of the Right of Way Permit for CPS Energy on South View in Precinct 2.
12. Britni Van Curan:  
Rural  
Development: Discuss and/or take appropriate action concerning approval/denial of the Right-of-Way Permit on Wild Flower Dr. for CPS Energy in Precinct 2.
13. Britni Van Curan: Discuss and/or take appropriate action concerning approval/denial of the

- Rural Development: Final Plat of the Sierracruz Addition subdivision on PR Ben Ln in Precinct 2.
14. Britni Van Curan: Rural Development: Discuss and/or take appropriate action concerning approval/denial of the Right-of-Way permit for CPS Energy on Allen Ave., W. Leslie Ann Ln., E. Leslie Ann Ln., and Laura Lee Ln. in Precinct 2.
15. Britni Van Curan: Rural Development: Discuss and/or take appropriate action approval/denial of the Certificate of Exception for InstaEquity, LLC on Enchanted Dr. in Precinct 2.
16. Theresa Carrasco: County Clerk: Discuss and/or take appropriate action to approve the Commissioners' Court Minutes for March 2026.
17. Molly Solis: County Attorney: Discuss and/or take appropriate action concerning personnel:
- |                     |  |
|---------------------|--|
| New Employee        | Delanie De La Fuente   |
| Position:           | Atascosa County Attorney's Office Summer Intern- Part-time Temporary |
| Pay Rate:           | \$15.00 hourly   |
| Salary Budget Area: | 012-404-425  |
| Start Date:         | May 11, 2026   |
| Physical:           | n/a  |
| Drug Test:          | n/a  |
18. Judge Cude: Discuss and/or take appropriate action concerning personnel:
- |                     |                   |
|---------------------|-------------------|
| New Employee:       | Cheyenne Vyvlecka |
| Position:           | Chief of Staff    |
| Pay Rate:           | \$27.6923 hourly  |
| Salary Budget Area: | 012-424-402       |
| Start Date:         | May 13, 20296     |
| Physical:           | complete          |
| Drug Test:          | complete          |
19. Judge Cude: Curtis Vickers: Discuss and/or take appropriate action to approve the County Infrastructure Project Monthly Report.
20. Judge Cude: Update and/or take appropriate action concerning Judge, 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 needing to be filed in the court records.

Constable John Rutherford of Pct. 4 completed 20 hours for continuing education hours for Civil Process from April 6, 2026, to April 9, 2026.

21.

**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, 551.072 Deliberation regarding real property, 551.074 Personnel Matters; and other applicable sections as announced.**

1. Discuss the Purchase and/or Sale of Real Property
2. Discuss Monthly Financial Reports.
3. Discuss and Update on pending litigation matters.
4. Discuss the AAAPDO Public Defenders' Office Independent Personnel Policies and PDO Board Member Conduct and Action.

22.

**OPEN SESSION**

1. Discussion and/or take action on items discussed regarding Real Property.
2. Discussion and or take action on pending litigation matters.
3. Discuss and or take action on Monthly Financial Reports.
4. Discuss and/or take action on the AAAPDO Public Defenders' Office Independent Personnel Policies and PDO Board Member Conduct and Action.

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

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

25. **COMMENTS FROM THE COMMISSIONERS COURT (No Action Can Be Taken).** The next Commissioners Court is set for Tuesday, May 26, 2026.

26. 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 Wednesday, May 6, 2026.



\_\_\_\_\_  
Jessica Kidd, Court Coordinator

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 4.**

**Meeting Date:** 05/11/2026

**Item Title:**

**Submitted For:** Weldon Cude, County Judge

**Discuss and/or take appropriate action concerning:**

Judge Cude: Discuss and/or take appropriate action concerning reading and approving the Proclamation declaring May 2026 as Community Action month in Atascosa County.

**ATTACHMENTS**

information

# Proclamation



**WHEREAS**, The Community Council of South Central Texas, Inc. was established as a Community Action agency on May 11, 1965: and

**WHEREAS**, the service area encompasses the Greater South Central and West Texas Counties of Atascosa, Bandera, Bee, Brewster, Crane, Comal, Culberson, Dimmit, Edwards, Frio, Gillespie, Guadalupe, Hudspeth, Jeff Davis, Karnes, Kerr, Kendall, Kinney, LaSalle, Live Oak, Maverick, Medina, McMullen, Pecos, Presidio, Real, Terrell, Uvalde, Val Verde, Wilson and Zavala.

**WHEREAS**, Community Action has made essential contributions to individuals and families across this Nation by creating economic opportunities and strengthening communities; and

**WHEREAS**, Community Action is a robust state and local force connecting people to life changing services and creating pathways to prosperity in 99% of all American counties; and

**WHEREAS**, Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities and stable homes; and

**WHEREAS**, Community Action promotes community-wide solutions to challenges throughout our cities, suburbs, and rural areas; and

**WHEREAS**, Community Action delivers innovative services and supports that create greater opportunities for families and children to succeed; and

**WHEREAS**, Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard; and

**WHEREAS**, Community Action is celebrating 61 years of innovation, impact, and providing proven results for Americans.

**NOW, THEREFORE**, I **Judge Weldon P. Cude** of **Atascosa County, Tx**, do hereby proclaim May 2026 as Community Action Month in recognition of the hard work and dedication of all **Atascosa County, Tx** Community Action Agencies.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused to be affixed the Great Seal of **Atascosa County, Tx**, on this day of \_\_\_\_\_ of \_\_\_\_\_, 2026.

SIGNATURE OF: \_\_\_\_\_

[Official Signature]

BY THE: **County Judge** OF: **Atascosa County**

ATTEST: \_\_\_\_\_

[NAME] [POSITION]



**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 5.**

**Meeting Date:** 05/11/2026  
**Item Title:**  
**Submitted For:** Ronald Sanchez, Fire Marshal

**Discuss and/or take appropriate action concerning:**

Ronald Sanchez: Discuss and/or take appropriate action adopting an order restricting outdoor burning (Burn Ban), effective on May 11, 2026, for a period of 90 days (until August 9, 2026) and allowing 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 the County no longer create a public safety hazard that would be exacerbated by outdoor burning.

**ATTACHMENTS**



**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](mailto:rsanchez@co.atascosa.tx.us)



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**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 60 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**

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**Weldon P. Cude**  
**County Judge**

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**Mark Gillespie**  
**Commissioner, Pct. 1**

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**Mark Bowen**  
**Commissioner, Pct. 2**

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**George Pawelek**  
**Commissioner, Pct. 3**

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**Joseph B. Eustace**  
**Commissioner, Pct. 4**

Attest:

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**Theresa Carrasco, County Clerk**

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 6.**

**Meeting Date:** 05/11/2026  
**Item Title:**  
**Submitted For:** Weldon Cude, County Judge

**Discuss and/or take appropriate action concerning:**

Matthew Dear: Discuss and/or take appropriate action to approve one new ESD Board Member  
ESD# 1: for ESD #1 from the following submissions, the approved individual will serve a 2  
Judge Cude: (two) year term.  
Bonita Green  
David Schulze  
Eddie Solis

**ATTACHMENTS**

information

### **Bonita Green Bio**

I have been a property owner and full-time resident at this address since October 2003. I am an honorably retired officer of the US Air Force. I moved to my current address a few months before I retired and have been here for nearly 23 years. I have raised my children here. My family has been an active part of the community. I'd like the opportunity to participate further by serving on the Atascosa County ESD 1 commissioner's board.

### **David Sculze Bio**

I own David's Garden Seeds located at the same address. We have lived here for six years. We have owned our business for 17 years.

I live about 5 miles from the RVFD. While I am too old to fight fires, we have donated 100's of dollars to RVFD and we voted for the ESD. I was actually wondering how to create one when signs started popping up encouraging voters to vote for it.

### **Eddie Solis Bio**

Eddie Solis is a community leader with more than 30 years of experience in the financial services industry, specializing in customer-facing experiences, regulated environments, and organizational governance. He currently serves as President of the Poteet Lions Club, where he leads major service initiatives, fundraising efforts, and partnerships that support youth programs, local organizations, families, and first responders.

Eddie has built a reputation for collaborative leadership, clear communication, and steady decision-making — qualities that align directly with the mission of the Emergency Services District. His background in operational planning, risk management, and community engagement reflects a strong commitment to public safety and effective service delivery. As a resident of Atascosa County, Eddie is dedicated to strengthening emergency services, supporting first responders, and ensuring that local families receive reliable, high-quality protection and care.

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 7.**

**Meeting Date:** 05/11/2026  
**Item Title:**  
**Submitted For:** Mike Pansza, EMC/OEM

**Discuss and/or take appropriate action concerning:**

Mike Pansza: Discuss and/or take appropriate action to approve a revised Texas Department of State Health Services FY2026 Statement of Work for July 1, 2025, through June 30, 2026, AND a contract with the Texas Department of State Health Services and Atascosa County for the period of July 1, 2026, through June 30, 2027, with funding provided by the Texas Department of State Health Services-Cities Readiness Initiative Grant. If approved, authorize County Judge Weldon P. Cude to sign the above-described instruments electronically.

**ATTACHMENTS**

information  
information

**ATTACHMENT A-3  
REVISED FY2026 STATEMENT OF WORK**

**July 1, 2025 through June 30, 2026**

**I. GRANTEE RESPONSIBILITIES**

- A.** Grantee shall deliver services funded by the Public Health Emergency Preparedness (“PHEP”) Cooperative Agreement from the Centers for Disease Control and Prevention (“CDC”) to advance public health preparedness for the Cities Readiness Initiative (“CRI”).
- B.** Grantee shall perform the activities required under this Grant Agreement in the following county(ies): Atascosa; the county(ies) make(s) up the Grantee’s geographical jurisdiction.
- C.** Grantee shall provide DSHS with situational awareness data generated through interoperable networks of electronic data systems.
- D.** Grantee shall address the following public health emergency preparedness capabilities:
  - 1. Capability 1 – Community preparedness is the ability of communities to prepare for, withstand, and recover from public health incidents in both the short and long term;
  - 2. Capability 2 – Community recovery is the ability of communities to identify critical assets, facilities, and other services within public health, emergency management, health care, human services, mental/behavioral health, and environmental health sectors that can guide and prioritize recovery operations;
  - 3. Capability 3 – Emergency operations coordination is the ability to coordinate with emergency management and to direct and support an incident or event with public health or health care implications by establishing a standardized, scalable system of oversight, organization, and supervision that is consistent with jurisdictional standards and practices and the National Incident Management System (“NIMS”);
  - 4. Capability 4 – Emergency public information and warning is the ability to develop, coordinate, and disseminate information, alerts, warnings, and notifications to the public and incident management personnel;
  - 5. Capability 5 – Fatality management is the ability to coordinate with partner organizations and agencies to provide fatality management services to ensure the proper recovery and preservation of remains; identification of the deceased; determination of cause and manner of death; release of remains to an authorized individual; and provision of mental/behavioral health assistance for the grieving. The role also may include supporting activities for the identification, collection, documentation, retrieval, and transportation of human remains, personal effects, and evidence to the examination location or incident morgue;
  - 6. Capability 6 – Information sharing is the ability to conduct multijurisdictional and multidisciplinary exchange of health-related information and situational awareness data among federal, state, local, tribal, and territorial levels of

**ATTACHMENT A-3**  
**REVISED FY2026 STATEMENT OF WORK**

**July 1, 2025 through June 30, 2026**

government and the private sector. This capability includes the routine sharing of information as well as issuing of public health alerts to all levels of government and the private sector in preparation for and in response to events or incidents of public health significance;

7. Capability 7 – Mass care is the ability of public health agencies to coordinate with and support partner agencies to address, within a congregate location (excluding shelter-in-place locations), the public health, health care, mental/behavioral health, and human services needs of those impacted by an incident. This capability includes coordinating ongoing surveillance and public health assessments to ensure that health needs continue to be met as the incident evolves;
8. Capability 8 – Medical countermeasure dispensation and administration is the ability to provide medical countermeasures to targeted population(s) to prevent, mitigate, or treat the adverse health effects of a public health incident, according to public health guidelines. This capability focuses on dispensing and administering medical countermeasures, such as vaccines, antiviral drugs, antibiotics, and antitoxins;
9. Capability 9 – Medical materiel management and distribution is the ability to acquire, manage, transport, and track medical materiel during a public health incident or event and the ability to recover and account for unused medical materiel, such as pharmaceuticals, vaccines, gloves, masks, ventilators, or medical equipment after an incident;
10. Capability 10 – Medical surge is the ability to provide adequate medical evaluation and care during events that exceed the limits of the normal medical infrastructure of an affected community. It encompasses the ability of the health care system to endure a hazard impact, maintain or rapidly recover operations that were compromised, and support the delivery of medical care and associated public health services, including disease surveillance, epidemiological inquiry, laboratory diagnostic services, and environmental health assessments;
11. Capability 11 – Nonpharmaceutical interventions are actions that people and communities can take to help slow the spread of illness or reduce the adverse impact of public health emergencies. This capability focuses on communities, community partners, and stakeholders recommending and implementing nonpharmaceutical interventions in response to the needs of an incident, event, or threat. Nonpharmaceutical interventions may include isolation, quarantine, restrictions on movement and travel advisories or warnings, social distancing, external decontamination, hygiene, and precautionary protective behaviors;
12. Capability 12 – Public health laboratory testing is the ability to implement and perform methods that may be used to detect, characterize, and confirm public health threats. It also includes the ability to report timely data, provide investigative support, and use partnerships to address actual or potential exposure to threat agents in multiple matrices, including clinical specimens and food,

**ATTACHMENT A-3**  
**REVISED FY2026 STATEMENT OF WORK**

**July 1, 2025 through June 30, 2026**

water, and other environmental samples. This capability supports passive and active surveillance when preparing for, responding to, and recovering from biological, chemical, and radiological (if a Radiological Laboratory Response Network is established) public health threats and emergencies;

