

Jessica Castiglione
Commissioner Precinct 1

David Lynch
Commissioner Precinct 3



Keith Lutz
County Judge

Larry Sittre
Commissioner Precinct 2

Danny Lawler
Commissioner Precinct 4

NOTICE OF MEETING
COMMISSIONERS COURT OF MEDINA COUNTY

NOTICE is hereby given that a **REGULAR** meeting of **Commissioners Court** will be held on **Monday, December 1, 2025 at 9:00 AM** in the Commissioners Courtroom, 1300 Avenue M, Hondo, Texas. You may visit our website at www.medinacountytexas.org for agenda postings.

1. Meeting called to order
2. Prayer
3. Pledge of Allegiance
4. Visitors / Public Comment
5. Presentation of Sexual Assault Response Team (SART) Biennial Report (Daphne Previti, Assistant Criminal District Attorney)
6. Discuss and take possible action to enter an Order instituting a countywide burn ban (Mark Chadwick, EMC/Fire Marshal)
7. Discuss and take possible action to enter an Order prohibiting selling, detonating, igniting, or in any way using certain fireworks in the unincorporated areas of Medina County, Texas (Mark Chadwick, EMC/Fire Marshal)
8. Discuss and take possible action to approve a Change Order Form, amending the previous Order Forms executed in association with the agreement with RingCentral, Inc. for the Hill Country Regional Public Defender's Office (Vanessa Skobow, HCRPD Office Administrator)
9. Discuss and take possible action to accept a donation to the Medina County WIC Department from South Plains Community Action Association, Inc. of a 2026 Ford Explorer valued at \$40,367.53; Pursuant to Texas Local Government Code §81.032
10. Discuss and take possible action to approve the following Commissioners Court Meeting minutes: (County Clerk)
 - October 20, 2025
 - November 3, 2025
 - November 17, 2025
11. Discuss and take possible action to approve personnel action forms (HR Director)
12. Discuss and take possible action to approve line-item transfers (Auditor)

13. Discuss and take possible action to approve accounts payable (Treasurer)
14. Discuss and take possible action to approve the disbursement of funds since the last Commissioners Court Meeting (Treasurer)
15. Discuss and take possible action to set fees, establish timelines, and approve an application process to close, abandon, or vacate a public road in Medina County
16. Discuss and take possible action to approve a comprehensive annual maintenance proposal from Lonestar Comfort Services for the following locations:
 - Extension Service Office; 1506 Ave M, Hondo
 - Extension Service Training Building: 1508 Ave. M, Hondo
17. Discuss and take possible action to declare items from the following office as surplus and/or salvage and authorize disposal: (Auditor)
 - Auditor (salvage): Microsoft Surface Pro, Surface charge, Surface keyboard
18. Court Members Announcements
19. Adjourn

Pursuant to the authority granted under Government Code, Chapter 551, the Commissioners Court may convene in executive session to discuss any of the above agenda items. Immediately before any closed session, the specific section or section of Government Code, Chapter 551 that provides statutory authority will be announced.

SIGNED: 
COUNTY JUDGE

I, Administrative Assistant to the County Judge and Commissioners Court, do hereby certify that the above Notice is a true and correct copy of said Notice, posted on the bulletin board at the East Side of the Medina County Courthouse Annex Square, 1300 Avenue M, Hondo, Texas at a place readily accessible to the general public at all times on November 21, 2025, by 5:00 PM. Said notice remained so posted continuously for at least three (3) business days proceeding the scheduled time of said meeting.


Jennifer Adlong



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 5.

Meeting Date: 12/01/2025
Item Title: SART Report
Submitted By:

Summary of Request/Problem

Presentation of Sexual Assault Response Team (SART) Biennial Report (Daphne Previti, Assistant Criminal District Attorney)

Recommendation/Action Requested and Justification

Attachments

SART Biennial Report 2025
SART Protocols

Adult Sexual Assault Response Team (SART)

Serving Medina County

Revised Biennial Report

1 December 2025

Local Gov't Code, Subchapter J – required the commissioners' court of each county to establish an adult sexual assault team to provide a victim-centered approach to sexual assault.

On November 17th of 2022, the Commissioners Court adopted a resolution supporting the creation of the Sexual Assault Response Team for Medina County and mandating the participation of the members who are required by statute.

The Local Gov't Code requires the SART to provide a report to commissioner's court no later than December 1st of each *odd-numbered* year to include a copy of the team's written **protocols** (attached); a list of response team members who attended and participated in the quarterly meetings; and a biennial summary of sexual assault statistics for the county.

You may remember that last year at your 30 December 2024 meeting, Assistant Criminal District Attorney, Scott Simpson, made an interim presentation to this Honorable Court.

This report covers the period since his end of year 2024 report.

Attendance

Over the last year, the SART has met five times:

- ✓ As a former sexual assault investigator with SART experience, Wayne Springer serves as a member at large and the team's Presiding Officer;
- ✓ Elda Garcia represents the Southwest Family Life Center, which is a domestic violence and sexual assault program that provides services for the county; Edna M. Ibarra also participates on their behalf.
- ✓ Criminal District Attorney Mark Haby represents the Medina County Criminal District Attorney's Office. Assistant Criminal District Attorneys Scott Simpson and Daphne Previti, Chief Investigator Debra Lankford and Sgt. Investigator Lynn Parker also participated.
- ✓ Sheriff Randy Brown represents the Medina County Sheriff's Office. Sgt. Investigator Ben Mireles, Sgt. Investigator Tracy Speights and Sgt. Antonio Aguilar participated on behalf of the Sheriff's Department;
- ✓ Chief Justin Soza represents the City of Hondo PD. Detective Ricardo Flores, Detective Manuel Garcia and Detective Ryan Murphy also attended some of the meetings.
- ✓ Director Patricia Mechler represents the Medina County Health Unit;
- ✓ Chief Nursing Officer/Patient Safety Officer Rebecca Deen and Emergency Department Director Adam Aguilar represented the Medina Regional Hospital and Kristi Evans also attended;
- ✓ Rubi Gaucin serves as a valuable member at large.

You may remember that the SART Preliminary Protocol executed in 2022 provided for inviting other community members to participate. We have grown a bit and at our last meeting created a list of even more county professionals to include to strengthen our mission to provide for an improved response to adult victims of sexual assault in Medina County. Thus far, our 2025 meetings have included the following non-statutory attendees and we have even more slated for invitations:

- ✓ Lieutenant Doug Knutson participated for Castroville PD.
- ✓ Chief Joe Brown, Lt. Christopher Andrews and Police Officer Robert Amaro attended from Devine PD.
- ✓ Sgt. David Lopez from Lytle Police Department participated.
- ✓ Natalia Police Chief Martin Chavez and PD Clerk Linda Rodriguez attended.
- ✓ Carissa Futterer, Jordan Ersch and Amber Solis participated from the Forensic Center of Excellence.
- ✓ Other non-statutory attendees included Vanessa Amegbey of the Department of Family Protective Services and Iris Hernandez of Hill Country Mental Health & Developmental Disabilities (MHDD) Mental Health Clinic.

Training

The SART received the required four hours consisting of general training in collaboration as well as valuable information about

the additional outreach of the recently developed Forensic Center of Excellence which launched 3 November 2024 at our March meeting. In September, there was a training on Interviewing the Victims of Sexual Assault and Domestic Violence. In addition, Wayne Springer shared a training manual, Sexual Assault Toolkit, detailing investigative information particularly helpful to the law enforcement members of our SART group.

Partial Biennial Summary with 2025 figures only

Adult Sexual Assault Reports

- (1) Total number of sexual assault reports received by local law enforcement agencies: **31** per the 911 call center.
- (2) Total number of investigations conducted as a result of those reports: **2 by MCSO and 2 by Hondo PD.**
- (3) Total number of indictments presented in connection with a report and disposition of those cases: **0**
- (4) Number of reports of sexual assault submitted to the District Attorney's Office for which no indictment was presented: **0**. **We have not received any adult Sexual Assault cases this year to present to the Grand Jury.**

Updated requirement

There has been a legislative update adding three sections
Subchapter J:

(1) Sec. 351.257 (a)(3)(A)(v) with respect to evidence collection kits;

(2) Sec. 351.257 (b) Not later than February 1 of each even-numbered year, the commissioners court of each county that receives a report described by Subsection (a) during the preceding year shall submit that report to the Sexual Assault Survivors' Task Force established under Section [772.0064](#), Government Code; and

(3) Sec. 351.2571. NONCOMPLIANCE. Failure to comply with the requirements of Section [351.257](#) may be used to determine eligibility for receiving grant funds from the office of the governor or another state agency.

Summary

There is a reticence to reporting these types of crimes. There is often a power dynamic involved as well as traditional and cultural ideas about the definition of a sexual assault. Although there were very few sexual assaults reported to law enforcement and subsequently forwarded to the District Attorney's Office for prosecution, more were reported to the Forensic Center for Excellence. They conducted 11 medical forensic examinations for 10 individual patients within Medina County, however, not all of the sexual assaults occurred within Medina County. Medina County is where the victims sought medical treatment.

We have created and distributed to all of our partners a consent form to explain to the victims that the SART exists to help them receive justice and allows them to hold the power as to whether they want us to work together to strengthen the prosecution of their cases.

The parties are actively educating the public. SANE and law enforcement provide information as they encounter those who call for help. Recently, the District Attorney's Office provided punishment testimony on an out-of-county hours-long assault involving beating, strangulation, unlawful restraint. The incident ultimately culminated with a sexual act. Our victim was hesitant to call the sexual act a sexual assault because she did not tell the actor, "No." He had restrained and beat her for about six hours and strangled her to the point of nearly losing consciousness prior to the sexual act. We provided education to her that a person cannot harm another to the point that they are so weak that they acquiesce to a sexual act and that if they do not say no, it does not make it consensual. We declined the defense counsel's request to tell the district attorney's office holding jurisdiction that the sexual assault was a weak case and instead followed up by contacting the jurisdiction where the offense occurred to provide information learned to assist their prosecution.

Medina County is not alone. There are published accounts of other small counties with low numbers.

On the positive side, Hondo Police Department Detective Ryan Murphy suggested that perhaps we are receiving low numbers of reports due to the now years of prophylactic education about consent. Perhaps that message is now resulting in lower numbers of sexual assaults.

It is also expected to have possibly have more cases during the next biennium as 25 previously collected rape kits have now been sent to the lab in Austin for analysis. Should a perpetrator be identified, those cases will be presented to the District Attorney's office for review for presentation to a grand jury.

The Members of the Medina County SART stand together to empower the victim and to make the investigatory and prosecution parts of the experience less traumatic. We want the public to know we are here to coordinate with each other to help them achieve justice on these particularly traumatic cases.

Sexual Assault Response Team Working Protocols for Medina County

(Preliminary Protocol – November 17, 2022)

I. INTRODUCTION

In 2021, the Texas Legislature passed Senate Bill 476 amending Chapter 351, Local Government Code, authorizing the establishment of Sexual Assault Response Teams to strengthen the collaborative response and overall health and judicial outcomes for sexual assault survivors who are adults.

II. MISSION STATEMENT

To promote communication and collaboration among agencies involved in the evaluation and investigation of sexual assault; to provide thorough evidentiary examinations to promote successful prosecution of sexual offenders; and to address needs and coordinate services to sexual assault victim/survivors.

III. GOALS AND OBJECTIVES

- To ensure timely delivery of services among agencies involved in the investigation of sex crimes
- To increase the efficacy of response and to minimize trauma of adult sexual abuse survivors
- To support victim's rights and meet the needs of survivors including medical forensic exams and counseling services
- To enhance evidence collection
- To maintain open communication and case coordination among community professionals and agencies involved in adult sex crimes investigations
- To educate the community about available intervention and prevention services
- To maintain open communication and case coordination among community professionals and agencies involved in the investigation and prosecution of sexual assault cases
- To enhance the professional skills necessary to effectively respond to cases of sexual abuse through training

IV. PURPOSE OF WORKING PROTOCOLS

The purpose of this agreement is to establish a cooperative and collaborative working relationship among the members of the Sexual Assault Response Team (SART) to achieve the listed goals and objectives.

V. SPECIFIC CRITERIA FOR CASES TO BE REFERRED FOR A SEXUAL ASSAULT RESPONSE TEAM (SART) RESPONSE

The Southwest Family Life Centers, Inc. ("SWFLC") Sexual Assault Program serves adults 17 years of age or older, who have been victims of sexual assault that occurred in Medina County. Courtesy services are provided when the abuse occurred outside of Medina County, but the adult resides in Medina County, or the center is more convenient for the survivor. The SART will only review a sexual assault case of an adult survivor with the signed, written consent of the survivor. The release must include the purpose of the release and the person or agency to which the information is to be released.

