



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 12/11/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Brad Cowan, CEA-Agriculturo

EVENT INFORMATION

TITLE OF EVENT: Retirement for Peta Flores
EVENT DATE(S) FROM: 12/20/12 TO: 12/20/12
DEPARTURE DATE: 12/20/12 RETURN DATE: 12/20/12
LOCATION OF EVENT: CITY: Corpus Christi STATE: Texas

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
To obtain statutorily required continuing professional education.
To obtain continuing education related to an employee's work or maintenance of a license or certification.
To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
[X] To participate in professional organizations related to the employee or official's job assignment.
To conduct essential research & information-gathering for improvement of County operations or compliance with law.
To monitor the development of state or federal legislation or implementation of legislation that might affect the County
To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
To pursue the County's interests in litigation or criminal justice.
To promote the economic development interests of the County.
To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL. Rows include Registration Fee, Airfare, Taxi Fare, Bus Fare, Rental Car, Gasoline, Mileage, Telephone Calls, Parking, Lodging, Meals, and Other Expenses.

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
[X] Trip expenses are necessary and will be incurred for official county business.
[X] Reasonable efforts to minimize the use of county funds have been explored.
[X] Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: Barbara Perry DATE: 12/11/12 DEPARTMENT CONTACT PERSON: Noralinda Cruz PHONE NO.: 383-1026

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:

TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): Veronica Ortiz DATE: 12/13/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 383-1025
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD: [Signature]

HIDALGO COUNTY BUDGET OFFICE

DEC 12 PM 5 04

## Nora Cruz

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**From:** Elena Almendarez  
**Sent:** Wednesday, December 05, 2012 9:41 AM  
**To:** Adelita Munoz; Al Lopez; Angie Briseno; Barbara Storz; Brad Cowan; Carmen Avila; Christina Perez; Elena Almendarez; Frances Flores; Heidi Arteaga; Janie Perales; Luisa Colin; Mary Patlan; Nora Cruz; Vidal Saenz; Yolanda Rios  
**Subject:** FW: Pete Flores retirement  
**Attachments:** Pete Flores retirement Invit .pdf

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**From:** Sylvia Falcon  
**Sent:** Monday, December 03, 2012 3:10 PM  
**To:** EXT - County Offices D-10; EXT - County Offices D-11; EXT - County Offices D-12; EXT - D10 CEA 4H; EXT - D10 CEA ANR; EXT - D10 CEA FCS; EXT - D11 CEA 4H; EXT - D11 CEA ANR; EXT - D11 CEA FCS; EXT - D12 CEA 4H; EXT - D12 CEA ANR; EXT - D12 CEA FCS; CORPUS CHRISTI - Center; Jim Segers; Mike Alani; John Adamson; Jim Bradford; Chuck Braden; Jay Carper; Gene Curtiss; Weldon Floyd; Michael D. Gerst; Darryl W. Hargrave; Rory Harper; Jill Hughson; Phillip Hurley; Alan Kurk; Tom Lyster; Melanie Mattil; Bill H. Morgan; Steven Paz; Karsten Pearce; Aaron Rodriguez; Rosemary Rodriguez; Aimee Sandifeer; Jeffrey Sorelle; Greg Thomas; Summer Wilson; John Willis; Charlie Young  
**Subject:** Pete Flores retirement

As you may have heard, Pete Flores is retiring! We are having a reception for him on December 20<sup>th</sup> from 3-5. If you would like to contribute to the reception and a gift, please contact me at 361-265-9203. See the attached information.

Hope you can come to make it extra special.

Thanks!

Sylvia Falcon  
Lead Office Assistant  
D-11  
Corpus Christi  
361-265-9203

Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION  
318-2658FAX

FROM: Hidalgo County Extension Service

DATE: 12/11/2012

Notice to be processed  
minimum of 24 hours  
prior to trip

Date(s) Requested: From: 12/20/2012 To: 12/20/2012  
Estimated Time Leave: 1:00 PM Est. Time Return: 7:00 PM  
Destination: Corpus Christi, Texas  
Reason for Trip: Retirement for Pete Flores

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Brad Cowan  
DL Number: #07015432 ✓ (Texas Only)  
Birth Date: 9/7/1954 ✓  
Expiration Date: 9/7/2013 ✓

Checklist:  
Ins. Card in Vehicle  
Jack in Vehicle  
Drivers License with Driver  
This approval with Driver

Name of Driver: \_\_\_\_\_  
DL Number: \_\_\_\_\_ (Texas Only)  
Birth Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

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DL Number: \_\_\_\_\_ (Texas Only)  
Birth Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Vehicle VIN#: #1FTWW30525EB48635 ✓  
Tag Number: #884-793 ✓  
Asset Number: #42595

Vehicle VIN#: \_\_\_\_\_  
Tag Number: \_\_\_\_\_  
Asset Number: \_\_\_\_\_

Signed: Barbara C. Henry  
Department Head/Designee

Dated: 12/11/2012

D.B.M. Safety Division Checked Insurances:

[Signature]  
Date: 12/16/12 4:15pm



HIDALGO COUNTY, TEXAS
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DATE OF REQUEST: 12/11/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Barbara Storz, CEA-Horticulture

EVENT INFORMATION

TITLE OF EVENT: Grow'n Growers Class Visiting Edelen Farms
EVENT DATE(S) FROM: 12/20/12 TO: 12/20/12
DEPARTURE DATE: 12/20/12 RETURN DATE: 12/20/12
LOCATION OF EVENT: CITY: Ben Bolt (Near Alice) STATE: Texas