13. Capability 13 – Public health surveillance and epidemiological investigation is the ability to create, maintain, support, and strengthen routine surveillance and detection systems and epidemiological investigation processes. It also includes the ability to expand these systems and processes in response to incidents of public health significance;
  14. Capability 14 – Responder safety and health is the ability to protect public health and other emergency responders during pre-deployment, deployment, and post-deployment; and
  15. Capability 15 – Volunteer management is the ability to coordinate with emergency management and partner agencies to identify, recruit, register, verify, train, and engage volunteers to support the jurisdictional public health agency’s preparedness, response, and recovery activities during pre-deployment, deployment, and post-deployment.
- E.** Grantee shall coordinate with DSHS to develop a preparedness activity plan for the Grantee’s geographic jurisdiction. Grantee shall utilize the CDC’s Public Health Response Readiness Framework (currently available at: <https://www.cdc.gov/readiness/php/cr/index.html>, which defines excellence in response operations) and ensure those CDC priority areas are addressed throughout the deliverables:
1. Prioritize a risk-based approach to all-hazards planning that addresses evolving threats and supports medical countermeasure logistics;
  2. Enhance partnerships (federal and nongovernmental organizations) to effectively support community preparedness efforts;
  3. Expand local support to improve jurisdictional readiness to effectively manage public health emergencies;
  4. Improve administrative and budget preparedness systems to ensure timely access to resources for supporting jurisdictional responses;
  5. Build workforce capacity to meet jurisdictional surge management needs and support staff recruitment, retention, resilience, and mental health;
  6. Modernize data collection and systems to improve situational awareness and information sharing with healthcare systems and other partners;
  7. Strengthen risk communications activities to improve proficiency in disseminating critical public health information and warnings and address mis/disinformation;
  8. Incorporate practices to enhance preparedness and response support for communities experiencing differences in health status due to structural barriers;

**ATTACHMENT A-3  
REVISED FY2026 STATEMENT OF WORK**

**July 1, 2025 through June 30, 2026**

9. Advance capacity and capability of public health laboratories to characterize emerging public health threats through testing and surveillance; and
  10. Prioritize community recovery efforts to support health department reconstitution and incorporate lessons learned from public health emergency responses.
- F.** In the event of a public health emergency involving a portion of the state, Grantee shall mobilize and dispatch staff or equipment purchased with funds from previous PHEP cooperative agreements that are not currently performing critical duties in the jurisdiction served, to the affected area of the state upon receipt of a written request from DSHS.
- G.** Grantee shall coordinate activities and response plans within its geographical jurisdiction with the state, regional, and other local jurisdictions, among local agencies, and with hospitals and major health care entities, and Councils of Government.
- H.** Grantee shall inform DSHS in writing if Grantee will not continue performance under this Grant Agreement within thirty (30) calendar days of receipt of DSHS's notification of an amended standard(s) or guideline(s). In such event, DSHS may terminate this Grant Agreement immediately or within a reasonable period of time as determined by DSHS.
- I.** Grantee shall develop, implement, and maintain a timekeeping system for accurately documenting staff time and salary expenditures for all staff funded through this Grant Agreement, including partial full-time employees and temporary staff.
- J.** Grantee shall complete and submit programmatic reports as directed by DSHS in a format specified by DSHS and as needed to satisfy information-sharing requirements set forth in Sections 421.071 and 421.072(b)-(c) of the Texas Government Code, as amended. Grantee shall provide DSHS other reports, including financial reports, that DSHS determines necessary to accomplish the objectives of this Grant Agreement and to monitor compliance.
- K.** Grantee shall conduct all exercises and training in accordance with Homeland Security Exercise Evaluation Program ("HSEEP") guidance and have plans, processes, and training in place to meet NIMS compliance requirements.
- L.** Grantee shall work with the DSHS Public Health Region and their Regional Health Care Coalition to develop comprehensive preparedness strategies by participating in meetings, trainings, and exercises.
- M.** Grantee shall comply with all state and DSHS guidance and standards, including the Texas Grant Management Standards (currently available at: <https://comptroller.texas.gov/purchasing/grant-management/>).
- N.** At the expiration or termination of this Grant Agreement for any reason, title to any remaining equipment and supplies purchased with funds under this Grant Agreement will revert to DSHS. Title may be transferred to any other party designated by DSHS. DSHS

**ATTACHMENT A-3**  
**REVISED FY2026 STATEMENT OF WORK**

**July 1, 2025 through June 30, 2026**

may, at its option and to the extent allowed by law, transfer the reversionary interest to such property to Grantee.

- O.** Grantee shall fill any vacant positions within ninety (90) calendar days. Grantee shall report all position vacancies to their assigned DSHS Contract Representative each month until all positions are filled. DSHS may reduce Grantee's budget if Grantee has vacant positions existing for more than ninety (90) consecutive calendar days.
- P.** Grantee shall comply with all applicable federal and state laws, rules, and regulations, as amended, including, but not limited to, the following:
1. Chapter 418 of the Texas Government Code;
  2. Public Law 116-22, Pandemic and All-Hazards Preparedness and Advancing Innovation Act ("PAHPAI");
  3. Public Law 109-417 Pandemic and All-Hazards Preparedness Act ("PAHPA");
  4. Chapter 81 of the Texas Health and Safety Code;
  5. Section 319 C-1 of the Public Health Service (PHS) Act (47 USC § 247d-3a), as amended; and
  6. 2 CFR Part 200.
- Q.** Grantee shall comply with all requirements related to the cost reimbursement budget, purchases made with grant funds, and uses of grant funds under this Grant Agreement, which include the following:
1. Grantee's approved cost reimbursement budget must document all approved and allowable expenditures;
  2. Grantee shall only utilize funding under this Grant Agreement for approved and allowable costs. If Grantee requests to utilize funds for an expense not documented in the approved cost reimbursement budget, Grantee shall notify the DSHS Contract Representative, in writing, and request approval prior to utilizing the funds. DSHS shall provide written notification whether the requested expense is approved or denied;
  3. Grantee may not use funds for research, clinical care, fundraising activities or lobbying, construction or major renovations, reimbursement of pre-award costs, to supplant existing state or federal funds for activities, payment or reimbursement of backfilling costs for staff, purchase of vehicles of any kind, uniforms, buildings or real property, or funding an award to another party or provider who is ineligible;
  4. Grantee may not use funds made available under this Grant Agreement to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides;

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**July 1, 2025 through June 30, 2026**

5. Grantee shall initiate the purchase of all equipment approved in writing by DSHS, as applicable. Failure to timely initiate the purchase of equipment may result in the loss of availability of funds for the purchase of equipment. Requests to purchase equipment must be submitted to the assigned DSHS Contract Representative; and
  6. Grantee shall not use DSHS funds to lease buildings or real property without prior written approval from DSHS. Further, Grantee shall not use DSHS funds for the purchase of buildings or real property under any circumstance.
- R.** DSHS reserves the right, where allowed by legal authority, to redirect funds in the event of financial shortfalls by Grantee.
- S.** DSHS will monitor Grantee’s expenditures on a monthly basis. If expenditures are below the amount projected in Grantee’s total Project FY amount, Grantee’s budget may be subject to a decrease for the remainder of the Project FY.

**II. REPORTING REQUIREMENTS**

- A.** Grantee shall submit all reporting requirements in accordance with the deadlines set forth in **Section VII, Reporting Requirements**, of the Grant Agreement.
- B.** Grantee shall prepare and electronically submit a current Multi-Year Integrated Preparedness Plan (“MYIPP”) each Project FY, which must include at least five (5) years of progressive exercise, planning and training, via email to [phep@dshs.texas.gov](mailto:phep@dshs.texas.gov) with a copy to the DSHS Contract Representative identified in **Section VIII, Contract Representatives**, of the Grant Agreement. The MYIPP must be based on the results of the Grantee’s training needs assessment and the evaluations of previous exercises and responses, including the After-Action Review/Improvement Plan. The MYIPP must include a description of:
1. Summary of the MYIPP Workshop;
  2. The proposed location, month(s), and year(s) of future exercise(s);
  3. The type(s) of future exercise(s) that will take place; and
  4. The partnering entities.

MYIPP must include at least one access and functional needs or underserved populations (FEMA Definition), training to support a ready responder workforce (WHF-B, AHA-G, LOC-B), and recovery operations (REC-A). Data elements listed in CDC’s Supplemental Guidance must also be provided to DSHS.

- C.** Grantee shall prepare and submit a self-assessment on Capacity Indicators each Project FY via Qualtrics or as otherwise directed by DSHS. For Project FY2026, Grantee shall submit the Capacity Indicators Form to DSHS on the template prescribed by DSHS.

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**July 1, 2025 through June 30, 2026**

- D.** Grantee shall prepare and electronically submit a Jurisdictional Risk Assessment (JRA) to [phep@dshs.texas.gov](mailto:phep@dshs.texas.gov) with a copy to the DSHS Contract Representative identified in **Section VIII, Contract Representatives**, of the Grant Agreement using a weblink provided by DSHS. Grantee may submit previously completed JRAs if they are not more than 5 years old. The JRA must include:
1. Disproportionately impacted populations or access and functional needs populations and any additional information provided by CDC's Supplemental Guidance.
  2. Data elements listed in CDC's Supplemental Guidance must be provided to DSHS.
- E.** Grantee shall conduct, at minimum, one exercise following CDC's guidance during the Project FY2026. (Exercises are listed on pages 55 to 58 of the PHEP Cooperative Agreement Notice of Funding Opportunity (CDC-FRA-TU24-0137), a document made available to Grantee via a DSHS-directed link. Grantee shall conduct exercises in accordance with CDC and DSHS requirements, including all supplemental guidance, and submit documentation to DSHS. Data elements listed in CDC's Supplemental Guidance must be provided to DSHS.
- F.** Grantee shall submit a Financial Status Report (FSR) twice per Federal Fiscal Year ("FFY") (July 1 through June 30 of the following year). Grantee shall electronically submit FSRs to [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov) and [FSRGrants@dshs.texas.gov](mailto:FSRGrants@dshs.texas.gov) with a copy to the DSHS Contract Representative.

At DSHS' direction, Grantee shall submit the reports by mail or fax and send the required information to one of the following:

1. For submission by mail, use address below:  
Department of State Health Services  
Claims Processing Unit  
P.O. Box 149347, MC 1940  
Austin, TX 78714-9347
2. For submission by fax, use number below:  
(512) 458-7442

- G.** Grantee shall immediately notify DSHS in writing if Grantee is legally prohibited from providing any report required under this Grant Agreement.

**III. INVOICE AND PAYMENT**

- A.** Grantee shall request monthly payments following the month in which expenses were incurred and use the State of Texas Purchase Voucher (Form B-13 and Form B-13A), currently available at <https://www.dshs.texas.gov/contractor-forms>. Grantee's final

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**July 1, 2025 through June 30, 2026**

invoice is due thirty (30) calendar days following the expiration or termination date of the Grant Agreement.

- B.** Grantee shall electronically submit requests for reimbursements by electronic mail to [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov) and [CMSInvoices@dshs.texas.gov](mailto:CMSInvoices@dshs.texas.gov), with a copy to the DSHS Contract Representative. Invoice approval and payment by DSHS is contingent upon receipt of adequate and acceptable supporting documentation timely.
- C.** At a minimum, every invoice must include:
1. Grantee name, address, email address, vendor identification number, and telephone number;
  2. DSHS Contract and Purchase Order number;
  3. Identification of service(s) provided; including line-item budget justifications;
  4. The total invoice amount; and
  5. Any additional supporting documentation that is required by this Statement of Work or as requested by DSHS.
- D.** DSHS will reimburse Grantee on a cost reimbursement basis and in accordance with the corresponding budget period under this Grant Agreement. DSHS will reimburse Grantee only for allowable and reported expenses incurred within the Project FY.

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**July 1, 2025 through June 30, 2026**

**I. GRANTEE RESPONSIBILITIES**

- A.** Grantee shall deliver services funded by the Public Health Emergency Preparedness (“PHEP”) Cooperative Agreement from the Centers for Disease Control and Prevention (“CDC”) to advance public health preparedness for the Cities Readiness Initiative (“CRI”).
- B.** Grantee shall perform the activities required under this Grant Agreement in the following county(ies): Atascosa; the county(ies) make(s) up the Grantee’s geographical jurisdiction.
- C.** Grantee shall provide DSHS with situational awareness data generated through interoperable networks of electronic data systems.
- D.** Grantee shall address the following public health emergency preparedness capabilities:
  - 1. Capability 1 – Community preparedness is the ability of communities to prepare for, withstand, and recover from public health incidents in both the short and long term;
  - 2. Capability 2 – Community recovery is the ability of communities to identify critical assets, facilities, and other services within public health, emergency management, health care, human services, mental/behavioral health, and environmental health sectors that can guide and prioritize recovery operations;
  - 3. Capability 3 – Emergency operations coordination is the ability to coordinate with emergency management and to direct and support an incident or event with public health or health care implications by establishing a standardized, scalable system of oversight, organization, and supervision that is consistent with jurisdictional standards and practices and the National Incident Management System (“NIMS”);
  - 4. Capability 4 – Emergency public information and warning is the ability to develop, coordinate, and disseminate information, alerts, warnings, and notifications to the public and incident management personnel;
  - 5. Capability 5 – Fatality management is the ability to coordinate with partner organizations and agencies to provide fatality management services to ensure the proper recovery and preservation of remains; identification of the deceased; determination of cause and manner of death; release of remains to an authorized individual; and provision of mental/behavioral health assistance for the grieving. The role also may include supporting activities for the identification, collection, documentation, retrieval, and transportation of human remains, personal effects, and evidence to the examination location or incident morgue;
  - 6. Capability 6 – Information sharing is the ability to conduct multijurisdictional and multidisciplinary exchange of health-related information and situational awareness data among federal, state, local, tribal, and territorial levels of

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government and the private sector. This capability includes the routine sharing of information as well as issuing of public health alerts to all levels of government and the private sector in preparation for and in response to events or incidents of public health significance;