The SWFLC also provides services for other forms of abuse including:

- Adult victims of sex trafficking and other forms of trafficking that may include sexual abuse/ coercion
- Sexual Harassment
- Stalking

VI. SART

- A. The commissioner's court of each county shall establish an adult sexual assault response team.
- B. It is expressly understood that each agency will work within its departmental mandates and policies. Nothing contained in SART Working Protocols supersedes statutes, rules, and regulations governing each agency. To the extent that any provision of this agreement is inconsistent with any such statute, rule or regulation, the statute, rule or regulation, shall prevail.
- C. The Sexual Assault Response Team (SART) is composed of agencies that have agreed to abide by this working agreement and are responsible for the investigation, treatment and prosecution of sexual assault and abuse.
- D. Chief Administrator - As a non-profit organization that operates independently from a law enforcement agency or prosecutor's office and provides services, as defined by Section 420.003, Government Code, to adult survivors of sexual assault, the SWFLC will serve as the Chief Administrator for the SART.
- E. SART Partners are required by SB 476 to participate in a minimum of 4 hours of training in sexual abuse and other related topics annually.
- F. Members - A response team may request or allow the attendance of a person who is not a response team member at any time. Members of the team include:
 - 1. A sexual assault program that provides services for the county
 - 2. A prosecutor with jurisdiction within the county
 - 3. The chief, or chief's designee, of the municipal police department
 - 4. The sheriff, or sheriff's designee
 - 5. A sexual assault nurse examiner or forensic examiner; or a representative from the largest healthcare provider in the county
 - 6. A behavioral health services provider
- G. Participating Agencies - Initial statutory members will include the following. It is the intention of the SART to invite other Medina County police departments to participate.
 - 1. Southwest Family Life Centers, Inc.
 - 2. Medina County Criminal District Attorney's Office
 - 3. Medina County Sheriff's Office
 - 4. City of Hondo Police Department
 - 5. Medina Healthcare System
 - 6. Medina County Health Unit
 - 7. Wayne Springer, former sexual assault investigator with SART experience
 - 8. Rubi Cline, Volunteer
- H. Presiding Officer
 - 1. The SART shall elect a Presiding Officer from its members annually.
 - 2. The Presiding Officer may make further recommendations regarding other members necessary for the operation of the response team.
 - 3. The Presiding Officer will designate a time for quarterly meetings.
 - 4. The Presiding Officer may call special case review meetings as needed.

I. Roles and Responsibilities

➤ ROLE OF THE SWFLC

The role of the SWFLC is to support and facilitate the collaborative efforts of the SART by addressing resources, services and evaluating the efficacy of services. SWFLC is responsible for assisting partner agency personnel in the coordination of a SART response throughout the life of a case. SWFLC also provides direct victim advocacy services and education to survivors throughout the investigative and legal process. As the Chief Administrator of the SART, SWFLC will provide a variety of services including but not limited to behavioral health services & referrals, victim accompaniment, emergency temporary shelter, case management, and case review facilitation. The SWFLC will ensure that all cases reviewed by the SART have the authority to review through the signed and written consent of the survivor through the Notification of Confidential and Privileged Communication form, the Limited Release Form and the Case Review Release Form. In addition, the SWFLC provides and maintains a safe and neutral environment for survivors, training opportunities for staff and SART members and volunteer support. The SWFLC will provide or coordinate at least four hours of annual cross-agency training on the dynamics of sexual assault for response team members participating in quarterly meetings as required by Texas Local Government Code Section 351.254 (c). The SWFLC will maintain all records of the quarterly SART meetings.

➤ ROLE OF THE DISTRICT ATTORNEY

The district attorney's office is responsible for assessing the legal aspects and prosecutorial merits of all criminal cases filed and for filing appropriate charges. Charging decisions shall be based upon the professional judgment of the district attorney's office.

➤ ROLE OF LAW ENFORCEMENT/ADULT FORENSIC INTERVIEWERS

Law enforcement investigates sexual assault cases that violate criminal statutes and interview victims in an effort to collect information about the victim's experience that may be pertinent to the criminal investigation and potential prosecution.

➤ ROLE OF BEHAVIORAL HEALTH

The role of behavioral health providers is to provide appropriate specialized therapeutic treatment services for victims. Treatment will be provided by licensed mental health professionals with experience in the treatment of sexual assault survivors. Behavioral health providers may also provide consultation on the psychological aspects of sexual assault.

➤ ROLE OF MEDICAL PROVIDERS

Through its law enforcement members, the SART will be associated with the Sexual Assault Nurse Examiner (SANE) Program, Texas Forensic Nurse Examiners (TXFNE). TXFNE is affiliated with Methodist Hospital Specialty and Transplant. The purpose of this relationship is to provide medical services and to collect all physical evidence from victims as deemed necessary by patient history and assessment. Services are provided at the Methodist Hospital Specialty and Transplant location at 8026 Floyd Curl Drive in San Antonio, Texas or other area medical facilities as determined by specific case information and time frames.

VII. SEXUAL ASSAULT RESPONSE

Regardless of the method of receipt, the SWFLC staff will work to assist in coordination of investigations for all cases that meet the agreed upon case criteria outlined within these protocols.

The SWFLC will strive to communicate with and connect the appropriate investigative agencies with one another and assist, as requested, with the scheduling of all of the following core services/activities appropriate for the respective cases: victim support and advocacy services, victim accompaniment, temporary emergency shelter, behavioral health services, and/or case review.

Victim Support and Advocacy Services

A. Intake and Coordination

The SWFLC receives cases in any of the following manners:

1. Direct referral from local law enforcement partner agencies via phone, email, or in person
2. Direct referral from the District Attorney's Office via phone, email, or in person; and/or
3. Referral from either the 24-Hour Hotline at (830) 426-5131 or a SWFLC advocate where after intake the client wishes to file a report with law enforcement.
4. Each member agency will assume responsibility for referring cases to the SWFLC and clients shall be notified of their right to do a SANE exam at no charge
5. Upon receipt of any report of sexual assault or abuse that meets the overall case criteria, as outlined within these protocols, investigators will contact the SWFLC to initiate a sexual assault team response for relevant core services.

B. Case Criteria

1. Victims of sexual assault/abuse 17 years of age or older referred by a SART member for services
2. Victims 17 years of age or older and receiving services through the SWFLC who wish to make a report of sexual assault/ abuse to law enforcement.
3. A victim's children are also eligible to receive services when applicable.
4. Victims of sexual assault/abuse 17 years of age or older referred by an agency outside of Medina County

C. SART Case Review Meetings

SART members agree to:

- Attend all meetings.
- Communicate and work collaboratively on sexual abuse cases.
- Make recommendations that will benefit the victim and case.
- Minimum of 4 hours training annually on the dynamics of sexual abuse.

1. Frequency
 - a. The SART shall meet at least quarterly at a time and location to be coordinated by the Presiding Officer.
 - b. Special Case Review Meetings may be requested by the Presiding Officer.
 - c. In unique instances when travel by SWFLC staff and/or SART members for purposes of an in-person meeting is prohibited, case review discussion may be facilitated with the aid of technology (conference calls and/ or video conferencing, etc.). However, this approach will be documented and implemented only as a rare exception and will not be the norm for SART case review.
2. Designated Attendees and Expectations

In accordance with SB 476 Sec. 351.254, all response team members are required to attend quarterly meetings. If a response team member is unable to participate in a response team meeting, the member or entity the member is representing may designate another individual to represent the member or agency. The commissioners court of a county shall fill a vacancy for a response team member not later than the 30th day after the date the vacancy occurs and in the same manner as the original appointment. Designated attendees and their individual roles are listed below:

 - a. Behavioral Health Therapist
 - o Discuss level of client participation and progress in therapy.
 - o Serve as clinical consultation to the SART on issues relevant to trauma and sexual abuse dynamics.
 - b. Law Enforcement
 - o Discuss outcomes/ results of forensic interview, other case updates and the status of the investigation.
 - c. Medina County Criminal District Attorney's Office
 - o Offer suggestions for further action to be taken in the investigation.
 - o Share information related to status of cases
 - o Share expertise with regard to criminal prosecution of sexual cases.
 - d. Medical Provider
 - o Discuss any findings and relevant information from the medical exam.
 - o Discuss cases for treatment recommendations and ongoing best practices.
 - e. Sexual Assault Advocate
 - o Discuss initial contact with victim and recommended services.
 - o Discuss ongoing crisis intervention.
 - f. Presiding Officer and/or Chief Administrator
 - o Facilitate meetings that encourages communication and collaborative efforts between SART partners.
 - o Create case review staffing lists for attendees.
 - o Follow-up accountability and task assignments.
3. Case Criteria – The following cases will automatically be placed on the case staffing list for review and discussion at SART Meetings contingent on all case review forms being completed by the survivor and the survivor has waived their right to privileged communication through the limited release of information form. All cases referred to the SWFLC by a SART member from Medina County and meet the following criteria:
 - a. Sexual Assault
 - b. Sexual Harassment
 - c. Stalking
 - d. Sex Trafficking

- e. Other forms of trafficking that may include elements of sexual abuse and/ or coercion
- 4. Facilitator
 - a. The Presiding Office will facilitate case review.
 - b. In the event that the Presiding Officer is unavailable to facilitate a meeting, the center's Executive Director will facilitate.
 - 5. Meeting Notice
 - a. Notice will be sent out via email by the Presiding Officer at least five business days before the meeting date.
 - b. SWFLC staff will automatically submit all cases that meet criteria for SART case review (cases must have signed and written limited release to meet the criteria for case review).
 - c. SART members should notify the Presiding Officer at least 5 days in advance if they would like to add a case to the review. These cases must have signed, written consent of the survivor.
 - 6. Follow-Up Procedures
 - a. The Presiding Officer will contact SART members regarding tasks assigned during case review and remain in contact to obtain case updates through final dispositions.
 - 7. Special Case Review
 - a. The Presiding Officer may request a special staffing for a case that needs immediate attention or has additional information that may need to be presented or discussed.
 - b. A special case review will be arranged by the Presiding Officer at a time agreed upon by the investigators, SWFLC staff involved in the case and prosecutors when applicable.
 - c. The meeting will be coordinated with 72 hours of the request.
 - d. A special case review may be requested with the Presiding Officer in writing, via email or verbally.
- D. Case Tracking
- The SWFLC will document client information and case activities and services provided to include:
- 1. Client demographic information provided by non-offending caregiver(s)
 - 2. Advocacy services including crisis intervention, follow-up, referrals, and case updates
 - 3. Behavioral health services
 - 4. Sexual assault medical exams
 - 5. Victim Accompaniment

VIII. SEXUAL ASSAULT RESPONSE TEAM SURVEYS

- A. Surveys are distributed bi-annually to all SART members via email.
- B. Responses are confidential and will be used to help to improve processes and the work of the center.
- C. Responses will be presented bi-annually during SART Case Review.
- D. Survey topics include but are not limited to:
 - 1. Forensic Interviews
 - 2. Case Review
 - 3. Team Roles
 - 4. Collaborative Approach of SART and its Benefits
 - 5. Participation
 - 6. Communication
- E. Each survivor of sexual assault will have the opportunity to provide feedback regarding access to, the process of, and services provided by the members of the SART.

IX. CONFLICT RESOLUTION POLICY

Members of the SART are encouraged to make every effort to effectively resolve conflicts that may arise with other members. However, in the event they are unable to resolve issues on their own, the SWFLC may act as neutral ground for the resolution of disputes between partner agencies. Meeting requests may be made via email to the Executive Director and/or the Presiding Officer.

A. Process

- 1. The meeting will be facilitated within 10 days of the dispute.
- 2. The conflicting agency personnel and their immediate supervisor will attend the meeting as well as the SWFLC Executive Director.
- 3. If an agreement cannot be reached by the aforementioned parties, an additional meeting will be scheduled with personnel with greater supervisory authority to achieve a resolution to the conflict.
- 4. The process shall be resolved within 30 days of the original dispute.

B. Confidentiality

Information and Records

- 1. A response team meeting is not subject to open meetings as defined in Chapter 551, Government Code.
- 2. Information and records acquired by a response team in the exercise of its purpose and duties are confidential and not subject to disclosure under Chapter 552, Government Code, and may only be disclosed as necessary to implement the response team's purpose and duties.

3. Reports or a statistical compilation of data reports created by the response team is public information subject to Chapter 552, Government Code, provided the report or compilation does not contain any personally identifiable information.
4. Information, documents, and records of the response team that are confidential are not subject to subpoena or discovery and may not be introduced into evidence in any civil, criminal, or administrative proceeding, except that information, documents, and records otherwise available from other sources are not immune from subpoena, discovery, or introduction into evidence solely because that information or those documents or records were presented during a response team meeting or maintained by the response team.
5. By signing in at the SART case review, it is an acknowledgement and pledge of confidentiality on file with the SWFLC prior to attending a meeting.
6. In addition, the conversations, information, documents, and records acquired by the response team are confidential and are not subject to subpoena or discovery and may not be introduced into evidence in any civil, criminal, or administrative proceeding, except that information, documents, and records otherwise available from other sources are not immune from subpoena, discovery, or introduction into evidence solely because that information or those documents or records were presented during a response team meeting or maintained by the response team according to Texas Local Government Code Sec. 351.258 (e) .