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
To obtain statutorily required continuing professional education.
To obtain continuing education related to an employee's work or maintenance of a license or certification.
To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
[X] To participate in professional organizations related to the employee or official's job assignment.
To conduct essential research & information-gathering for improvement of County operations or compliance with law.
To monitor the development of state or federal legislation or implementation of legislation that might affect the County
To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
To pursue the County's interests in litigation or criminal justice.
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To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

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If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 12/11/12 DEPARTMENT CONTACT PERSON: [Signature] PHONE NO.: 383-7026

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:

TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): [Signature] DATE: 12/13/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 292-7025
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:

HIDALGO COUNTY BUDGET OFFICE
DEC 12 PM 5 04



HIDALGO COUNTY

To: Grow'n Growers

From: Barbara Storz *Barbara C. Storz*  
Extension horticulturist

Date: December 6, 2012

Subject: Up Coming Class and Field Trip *(Revised 12-10-12)*

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Wednesday, December 12, 2012, our class will meet at 9:00 at the San Juan Park classroom building with a presentation by Dr. Luis Ribera on "How to Improve Profits" for small producers. He is looking forward to this presentation, so please make every effort to be in class and be on time.

Thursday, December 20, 2012 our class will take a Field Trip to Ben Bolt, Texas (near Alice) to visit the farm of Greg Edelen. Edelen Farms produces grass fed beef, chickens, eggs, sprouts and a few other things. Greg is a friend and has been supporting his family with his small farm for about 18 years – going to Farmer's Markets and selling to restaurants. We are going to pick his brain, talk about marketing tips, prices, and discuss what's going on in the markets at San Antonio and Corpus Christi.

We will depart from our office in Edinburg at 7:00 a.m. and arrive about 9:30 – 9:45 a.m. After our tour and discussion, we will have lunch and return to the Valley about 2:30 p.m. I know from class on Monday, that some of you want to drive and go on to San Antonio. I need to know who wants to ride in the van and who wants to go. I need to let Greg know how many people to plan for and I have to submit information ahead to the Insurance office, so please cooperate and let Elena (my assistant 383-1026) know, by Monday, December 17, if you want to be part of this Field Day adventure and if you are riding in the van. There is no charge for riding in the van, just bring lunch money.

I am also planning an overnight field trip in late February/early March to visit other kinds of farms. I will get the dates to you as soon as everything is confirmed. We will not have class on December 26, but we will have market on the 22<sup>nd</sup> and on the 29<sup>th</sup> of December.

For those who were at the meeting on Saturday, we have already gotten more Facebook coverage, a promise by my editor to do a story about our market for the Monitor and we have ordered larger banners for this coming Saturday. More to come.

Texas A&M AgriLife Extension Service  
Hidalgo County  
410 N. 13<sup>th</sup> Avenue | Edinburg, Texas 78541  
Tel. 956.383.1026 | Fax. 956.383.1735 | <http://hidalgo.agrilife.org>

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin.  
The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating

## **Nora Cruz**

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**From:** Elena Almendarez  
**Sent:** Tuesday, December 11, 2012 8:43 AM  
**To:** Nora Cruz  
**Subject:** Travel - Ben Bolt, TX  
**Attachments:** REVISED - GGP - Speaker & Field Trip.pdf

Nora Linda - Attached is the revised letter regarding Barbara's trip to Edelen Farms in Ben Bolt, Texas. Date was changed to Thursday, December 20, 2012.

Elena Almendarez  
Administrative Assistant II  
Texas A&M AgriLife Extension Service  
Hidalgo County  
956/383-1026



**Travel Outside of Hidalgo County in County Vehicle**

TO: D.B.M. SAFETY DIVISION  
318-2658FAX

FROM: Hidalgo County Extension Service

DATE: 12/11/2012

Notice to be processed  
minimum of 24 hours  
prior to trip

Date(s) Requested: From: 12/20/2012 To: 12/20/2012  
Estimated Time Leave: 7:00 AM Est. Time Return: 7:00 PM  
Destination: Ben Bolt, Texas  
Reason for Trip: Grow'n Growers Class Visiting Edelen Farms

The following person(s) are requesting to take the following County vehicle(s) out of County.

Name of Driver: Barbara Storz  
DL Number: #10272682 ✓ (Texas Only) *DC*  
Birth Date: 1/20/1945 ✓  
Expiration Date: 1/20/2014 ✓

Checklist:  
Ins. Card in Vehicle  
Jack in Vehicle  
Drivers License with Driver  
This approval with Driver

Name of Driver: \_\_\_\_\_  
DL Number: \_\_\_\_\_ (Texas Only)  
Birth Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Name of Driver: \_\_\_\_\_  
DL Number: \_\_\_\_\_ (Texas Only)  
Birth Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Vehicle VIN#: 1FMRE11262HA49041 ✓  
Tag Number: #824-672 ✓  
Asset Number: #37766 - 2002 Econoline Van *DC*

Vehicle VIN#: \_\_\_\_\_  
Tag Number: \_\_\_\_\_  
Asset Number: \_\_\_\_\_

Signed: Barbara C. Storz  
Department Head/Designee

Dated: 1/20/2012

D.B.M. Safety Division Checked Insurances:

Michelle Luna  
Date: 12/11/12 4:15pm