7. Capability 7 – Mass care is the ability of public health agencies to coordinate with and support partner agencies to address, within a congregate location (excluding shelter-in-place locations), the public health, health care, mental/behavioral health, and human services needs of those impacted by an incident. This capability includes coordinating ongoing surveillance and public health assessments to ensure that health needs continue to be met as the incident evolves;
8. Capability 8 – Medical countermeasure dispensation and administration is the ability to provide medical countermeasures to targeted population(s) to prevent, mitigate, or treat the adverse health effects of a public health incident, according to public health guidelines. This capability focuses on dispensing and administering medical countermeasures, such as vaccines, antiviral drugs, antibiotics, and antitoxins;
9. Capability 9 – Medical materiel management and distribution is the ability to acquire, manage, transport, and track medical materiel during a public health incident or event and the ability to recover and account for unused medical materiel, such as pharmaceuticals, vaccines, gloves, masks, ventilators, or medical equipment after an incident;
10. Capability 10 – Medical surge is the ability to provide adequate medical evaluation and care during events that exceed the limits of the normal medical infrastructure of an affected community. It encompasses the ability of the health care system to endure a hazard impact, maintain or rapidly recover operations that were compromised, and support the delivery of medical care and associated public health services, including disease surveillance, epidemiological inquiry, laboratory diagnostic services, and environmental health assessments;
11. Capability 11 – Nonpharmaceutical interventions are actions that people and communities can take to help slow the spread of illness or reduce the adverse impact of public health emergencies. This capability focuses on communities, community partners, and stakeholders recommending and implementing nonpharmaceutical interventions in response to the needs of an incident, event, or threat. Nonpharmaceutical interventions may include isolation, quarantine, restrictions on movement and travel advisories or warnings, social distancing, external decontamination, hygiene, and precautionary protective behaviors;
12. Capability 12 – Public health laboratory testing is the ability to implement and perform methods that may be used to detect, characterize, and confirm public health threats. It also includes the ability to report timely data, provide investigative support, and use partnerships to address actual or potential exposure to threat agents in multiple matrices, including clinical specimens and food,

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**July 1, 2025 through June 30, 2026**

water, and other environmental samples. This capability supports passive and active surveillance when preparing for, responding to, and recovering from biological, chemical, and radiological (if a Radiological Laboratory Response Network is established) public health threats and emergencies;

13. Capability 13 – Public health surveillance and epidemiological investigation is the ability to create, maintain, support, and strengthen routine surveillance and detection systems and epidemiological investigation processes. It also includes the ability to expand these systems and processes in response to incidents of public health significance;
  14. Capability 14 – Responder safety and health is the ability to protect public health and other emergency responders during pre-deployment, deployment, and post-deployment; and
  15. Capability 15 – Volunteer management is the ability to coordinate with emergency management and partner agencies to identify, recruit, register, verify, train, and engage volunteers to support the jurisdictional public health agency’s preparedness, response, and recovery activities during pre-deployment, deployment, and post-deployment.
- E.** Grantee shall coordinate with DSHS to develop a preparedness activity plan for the Grantee’s geographic jurisdiction. Grantee shall utilize the CDC’s Public Health Response Readiness Framework (currently available at: <https://www.cdc.gov/readiness/php/cr/index.html>, which defines excellence in response operations) and ensure those CDC priority areas are addressed throughout the deliverables:
1. Prioritize a risk-based approach to all-hazards planning that addresses evolving threats and supports medical countermeasure logistics;
  2. Enhance partnerships (federal and nongovernmental organizations) to effectively support community preparedness efforts;
  3. Expand local support to improve jurisdictional readiness to effectively manage public health emergencies;
  4. Improve administrative and budget preparedness systems to ensure timely access to resources for supporting jurisdictional responses;
  5. Build workforce capacity to meet jurisdictional surge management needs and support staff recruitment, retention, resilience, and mental health;
  6. Modernize data collection and systems to improve situational awareness and information sharing with healthcare systems and other partners;
  7. Strengthen risk communications activities to improve proficiency in disseminating critical public health information and warnings and address mis/disinformation;
  8. Incorporate practices to enhance preparedness and response support for communities experiencing differences in health status due to structural barriers;

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**July 1, 2025 through June 30, 2026**

9. Advance capacity and capability of public health laboratories to characterize emerging public health threats through testing and surveillance; and
  10. Prioritize community recovery efforts to support health department reconstitution and incorporate lessons learned from public health emergency responses.
- F.** In the event of a public health emergency involving a portion of the state, Grantee shall mobilize and dispatch staff or equipment purchased with funds from previous PHEP cooperative agreements that are not currently performing critical duties in the jurisdiction served, to the affected area of the state upon receipt of a written request from DSHS.
- G.** Grantee shall coordinate activities and response plans within its geographical jurisdiction with the state, regional, and other local jurisdictions, among local agencies, and with hospitals and major health care entities, and Councils of Government.
- H.** Grantee shall inform DSHS in writing if Grantee will not continue performance under this Grant Agreement within thirty (30) calendar days of receipt of DSHS's notification of an amended standard(s) or guideline(s). In such event, DSHS may terminate this Grant Agreement immediately or within a reasonable period of time as determined by DSHS.
- I.** Grantee shall develop, implement, and maintain a timekeeping system for accurately documenting staff time and salary expenditures for all staff funded through this Grant Agreement, including partial full-time employees and temporary staff.
- J.** Grantee shall complete and submit programmatic reports as directed by DSHS in a format specified by DSHS and as needed to satisfy information-sharing requirements set forth in Sections 421.071 and 421.072(b)-(c) of the Texas Government Code, as amended. Grantee shall provide DSHS other reports, including financial reports, that DSHS determines necessary to accomplish the objectives of this Grant Agreement and to monitor compliance.
- K.** Grantee shall conduct all exercises and training in accordance with Homeland Security Exercise Evaluation Program ("HSEEP") guidance and have plans, processes, and training in place to meet NIMS compliance requirements.
- L.** Grantee shall work with the DSHS Public Health Region and their Regional Health Care Coalition to develop comprehensive preparedness strategies by participating in meetings, trainings, and exercises.
- M.** Grantee shall comply with all state and DSHS guidance and standards, including the Texas Grant Management Standards (currently available at: <https://comptroller.texas.gov/purchasing/grant-management/>).
- N.** At the expiration or termination of this Grant Agreement for any reason, title to any remaining equipment and supplies purchased with funds under this Grant Agreement will revert to DSHS. Title may be transferred to any other party designated by DSHS. DSHS

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may, at its option and to the extent allowed by law, transfer the reversionary interest to such property to Grantee.

- O.** Grantee shall fill any vacant positions within ninety (90) calendar days. Grantee shall report all position vacancies to their assigned DSHS Contract Representative each month until all positions are filled. DSHS may reduce Grantee's budget if Grantee has vacant positions existing for more than ninety (90) consecutive calendar days.
- P.** Grantee shall comply with all applicable federal and state laws, rules, and regulations, as amended, including, but not limited to, the following:
1. Chapter 418 of the Texas Government Code;
  2. Public Law 116-22, Pandemic and All-Hazards Preparedness and Advancing Innovation Act ("PAHPAI");
  3. Public Law 109-417 Pandemic and All-Hazards Preparedness Act ("PAHPA");
  4. Chapter 81 of the Texas Health and Safety Code;
  5. Section 319 C-1 of the Public Health Service (PHS) Act (47 USC § 247d-3a), as amended; and
  6. 2 CFR Part 200.
- Q.** Grantee shall comply with all requirements related to the cost reimbursement budget, purchases made with grant funds, and uses of grant funds under this Grant Agreement, which include the following:
1. Grantee's approved cost reimbursement budget must document all approved and allowable expenditures;
  2. Grantee shall only utilize funding under this Grant Agreement for approved and allowable costs. If Grantee requests to utilize funds for an expense not documented in the approved cost reimbursement budget, Grantee shall notify the DSHS Contract Representative, in writing, and request approval prior to utilizing the funds. DSHS shall provide written notification whether the requested expense is approved or denied;
  3. Grantee may not use funds for research, clinical care, fundraising activities or lobbying, construction or major renovations, reimbursement of pre-award costs, to supplant existing state or federal funds for activities, payment or reimbursement of backfilling costs for staff, purchase of vehicles of any kind, uniforms, buildings or real property, or funding an award to another party or provider who is ineligible;
  4. Grantee may not use funds made available under this Grant Agreement to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides;

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5. Grantee shall initiate the purchase of all equipment approved in writing by DSHS, as applicable. Failure to timely initiate the purchase of equipment may result in the loss of availability of funds for the purchase of equipment. Requests to purchase equipment must be submitted to the assigned DSHS Contract Representative; and
  6. Grantee shall not use DSHS funds to lease buildings or real property without prior written approval from DSHS. Further, Grantee shall not use DSHS funds for the purchase of buildings or real property under any circumstance.
- R.** DSHS reserves the right, where allowed by legal authority, to redirect funds in the event of financial shortfalls by Grantee.
- S.** DSHS will monitor Grantee’s expenditures on a monthly basis. If expenditures are below the amount projected in Grantee’s total Project FY amount, Grantee’s budget may be subject to a decrease for the remainder of the Project FY.

**II. REPORTING REQUIREMENTS**

- A.** Grantee shall submit all reporting requirements in accordance with the deadlines set forth in **Section VII, Reporting Requirements**, of the Grant Agreement.
- B.** Grantee shall prepare and electronically submit a current Multi-Year Integrated Preparedness Plan (“MYIPP”) each Project FY, which must include at least five (5) years of progressive exercise, planning and training, via email to [phep@dshs.texas.gov](mailto:phep@dshs.texas.gov) with a copy to the DSHS Contract Representative identified in **Section VIII, Contract Representatives**, of the Grant Agreement. The MYIPP must be based on the results of the Grantee’s training needs assessment and the evaluations of previous exercises and responses, including the After-Action Review/Improvement Plan. The MYIPP must include a description of:
1. Summary of the MYIPP Workshop;
  2. The proposed location, month(s), and year(s) of future exercise(s);
  3. The type(s) of future exercise(s) that will take place; and
  4. The partnering entities.

MYIPP must include at least one access and functional needs or underserved populations (FEMA Definition), training to support a ready responder workforce (WHF-B, AHA-G, LOC-B), and recovery operations (REC-A). Data elements listed in CDC’s Supplemental Guidance must also be provided to DSHS.

- C.** Grantee shall prepare and submit a self-assessment on Capacity Indicators each Project FY via Qualtrics or as otherwise directed by DSHS. For Project FY2026, Grantee shall submit the Capacity Indicators Form to DSHS on the template prescribed by DSHS.

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- D.** Grantee shall prepare and electronically submit a Jurisdictional Risk Assessment (JRA) to [phep@dshs.texas.gov](mailto:phep@dshs.texas.gov) with a copy to the DSHS Contract Representative identified in **Section VIII, Contract Representatives**, of the Grant Agreement using a weblink provided by DSHS. Grantee may submit previously completed JRAs if they are not more than 5 years old. The JRA must include:
1. Disproportionately impacted populations or access and functional needs populations and any additional information provided by CDC's Supplemental Guidance.
  2. Data elements listed in CDC's Supplemental Guidance must be provided to DSHS.
- E.** Grantee shall conduct, at minimum, one exercise following CDC's guidance during the Project FY2026. (Exercises are listed on pages 55 to 58 of the PHEP Cooperative Agreement Notice of Funding Opportunity (CDC-FRA-TU24-0137), a document made available to Grantee via a DSHS-directed link. Grantee shall conduct exercises in accordance with CDC and DSHS requirements, including all supplemental guidance, and submit documentation to DSHS. Data elements listed in CDC's Supplemental Guidance must be provided to DSHS.
- F.** Grantee shall submit a Financial Status Report (FSR) twice per Federal Fiscal Year ("FFY") (July 1 through June 30 of the following year). Grantee shall electronically submit FSRs to [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov) and [FSRGrants@dshs.texas.gov](mailto:FSRGrants@dshs.texas.gov) with a copy to the DSHS Contract Representative.

At DSHS' direction, Grantee shall submit the reports by mail or fax and send the required information to one of the following:

1. For submission by mail, use address below:  
Department of State Health Services  
Claims Processing Unit  
P.O. Box 149347, MC 1940  
Austin, TX 78714-9347
2. For submission by fax, use number below:  
(512) 458-7442

- G.** Grantee shall immediately notify DSHS in writing if Grantee is legally prohibited from providing any report required under this Grant Agreement.

**III. INVOICE AND PAYMENT**

- A.** Grantee shall request monthly payments following the month in which expenses were incurred and use the State of Texas Purchase Voucher (Form B-13 and Form B-13A), currently available at <https://www.dshs.texas.gov/contractor-forms>. Grantee's final

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invoice is due thirty (30) calendar days following the expiration or termination date of the Grant Agreement.

- B.** Grantee shall electronically submit requests for reimbursements by electronic mail to [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov) and [CMSInvoices@dshs.texas.gov](mailto:CMSInvoices@dshs.texas.gov), with a copy to the DSHS Contract Representative. Invoice approval and payment by DSHS is contingent upon receipt of adequate and acceptable supporting documentation timely.
  
- C.** At a minimum, every invoice must include:
  - 1. Grantee name, address, email address, vendor identification number, and telephone number;
  - 2. DSHS Contract and Purchase Order number;
  - 3. Identification of service(s) provided; including line-item budget justifications;
  - 4. The total invoice amount; and
  - 5. Any additional supporting documentation that is required by this Statement of Work or as requested by DSHS.
  
- D.** DSHS will reimburse Grantee on a cost reimbursement basis and in accordance with the corresponding budget period under this Grant Agreement. DSHS will reimburse Grantee only for allowable and reported expenses incurred within the Project FY.



## 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**

Tim Gutierrez:

Detention

Superintendent:

Discuss and/or take appropriate action concerning personnel:

Existing Employee

Position:

Pay Rate:

Salary Budget Area:

Start Date:

Physical:

Drug Test:

Dominique Cruz

Move from Corporal / JSO I

\$22.94 Hourly

039-400-562

May 11,2026

N/A

N/A



## PERSONNEL ACTION FORM

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

**Employment Type:** New employee

**Requested Action**

Sarah Rihn:  
Animal Control: Discuss and/or take appropriate action concerning personnel:

New Employee	Skyler Sandlin
Position:	Kennel Technician
Pay Rate:	\$19.00 Hourly
Salary Budget Area:	012-477-405
Start Date:	May 11,2026
Physical:	Complete
Drug Test:	Complete



## 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: Tyler Martinez  
Position: Corrections Officer  
Pay Rate: Tier 3: \$23.44 Hourly, 86 Hours Fluctuating,  
\$200.00 Mo. Uniform, SB22 Eligible, 90-Day  
County Probation, 1-Year Agency Probation  
Salary Budget Area: 012-442-562  
Start Date: May 11, 2026, 9 a.m.  
Physical: complete  
Drug Test: Complete

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 11.**

**Meeting Date:** 05/11/2026  
**Item Title:** ROW Permit - CPS  
**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 South View in Precinct 2.