C. Consent

1. A response team may only review a sexual assault case of an adult survivor with the signed, written consent of the survivor.
2. Consent will be determined by the survivor's Limited Release of Information and must specify:
 - a. The information or records covered by the release;
 - b. The reason or purpose for the release; and
 - c. The person or agency to which the information is to be released.
3. Limited releases will expire after 30 days and will only be re-executed with the consent of the survivor.
4. Sexual Assault Advocates are responsible for maintaining the release and communicating with the SART regarding a survivor's consent.
5. Victims of sexual abuse have a privilege to refuse to disclose and to prevent another from disclosing confidential communications. Certain Client Confidential Information may also be privileged, and the SWFLC employees must be vigilant so as not to waive privilege and endanger the SWFLC's clients.
6. By federal law, the agency must notify current clients of the SWFLC when a court order affects them or their records.

D. Health Insurance Portability and Accountability Act (HIPAA)

The SWFLC is a HIPAA provider and will strictly adhere to laws regarding confidentiality. All victims are informed of the Health Insurance Portability and Accountability Act legislation.

E. Record Retention

1. The SWFLC will retain only SWFLC documents in accordance with SWFLC Policy.
2. The SWFLC is legally required to keep all of the files, reports, communications and working papers used or developed in providing services under the Texas Family Code Chapter 264 as confidential ("Client Confidential Information").
3. In accordance with SB 295, any record created by, provided to, or maintained by an advocacy agency is confidential if the record relates to the services provided to a survivor or contains the identity, personal history, or background information of the survivor or information concerning the victimization of the survivor.
4. The SWFLC Executive Director is the custodian of records and all records are kept according to SWFLC Record Retention Policy.

F. Record Request

1. A request for records from SWFLC SART partners may be made in writing via email, by phone or in person.
2. Information disclosed is subject to client release and may include:
 - a. Dispositions
 - b. Contact information
 - c. Family advocacy services and referrals
 - d. Progress and participation regarding therapy sessions
 - e. Completion of medical exams
 - f. Sexual abuse statistics in Medina County
3. All records requests from agencies who are not SART partners should be approved by the custodian of records.
4. A request for records for agencies outside of the SART should be made in writing via email or mail using agency letterhead and stored in client files.
5. The SWFLC requests a notice of two business day for copies of any client records.

X. NON-DISCRIMINATION POLICY

The SWFLC maintains a policy of non-discrimination. All cases and adults which meet the specific case criteria outlined in these working protocols shall be granted services without regard to race, color, sex, religion, national origin, age or physical/ mental disability.

XI. REPORTING

No later than December 1 of each odd-numbered year, beginning in 2023, a response team's Chief Administrator shall provide the following reports to the commissioner's court of each county:

- A. A list of response team members who participated in quarterly required meetings.

B. A copy of the written protocol

C. Biennial Summary to include:

1. The number of sexual assault reports received by local law enforcement agencies;
2. The number of investigations conducted as a result of those reports;
3. The number of indictments presented in connection with a report and the disposition of those cases; and
4. The number of sexual assault reports for which no information/indictment was presented.

D. The response team's Chief Administrator will compile and provide the reports to commissioner's court with the assistance of all SART members. All SART members should be present during the presentation of the report to commissioner's court when possible.

XII. REVIEW, REVISIONS, RE-EXECUTION AND TERMINATION OF WORKING PROTOCOLS

A. Revision and/or Modification

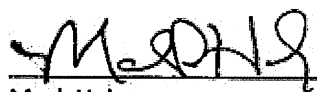
1. The working protocols will be reviewed and revised as needed.
2. Revision may occur due to significant changes to current practice or upon a change of authorized partner agency signatories.
 - a. The participating SART members will be notified as to the need for a review/revision.
 - b. The need for revisions will be submitted to the Presiding Officer for review of new statutes, rules and regulations, law, improvements in services and/or departmental policies.
3. Signatures
 - a. Should any revision occur, SART members will be required to sign an agreement executing the new working protocols.
 - b. Signatories must be the head of each partner agency.

B. Termination of Agreement

This agreement can be terminated by any party without cause by giving written notice to the other parties.

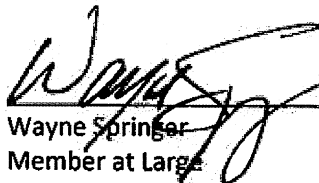
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By signing below, you agree to the terms of this agreement and that your agency will comply with the above working protocol to the best of its ability.



Mark Haby
Medina County Criminal District Attorney

Date



Wayne Springer
Member at Large

Date



Justin Soza
Chief of Police
City of Hondo Police Department

12-12-2022

Date



Rubi Cline
Member at Large

12/12/22

Date



Janice Simons
Administrator
Medina Healthcare System

12/5/2022

Date



Randy Brown
Sheriff
Medina County Sheriff's Office

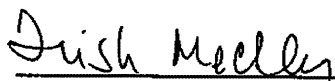
Date



Elda Garcia
Executive Director
Southwest Family Life Centers, Inc.

12/02/2022

Date



Trish Mechler BSN, RN
Director
Medina County Health Unit

12/1/2022

Date



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 6.

Meeting Date: 12/01/2025

Item Title: Burn Ban

Submitted By:

Summary of Request/Problem

Discuss and take possible action to enter an Order instituting a countywide burn ban (Mark Chadwick, EMC/Fire Marshal)

Recommendation/Action Requested and Justification

Attachments

Burn Ban Order



STATE OF TEXAS
COUNTY OF MEDINA

§
§
§

ORDER 2025-1201-01
PROHIBITING OR RESTRICTING OUTDOOR BURNING

WHEREAS, the Commissioners Court finds that circumstances present in all or part of the unincorporated area of the county create public safety hazard that would be exacerbated by outdoor burning.

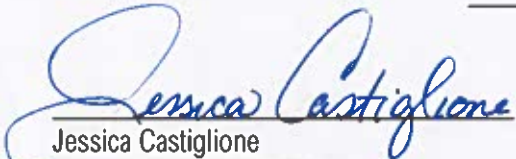
IT IS HEREBY ORDERED by the Commissioners Court of Medina County that all outdoor burning is prohibited in the unincorporated area of the County for 90 days from the date of adoption of this Order, unless the restrictions are terminated earlier based on a determination made by the County Judge or County Fire Marshall based on a determination that the circumstances that required the Order no longer exists. This Order does not prohibit outdoor burning activities related to public health and safety that are authorized by the Texas Commission on Environmental Quality for: (1) firefighter training; (2) public utility, natural gas pipeline or mining operations; (3) and the harvesting of agricultural crops; (4) burns that are conducted by a prescribed burn manager certified under Section 153.048; Natural Resources Code, and meet the standards of Section 153.047, Natural Resources Code; or (5) ceremonial fires, provided that advance notice is given of time and location to Medina County Sheriff and to the appropriate fire officials.

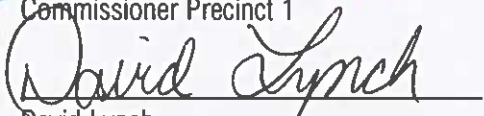
IT IS FURTHER HEREBY ORDERED that the burning of brush on property cleared by a Land Clearing Contractor or employees thereof or by the landowner and *who remain present during any such burning with appropriate fire containment equipment* shall constitute an exception to the Burn Ban provided that a *notice of exception* is obtained from the County Fire Marshal and *notice of any such burning is provided in advance to the Medina County Sheriff as to the time and location of any such burning.*

In accordance with Local Government Code §3525.081(h), a violation of this Order is a Class C misdemeanor, punishable by a fine not to exceed \$500.00 per each violation.

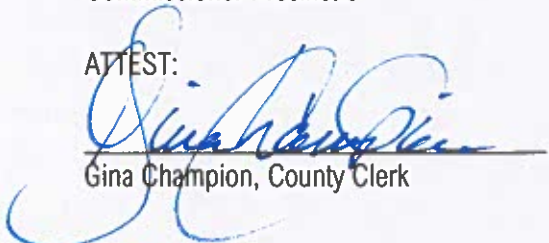
ADOPTED by the Commissioners Court of Medina County this 1st day of December 2025 to become effective December 1, 2025, at 11:59 pm.

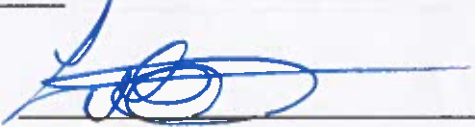

Keith Lutz, County Judge

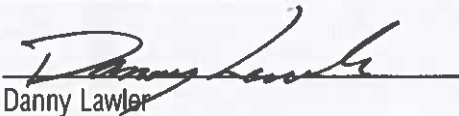

Jessica Castiglione
Commissioner Precinct 1


David Lynch
Commissioner Precinct 3

ATTEST:


Gina Champion, County Clerk


Larry Sittre
Commissioner Precinct 2


Danny Lawler
Commissioner Precinct 4





**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 7.

Meeting Date: 12/01/2025
Item Title: Order - Fireworks Ban
Submitted By:

Summary of Request/Problem

Discuss and take possible action to enter an Order prohibiting selling, detonating, igniting, or in any way using certain fireworks in the unincorporated areas of Medina County, Texas (Mark Chadwick, EMC/Fire Marshal)

Recommendation/Action Requested and Justification

Attachments

Order Fireworks
TAC Info

STATE OF TEXAS §
 §
COUNTY OF MEDINA §



ORDER 2025-1201-02
PROHIBITING CERTAIN FIREWORKS
IN UNINCORPORATED AREAS OF MEDINA COUNTY, TEXAS

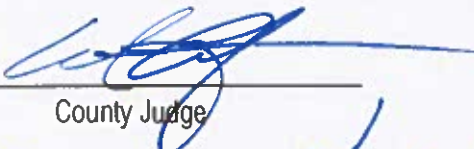
WHEREAS, the Texas A&M Forest Service has determined that drought conditions exist in Medina County; and

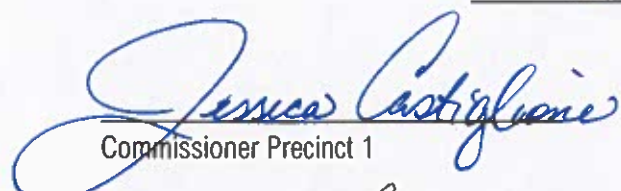
WHEREAS, on the 1st of December, 2025, the Commissioners Court of Medina County has determined that the normal danger of fire in the unincorporated areas of Medina County is greatly enhanced by the extremely dry conditions now existing;

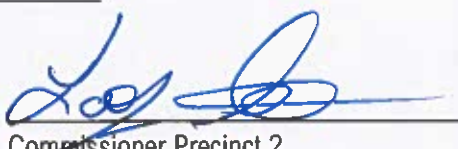
NOW, THEREFORE, the Commissioners Court of Medina County adopts this Order prohibiting the sale or use of restricted fireworks in the unincorporated areas of Medina County.

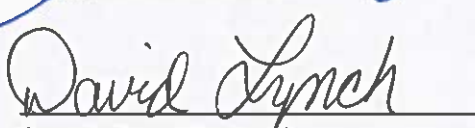
- A. A person may not sell, detonate, ignite, or in any way use fireworks classified as "skyrockets with sticks" under 49 C.F.R. part. 173.100(r)(2) (10-01-86 edition) or missiles with fins in any portion of the unincorporated areas of Medina County.
- B. This Order does not prohibit "permissible fireworks" as authorized in Occupations Code Section 2154.003(a).
- C. A person commits an offense if the person knowingly or intentionally violates a prohibition established by this Order. An offense under this order is a Class C. Misdemeanor.
- D. This order expires on the date the Texas Forest Service determines drought conditions no longer exist in the county or January 2, 2026, whichever is earlier.

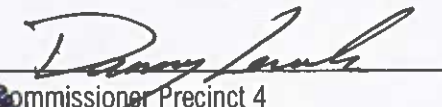
APPROVED this the 1st day of December, 2025, by the Medina County Commissioners Court.


County Judge

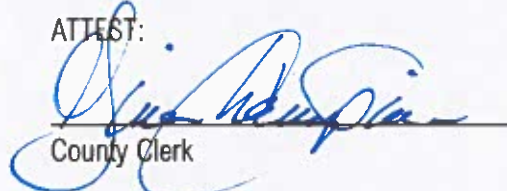

Commissioner Precinct 1


Commissioner Precinct 2


Commissioner Precinct 3


Commissioner Precinct 4

ATTEST:


County Clerk





DECEMBER FIREWORKS PERIOD

(DECEMBER 20-MIDNIGHT, JANUARY 1)

DEADLINE TO ADOPT ORDER: DECEMBER 14, 2025

Local Government Code, §352.051 authorizes the commissioners court to adopt an order regulating certain fireworks in the unincorporated areas of the county under drought conditions. **The statute provides that the order must be adopted before December 15 of each year for the December fireworks period.**

If your county is designated a drought area, and your court wishes to adopt such an order, action must be taken before the deadline. To determine whether your county is designated a drought area, please visit the Texas Interagency Coordination Center website at ticc.tamu.edu or call the Texas A&M Forest Service at (979) 458-7331. The Texas A&M Forest Service has developed drought [weblinks](#) to assist your county in monitoring drought conditions more closely.