**ATTACHMENTS**

South View ROW Permit

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

**Residential Use:** \_\_\_\_\_  
**FEE:** \_\_\_\_\_

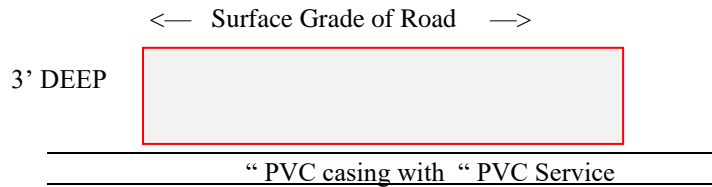
**Commercial Use:** \_\_\_\_\_  
**PAID:** \_\_\_\_\_

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

Date: \_\_\_\_\_

Formal notice is hereby given that Entrust Solutions Group  
Company proposes to place a \_\_\_\_\_  
line within the right-of-way of \_\_\_\_\_ in Precinct \_\_\_\_\_  
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 6th day of May, 2026.

**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 Entrust Solutions Group

By (Print) Logan Burley

Signature *Logan Burley*

Title Design Tech 2

Address 1922 DRY CREEK WAY STE 116

San Antonio, TX, 78259

Phone No. 830-928-3235

Fax No. \_\_\_\_\_

To: \_\_\_\_\_

Roadway \_\_\_\_\_

Beg. RM \_\_\_\_\_ Offset \_\_\_\_\_ End RMOffset \_\_\_\_\_

County Precincts No. \_\_\_\_\_ 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 2 Commissioner:**

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

##### **Precinct 3 Commissioner:**

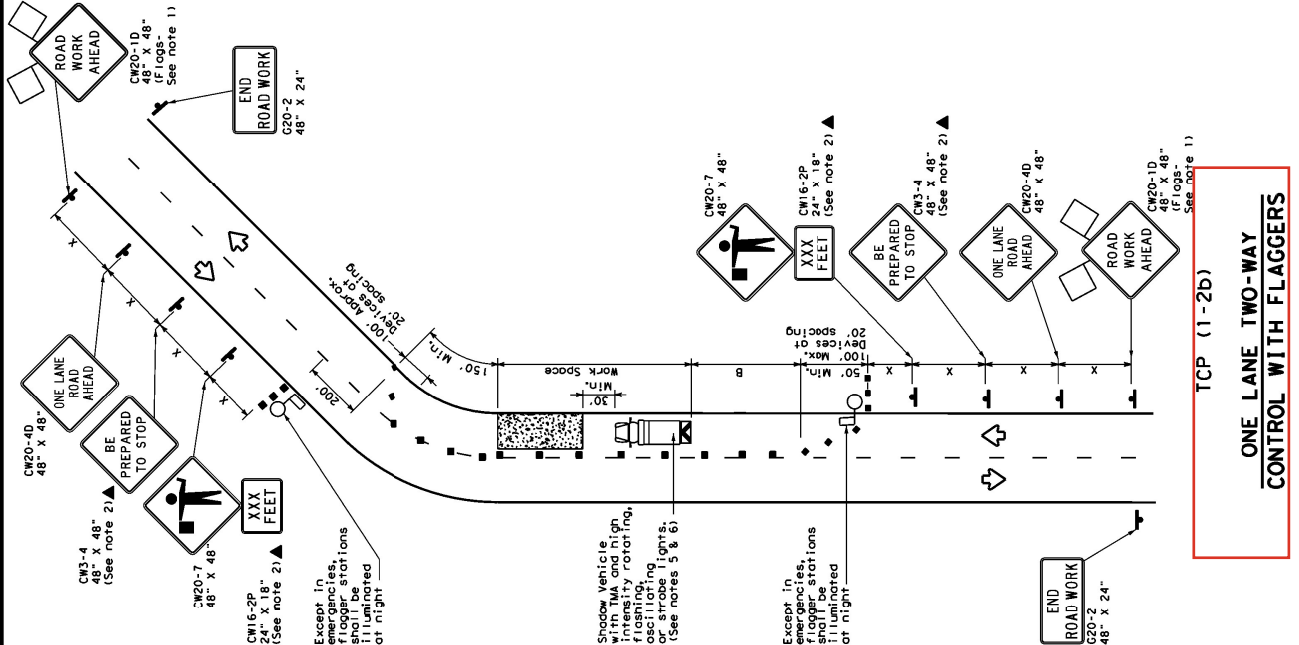
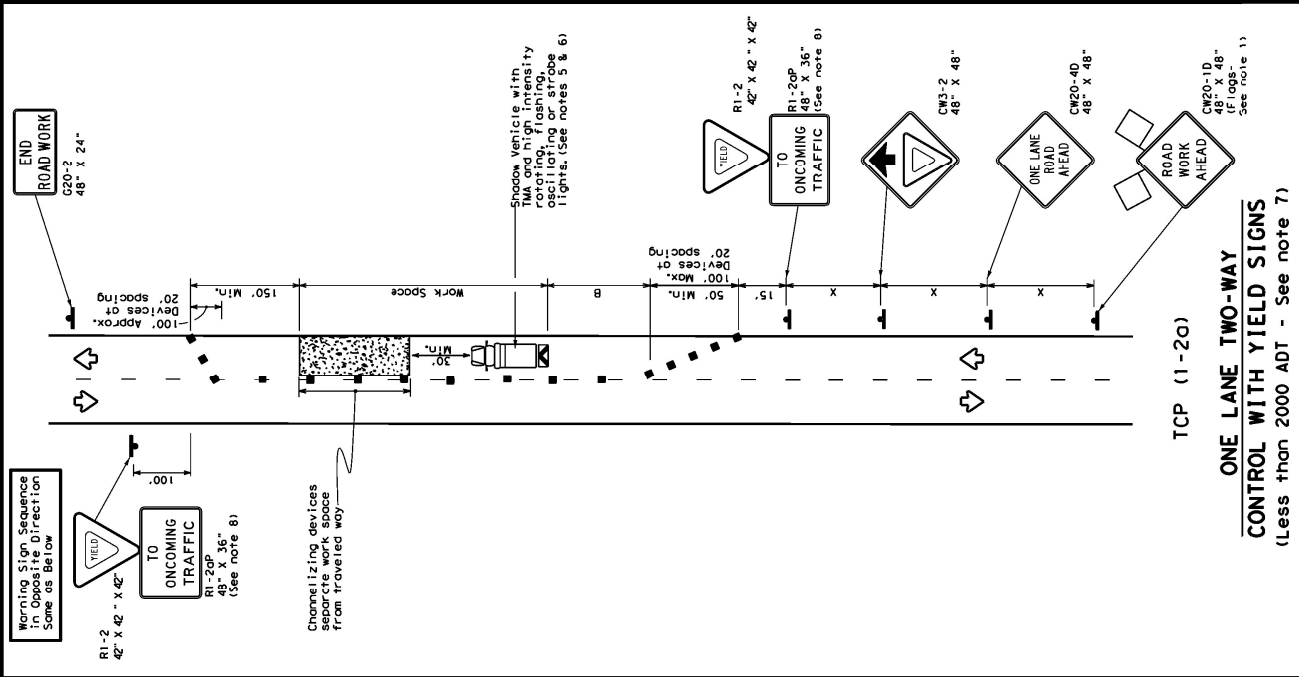
**George "Butch" Pawelek**  
**830-277-1213**  
**76 Yule Ave**  
**Charlotte, TX 78011**

##### **Precinct 4 Commissioner:**

**Joseph Eustace**  
**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.





**LEGEND**

Type 3 Barricade	Channelizing Devices
Truck Mounted Attenuator (TMA)	Truck Mounted Attenuator (TMA)
Portable Message Board	Portable Message Board
Flashing Arrow Board	Flashing Arrow Board
Sign	Sign
Flagger	Flagger

Speed * kph	Minimum Taper Lengths ft/m	Suggested Maximum Spacing of Channelizing Devices ft/m	Minimum Sign Spacing ft/m	Suggested Buffer Space ft/m	Stopping Distance ft/m
30	10' 11"	12'	30'	60'	120'
35	150' 165'	180'	30'	70'	160'
40	205' 225'	245'	35'	80'	240'
45	265' 285'	320'	40'	90'	320'
50	450' 495'	540'	45'	100'	400'
55	500' 550'	600'	50'	110'	500'
60	600' 660'	720'	60'	120'	600'
65	650' 715'	780'	65'	130'	700'
70	700' 770'	840'	70'	140'	800'
75	750' 825'	900'	75'	150'	900'

\* Conventional Roads Only rounded off.  
 \*\* Taper length rounded off.  
 L = Length of Taper (ft) W = Width of Offset (ft) S = Posted Speed (MPH)

**TYPICAL USAGE**

MOBILE	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
✓	✓		

- GENERAL NOTES**
- Flags attached to signs where shown are REQUIRED.
  - All traffic control devices illustrated are REQUIRED, except those denoted with the maintenance work, when approved by the Engineer.
  - The CW3-4 "BE PREPARED TO STOP" sign may be installed after the CW20-4D "ONE LANE ROAD AHEAD" sign, but proper sign spacing shall be maintained. The CW20-4D sign may be used if adequate warning ahead of the flagger or RI-2 "YIELD" sign is less than 1500 feet.
  - A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices should be used to protect workers and vehicles with TMA's be positioned off the paved surface, next to those shown in order to protect wider work spaces.
- TCP (1-20)**
- RI-2 "YIELD" sign traffic control may be used on projects with approaches that have more than one half city block. In rural areas on roadways with less than 2000 ADT, work spaces should be no longer than 400 feet.
  - RI-2 "YIELD" sign with RI-20P "TO ONCOMING TRAFFIC" plaque shall be placed on a support at a 7 foot minimum mounting height.
- TCP (1-2b)**
- Flaggers should use two-way radios or other methods of communication to control traffic.
  - Length of work space should be based on the ability of flaggers to communicate.
  - If the work space is located near a horizontal or vertical curve, the buffer distances should be increased in order to maintain adequate stopping sight distance to the flagger and a queue of stopped vehicles (see table above).
  - Communication on the work line may be limited when a pilot car is leading traffic and approved by the Engineer.
  - Flaggers should use 24" STOP/SLOW paddles to control traffic. Flags should be limited to emergency situations.

Texas Department of Transportation  
 Operations Division  
 Standard

**TRAFFIC CONTROL PLAN**  
**ONE-LANE TWO-WAY**  
**TRAFFIC CONTROL**

**TCP (1-2) - 18**

FILED	TCP (1-2) - 18.dgn	DATE	12/11/18	CITY	
PROJECT	December 1985	CONF	1801	DIST	
REVISED	4-90 4-98	BY	1801	COUNTY	
	2-94 2-12				
	1-97 2-18				

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 12.**

**Meeting Date:** 05/11/2026  
**Item Title:** ROW Permit - CPS  
**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 on Wild Flower Dr. for CPS Energy in Precinct 2.

**ATTACHMENTS**

CPS ROW Permit - Wild Flower Dr



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 21 day of MAY, 2026.

**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.”)

\_\_\_\_\_  
Only pulling slack from existing cable \_\_\_\_\_  
\_\_\_\_\_

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.”)

\_\_\_\_\_  
Only pulling slack from existing cable \_\_\_\_\_  
\_\_\_\_\_

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. If 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 ENTRUST SOLUTIONS GROUP

By (Print) \_\_\_\_\_

Signature ROBERT MONSIVAIS JR

Title DESIGN ENGINEER 2

Address 1922 Dry Creek Way, San Antonio, TX 78259

Phone No. 210-728-3155

Fax No \_\_\_\_\_

To: \_\_\_\_\_

Roadway \_\_\_\_\_

Beg. RM \_\_\_\_\_ Offset \_\_\_\_\_ End RMOffset \_\_\_\_\_

County Precincts No. \_\_\_\_\_ 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:**

**Joseph Eustace**  
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.



CONSTRUCTION COMPLETED

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CONST CTR: \_\_\_\_\_

FERG MAP PAGE 744 - D7

<b>OVERHEAD ELECTRIC DESIGN</b>		PROJECT # E-0070	
WORK REQUEST NO 41110978		WORK REQUEST TITLE / ADDRESS SPECTRUM#20022187 - 4 - MFI SAX WILDFLOWER DR - MR	
PLANNED BY R. MONSIVAIS	PHONE 210-728-3155	DATE PLANNED 3/3/2026	NOTES
REVIEWED BY SCHAVEZMART	PHONE 210-947-2759	DATE REVIEWED	Job Description: SPECTRUM MAKE READY (1) ADDRESS: 315 WILD FLOWER DR LYTLE, TX 78052
PAGE 1 OF 1		SERVICE CENTER SWD	
X Y GRID COORDINATES X 2038112.00000 Y 13616151.00000		CIRCUIT NO X213	SCALE 1" = 100'
BURIED FACILITIES			
CLEAR NOTED ON SKETCH	CATV <input checked="" type="checkbox"/>	WATER <input checked="" type="checkbox"/>	TELEPHONE <input checked="" type="checkbox"/>
	SEWER <input checked="" type="checkbox"/>	ELECTRIC <input checked="" type="checkbox"/>	GAS <input checked="" type="checkbox"/>
		OTHER <input checked="" type="checkbox"/>	
COPIES			TOTAL
			0
ESTIMATED MAN HOURS:		SKETCH SIZE 11 X 17 1" = 100'	

**Seal**

NO SEAL REQUIRED

**Outages**

NO OUTAGES REQUIRED

**Associated Work Orders**

N/A

**Locates & Permits**

ATASCOSA ROW PERMIT REQUIRED FOR OP#1

**Environmental Notes**

NO ENV CHECKLIST OR EPIC SHEET REQUIRED

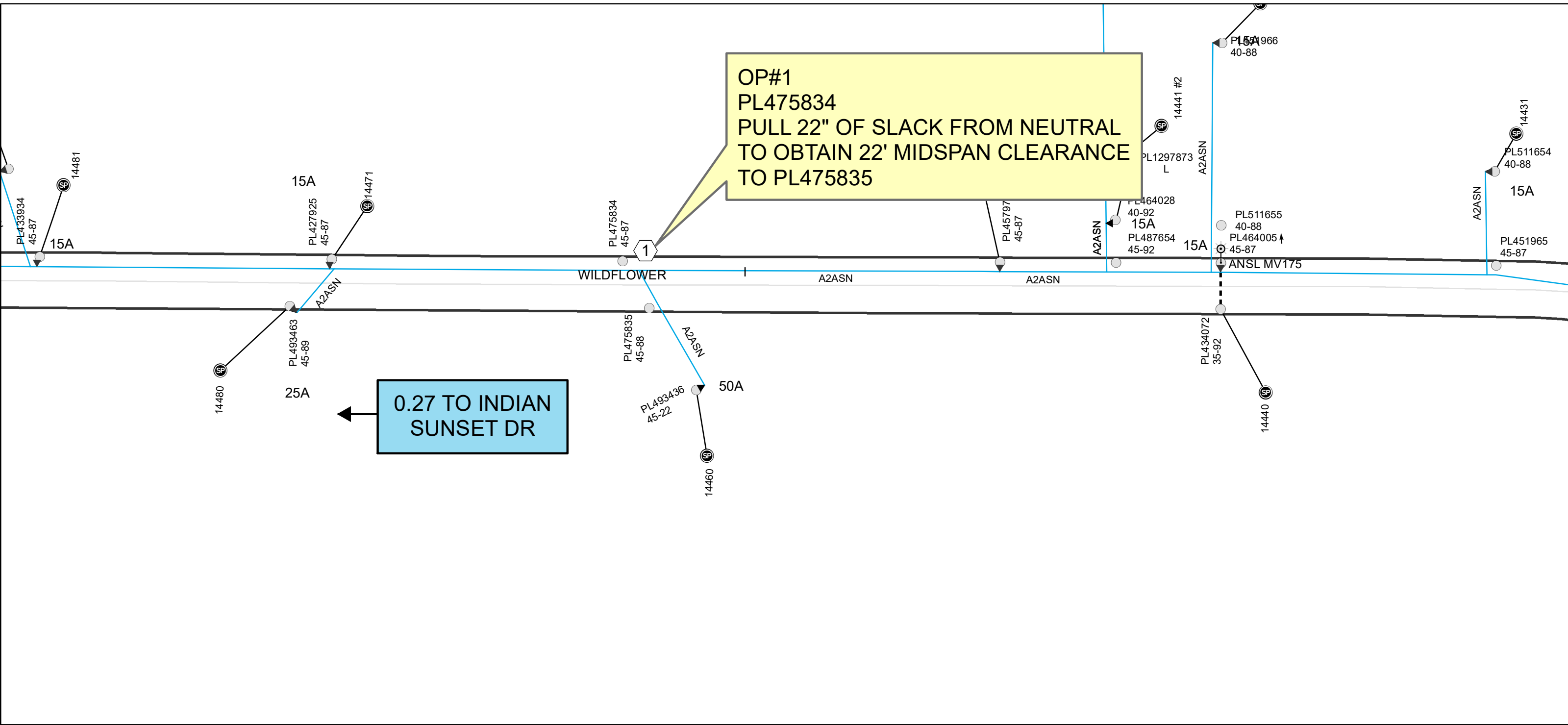
**Field Notes**

N/A

**Miscellaneous Notes**

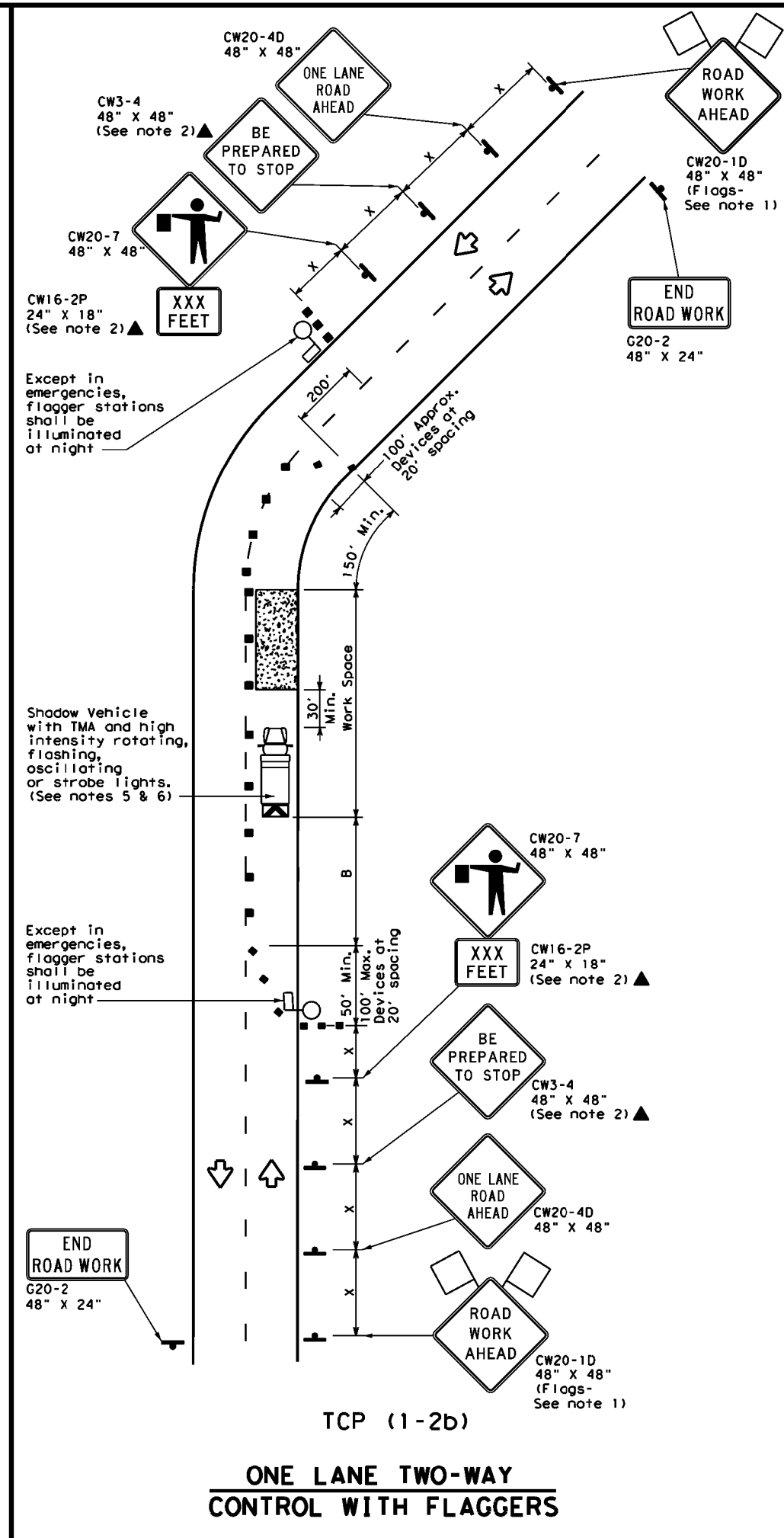
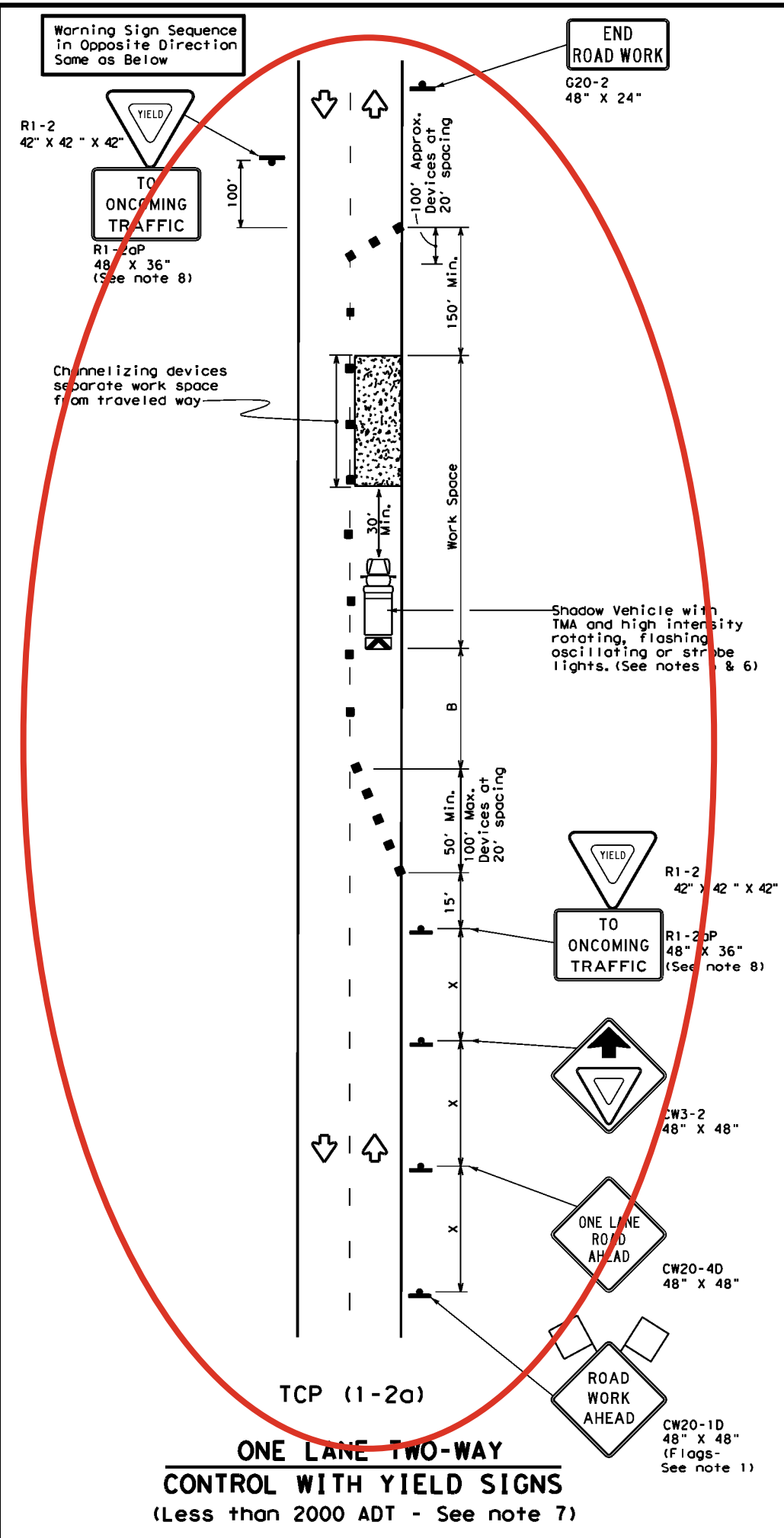
CONTACT DESIGNER 48 HOURS PRIOR TO CONSTRUCTION AT (210) 728-3155 OR RMONSIVAIS@ENTRUSTSOL.COM OR ENTRUST SUPERVISOR AT (210) 728-3195 OR AANZALDUA@ENTRUSTSOL.COM

CPS APPLICATION AND PROJECT MAP ATTACHED AT TASK 2360 IN WMIS



DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

DATE: FILE:



**LEGEND**

	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "X" Distance	Suggested Longitudinal Buffer Space "B"	Stopping Sight Distance
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent			
30	L = WS <sup>2</sup> / 60	150'	165'	180'	30'	60'	120'	90'	200'
35		205'	225'	245'	35'	70'	160'	120'	250'
40		265'	295'	320'	40'	80'	240'	155'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	195'	360'
50		500'	550'	600'	50'	100'	400'	240'	425'
55		550'	605'	660'	55'	110'	500'	295'	495'
60		600'	660'	720'	60'	120'	600'	350'	570'
65		650'	715'	780'	65'	130'	700'	410'	645'
70		700'	770'	840'	70'	140'	800'	475'	730'
75		750'	825'	900'	75'	150'	900'	540'	820'

\* Conventional Roads Only  
 \*\* Taper lengths have been rounded off.  
 L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

**TYPICAL USAGE**

MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓		

**GENERAL NOTES**

- Flags attached to signs where shown are REQUIRED.
- All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated elsewhere in the plans, or for routine maintenance work, when approved by the Engineer.
- The CW3-4 "BE PREPARED TO STOP" sign may be installed after the CW20-4D "ONE LANE ROAD AHEAD" sign, but proper sign spacing shall be maintained.
- Sign spacing may be increased or an additional CW20-1D "ROAD WORK AHEAD" sign may be used if advance warning ahead of the flagger or R1-2 "YIELD" sign is less than 150 feet.
- A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
- Additional Shadow Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect wider work spaces.

**TCP (1-2a)**

- R1-2 "YIELD" sign traffic control may be used on projects with approaches that have adequate sight distance. For projects in urban areas, work spaces should be no longer than one half city block. In rural areas on roadways with less than 2000 ADT, work spaces should be no longer than 400 feet.
- R1-2 "YIELD" sign with R1-2aP "TO ONCOMING TRAFFIC" plaque shall be placed on a support at a 7 foot minimum mounting height.

**TCP (1-2b)**

- Flaggers should use two-way radios or other methods of communication to control traffic.
- Length of work space should be based on the ability of flaggers to communicate.
- If the work space is located near a horizontal or vertical curve, the buffer distances should be increased in order to maintain adequate stopping sight distance to the flagger and a queue of stopped vehicles (see table above).
- Channelizing devices on the center-line may be omitted when a pilot car is leading traffic and approved by the Engineer.
- Flaggers should use 24" STOP/SLOW paddles to control traffic. Flags should be limited to emergency situations.