If the court decides to adopt an order, the order may prohibit or restrict the sale or use of “restricted fireworks”, which are defined as “skyrockets with sticks” as classified in 49 Code of Federal Regulations, § 173.100(r)(2) in effect on October 1, 1986 and as “missiles with fins.” A violation of the order is a Class C misdemeanor. Also, a citizen can file suit for an injunction to prevent a violation or threatened violation of the order. An order issued by your court based on a Texas A&M Forest Service determination will expire when the Texas A&M Forest Service finds that your county is no longer in a drought condition.

In addition, during the December fireworks season, the commissioners court may make a determination under Local Government Code §352.051(c) that conditions on rural acreage not under cultivation for at least 12 months are extremely hazardous for the danger of fire because of high grass or dry vegetation and adopt an order to prohibit or restrict the sale or use of restricted fireworks in specified areas of the county. An order issued by the commissioners court based on its determination of extreme hazard for the danger of fire will expire on the date established in the order.

Under Local Government Code § 352.051(f), the county may also designate one or more “safe” areas where the use of restricted fireworks is not prohibited. In determining if an area may be considered “safe” the court should take into account whether adequate public safety and fire protection services are provided to the area.

A sample order is provided on the following page. If your court decides to designate “safe” areas, the order will need to be modified to include appropriate language. A copy of Local Government Code §352.051, the portions of the Occupations Code that define and explain permitted and prohibited fireworks, and copies of the Federal regulations referenced in the state law are available online at county.org/fireworks. If you have any questions, please contact the Legal Department toll-free at (888) 275-8224.



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 8.

Meeting Date: 12/01/2025
Item Title: Ring Central - Change Order
Submitted By: Vanessa Skowbo, PDO Manager

Summary of Request/Problem

Discuss and take possible action to approve a Change Order Form, amending the previous Order Forms executed in association with the agreement with RingCentral, Inc. for the Hill Country Regional Public Defender's Office (Vanessa Skobow, HCRPD Office Administrator)

Recommendation/Action Requested and Justification

Renewal Agreement for 24 Months

Attachments

Ring Central - Change Order



CHANGE ORDER FORM

This Change Order Form ("**Change Order**"), amends the previous Order Forms placed under the agreement between RingCentral, Inc. ("**RingCentral**") and Medina County ("**Customer**" or "**You**") (together the "**Parties**"), for the purchase of the Services, licenses, and products listed herein. This Change Order is subject to and incorporates the terms and conditions of: (i) the separate written agreement, executed by the Parties governing the purchase of the Services described in this Order Form, or (ii) the RingCentral Online Terms of Service available at <https://www.ringcentral.com/legal/eulatos.html>, if there is no written agreement in place (hereinafter (i) and (ii) referred to as the "**Agreement**"). The Parties agree to amend the quantities, Services, products, pricing and terms specifically set forth below. All other terms and conditions not expressly contained herein shall remain unchanged and in full effect. Capitalized terms not defined herein shall have the same meanings as set forth in the applicable Agreement between the Parties. Unless agreed by both Parties in writing, any terms or conditions set forth in a Customer-issued purchase order or ordering document shall not apply.

Please note that RingCentral MVP is now RingEX. All references to "RingCentral MVP", whether in terms of service, advertising or product descriptions, mean "RingEX".

Customer

Medina County

1300 Avenue M, Room 250
Hondo, TX 78861
United States

Keith Lutz
(830) 741-6020
keith.lutz@medinatx.org
Customer UID: 63015607028

Service Provider

RingCentral, Inc.

20 Davis Drive
Belmont, CA 94002
United States

Any new Services ordered under this Change Order will begin on the Start Date set forth below and will run coterminously with the Initial Term and Renewal Term previously agreed between the Parties, unless modified. Billing for incremental services will commence on the Start Date and will be invoiced on the same billing cycles as any preexisting Services. Other fee adjustments may not be effective until your next monthly service cycle.

Service Commitment Period

Start Date for Items Added in this Change Order: Effective as of the last date of signature below.

Initial Term: 24 Months Starting on August 24, 2021

Renewal Term: 24 Months

Payment Schedule: Previous: Annual, New: Annual

RingEX Services

Recurring Services						
Summary of Service	Existing Qty	Additional Qty (+/-)	Total Qty	Rate	Change in Service	Subtotal
DigitalLine Unlimited Standard	30	5	35	\$299.88	\$1,499.40	\$10,495.80
DigitalLine Unlimited Standard				\$239.88		
Compliance and Administrative Cost Recovery Fee				\$48.00		
e911 Service Fee				\$12.00		
Yealink T57W Prime Business Phone - Rental	30	0	30	\$59.40	\$0.00	\$1,782.00
10DLC TCR SMS Registration - UCaaS Low Volume Campaign	1	0	1	\$18.00	\$0.00	\$18.00
Annual Recurring Services*						\$12,295.80

One-Time Items			
Summary of Item(s)	Qty	Rate	Subtotal
Yealink T57W Prime Business Phone	5	\$319.00	\$1,595.00
One-Time Total*			\$1,595.00

Please note that if you downgrade or upgrade your entire RingEX plan (i.e, from Standard to Premium, or Advanced to Core), your previous plan will not show on this change order, only your new plan will be shown.

Total Initial Amount	\$13,890.80
-----------------------------	--------------------

*Amounts are exclusive of applicable Taxes, Fees, and Shipping Charges.

Cost Center Billing

For customers with cost center billing, it is the Customer's responsibility to provide cost center allocation information to RingCentral at least 10 days prior to the issuance of the invoice. After the information is received, it will be reflected on future invoices, but will not be adjusted retroactively on past invoices. If purchasing additional services through the administrative portal, it is the Customer's responsibility to assign cost centers at the time of purchase; otherwise, those services will not be allocated by cost center on the next invoice. Please note that cost center allocation is not available for certain items, such as minute bundles and credit memos. For additional questions, please contact the RingCentral invoice billing team at billingsupport@ringcentral.com.

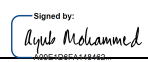
Add-on Services. Customer is responsible for reviewing additional terms and conditions that may apply to RingCentral add-on services (where available) and certain Advanced Support Services listed on this order form, and which are available at <https://www.ringcentral.com/legal/add-on-services.html>.

IN WITNESS WHEREOF, the Parties have executed this Change Order Form above through their duly authorized representatives.

Customer
Medina County

RingCentral
RingCentral, Inc.

By:  _____
Name: Keith Lutz
Title: County Judge
Date: 12/1/2025

By:  _____
Name: Ayub Mohammed
Title: VP Sales SBG
Date: 12/1/2025



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 9.

Meeting Date: 12/01/2025
Item Title: Donation - 2026 Ford Explorer
Submitted By:

Summary of Request/Problem

Discuss and take possible action to accept a donation to the Medina County WIC Department from South Plains Community Action Association, Inc. of a 2026 Ford Explorer valued at \$40,367.53; Pursuant to Texas Local Government Code §81.032

Recommendation/Action Requested and Justification

Attachments

Donation Letter



Administrative Office

South Plains Community Action Association, Inc
411 Austin P.O. Box 610 Levelland TX 79336 (806) 894-6104

(800) 782-5028
FAX (806) 897-0852

November 18, 2025

Mandi Wilcox, WIC Director
Medina County WIC

Dear Ms. Wilcox,

As part of SPCAA's contractual agreement with HHSC State WIC, SPCAA purchased a 2026 Ford Explorer, VIN# 1FMUK7DH95GA15785, with a purchase price of \$40,367.53.

SPCAA obtained written approval from the State WIC office and USDA prior to this purchase. The unit was purchased with USDA funds under WIC FY 2025, in compliance with WIC policies, UGMS, and 2 CFR Part 200.

With the approval of the State WIC office, this unit is gifted to Medina County WIC, and will be titled directly to the recipient upon delivery. Ongoing obligations of your entity include: reporting the unit on the required WIC GC-11 inventory report, insuring, maintaining, and using the vehicles in accordance with the WIC program.

Please contact SPCAA if further information is needed.

Sincerely,

Whitney Quick, CPA
Finance Director



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 10.

Meeting Date: 12/01/2025
Item Title: Minutes Approval
Submitted By: Gina Champion, County Clerk

Summary of Request/Problem

Discuss and take possible action to approve the following Commissioners Court Meeting minutes: (County Clerk)

- October 20, 2025
- November 3, 2025
- November 17, 2025

Recommendation/Action Requested and Justification

Attachments

Minutes 10-20-25
Minutes 11-03-25
Minutes 11-17-25

Jessica Castiglione
Commissioner Precinct 1

David Lynch
Commissioner Precinct 3



Keith Lutz
County Judge

Larry Sittre
Commissioner Precinct 2

Daniel Lawler
Commissioner Precinct 4

MEDINA COUNTY COMMISSIONERS COURT
REGULAR MEETING
October 20, 2025
9:00 AM

1. Meeting called to order at 9:03 am.
Present: County Judge Keith Lutz; Commissioner Jessica Castiglione; Commissioner Larry Sittre; Commissioner David Lynch; Commissioner Daniel Lawler

Staff Administrative Assistant Jennifer Adlong; Treasurer Debra Graff; Assistant Criminal District
Present: Attorney Maggie Swyers; Emergency Management Coordinator/Fire Marshal Mark Chadwick; Elections Administrator Lupe Torres; Chief Deputy Patrol Gilbert Rodriguez; HR Nathaniel Ramos; Auditor Rubi Gaucin; Deputy Clerk Jaylen Parra
Attendees: Jennifer Konegni, 1st Assistant County Auditor, Amy Clark, Pre-Trail Services Director, Kristy Ivy, Pre-Trail Services Coordinator, Phillip Lange, Pct. 1 Justice of the Peace, ,
2. Prayer
3. Pledge of Allegiance
4. Visitors / Public Comment
5. Discuss and take possible action to approve a preliminary plat establishing the following units in Viera Subdivision, located in Precinct 2 on FM 1957: (MTR Engineers)
 - 1B
 - 1C
 - 2B
 - 6A

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve the preliminary plats establishing Units 1B, 1C, 2B, and 6A in Viera Subdivision, located in Precinct 2 on FM 1957. Motion carried. (See attached)

Vote: 4 - 0

6. Discuss and take possible action to consider an application to vacate and replat Lot 9A of the San Antonio Trust Subdivision to determine whether the revision affects a public interest or public property of any type and authorize the appropriate notice requirements; Located in Precinct 2 on County Road 5715

Item was tabled.

7. Discuss and take possible action to approve an Agreement with Candid Investigation LLC d/b/a EPS Monitoring Company for electronic monitoring services for the Indigent Defense and Pre-Trial Services Department (Pre-Trial Director)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve an agreement with Candid Investigation LLC d/b/a EPS Monitoring Company for electronic monitoring services for the Indigent Defense and Pre-Trial Services Department. Motion carried. (See attached)

Vote: 4 - 0

8. Discuss and take possible action to adopt the 2021 International Fire Code, with the changes/ amendments noted in Exhibit "A" to be known as "The Medina County Fire Code" (Mark Chadwick, EMC/Fire Marshal)

Judge Lutz discussed the origins of the project, which began in 2021. He referenced the first page of the fire code, which states that preexisting buildings are required to comply with current fire codes when substantial structural alterations have been made. Specifically, compliance is mandated when:

- The work affects 50% or more of the building's total area, or
- The work involves 30% or more of the building's low-barrier structure.

Wayne Rogers - Owner of a site development company and a Castroville resident, raised several concerns regarding fire safety regulations and project oversight.

Mr. Rogers questioned how many lives have historically been lost in public commercial building fires, suggesting that the risk level may not justify the current regulatory approach. He also discussed the financial impact of infrastructure requirements, noting that the SAWS water tap impact fees totaled approximately \$735,000 for the property owner. Additionally, he expressed frustration that the fire marshal's approval process took two months for a project that required only three weeks to complete. Mr. Rogers further questioned why the county intends to assume responsibility for inspections, arguing that school districts already employ qualified inspectors who are familiar with the work. Finally, he emphasized that water availability remains a major issue in unincorporated areas of Medina County, noting that many special utility districts (SUDs) cannot provide adequate fire protection due to insufficient water supply.

Charles Thacker -- Owner, Lonestar Gun WorksMr. Thacker expressed concern about the negative impact of the proposed fire code on small businesses, emphasizing that fees and permit requirements would create significant financial strain. He referenced Chapter 56, Section 5607.2.4 of the fire code, which requires a surety bond or equivalent insurance, noting that such provisions could impose additional costs that smaller businesses may struggle to meet. Mr. Thacker also discussed Appendix B, Section B105.1, regarding free-flow water availability, arguing that the requirement is impractical in isolated rural areas. He stated that maintaining a 1,000-gallon-per-minute water storage facility could cost over \$20,000, making compliance unrealistic for many rural property owners. In addition, he cited Chapter 11 (pages 55--58), which covers existing buildings, noting that any structural changes would trigger compliance with the new fire code. Mr. Thacker urged the court not to adopt any part of the proposed code until it can clearly identify specific safety concerns and determine which portions of the code effectively address those issues. He concluded by stating that residents and small business owners should not be burdened with unnecessary or excessive regulations.