Texas Department of Transportation Traffic Operations Division Standard

**TRAFFIC CONTROL PLAN**  
**ONE-LANE TWO-WAY**  
**TRAFFIC CONTROL**

**TCP (1-2) - 18**

FILE: tcp1-2-18.dgn	DN:	CKI:	DW:	CKI:
© TxDOT December 1985	CONT	SECT	JOB	HIGHWAY
REVISIONS				
4-90 4-98				
2-94 2-12				
1-97 2-18				
DIST	COUNTY	SHEET NO.		

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 13.**

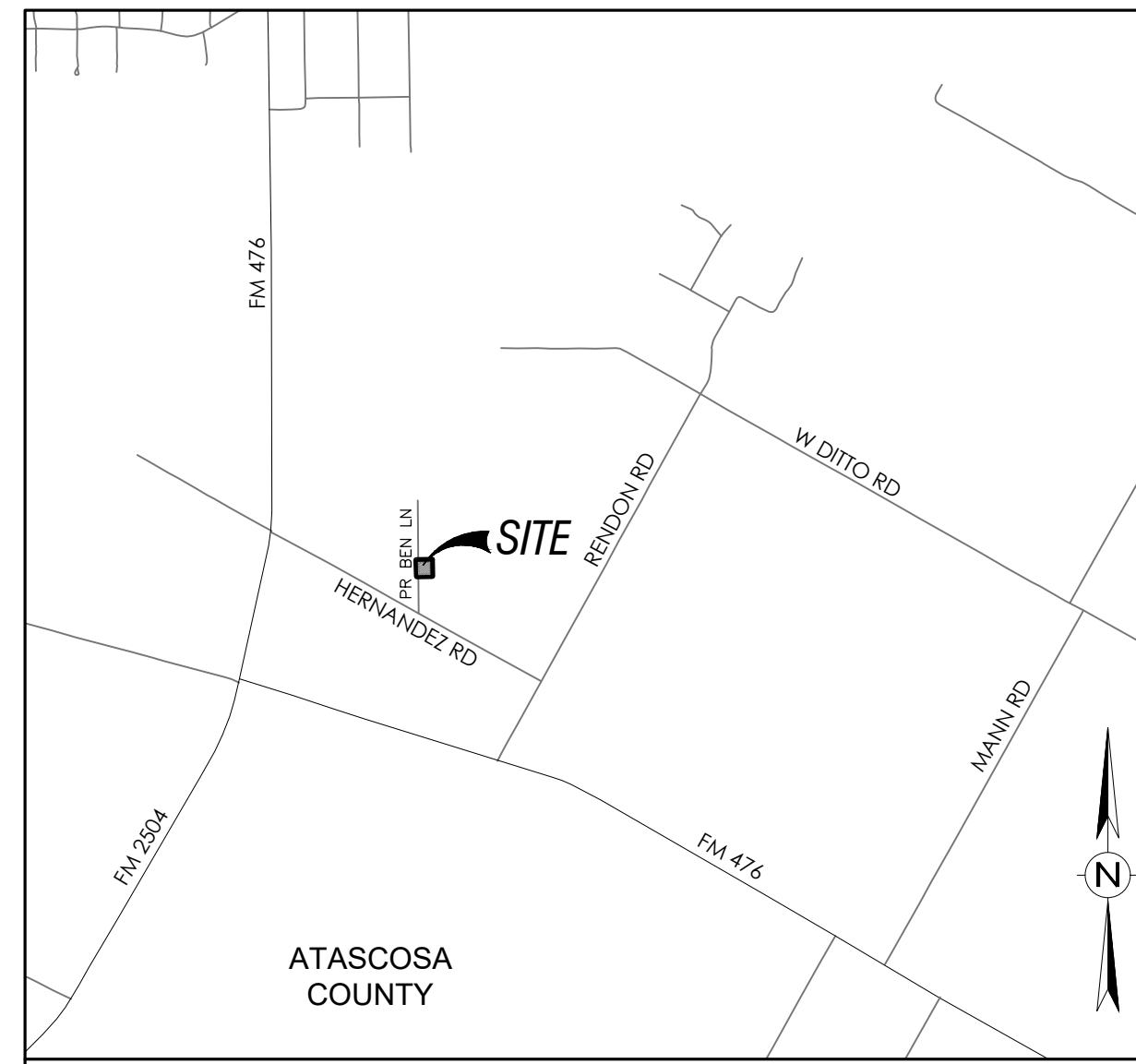
**Meeting Date:** 05/11/2026  
**Item Title:** Subdivision - Sierracruz Addition  
**Submitted For:** Britni Van Curan, Rural Development Director

**Discuss and/or take appropriate action concerning:**

Britni Van Curan: Discuss and/or take appropriate action concerning approval/denial of the Final Rural Development: Plat of the Sierracruz Addition subdivision on PR Ben Ln in Precinct 2.

**ATTACHMENTS**

Sierracruz Addition Plat



**LOCATION MAP**  
N.T.S.

- ATASCOSA COUNTY SUBDIVISION REGULATION NOTES:**
1. THE SUBDIVISION IS LOCATED IN THE DISTRICT 10.
  2. 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.
  3. THE MINIMUM DRIVEWAY CULVERT SIZE FOR EACH LOT SHALL NOT BE LESS THAN 18 INCHES.
  4. 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.
  5. 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.
  6. NO STRUCTURE OR DEVELOPMENT WITHIN THE SUBDIVISION MAY BEGIN UNTIL FINAL APPROVAL OF THE PLAT BY ATASCOSA COUNTY COMMISSIONERS COURT AND RECORDING OF THE APPROVED PLAT BY THE COUNTY CLERK.
  7. 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.
  8. NO HOMES ARE TO BE BUILT OR BROUGHT ON TO THE LOT(S) UNTIL FLOODPLAIN PERMITS HAVE BEEN OBTAINED AND AN APPLICATION FOR SEPTIC PERMIT HAS BEEN SUBMITTED.
  9. WATER SERVICE PROVIDED TO THE SIERRACRUZ ADDITION BY BENTON CITY WSC.
  10. THIS SUBDIVISION WILL BE SERVED BY BENTON CITY WATER SUPPLY CORPORATION, 980 FM 3175, LYTLE, TX 78052. INFORMATION ON THE BENTON CITY WATER SUPPLY CORPORATION IS AVAILABLE TO PROSPECTIVE PURCHASERS OF LOTS IN THIS SUBDIVISION IN THE OFFICE OF THE COUNTY CLERK OF ATASCOSA COUNTY, TEXAS.
  11. ELECTRIC SERVICE PROVIDED BY KARNES ELECTRIC.
  12. 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 TxDOT FOR DRIVEWAYS ENTERING ONTO STATE ROADS, AND THE DRIVEWAY SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE ATASCOSA COUNTY ROAD STANDARDS OR TxDOT STANDARDS, AS APPLICABLE.
  13. THE LIMITS OF THIS PLAT DO NOT CONTAIN PORTIONS OF FEMA FLOODPLAIN (ZONE A) AS SHOWN ON FIRM MAP NUMBER 4801300320C EFFECTIVE NOVEMBER 4, 2010.
  14. NO LOTS IN THIS PLAT ARE LOCATED WITHIN THE FEMA SPECIAL FLOOD HAZARD AREA.
  15. ALL LOTS HAVE BEEN DESIGNED IN COMPLIANCE WITH THE RULES OF ATASCOSA COUNTY FOR ON-SITE SEWAGE FACILITIES.
  16. ALL LOTS WITHIN THIS SUBDIVISION ARE LARGER THAN 30,000 SF.
  17. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) REGULATED DEVELOPMENT, AS DEFINED IN ARTICLE II OF THE ATASCOSA COUNTY SUBDIVISION REGULATIONS, ARE PROHIBITED WITHIN THIS DEVELOPMENT.
  18. PUBLIC SEWER IS NOT AVAILABLE, THUS SEPTIC IS REQUIRED AND SHALL BE DESIGNED BY REGISTERED SANITARIAN OR PROFESSIONAL ENGINEER.
  19. THE PROPERTY IS LOCATED WITHIN ATASCOSA COUNTY EMERGENCY SERVICES DISTRICT (ESD) #1.

**CULVERT TABLE**

LOT #	MINIMUM CULVERT	PROPERTY INFORMATION
LOTS (1)	18"	PROPERTY ID: 13238 LEGAL ACRES: 1.27 AC LEGAL DESC: ABS ADJACENT TO HERNANDEZ SV-55, TRACT 1
NOTE: LOW WATER KING MAY NOT IMPROVE FLOW		

**LOT SUMMARY TABLE**

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

STATE OF TEXAS  
COUNTY OF ATASCOSA

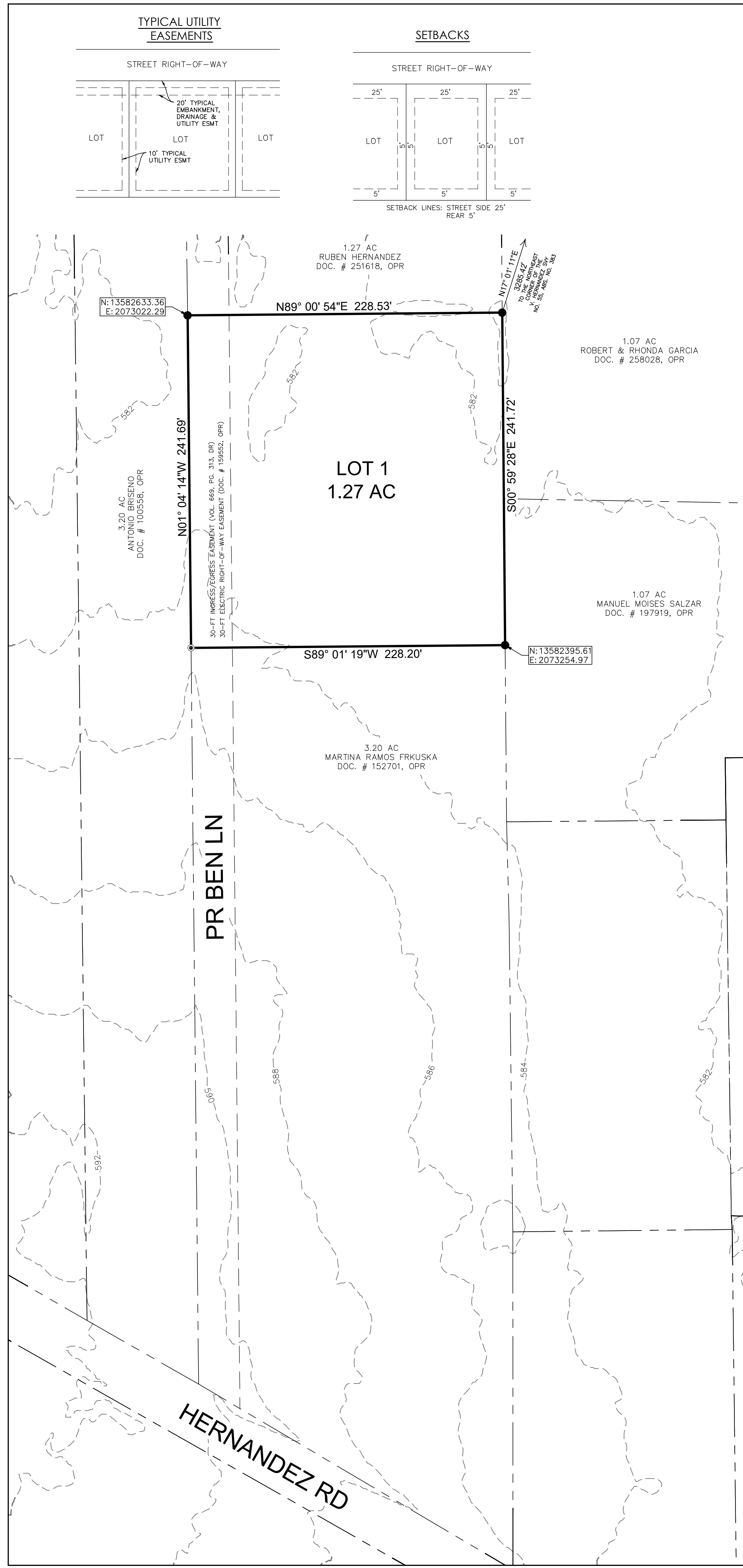
I, RAY L. BACA, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAT PREPARED BY ME, DOES TO THE BEST OF MY KNOWLEDGE, ACCURATELY REFLECT THE GENERAL LOCATION (OR ABSENCE) OF ALL STREAMS, RIVERS, PONDS, LAKES OTHER WATER FEATURES OR ANY SENSITIVE FEATURES AND COMPLIES WITH THE SUBDIVISION AND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

**PRELIMINARY**  
LICENSED PROFESSIONAL ENGINEER  
RAY L. BACA, P.E. #131313  
RL BACA ENGINEERING, FIRM NO. F-23628  
P.O. BOX 587, PLEASANTON, TX 78064  
(830) 570-2628

STATE OF TEXAS  
COUNTY OF WILSON

I, LARRY 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.

**PRELIMINARY**  
REGISTERED PROFESSIONAL LAND SURVEYOR  
LARRY J. POLLOK, R.P.L.S. #5186  
POLLOK & SONS SURVEYING INC.  
FIRM# 10052700  
1008 B ST, FLORESVILLE, TX 78114  
830-393-4770



**LEGEND**

- N.T.S. = NOT TO SCALE
- OPR = OFFICIAL PUBLIC RECORDS
- DR = DEED RECORDS
- VOL. = VOLUME
- PG. = PAGE
- ESMT = EASEMENT
- I.R.F. = IRON ROD FOUND
- DOC. = DOCUMENT
- NO. = NUMBER

- = 1/2" FOUND IRON PIN WITH PLASTIC CAP STAMPED "POLLOK & SONS"
- ⊙ = SET 1/2" IRON PIN WITH PLASTIC CAP STAMPED "POLLOK & SONS"

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

- SURVEYOR NOTES**
1. BEARINGS AND COORDINATES SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (4204), NAD83.
  2. 1/2" IRON ROD WITH PLASTIC CAP STAMPED "POLLOK & SONS" SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
  3. DISTANCES SHOWN HEREON ARE GRID.