Avery Graves -- Primo Processing

Ms. Graves expressed opposition to the proposed fire code, raising several questions and concerns regarding its potential impact on the community and local businesses. She pointed out that new property owners would be required to bring existing buildings into compliance with the current fire code, which could impose significant financial burdens. She also noted that school taxes may need to be raised if schools are required to make costly upgrades to meet code standards. Ms. Graves cautioned that the proposed regulations could result in business closures and place additional strain on small business owners. She emphasized the importance of recognizing the hard work, investment, and dedication of

Medina County's business community, urging the court to carefully consider the broader economic consequences before adopting the code.

Ken Graff -- 7A South Texas Maize

Mr. Graff urged the court to reconsider the practicality of implementing the proposed fire code, questioning the necessity of new requirements when the county lacks the infrastructure and services needed to support them. He pointed out that if an adequate water supply is unavailable, it is unreasonable to expect businesses to spend thousands of dollars installing fire protection systems that cannot function properly. Mr. Graff asked the court to evaluate whether such regulations serve any purpose under current conditions and to consider the financial strain these requirements would impose on rural business owners.

Brendon Lowe -- President & CEO of Mumme's

Mr. Lowe urged the Commissioners Court not to adopt the proposed fire code, emphasizing that it would place a significant financial burden on both residents and business owners throughout the county. He stated that the county's priority should be to protect both the lives and livelihoods of its citizens, cautioning that the proposed regulations could do more economic harm than safety good.

Phillip Lange - Justice of Peace Precinct 1

Mr. Lange questioned the financial impact of the proposed fire code on small business development. He asked what it would cost a small business owner to construct a 4,000-square-foot building in Medina County under the new fire code requirements, questioning if the additional expenses would make it difficult or prohibitive for small businesses to build or expand within the county.

Precinct 2 Commissioner Larry Sittre questioned Emergency Management Coordinator/Fire Marshal Mark Chadwick about how this was going to work on major construction projects such as the schools and all the numerous fees that involved and how out of hand that got and with a multimillion dollar project that was outrageous. Also, Commissioner Sittre questioned what kind of staffing, office space, or vehicles this was going to require at some point? Why would the County want to take on these added expenses and burden the County? He stated that we are a conservative County so why are we doing this? We do not have to adopt this code. I recommend you (Mark Chadwick, Emergency Management Coordinator/Fire Marshal) do the same thing you are doing right now, working with nursing homes and the public schools. You and your man are doing a fantastic job. Keep doing what Keith Lutz hired you for and leave the businesses alone.

Precinct 1 Commissioner Jessica Castiglione questioned what if a business wants to expand -- has an existing building since 2018-2019 add on 50% square footage. Does that trigger them having to go back and retrofit that existing building?

Emergency Management Coordinator/Fire Marshal answered that it depends on if it has public access or not. These can also be based on the "occupancy code", depending on an individual's situation.

Precinct 3 Commissioner David Lynch asked since these codes exist, we (Medina County) have been liable for not following the state inspection code?

Emergency Management Coordinator/Fire Marshal answered yes sir.

Precinct 3 Commissioner David Lynch asked if another business went up outside of town somewhere, never contacted the county, never contacted you and just built their building. They are out of compliance?

Emergency Management Coordinator/Fire Marshal answered Yes, sir, with the State Code, and we have no say in it. So, per what we have done in our code, to protect that business is by coming in and saying we recognize what code they were built under an architect and engineer. Moving forward we just have to make sure we check.

Judge Keith Lutz stated we have been working on this since 2022 and have all taken a lot of notes on this. Delaying a vote on this is not a problem and needs more conversation.

Precinct 1 Commissioner Jessica Castiglione questioned what is the difference between the State Code and ours in existing buildings and new buildings. Emergency Management Coordinator/Fire Marshal

Mark Chadwick answered anything new they do has to meet their exact code. Under the County Code, we would have the ability to issue a variance. Under the State Code, we would not have that option. We would have to follow their code exactly as is.

Emergency Management Coordinator/Fire Marshal Mark Chadwick stated meeting the intent of the code -- 1 hour of ability before the building becomes catastrophic. This is why the need for 1 hour of water on site is necessary. If something can be accomplished with sheet rock dwindling the interior, we have met the intent of the code: the 1 hour capability. We can do that in our codes because we accept in there that we have the ability to issue a variance.

Judge Keith Lutz stated my recommendation is that we don't take any action on this item and that we get emails from those attending today so they can receive this information.

9. Discuss and take possible action to enter an Order on outdoor burning in the unincorporated area of Medina County (Fire Marshal)

No action was taken on item.

Vote: 0 - 4

10. Discuss and take possible action to adopt a resolution authorizing a Joint Contract by the Democratic Party Chair, and Republican Party Chair, and County Election Officer to conduct and supervise the Medina County Joint Primary Election on March 3, 2026, and the Medina County Joint Primary Runoff Election, if necessary, on May 26, 2026 (Elections Administrator)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Jessica Castiglione to adopt a resolution authorizing a Joint Contract by the Democratic Party Chair, Republican Party Chair, and the County Election Officer to conduct and supervise the Medina County Joint Primary Election on March 3, 2026, and the Medina County Joint Primary Runoff Election, if necessary, on May 26, 2026. Motion carried. (See attached)

Vote: 4 - 0

11. Discuss and take possible action to approve a Thomson Reuters subscription agreement for West Proflex legal software for the Medina County Criminal District Attorney's office

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve the Thomson Reuters subscription agreement for West Proflex legal software for the Medina County Criminal District Attorney's Office. Motion carried. (See attached)

Vote: 4 - 0

12. Discuss and take possible action to accept the resignation of Jerry Beck from the Emergency Service District No. 4 Board of Commissioners and appoint a replacement

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Daniel Lawler to approve accepting the resignation of Jerry Beck from the Emergency Service District No. 4 Board of Commissioners and appoint Brenda Butler as the replacement. Motion carried. (See attached)

Vote: 4 - 0

13. Discuss and take possible action to amend section 3.2.5.5 of the Medina County Subdivision Rules and Regulations in compliance with the HB 2025 legislative change to Texas Property Code 12.002(e) regarding tax certificate requirements

After review, a motion was made by Commissioner David Lynch, second by Commissioner Jessica Castiglione to approve the amendment of Section 3.2.5.5 of the Medina County Subdivision Rules and

Regulations in compliance with the HB 2025 legislative change to Texas Property Code §12.002(e), regarding tax certificate requirements. Motion carried. (See attached)
Vote: 4 - 0

14. Discuss and take possible action to approve personnel action forms (HR Director)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve personnel action forms presented by the HR Director Nathaniel Ramos. Motion carried. (See attached)

Vote: 4 - 0

15. County Auditor monthly report

No action was taken on item.

16. Discuss and take possible action to approve a Texas Indigent Defense Commission (TIDC) Grant Budget Adjustment Request for the Hill Country Regional Public Defenders Office grant #SG-26-008 (Auditor)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve a Texas Indigent Defense Commission (TIDC) Grant Budget Adjustment Request for the Hill Country Regional Public Defenders Office grant #SG-26-008. Motion carried. (See attached)

Vote: 4 - 0

17. Discuss and take possible action to approve the special budget for the Helping America Vote Act Grant (Auditor)

Item was tabled.

18. Discuss and take possible action to approve special budget adjustments for the following grants: (Auditor)

1. Operation Lone Star
2. Texas Health and Human Services WIC

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve Operation Lone Star grant and Texas Health and Human Services WIC as special budget adjustments. Motion carried. (See attached)

Vote: 4 - 0

19. Discuss and take possible action to approve accounts payable (Treasurer)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner Jessica Castiglione to approve accounts payable as presented, with the exception of Fund 097 on page 11. Motion carried. (See attached)

Vote: 4 - 0

20. Discuss and take possible action to approve the disbursement of funds since the last Commissioners Court Meeting (Treasurer)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the disbursement of funds since the last Commissioners Court Meeting. County Treasurer, Debra Graff, presented the disbursement reports of payments made for utilities and dental

claims. Motion carried. (See attached)

Vote: 4 - 0

21. Discuss and take possible action to approve the Investment Report for the quarter of July 1, 2025 -- September 30, 2025 (Treasurer)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve the Investment Report for the quarter of July 1, 2025 - September 30, 2025, presented by the County Treasurer Debra Graff. Motion carried. (See attached)

Vote: 4 - 0

22. Discuss and take possible action to accept the FY2026 Operation Lone Star Grant #4578104 from the Office of the Governor (OOG) to the Sheriff's Office (Grant Administrator)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to accept the FY2026 Operation Lone Star Grant #4578104 from the Office of the Governor (OOG) to the Sheriff's Office. Motion carried. (See attached)

Vote: 4 - 0

23. Discuss and take possible action to accept the Revised Notice of Award from Health and Human Services Commission FY25-26 WIC Program Contract #HHS001503400044 (Grant Administrator)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to accept the Revised Notice of Award from Health and Human Services Commissioner FY25-26 WIC Program Contract #HHS001503400044. Motion carried. (See attached)

Vote: 4 - 0

24. Discuss and take possible action to declare the following items from the Criminal District Attorney's office as salvage and authorize disposal: (Auditor)

- Dell laptop
- Toshiba laptop
- Dell Inspiron CPU

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to declare Dell laptop, Toshiba laptop, and Dell Inspiron CPU from the Criminal District Attorney's Office as salvage and authorize disposal. Motion carried. (See attached)

Vote: 4 - 0

25. Court Members Announcements

Judge Lutz announced to the Court that early voting began today, October 20, 2025.

26. Adjourn at 11:55 am.

As per Texas Local Government Code Chapter 81.003

"(c) The clerk shall record the court's authorized proceedings between terms. This record may be in a paper or electronic format. The clerk shall attest to the accuracy of the record."

Gina Champion

By Deputy Clerk

Medina County Clerk



I CERTIFY THIS AS A TRUE AND
CORRECT COPY WITNESS MY HAND AND SEAL OF OFFICE
GINA CHAMPION, COUNTY CLERK
MEDINA COUNTY, TEXAS
DATE: _____

Jessica Castiglione
Commissioner Precinct 1

David Lynch
Commissioner Precinct 3



Keith Lutz
County Judge

Larry Sittre
Commissioner Precinct 2

Daniel Lawler
Commissioner Precinct 4

MEDINA COUNTY COMMISSIONERS COURT
REGULAR MEETING
November 3, 2025
9:00 AM

1. Meeting called to order
Present: County Judge Keith Lutz; Commissioner Jessica Castiglione; Commissioner Larry Sittre; Commissioner David Lynch; Commissioner Daniel Lawler

Staff Administrative Assistant Jennifer Adlong; Treasurer Debra Graff; Assistant Criminal District Present: Attorney Maggie Swyers; Chief Deputy Administration & Jail Chris Champion; HR Nathaniel Ramos; Auditor Rubi Gaucin; Deputy Clerk Jaylen Parra
2. Prayer
3. Pledge of Allegiance
4. Visitors / Public Comment
5. Retirement presentation to Lee McVay, Sheriff's Office
6. Discuss and take possible action to enter an Order Approving an Annual Service Plan and an Assessment Plan Relating to Megan's Landing Public Improvement District and finding and ordering other matters in connection therewith (McCall, Parkhurst & Horton)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve entering an Order approving an Annual Service Plan and an Assessment Plan Relating to Megan's Landing Public Improvement District and finding and ordering other matters in connection therewith. Motion carried. (See attached)
Vote: 4 - 0
7. Discuss and take possible action to enter an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco Acres Public Improvement District and finding and ordering other matters in connection therewith (McCall, Parkhurst & Horton)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve entering an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco Acres Public Improvement District and finding and ordering other matters in connection therewith. Motion carried. (See attached)
Vote: 4 - 0
8. Discuss and take possible action to enter an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco Oaks Public Improvement District Number One and finding and ordering other matters in connection therewith (McCall, Parkhurst & Horton)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve entering an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco Oaks Public Improvement District Number One and finding and ordering other matters in connection therewith. Motion carried. (See attached)

Vote: 4 - 0

9. Discuss and take possible action to enter an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco Ranch Public Improvement District and finding and ordering other matters in connection therewith (McCall, Parkhurst & Horton)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve entering an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco Ranch Public Improvement District and finding and ordering other matters in connection therewith. Motion carried. (See attached)

Vote: 4 - 0

10. Discuss and take possible action to enter an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco Ranch Public Improvement District Number Two and finding and ordering other matters in connection therewith (Clay Binford, McCall, Parkhurst & Horton)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Daniel Lawler to approve entering an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco Ranch Public Improvement District Number Two and finding and ordering other matters in connection therewith. Motion carried. (See attached)

Vote: 4 - 0

11. Discuss and take possible action to enter an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco West Public Improvement District and finding and ordering other matters in connection therewith (Clay Binford, McCall, Parkhurst & Horton)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve entering an Order approving an Annual Service Plan and an Assessment Plan relating to Potranco West Public Improvement District and finding and ordering other matters in connection therewith. Motion carried. (See attached)

Vote: 4 - 0

12. Discuss and take possible action to enter an Order approving an Annual Service Plan and an Assessment Plan relating to The Enclave At Potranco Gardens Public Improvement District Number One and finding and ordering other matters in connection therewith (Clay Binford, McCall, Parkhurst & Horton)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to approve entering an Order approving an Annual Service Plan and an Assessment Plan relating to The Enclave At Potranco Gardens Public Improvement District Number One and finding and ordering other matters in connection therewith. Motion carried. (See attached)

Vote: 4 - 0

13. Public Hearing: to receive public comment concerning the boundaries of the Viera Public Improvement District

The public hearing opened at 9:34 am. No one was present. The public hearing closed at 9:35 am.