- UTILITY NOTES**
1. ELECTRIC SERVICE TO BE PROVIDED BY KARNES ELECTRIC.
  2. WATER PROVIDED BY BENTON CITY WSC.
  3. 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.
  4. NO BUILDINGS OR OTHER OBSTRUCTIONS OF ANY KIND SHALL BE PLACED ON ANY UTILITY EASEMENTS.
  5. 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.

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, AND 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:  
ESTREYLLA DANIELLE SIERRACRUZ  
3411 VINE CREST  
SAN ANTONIO, TX 78219  
210-425-4573

OWNER: ESTREYLLA DANIELLE SIERRACRUZ

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2026 .

\_\_\_\_\_  
NOTARY PUBLIC

**SUBDIVISION PLAT**  
**ESTABLISHING**  
**SIERRACRUZ ADDITION**

BEING A TOTAL OF 1.27 ACRES, MORE OR LESS, LYING IN THE V. HERNANDEZ SURVEY NO. 55, ABSTRACT NO. 383, ATASCOSA COUNTY, TEXAS, DESCRIBED IN DOCUMENT NO. 257705, OFFICIAL PUBLIC RECORDS OF ATASCOSA COUNTY, TEXAS.

SCALE: 1" = 50'

DATE OF PREPARATION: APRIL 2026

**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.: 26-106

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, AND 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:  
CRYSTAL MARIE SIERRACRUZ  
3411 VINECREST DR  
SAN ANTONIO, TX 78219  
210-425-4573

OWNER: CRYSTAL MARIE SIERRACRUZ

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2026 .

\_\_\_\_\_  
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

**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 2 COMMISSIONER

**COMMISSIONERS COURT APPROVAL**

APPROVED BY THE COMMISSIONERS COURT OF ATASCOSA COUNTY, TEXAS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026 A.D.

\_\_\_\_\_  
ATASCOSA COUNTY JUDGE

\_\_\_\_\_  
PRECINCT 1 COMMISSIONER

\_\_\_\_\_  
PRECINCT 2 COMMISSIONER

\_\_\_\_\_  
PRECINCT 3 COMMISSIONER

\_\_\_\_\_  
PRECINCT 4 COMMISSIONER

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 14.**

**Meeting Date:** 05/11/2026  
**Item Title:** ROW Permit - CPS  
**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 Allen Ave., W. Leslie Ann Ln., E. Leslie Ann Ln., and Laura Lee Ln. in Precinct 2.

**ATTACHMENTS**

ROW - Allen, Laura Lee, Leslie Ann

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

**Residential Use:** \_\_\_\_\_  
**FEE:** \_\_\_\_\_

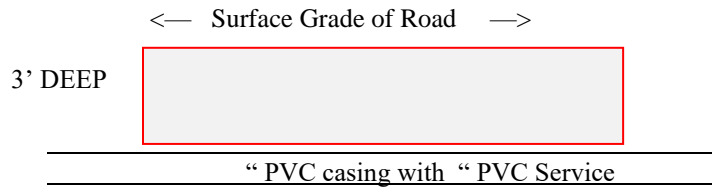
**Commercial Use:** \_\_\_\_\_  
**PAID:** \_\_\_\_\_

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

Date: \_\_\_\_\_

Formal notice is hereby given that Entrust Solutions Group  
Company proposes to place a \_\_\_\_\_  
line within the right-of-way of \_\_\_\_\_ in Precinct \_\_\_\_\_  
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 17th day of May, 2026.

**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 Entrust Solutions Group

By (Print) Logan Burley

Signature *Logan Burley*

Title Design Tech 2

Address 1922 DRY CREEK WAY STE 116

San Antonio, TX, 78259

Phone No. 830-928-3235

Fax No. \_\_\_\_\_

To: \_\_\_\_\_

Roadway \_\_\_\_\_

Beg. RM \_\_\_\_\_ Offset \_\_\_\_\_ End RMOffset \_\_\_\_\_

County Precincts No. \_\_\_\_\_ 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:**

**Joseph Eustace**  
**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.



<b>OVERHEAD ELECTRIC DESIGN</b>		PROJECT #	E-0070
WORK REQUEST NO		WORK REQUEST TITLE / ADDRESS	
41107768		SPECTRUM#2002226-2- MFI SAX MCCOY LN 2- MR	
PLANNED BY	PHONE	DATE PLANNED	NOTES
LBURLEY	210-728-3195	1/19/2026	Job Description:
REVIEWED BY	PHONE	DATE REVIEWED	NOTES
SCHAVEZMARTI	210-947-2759		SPECTRUM MAKE READY (5)
PAGE		ADDRESS:	
1 OF 1		72 ALLEN AVE	
SERVICE CENTER		LYTLE, TX, 78052	
SWD		CIRCUIT NO	
X 2047712 Y 13631059		X212	
SCALE		1" = 100'	
BURIED FACILITIES			
CLEAR	CATV	WATER	TELEPHONE
NOTED ON SKETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPIES			TOTAL
			0
ESTIMATED MAN HOURS		SKETCH SIZE 11 X 17 1" = 100'	

CONSTRUCTION COMPLETED

BY:

DATE:

CONST CTR:

FERG MAP PAGE  
745 - B1

Seal

NO SEAL REQUIRED

Outages

NO OUTAGES  
REQUIRED

Associated  
Work Orders

N/A

Locates & Permits

ATASCOSA ROW PERMIT  
REQUIRED

CPS APPLICATION AND  
PROJECT MAP ATTACHED  
AT TASK 2360 IN WMIS

Environmental  
Notes

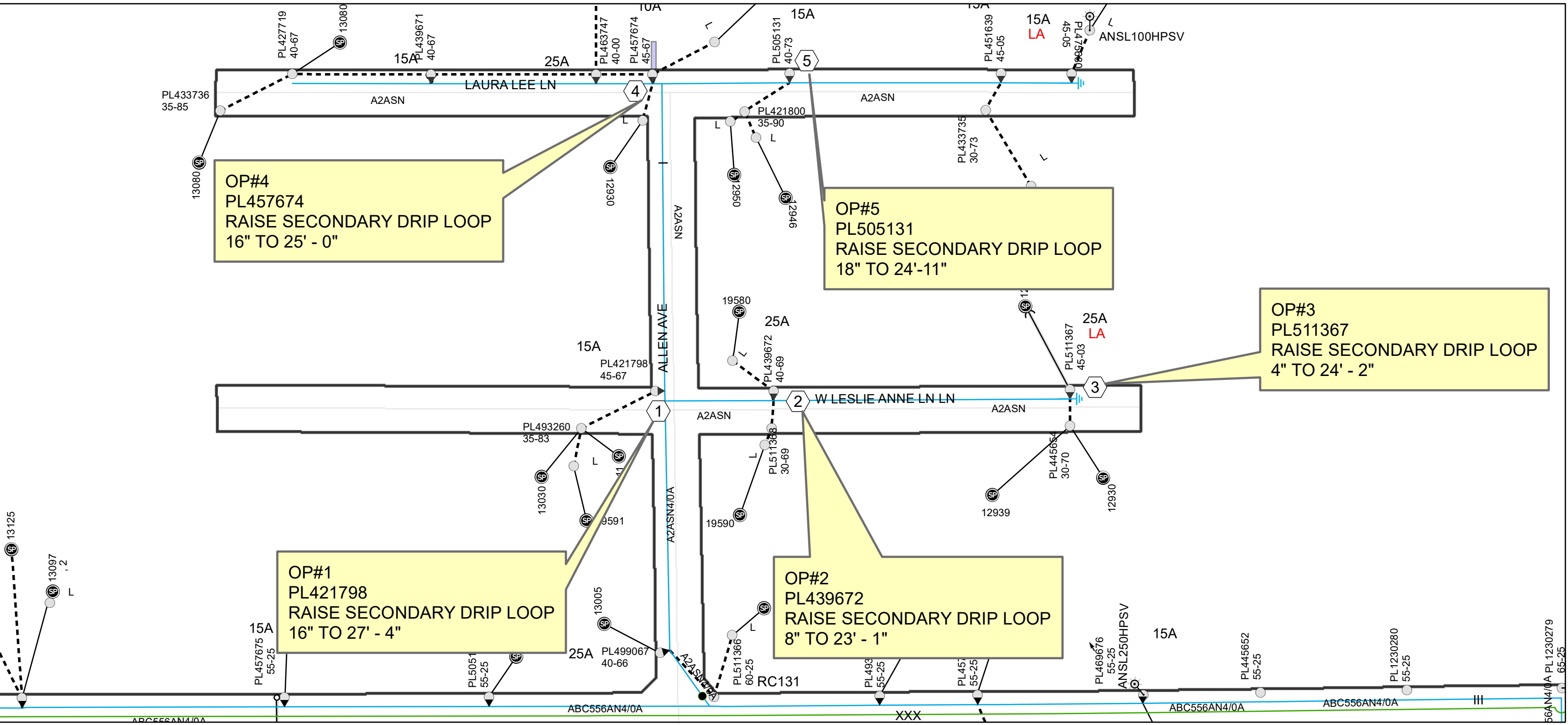
NO ENVIRONMENTAL  
IMPACT NO EPIC SHEET

Field Meeting Notes

N/A

Miscellaneous Notes

CONTACT DESIGNER 48 HRS PRIOR TO  
CONSTRUCTION AT  
LBURLEY@ENTRUSTSOL.COM OR  
ENTRUST SUPERVISOR AT (210)728-3195  
AANZALDUA@ENTRUSTSOL.COM





**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 15.**

**Meeting Date:** 05/11/2026  
**Item Title:** Exception - InstaEquity, LLC - Enchanted Dr  
**Submitted For:** Britni Van Curan, Rural Development Director

**Discuss and/or take appropriate action concerning:**

Britni Van Curan: Discuss and/or take appropriate action approval/denial of the Certificate of Rural Development: Exception for InstaEquity, LLC on Enchanted Dr. in Precinct 2.

**ATTACHMENTS**

InstaEquity - Registration Packet  
InstaEquity - Certificate



## Procedures for Registration of Division of Land in Atascosa County

An Owner whose division of land is excepted from the platting requirements of these regulations shall register the division with the County Clerk and submit the following to the Atascosa County Clerk:

- A duplicate copy of the recorded conveyance instrument, with legible metes and bounds description attached thereto.
- A survey of sketch showing the boundaries of the Lots, adjacent roads and adjacent property owners. This may be on tax parcel maps or any other map that allows County staff to clearly determine the necessary information.
- An executed registration form (provided below) to acknowledge that all Lots remain subject to the on-site wastewater rules and development permit requirements of the County.
- An Certificate of Plat Exception executed by Commissioners Court



## Registration for Division of Land in Atascosa County

I InstaEquity, LLC , was the owner of the attached filed division of land located at Oak Ridge Acres, Unit 2, Block 2, Lot 3.2. I have requested 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 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 checked="" type="checkbox"/> All parts to original owner |  |

Adopted 6/27/2022



Date: 04-29-2026

Signature: *Manuel*

Printed Name: Manuel Chirinos

ACKNOWLEDGMENT

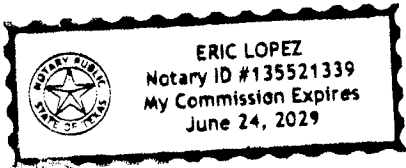
STATE OF TEXAS

COUNTY OF Bexar

BEFORE ME, the undersigned Notary Public, on this day personally appeared \_\_\_\_\_, 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 April 29<sup>th</sup>, 2026.

*Eric Lopez*



Notary Public, in and for  
State of Texas



## **Division Type Definitions:**

**Agricultural:** The land is to be used primarily for agricultural use, as defined by Section 1-d, Article VIII, Texas Constitution, or for farm, ranch, wildlife management, or timber production use within the meaning of Section 1-d-1, Article VIII, Texas Constitution. However, if any part of a tract divided under this exception ceases to be used primarily for agricultural use or for farm, ranch, wildlife management, or timber production use as to defined, the platting requirements of this Order shall apply;

**Family:** The land is divided into four or fewer parts and each of the parts is to be sold, given, or otherwise transferred to an individual who is related to the owner within the third degree by consanguinity or affinity, as determined under Chapter 573, Government Code, provided that the division is not part of a larger planned development or a sham, or a contrivance to avoid these regulations. If any lot is sold, given, or otherwise transferred to an individual who is not related to the owner within the third degree by consanguinity or affinity, the platting requirements of this Order apply;

**10+ Acres:** All the lots are more than ten (10) acres in area and the owner does not lay out part of the tract [see Chapter 232.001(a)(3), Local Government Code];

**Veterans Land Board:** All the lots are sold to veterans through the Veterans' Land Board program;

**State Agency:** The land belongs to the state or any state agency board, or commission or the permanent school fund or any other dedicated funds of the state;

**Political Subdivision:** The land belongs to a political subdivision of the state; the land is situated in a floodplain; and the lots are sold to adjoining landowners;

**Divided into two parts:** One new part is to be retained by the Owner, and the other new part is to be transferred to another person who will further subdivide the tract subject to the plat approval requirements of Chapter 232 of the Texas Local Government Code and these Rules;

**All parts to original owner:** All parts are transferred to persons who owned an undivided interest in the original tract and a plat is filed before any further development of any part of the tract; or,

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

Theresa Carrasco, County Clerk

Atascosa County, TX

10/03/2025 8:06 AM

**255812**

\$ 33.00

SOCHOA

D

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.**

**GENERAL WARRANTY DEED**

Date: October 1<sup>st</sup>, 2025

**Grantor:** Veronica Amaro, Individually

**Grantor's Mailing Address:** 8322 Shooting Quail, San Antonio, Texas 78250

**Grantee:** InstaEquity LLC

**Grantee's Mailing Address (including County):** 613 NW Loop 410, Suite 440, San Antonio, Bexar County, Texas 78216.

**CONSIDERATION:** Ten Dollars and No Cents (\$10.00) and other of good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

**PROPERTY (including any improvements):** All of Grantor's interest in and to the following real property: See Exhibit A attached hereto and incorporated herein.