14. Discuss and take possible action to approve a Resolution modifying the boundaries of the Viera Public

Improvement District and approving a Professional Services Agreement related thereto (Clay Binford, McCall, Parkhust & Horton)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve a Resolution modifying the boundaries of the Viera Public Improvement District and approving a Professional Services Agreement related thereto. Motion carried. (See attached)

Vote: 4 - 0

15. Discuss and take possible action to approve a Chapter 312 Tax Abatement Agreement with CyrusOne LP, a Maryland limited partnership, over approximately 245 acres of property located in the CyrusOne Reinvestment Zone 1 (Sheets & Crossfield, PLLC)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Larry Sittre to approve a Chapter 312 Tax Abatement Agreement with CyrusOne LP, a Maryland limited partnership, over approximately 245 acres of property located in the CyrusOne Reinvestment Zone 1. Motion carried. (See attached)

Vote: 4 - 0

16. Discuss and take possible action to approve an application to vacate and replat Lot 34 of the San Antonio Trust subdivision, thereby creating the Medina Trails Subdivision (Cuatro Consultants, LTD)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve an application to vacate and replat Lot 34 of the San Antonio Trust subdivision, thereby creating the Medina Trails Subdivision. Motion carried. (See attached)

Vote: 4 - 0

17. Discuss and take possible action to approve a preliminary plat establishing the following units in Megans Landing Subdivision, located in Precinct 2 on FM 1957: (MTR Engineers)

- Unit 4C
- Unit 5C

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve the preliminary plats of Unit 4C and Unit 5C in Megans Landing Subdivision located in Precinct 2 on FM 1957. Motion carried. (See attached)

Vote: 4 - 0

18. Discuss and take possible action to consider an application to vacate and replat Lot 9A of the San Antonio Trust Subdivision to determine whether the revision affects a public interest or public property of any type and authorize the appropriate notice requirements; Located in Precinct 2 on County Road 5715

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to approve an application that does not affect a public interest or public property of any type and authorize the appropriate notice requirements to vacate and replat Lot 9A of the San Antonio Trust Subdivision located in Precinct 2 on County Road 5715. Motion carried. (See attached)

Vote: 4 - 0

19. Discuss and take possible action to adopt a Texas Department Of Agriculture Texans Feeding Texans: Home-delivered Meal Grant Program Resolution for the Medina Senior Center for Program Year 2026

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel

Lawler to approve adopting a Texas Department Of Agriculture Texans Feeding Texans: Home-delivered Meal Grant Program Resolution for the Medina Senior Center for Program Year 2026. Motion carried. (See attached)
Vote: 4 - 0

20. Discuss and take possible action to approve a Project Management Agreement with the Nueces River Authority to engage in studies of flood hazards and improve the long-range management of flood-prone areas in Medina County

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve a Project Management Agreement with the Nueces River Authority to engage in studies of flood hazards and improve the long-range management of flood-prone areas in Medina County. Motion carried. (See attached)

Vote: 4 - 0

21. Discuss and take possible action to approve the Public Health Emergency Preparedness ("PHEP") Grant Contract No. HHS001439500026 Amendment No. 3 with the Department Of State Health Services for the Health Unit

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve the Public Health Emergency Preparedness ("PHEP") Grant Contract No. HHS001439500026 Amendment No. 3 with the Department Of State Health Services for the Health Unit. Motion carried. (See attached)

Vote: 4 - 0

22. Discuss and take possible action to approve a 9th amendment to the Interlocal Cooperation Agreement between Counties and Cities associated with Operation Lone Star for Law Enforcement Services (Sheriff's Office)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve a 9th amendment to the Interlocal Cooperation Agreement between Counties and Cities associated with Operation Lone Star for Law Enforcement Services. Motion carried. (See attached)

Vote: 4 - 0

23. Discuss and take possible action to approve the following Commissioners Court meeting minutes:

- October 3, 2025
- October 20, 2025

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve October 3, 2025 Commissioners Court Meeting Minutes. Motion carried. (See attached)

Vote: 4 - 0

24. Discuss and take possible action to approve personnel action forms (HR Director)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve personnel actions forms presented by the HR Director Nathaniel Ramos. Motion carried. (See attached)

Vote: 4 - 0

25. Discuss and take possible action to approve an updated Medina County Personnel Policy (HR Director)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the updated Medina County Personnel Policy presented by the HR Director Nathaniel Ramos. Motion carried. (See attached)

Vote: 4 - 0

26. Discuss and take possible action to approve accounts payable (Treasurer)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve accounts payable, including the add on accepting 051 from page 13 and moving the tobacco fund to nondepartmental fund. Motion carried. (See attached)

Vote: 4 - 0

27. Discuss and take possible action to approve the disbursement of funds since the last Commissioners Court Meeting (Treasurer)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the disbursement of funds since the last Commissioners Court Meeting. The County Treasurer, Debra Graff, presented the disbursement reports of payments made for utilities, fuel and dental claims. Motion carried. (See attached)

Vote: 4 - 0

28. Discuss and take possible action to approve the County Treasurer's monthly report

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner Jessica Castiglione to approve the County Treasurer's monthly report presented by the County Treasurer Debra Graff. Motion carried. (See attached)

Vote: 4 - 0

29. Discuss and take possible action to approve a Toshiba Lease with Maintenance Agreement for a copy machine for the Public Defenders Office Hondo location (Auditor)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve a Toshiba Lease with Maintenance Agreement for a copy machine for the Public Defenders Office Hondo location presented by the County Auditor Rubi Gaucin. Motion carried. (See attached)

Vote: 4 - 0

30. Discuss and take possible action to approve the FY 2025/2026 Medina County Employee Incentive Policy (Auditor)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the FY 2025/2026 Medina County Employee Incentive Policy presented by the County Auditor Rubi Gaucin. Motion carried. (See attached)

Vote: 4 - 0

31. Discuss and take possible action to approve a Medina County Contracts Management Policy, effective November 3, 2025 (Auditor)

This item will be moved to the next Commissioners Court Meeting.

32. Acknowledgment of Medina County Jail Commissary Audit Report for Fiscal Year 2024-2025

(Auditor)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve the acknowledgement of the Medina County Jail Commissary Audit Report for Fiscal Year 2024-2025. Motion carried. (See attached)

Vote: 4 - 0

33. Discuss and take possible action to approve the purchase of a used dump truck for Precinct 3 (Auditor)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the purchase of a used dump truck for Precinct 3. Motion carried. (See attached)

Vote: 4 - 0

34. Discuss and take possible action to approve an agreement with Ramtech Building Systems for the construction of a 600 sq. ft. modular building to be delivered to the Precinct 3 yard (Auditor)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve an agreement with Ramtech Building Systems for the construction of a 600 sq. ft. modular building to be delivered to the Precinct 3 yard. Motion carried. (See attached)

Vote: 4 - 0

35. Discuss and take possible action to revise Section II of the Fiscal Year 2025-2026 Medina County Investment Policy regarding the number of hours of investment training under Quality and Capability of Investment Management (Comm. Lynch)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to revise Section II of the Fiscal Year 2025-2026 Medina County Investment Policy regarding the number of hours of investment training under Quality and Capability of Investment Management as in the revised document Section 2256.008. Motion carried. (See attached)

Vote: 4 - 0

36. Discuss and take possible action to approve a professional services agreement with Bojorquez Law Firm, PC to serve as special counsel on an as-needed basis for projects specifically requested by Medina County

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve a professional services agreement with Bojorquez Law Firm, PC to serve as special counsel on an as-needed basis for projects specifically requested by Medina County. Motion carried. (See attached)

Vote: 4 - 0

37. Discuss and take possible action to pass a resolution casting votes to elect the Board of Directors for Medina Central Appraisal District for the years 2026-2027

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to pass a resolution casting votes to elect the Board of Directors for Medina Central Appraisal District for the years 2026-2027 for 1600 votes to Chip Macon. Motion carried. (See attached)

Vote: 4 - 0

38. Discuss and take possible action to release Construction Bond No. 0832516 for Valley Oaks Subdivision, Phase 4; Located in Precinct 1 on County Road 241

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry

Sittre to approve releasing the Construction Bond No. 0832516 for Valley Oaks Subdivision Phase 4 located in Preinct 1 on County Road 241. Motion carried. (See attached)
Vote: 4 - 0

39. Discuss and take possible action to accept the newly assigned Private Road 6826, located in Precinct 4 into the official mapping system

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve accepting the newly assigned Private Road 6826 located in Precinct 4 into the official mapping system. Motion carried. (See attached)

Vote: 4 - 0

40. Executive Session: (Closed to the Public) to discuss matters related to security devices and/or security audits pursuant to Texas Government Code Sections 551.076 and 551.089

Excecutive Session opened at 10:30 am. Executive Session closed at 11 am.

41. Reconvene in Open Session: Discuss and take possible action on matters discussed in the closed session, including but not limited to participation in the optional PNA program

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve participate in the optional PNA program. Motion carried.

Vote: 4 - 0

42. Court Members Announcements

43. Adjourn at 11:39 am.

No action was taken.

As per Texas Local Government Code Chapter 81.003

"(c) The clerk shall record the court's authorized proceedings between terms. This record may be in a paper or electronic format. The clerk shall attest to the accuracy of the record."

Gina Champion
Medina County Clerk

By Deputy Clerk



I CERTIFY THIS AS A TRUE AND
CORRECT COPY WITNESS MY HAND AND SEAL OF OFFICE
GINA CHAMPION, COUNTY CLERK
MEDINA COUNTY, TEXAS
DATE: _____

DRAFT

Jessica Castiglione
Commissioner Precinct 1

David Lynch
Commissioner Precinct 3



Keith Lutz
County Judge

Larry Sittre
Commissioner Precinct 2

Daniel Lawler
Commissioner Precinct 4

MEDINA COUNTY COMMISSIONERS COURT
REGULAR MEETING
November 17, 2025
9:00 AM

1. Meeting called to order at 9:01 a.m.
Present: County Judge Keith Lutz; Commissioner Jessica Castiglione; Commissioner Larry Sittre; Commissioner David Lynch; Commissioner Daniel Lawler

Staff Administrative Assistant Jennifer Adlong; Treasurer Debra Graff; Assistant Criminal District
Present: Attorney Maggie Swyers; Emergency Management Coordinator/Fire Marshal Mark Chadwick;
Chief Deputy Patrol Gilbert Rodriguez; HR Nathaniel Ramos; Auditor Rubi Gaucin; Deputy
Clerk Ruby Gaitan
2. Prayer
3. Pledge of Allegiance
4. Visitors / Public Comment
5. Discuss and take possible action to pass a resolution opposing the construction of the Howard Solstice Transmission Line Project and its current proposed routes through Medina County

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to pass a resolution opposing the construction of the Howard Solstice Transmission Line Project and its current proposed routes through Medina County (See attached).
Vote: 4 - 0
6. Medina County Veteran Services Office annual report to Commissioners Court (Ruben Gonzalez, VA)

No action taken (See attached).
7. Discuss and take possible action to approve an application to replat Lot 22 in San Martín Hills Subdivision, Unit 2, located in Precinct 1 on County Road 241

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve an application to replat Lot 22 in San Martín Hills Subdivision, Unit 2, located in Precinct 1 on County Road 241 (See attached).
Vote: 4 - 0

8. Discuss and take possible action to acknowledge receipt of the Chapter 59 Asset Forfeiture Report from the Sheriff's Office for FY 24-25 for audit and certification by the Auditor's office (Cara Thomas, Administrative Assistant)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to acknowledge receipt of the Chapter 59 Asset Forfeiture Report from the Sheriff's Office for FY 24-25 for audit and certification by the Auditor's office (Cara Thomas, Administrative Assistant (See attached)
Vote: 4 - 0
9. Discuss and take possible action to acknowledge receipt of the Equitable Sharing Report from the Sheriff's Office for FY 24-25 for audit and certification by the Auditor's office (Cara Thomas, Administrative Assistant)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to acknowledge receipt of the Equitable Sharing Report from the Sheriff's Office for FY 24-25 for audit and certification by the Auditor's office (Cara Thomas, Administrative Assistant) (See attached)
Vote: 4 - 0
10. Discuss and take possible action to appoint Gilbert Rodriguez to the 911 Emergency Communications District Board of Directors effective October 1, 2025

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to appoint Gilbert Rodriguez to the 911 Emergency Communications District Board of Directors effective October 1, 2025
Vote: 4 - 0
11. Discuss and take possible action to approve a Professional Services Agreement with Tyler Technologies, Inc. to automate the Texas OCA Court Reminder ECR report for the County Court at Law

After review, a motion was made by Commissioner David Lynch, second by Commissioner Jessica Castiglione to approve a Professional Services Agreement with Tyler Technologies, Inc. to automate the Texas OCA Court Reminder ECR report for the County Court at Law (See attached).
Vote: 4 - 0
12. Discuss and take possible action to participate in the Texas Association of Counties (TAC) 2026 Cybersecurity training program for county employees, elected officials and appointed officials as required by Texas Government Code §2054.5191 (HR Director)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to participate in the Texas Association of Counties (TAC) 2026 Cybersecurity training program for county employees, elected officials and appointed officials as required by Texas Government Code §2054.5191 (HR Director)(See attached).
Vote: 4 - 0
13. Discuss and take possible action to approve personnel action forms (HR Director)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to approve personnel action forms (HR Director) (See attached),
Vote: 4 - 0
14. Discuss and take possible action to approve an Order Form from Fifth Asset, Inc., doing business as DebtBook, for contract management software (Auditor)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Daniel Lawler to approve an Order Form from Fifth Asset, Inc., doing business as DebtBook, for contract management software (Auditor)(See attached).

Vote: 4 - 0

15. Discuss and take possible action to approve an Amendment to the Tyler Technologies, Inc., Agreement to implement a browser-based Jury Management System (Auditor)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve an Amendment to the Tyler Technologies, Inc., Agreement to implement a browser-based Jury Management System (Auditor) (See attached),

Vote: 4 - 0

16. Discuss and take possible action to approve a Budget Amendment for the Help America Vote Act Grant for Elections (Auditor)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Larry Sittre to approve a Budget Amendment for the Help America Vote Act Grant for Elections (Auditor) (See attached).

Vote: 4 - 0

17. County Auditor monthly report

No action taken (See attached).

18. Discuss and take possible action to approve accounts payable (Treasurer)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Jessica Castiglione to approve accounts payable, exclude JP Morgan, add on 132 Fund Correction 51 Fund Acceptance (See attached).

Vote: 4 - 0

19. Discuss and take possible action to approve disbursement of funds since the last Commissioners Court Meeting (Treasurer)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve disbursement of funds since the last Commissioners Court Meeting (See attached).

Vote: 4 - 0

20. Discuss and take possible action to declare items from the following office as surplus and/or salvage and authorize disposal: (Auditor)

- District Attorney (salvage); Pyle portable speaker and View Source computer monitor

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to declare items from the following office as surplus and/or salvage and authorize disposal: District Attorney (salvage); Pyle portable speaker and View Source computer monitor (See attached).

Vote: 4 - 0

21. Discuss and take possible action to approve the Public Health Emergency Preparedness ("PHEP") Grant

Contract No. HHS001439500026 Amendment No. 4 with the Department Of State Health Services for the Health Unit (Auditors Office)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the Public Health Emergency Preparedness ("PHEP") Grant Contract No. HHS001439500026 Amendment No. 4 with the Department Of State Health Services for the Health Unit (See attached).

The total amount of this Grant Agreement will not exceed \$227,716.00. This includes DSHS share of \$207,014.00 and the County's required match amount of \$20,702.00.

Vote: 4 - 0

22. Court Members Announcements

23. Adjourn at 10:13 a.m.

As per Texas Local Government Code Chapter 81.003

"(c) The clerk shall record the court's authorized proceedings between terms. This record may be in a paper or electronic format. The clerk shall attest to the accuracy of the record."

Gina Champion
Medina County Clerk

By Deputy Clerk



I CERTIFY THIS AS A TRUE AND
CORRECT COPY WITNESS MY HAND AND SEAL OF OFFICE
GINA CHAMPION, COUNTY CLERK
MEDINA COUNTY, TEXAS
DATE: _____



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 11.

Meeting Date: 12/01/2025
Item Title: Personnel Action Forms
Submitted By: Nathaniel Ramos, HR Director

Summary of Request/Problem

Discuss and take possible action to approve personnel action forms (HR Director)

Recommendation/Action Requested and Justification

Attachments

Personnel Action Forms

PERSONNEL ACTION FORM

EMPLOYEE NAME: RHONDA BRAST DEPARTMENT HEAD PATRICIA MECHLER - DIRECTOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 11/30/2025

☐ NEW HIRE ☐ TEMP HIRE ☐ PART-TIME ☐ VOLUNTEER ☐ DEMOTION ☐ PROMOTION ☐ INCREASE WITHIN APPROVED SLOT ☐ TRANSFER	☐ REALIGNMENT ☐ CHANGE PAY SCHEDULE ☐ RESIGNATION ☐ RETIREMENT ☒ DISMISSAL * ☒ OTHER** <u>SEE REMARKS</u>
---	--

FROM		TO	
POSITON #:	2110T	POSITION #:	
POSITION TITLE:	RN/ LVN	POSITION TITLE:	
ANNUAL PAY:	\$61,108.13	ANNUAL PAY:	
CURRENT PAY:	\$29.38	CURRENT PAY:	
FUND	GENERAL	FUND	
DEPARTMENT:	HEALTH CLINIC - TDH	DEPARTMENT:	

REMARKS: PHIG GRANT ENDING.


 HUMAN RESOURCES DIRECTOR

11/21/2025
 DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

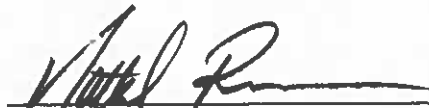
EMPLOYEE NAME: NATHANIEL RAMOS DEPARTMENT HEAD KEITH LUTZ - COUNTY JUDGE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 11/22/2025

☐	NEW HIRE	☐	REALIGNMENT
☐	TEMP HIRE	☐	CHANGE PAY SCHEDULE
☐	PART-TIME	☐	RESIGNATION
☐	VOLUNTEER	☐	RETIREMENT
☐	DEMOTION	☐	DISMISSAL *
☐	PROMOTION	☐	OTHER** _____
☒	INCREASE WITHIN APPROVED SLOT		
☐	TRANSFER		

FROM		TO	
POSITON #:	1060	POSITION #:	1060
POSITION TITLE:	HR DIRECTOR	POSITION TITLE:	HR DIRECTOR
ANNUAL PAY:	(\$89,298.24) \$85,972.90	ANNUAL PAY:	\$89,298.24
CURRENT PAY:	(\$3,434.55) \$3,306.65	CURRENT PAY:	\$3,434.55
FUND DEPARTMENT:	GENERAL HUMAN RESOURCE	FUND DEPARTMENT:	GENERAL HUMAN RESOURCES

REMARKS:


HUMAN RESOURCES DIRECTOR

11/21/2025
DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

EMPLOYEE NAME: BEVERLY HAM DEPARTMENT HEAD RUBI GAUCIN - COUNTY AUDITOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 11/22/2025

☐ NEW HIRE ☐ TEMP HIRE ☐ PART-TIME ☐ VOLUNTEER ☐ DEMOTION ☐ PROMOTION ☐ INCREASE WITHIN APPROVED SLOT ☐ TRANSFER	☐ REALIGNMENT ☒ CHANGE PAY SCHEDULE ☐ RESIGNATION ☐ RETIREMENT ☐ DISMISSAL * ☒ OTHER** <u>SEE REMARKS</u>
--	---

FROM		TO	
POSITON #:	0203	POSITION #:	0203
POSITION TITLE:	GRANT ADMINISTRATOR	POSITION TITLE:	GRANT ADMINISTRATOR
ANNUAL PAY:	\$58,468.26/ \$2,600.00	ANNUAL PAY:	\$58,468.26/ \$4,680.00
CURRENT PAY:	\$28.11/ \$100.00	CURRENT PAY:	\$28.11/ \$180.00
FUND DEPARTMENT:	GENERAL COUNTY AUDITOR	FUND DEPARTMENT:	GENERAL COUNTY AUDITOR

REMARKS:
 UPDATING SUPPLEMENT FOR TIRZ.


 HUMAN RESOURCES DIRECTOR

11/21/2025
 DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

EMPLOYEE NAME: RACHEL RAMIREZ DEPARTMENT HEAD RUBI GAUCIN - COUNTY AUDITOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 11/22/2025

☐ NEW HIRE ☐ TEMP HIRE ☐ PART-TIME ☐ VOLUNTEER ☐ DEMOTION ☐ PROMOTION ☒ INCREASE WITHIN APPROVED SLOT ☐ TRANSFER	☐ REALIGNMENT ☐ CHANGE PAY SCHEDULE ☐ RESIGNATION ☐ RETIREMENT ☐ DISMISSAL * ☒ OTHER** <u>SEE REMARKS</u> ☐
--	---

FROM		TO	
POSITON #:	0207	POSITION #:	0207
POSITION TITLE:	ASSISTANT COUNTY AUDITOR	POSITION TITLE:	ASSISTANT COUNTY AUDITOR
ANNUAL PAY:	(\$67,902.00) \$58,000.00/ \$2,080.00	ANNUAL PAY:	(\$67,902.00) \$60,080.00
CURRENT PAY:	(\$32.65) \$27.88/ \$80.00	CURRENT PAY:	(\$32.65) \$28.88
FUND DEPARTMENT:	GENERAL COUNTY AUDITOR	FUND DEPARTMENT:	GENERAL COUNTY AUDITOR

REMARKS:

REMOVING THE TIRZ SUPPLEMENT AND REPLACING IT WITH GENERAL FUNDS TO MAINTAIN HER CURRENT SALARY.


 HUMAN RESOURCES DIRECTOR

11/21/2025
 DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

EMPLOYEE NAME: TRINITY MITCHELL

DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 11/24/2025

☒ XX

NEW HIRE

☐

TEMP HIRE

☐

PART-TIME

☐

VOLUNTEER

☐

DEMOTION

☐

PROMOTION

☐

INCREASE WITHIN APPROVED SLOT

☐

TRANSFER

☐

REALIGNMENT

☐

CHANGE PAY SCHEDULE

☐

RESIGNATION

☐

RETIREMENT

☐

DISMISSAL *

☒ XX

OTHER** SEE REMARKS

FROM

TO

POSITON #:		POSITION #:	0622
POSITION TITLE:		POSITION TITLE:	DEPUTY SHERIFF
ANNUAL PAY:		ANNUAL PAY:	(\$60,718.01) \$55,718.01/ \$2,600.00
CURRENT PAY:		CURRENT PAY:	(\$2,335.31) \$2,143.00/ \$100.00
FUND		FUND	GENERAL
DEPARTMENT:		DEPARTMENT:	SHERIFF

REMARKS:

AFTER 90 DAYS OF EMPLOYMENT, EMPLOYEE WILL BE ELIGIBLE FOR ALL COUNTY BENEFITS, EXCEPT HEALTH, DENTAL, DISABILITY INSURANCE AND RETIREMENT, WHICH HAVE THEIR OWN SPECIFIC GUIDELINES.



HUMAN RESOURCES DIRECTOR

11/21/2025

DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

EMPLOYEE NAME: ELISA RIVAS

DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 11/12/2025

☐

NEW HIRE

☐

TEMP HIRE

☐

PART-TIME

☐

VOLUNTEER

☐

DEMOTION

☐

PROMOTION

☐

INCREASE WITHIN APPROVED SLOT

☐

TRASFER

☐

REALIGNMENT

☐

CHANGE PAY SCHEDULE

☐

RESIGNATION

☐

RETIREMENT

☒

DISMISSAL *

☒

OTHER** SEE REMARKS

FROM		TO	
POSITON #:	0636	POSITION #:	
POSITION TITLE:	TELECOMMUNICATIONS	POSITION TITLE:	
ANNUAL PAY:	(\$48,511.76) \$40,289.60	ANNUAL PAY:	
CURRENT PAY:	(\$23.32) \$19.37	CURRENT PAY:	
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	

REMARKS: DOCUMENTATION ON FILE.



HUMAN RESOURCES DIRECTOR

11/21/2025

DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

EMPLOYEE NAME: DEANNA ALLEN DEPARTMENT HEAD KARLI KENNEL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 12/01/2025

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 50px; text-align: center;">XX</td><td>NEW HIRE</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>TEMP HIRE</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>PART-TIME</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>VOLUNTEER</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>DEMOTION</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>PROMOTION</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>INCREASE WITHIN APPROVED SLOT</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>TRANSFER</td></tr> </table>	XX	NEW HIRE		TEMP HIRE		PART-TIME		VOLUNTEER		DEMOTION		PROMOTION		INCREASE WITHIN APPROVED SLOT		TRANSFER	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 50px;"></td><td>REALIGNMENT</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>CHANGE PAY SCHEDULE</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>RESIGNATION</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>RETIREMENT</td></tr> <tr><td style="border: 1px solid black; width: 50px;"></td><td>DISMISSAL *</td></tr> <tr><td style="border: 1px solid black; width: 50px; text-align: center;">XX</td><td>OTHER** <u>SEE REMARKS</u></td></tr> </table>		REALIGNMENT		CHANGE PAY SCHEDULE		RESIGNATION		RETIREMENT		DISMISSAL *	XX	OTHER** <u>SEE REMARKS</u>
XX	NEW HIRE																												
	TEMP HIRE																												
	PART-TIME																												
	VOLUNTEER																												
	DEMOTION																												
	PROMOTION																												
	INCREASE WITHIN APPROVED SLOT																												
	TRANSFER																												
	REALIGNMENT																												
	CHANGE PAY SCHEDULE																												
	RESIGNATION																												
	RETIREMENT																												
	DISMISSAL *																												
XX	OTHER** <u>SEE REMARKS</u>																												

FROM		TO	
POSITON #:		POSITION #:	1146
POSITION TITLE:		POSITION TITLE:	MENTAL HEALTH ASSISTANT
ANNUAL PAY:		ANNUAL PAY:	\$52,500.00
CURRENT PAY:		CURRENT PAY:	\$25.24
FUND		FUND	
DEPARTMENT:		DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS:

AFTER 90 DAYS OF EMPLOYMENT, EMPLOYEE WILL BE ELIGIBLE FOR ALL COUNTY BENEFITS, EXCEPT HEALTH, DENTAL, DISABILITY INSURANCE AND RETIREMENT, WHICH HAVE THEIR OWN SPECIFIC GUIDELINES.