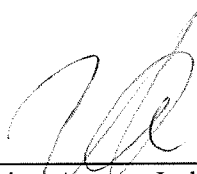
**RESERVATIONS FROM CONVEYANCE:** None.

**EXCEPTIONS TO CONVEYANCE AND WARRANTY:**

Validly existing easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing instruments, other than conveyances of the surface fee estate, that affect the Property; and taxes for the current year, which Grantee assumes and agrees to pay, and subsequent assessments for that and prior years due to change in land usage, ownership, or both, the payment of which Grantee assumes.

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.

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



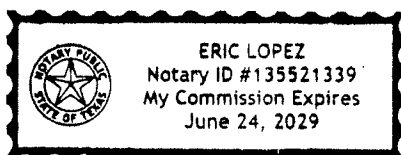
Veronica Amaro, Individually

ACKNOWLEDGMENT

STATE OF TEXAS §

COUNTY OF Bexar §  
§

On the 1 day of October, 2025, before me personally appeared Veronica Amaro to me to be the person named herein and who executed the foregoing and she acknowledged to me that she voluntarily executed the same in the capacity stated above and for the consideration recited therein.



Eric Lopez  
Notary Public, State of Texas

**Exhibit "A"**

Tract 3, OAKRIDGEACRES, situated in Atascosa County, Texas, according to Plat recorded in Volume 40, Page 43 and being the same property described in a deed executed November 16,

1999, recorded in Volume Book 156, Page 544, Official Public Records of Atascosa County, Texas.

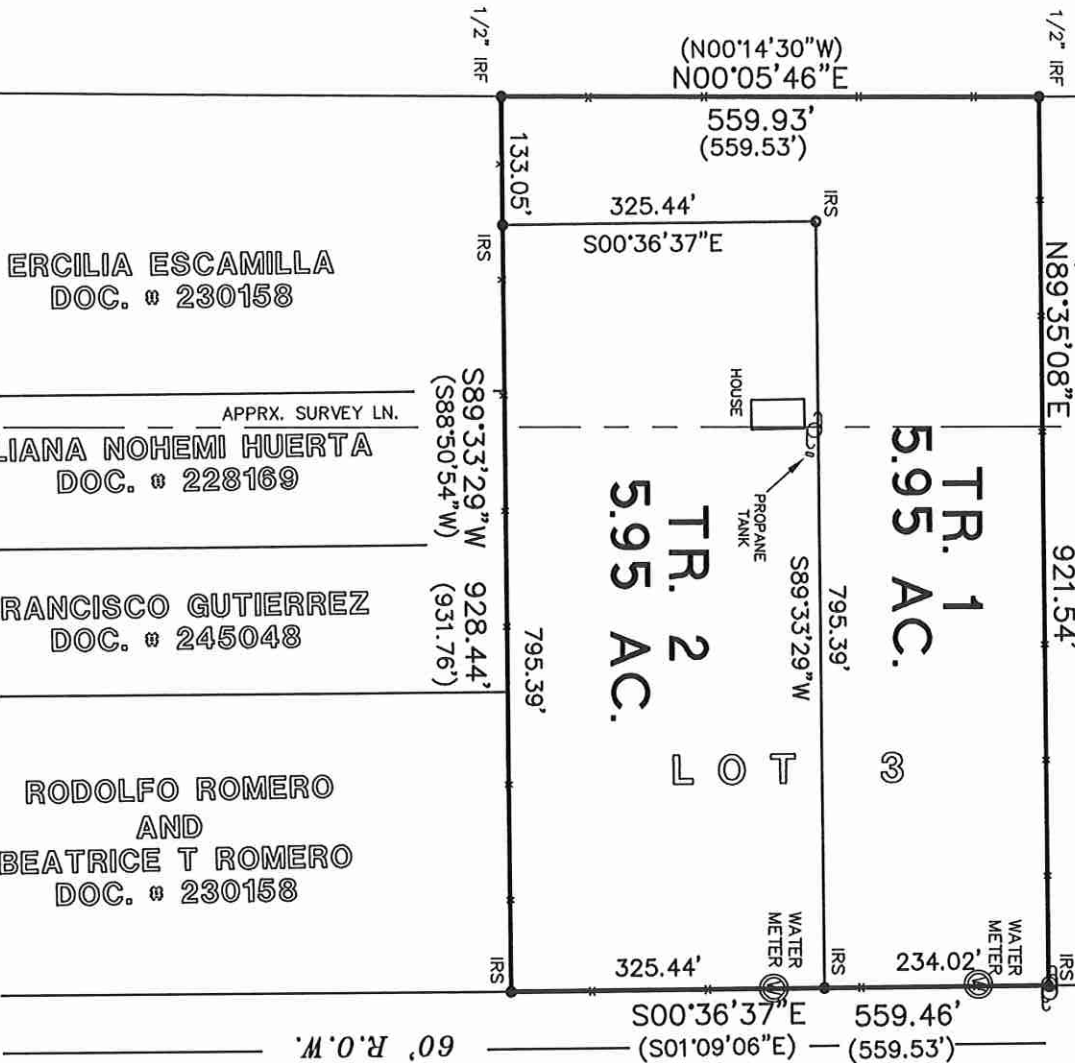
W. M. KAY OAKRIDGE ACRES SUBD.  
 SURVEY NO 14 UNIT 2  
 VOL. 4, PG. 38  
 ABST. NO. 1601 LOT 4

WILLIAM AND PAULA EDWARDS  
 DOC. # 176534

SCALE 1" = 200'



THOMAS WIDEMAN  
 VOL. 486, PG. 454



ENCHANTED DR.  
 60' R.O.W.

M. SCHNEIDER  
 SURVEY NO. 92  
 ABST. 792

SURVEY PLAT AND PARTITION OF LOT 3,  
 OAK RIDGE ACRES SUBDIVISION, UNIT 2,  
 AS SHOWN ON THE PLAT OF RECORD IN  
 VOLUME 4, PAGE 38 OF THE PLAT  
 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 INSTAEQUITY 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.
- 6.) IT IS THE OWNERS/SELLERS/BUYERS RESPONSIBILITY TO ENSURE THAT ANY TRANSACTION UTILIZING THIS SURVEY IS IN COMPLIANCE WITH THE ATASCOSA COUNTY DEVELOPMENT STANDARDS.

REFERENCE: VOL. 4, PG. 38 - PLAT

LEGEND

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



**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 5TH DAY OF NOVEMBER 2025 A.D.

LARRY J. POLLOK

R.P.L.S. NO.5186

© 2025 ALL RIGHTS RESERVED

JOB NO. 25-464

STATE OF TEXAS  
COUNTY OF ATASCOSA

FIELD NOTES FOR 5.95 ACRES OF LAND  
TRACT 1

BEING 5.95 ACRES OF LAND BEING KNOWN AS TRACT 1 IN A SURVEY AND PARTITION OF LOT 3, OAK RIDGE ACRES SUBDIVISION, UNIT 2, AS SHOWN ON THE PLAT OF RECORD IN VOLUME 4, PAGE 38 OF THE PLAT RECORDS OF ATASCOSA COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** at a set ½” rebar with a “Pollok & Sons” cap on the westerly right-of-way of Enchanted Drive for the southeasterly corner of Lot 4 and the northeasterly corner of Lot 3 and of this tract;

**THENCE** South 00° 36’ 37” East, with said right-of-way, a distance of 234.02 feet to a set ½” rebar with a “Pollok & Sons” cap for the northeasterly corner of a 5.95 acre tract known as Tract 2 in this survey and partition and the upper southeasterly corner of this tract;

**THENCE** South 89° 33’ 29” West, into Lot 3 and with the common line of said Tract 2, a distance of 795.39 feet to a set ½” rebar with a “Pollok & Sons” cap for the northwesterly corner of said Tract 2 and an interior corner of this tract;

**THENCE** South 00° 36’ 37” East, continuing with the common line of said Tract 2, a distance of 325.44 feet to a set ½” rebar with a “Pollok & Sons” cap on the northerly line of the Escamilla land as described in Document 230158 of the Official Public Records of Atascosa County, Texas for the southwesterly corner of said Tract 2 and the lower southeasterly corner of this tract;

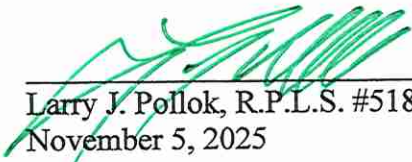
**THENCE** South 89° 33’ 29” West, with the common line of said Escamilla land, a distance of 133.05 feet to a found ½” pin on the easterly line of the Thomas Wideman land as described in Volume 486, Page 454 of the Deed Records of Atascosa County, Texas for the northwesterly corner of said Escamilla land and the southwesterly corner of Lot 3 and of this tract;

**THENCE** North 00° 05’ 46” East, with the common line of said Wideman land, a distance of 559.93 feet to a found ½” pin for the southwesterly corner of the aforementioned Lot 4 and the northwesterly corner of Lot 3 and of this tract;

**THENCE** North 89° 35’ 08” East, with the common line of said Lot 4, a distance of 921.54 feet to the **POINT OF BEGINNING** and containing 5.95 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  
November 5, 2025



Refer. 25-464

STATE OF TEXAS  
COUNTY OF ATASCOSA

FIELD NOTES FOR 5.95 ACRES OF LAND  
TRACT 2

BEING 5.95 ACRES OF LAND BEING KNOWN AS TRACT 2 IN A SURVEY AND PARTITION OF LOT 3, OAK RIDGE ACRES SUBDIVISION, UNIT 2, AS SHOWN ON THE PLAT OF RECORD IN VOLUME 4, PAGE 38 OF THE PLAT RECORDS OF ATASCOSA COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** at a set ½” rebar with a “Pollok & Sons” cap on the westerly right-of-way of Enchanted Drive for the northeasterly corner of the Rodolfo Romero, et al land as described in Document 230158 of the Official Public Records of Atascosa County, Texas and the southeasterly corner of Lot 3 and of this tract;

**THENCE** South 89° 33’ 29” West, with the common line of said Romero land and with the common line of the Francisco Gutierrez land as described in Document 245048 of the Official Public Records of Atascosa County, Texas, the Iliana Nohemi Huerta land as described in Document 228169 of the Official Public Records of Atascosa County, Texas, and the Ercilia Escamilla land as described in Document 230158 of the Official Public Records of Atascosa County, Texas, in all a distance of 795.39 feet to a set ½” rebar with a “Pollok & Sons” cap for the lower southeasterly corner of a 5.95 acre tract known as Tract 1 in this survey and partition and the southwesterly corner of this tract;


**THENCE** North 00° 36’ 37” West, into Lot 3 and with the common line of said Tract 1, a distance of 325.44 feet to a set ½” rebar with a “Pollok & Sons” cap for an interior corner of said Tract 1 and the northwesterly corner of this tract;

**THENCE** North 89° 33’ 29” East, continuing with the common line of said Tract 1, a distance of 795.39 feet to a set ½” rebar with a “Pollok & Sons” cap on the aforementioned westerly right-of-way of Enchanted Drive for the upper southeasterly corner of said Tract 1 and the northeasterly corner of this tract;

**THENCE** South 00° 36’ 37” East, with said right-of-way, a distance of 325.44 feet to the **POINT OF BEGINNING** and containing 5.95 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  
November 5, 2025



Refer. 25-464

**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 2 tracts of land out of an original 11.92 acres, more or less, described in a Deed, Instrument Number 255812, Official Public Records, Atascosa County, Texas, and being currently owned by InstaEquity, 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 to the same owner. Owners acknowledge and agree that all tracts 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 \_\_\_\_\_, 2026.

\_\_\_\_\_  
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:** 05/11/2026  
**Item Title:** March Minutes  
**Submitted For:** Theresa Carrasco, County Clerk

**Discuss and/or take appropriate action concerning:**

Theresa Carrasco: Discuss and/or take appropriate action to approve the Commissioners' Court  
County Clerk: Minutes for March 2026.



## PERSONNEL ACTION FORM

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

**Employment Type:** New employee

**Requested Action**

Molly Solis:

County Attorney:

Discuss and/or take appropriate action concerning personnel:

New Employee

Delanie De La Fuente

Position:

Atascosa County Attorney's Office Summer  
Intern- Part-time Temporary

Pay Rate:

\$15.00 hourly

Salary Budget Area:

012-404-425

Start Date:

May 11, 2026

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:** New employee

**Requested Action**

Judge Cude: Discuss and/or take appropriate action concerning personnel:  
New Employee: Cheyenne Vyvlecka  
Position: Chief of Staff  
Pay Rate: \$27.6923 hourly  
Salary Budget Area: 012-424-402  
Start Date: May 13, 20296  
Physical: complete  
Drug Test: complete

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 19.**

**Meeting Date:** 05/11/2026

**Item Title:**

**Submitted For:** Weldon Cude, County Judge

**Discuss and/or take appropriate action concerning:**

Judge Cude: Discuss and/or take appropriate action to approve the County Infrastructure

Curtis Vickers: Project Monthly Report.

**AGENDA REQUEST  
(GENERAL)**

**Agenda Item 20.**

**Meeting Date:** 05/11/2026  
**Item Title:**  
**Submitted For:** John Rutherford, Constable, Pct. 4

**Discuss and/or take appropriate action concerning:**

Judge Cude: Update and/or take appropriate action concerning Judge, 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 needing to be filed in the court records.

Constable John Rutherford of Pct. 4 completed 20 hours for continuing education hours for Civil Process from April 6, 2026, to April 9, 2026.

**ATTACHMENTS**

information

The seal of the Texas Justice Court Training Center is a circular emblem. It features a central five-pointed star surrounded by a wreath. The words "TEXAS JUSTICE COURT" are arched across the top, and "EST. 1977" is written below the star. The outer ring of the seal contains the text "TRAINING CENTER".

*Texas Justice Court Training Center Certifies that*

**John Rutherford**

*Has completed testing requirements for Designation as*

**Virtual Civil Process**

*Under the authority granted by the Board of Directors of the Justices of the Peace and Constables Association of Texas.*

**06/Apr/2026 to 09/Apr/2026**

Academic Units Earned: 20.00

Grade Awarded: Complete