 HUMAN RESOURCES DIRECTOR

11/21/2025

DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

EMPLOYEE NAME: KUMARI DOFFIN DEPARTMENT HEAD KARLI KENNEL - PUBLIC DEFENDER'S OFFICE

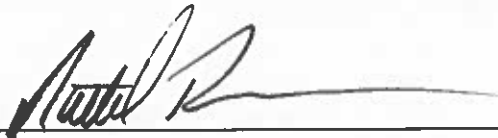
PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 12/01/2025

☒	NEW HIRE	☐	REALIGNMENT
☐	TEMP HIRE	☐	CHANGE PAY SCHEDULE
☐	PART-TIME	☐	RESIGNATION
☐	VOLUNTEER	☐	RETIREMENT
☐	DEMOTION	☐	DISMISSAL *
☐	PROMOTION	☒	OTHER** <u>SEE REMARKS</u>
☐	INCREASE WITHIN APPROVED SLOT		
☐	TRANSFER		

FROM		TO	
POSITON #:		POSITION #:	1147
POSITION TITLE:		POSITION TITLE:	MENTAL HEALTH ASSISTANT
ANNUAL PAY:		ANNUAL PAY:	\$52,500.00
CURRENT PAY:		CURRENT PAY:	\$25.24
FUND		FUND	
DEPARTMENT:		DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS:

AFTER 90 DAYS OF EMPLOYMENT, EMPLOYEE WILL BE ELIGIBLE FOR ALL COUNTY BENEFITS, EXCEPT HEALTH, DENTAL, DISABILITY INSURANCE AND RETIREMENT, WHICH HAVE THEIR OWN SPECIFIC GUIDELINES.


HUMAN RESOURCES DIRECTOR

11/21/2025

DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

EMPLOYEE NAME: MELISSA CABELLO

DEPARTMENT HEAD KARLI KENNEL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 12/01/2025

☒	NEW HIRE
☐	TEMP HIRE
☐	PART-TIME
☐	VOLUNTEER
☐	DEMOTION
☐	PROMOTION
☐	INCREASE WITHIN APPROVED SLOT
☐	TRANSFER

☐	REALIGNMENT
☐	CHANGE PAY SCHEDULE
☐	RESIGNATION
☐	RETIREMENT
☐	DISMISSAL *
☒	OTHER** <u>SEE REMARKS</u>

FROM		TO	
POSITON #:		POSITION #:	1148
POSITION TITLE:		POSITION TITLE:	MENTAL HEALTH ASSISTANT
ANNUAL PAY:		ANNUAL PAY:	\$52,500.00
CURRENT PAY:		CURRENT PAY:	\$25.24
FUND		FUND	
DEPARTMENT:		DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS:

AFTER 90 DAYS OF EMPLOYMENT, EMPLOYEE WILL BE ELIGIBLE FOR ALL COUNTY BENEFITS, EXCEPT HEALTH, DENTAL, DISABILITY INSURANCE AND RETIREMENT, WHICH HAVE THEIR OWN SPECIFIC GUIDELINES.


HUMAN RESOURCES DIRECTOR

11/21/2025

DATE

COMMISSIONERS COURT DATE: 12/01/2025

PERSONNEL ACTION FORM

EMPLOYEE NAME: ROBIN MORRISON

DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 12/01/2025

☒	NEW HIRE
☐	TEMP HIRE
☐	PART-TIME
☐	VOLUNTEER
☐	DEMOTION
☐	PROMOTION
☐	INCREASE WITHIN APPROVED SLOT
☐	TRANSFER

☐	REALIGNMENT
☐	CHANGE PAY SCHEDULE
☐	RESIGNATION
☐	RETIREMENT
☐	DISMISSAL *
☒	OTHER** <u>SEE REMARKS</u>

FROM		TO	
POSITON #:		POSITION #:	1149
POSITION TITLE:		POSITION TITLE:	MENTAL HEALTH ASSISTANT
ANNUAL PAY:		ANNUAL PAY:	\$52,500.00
CURRENT PAY:		CURRENT PAY:	\$25.24
FUND		FUND	
DEPARTMENT:		DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS:

AFTER 90 DAYS OF EMPLOYMENT, EMPLOYEE WILL BE ELIGIBLE FOR ALL COUNTY BENEFITS, EXCEPT HEALTH, DENTAL, DISABILITY INSURANCE AND RETIREMENT, WHICH HAVE THEIR OWN SPECIFIC GUIDELINES.


HUMAN RESOURCES DIRECTOR

11/21/2025

DATE

COMMISSIONERS COURT DATE: 12/01/2025



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 12.

Meeting Date: 12/01/2025
Item Title: Line-item Transfer
Submitted By: Beverly Ham, Grant Administrator

Summary of Request/Problem

Discuss and take possible action to approve line-item transfers (Auditor)

Recommendation/Action Requested and Justification

Attachments

Line-Item Sheriff

Medina County

Line Item Transfer



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 13.

Meeting Date: 12/01/2025
Item Title: Accounts Payable
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve accounts payable (Treasurer)

Recommendation/Action Requested and Justification

Attachments

Accounts Payable Report

MEDINA COUNTY TREASURER

December 1, 2025
A/P INVOICES OVER \$10,000.00

ALAMO FENCE COMPANY OF SAN ANTONIO INC	
12 FUND H/BLD INSTALL FENCE/GATE	\$ 40,204.00
CERTAPRO OF NE SAN ANTONIO	
74 FUND PCT#4 EXTERIOR & CARPORT PAINTING	\$ 21,784.57
74 FUND D/BLD EXTERIOR ANNEX	\$ 15,791.21
	\$ 37,575.78
ERGO ASPHALT & EMULSIONS, INC	
21 FUND PCT#1 R&B MTL STOCK	\$ 19,408.34
FIVE STAR CORRECTIONAL SERVICES, INC	
12 FUND JAIL GROCERIES 10/30/25-11/12/25	\$ 10,878.13
HTS VOICE & DATA SYSTEMS	
12 FUND MONTHLY PAYMENT NOV 2025	\$ 29,895.50
12 FUND OFFICE 365 G1/G3 SECURITY	\$ 13,506.86
12 FUND D/A SURFACE PRO	\$ 2,685.12
12 FUND A/PROB MONTHLY PAYMENT NOV 2025	\$ 1,271.00
12 FUND WHITE GLOVE MANAGED VOICE SUPP NOV 2025	\$ 978.00
125 FUND MONTHLY WIC FIREWALL NOV 2025	\$ 396.00
12 FUND TAX INSTALL MEMORY	\$ 312.98
12 FUND D/CRT NOTEBOOK/IPHONE SET UP	\$ 2,221.59
12 FUND JP#2 DESKTOP/MOVE PCS	\$ 1,968.43
12 FUND S/O I.T. SERVICES	\$ 2,367.06
12 FUND JAIL IPAD SET UP	\$ 105.00
12 FUND H/BLD DELL MICRO/MEMORY	\$ 1,791.94
	\$ 57,499.48
JPMORGAN CHASE BANK	
VARIOUS DEPT EXPENSES	\$ 23,145.62
MEDINA COUNTY TREASURER	
12 FUND HCRPDO COUNTY CONTRIBUTION OCT 2025	\$ 30,376.29
12 FUND J/PROB GRANT MATCH OCT 2025	\$ 19,725.02
125 FUND WIC INDIRECT COST AUG/SEP/OCT	\$ 6,365.21
12 FUND HAZARD5 GRANT MATCH OCT 2025	\$ 862.50
125 FUND WIC G1 & G3 LICENSES OCT 2025	\$ 507.00
	\$ 57,836.02
RITE OF PASSAGE, INC	
130 FUND PLACEMENT & MEDICAL SVC JUN 2024 & JAN 2025	\$ 26,660.00
UNITEDHEALTHCARE SPECIALTY BENEFITS	
85 FUND SUPP LIFE/SHORT TERM DIS INS DEC 2025	\$ 13,125.89
VULCAN CONSTRUCTION MATERIALS,LLC	
18 FUND PCT#2 R&B MTL	\$ 2,466.77
21 FUND PCT#1 R&B MTL	\$ 2,574.92
23 FUND PCT#3 R&B MTL	\$ 3,659.28
24 FUND PCT#4 R&B MTL	\$ 3,500.49
	\$ 12,201.46

December 1, 2025
A/P INVOICES OVER \$10,000.00

WESTWOOD PROFESSIONAL SERVICES, INC	
135 FUND DHANIS FLOOD MITIGATION	\$ 107,317.50
OTHER	
WIRES	
12 FUND P-FLEET	\$ 11,396.72
12 FUND REPLENISH TYLER TECH JUROR CARDS 11/14/25	\$ 406.00
	\$ 11,802.72



Medina County, TX

Expense Approval Report

By Fund

Payment Dates 12/1/2025 - 12/1/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 012 - GENERAL FUND					
i3-BEARCAT, LLC DBA NET DAT	INV0015897	09/30/2025	JP#2 GHS COLLECTIONS JUL 2	012-2220	1,225.33
i3-BEARCAT, LLC DBA NET DAT	INV0015898	09/30/2025	JP#2 GHS COLLECTIONS AUG	012-2220	2,208.11
i3-BEARCAT, LLC DBA NET DAT	INV0015896	09/30/2025	JP#2 GHS COLLECTIONS SEP 2	012-2220	1,032.18
i3-BEARCAT, LLC DBA NET DAT	INV0015960	09/30/2025	JP#3 GHS COLLECTIONS SEP 2	012-2220	387.44
MCCREARY, VESELKA, BRAGG	310904	12/01/2025	INV#310904 COLLECTIONS	012-2220	412.29
MCCREARY, VESELKA, BRAGG	310908	12/01/2025	INV#310908 COLLECTIONS	012-2220	247.41
MCCREARY, VESELKA, BRAGG	310909	12/01/2025	INV#310909 COLLECTIONS	012-2220	177.12
MCCREARY, VESELKA, BRAGG	310910	12/01/2025	INV#310910 COLLECTIONS	012-2220	385.67
MCCREARY, VESELKA, BRAGG	310911	12/01/2025	INV#310911 COLLECTIONS	012-2220	142.62
					6,218.17
Department: 401 - COUNTY ADMINISTRATION					
MARLIN LEASING CORPORATI	41166674	12/01/2025	CONTR#471-4072369-008 C/A	012-401-4419	350.40
Department 401 - COUNTY ADMINISTRATION Total:					350.40
Department: 403 - COUNTY CLERK					
MARLIN LEASING CORPORATI	41166540	12/01/2025	CONTR#471-4070172-001 C/C	012-403-4419	688.05
Department 403 - COUNTY CLERK Total:					688.05
Department: 404 - HUMAN RESOURCES					
TYLER TECHNOLOGIES, INC.	045-537967	12/01/2025	HR TIME & ATT MAINT/ LIC 11	012-404-4419	3,872.40
AMAZON.COM SALES, INC. DB	1Y1J-XXR9-LF91	12/01/2025	HR TOOL SET	012-404-4330	35.99
MARLIN LEASING CORPORATI	41166677	12/01/2025	CONTR#471-4072369-011 HR	012-404-4419	330.89
JPMORGAN CHASE BANK NA	5216074190001	12/01/2025	ACCT#9565 DOMINOS WELLN	012-404-4981	17.98
Department 404 - HUMAN RESOURCES Total:					4,257.26
Department: 405 - VETERAN SERVICES					
TOSHIBA AMERICA BUSINESS	568519268	12/01/2025	ACCT#22022340 CONTR#072	012-405-4419	288.45
PLAVAN COMMERICAL FUEL	B244894	12/01/2025	VET SVC FUEL VEH124	012-405-4335	51.13
Department 405 - VETERAN SERVICES Total:					339.58
Department: 407 - NON DEPARTMENTAL					
KERR COUNTY CLERK	INV0015969	12/01/2025	CAUSE#MHT25-311 T.S.	012-407-4475	650.00
CENTRAL TEXAS AUTOPSY, PLL	14544	12/01/2025	JP#1 FULL AUTOPSY E.CRONIN	012-407-4415	2,800.00
KERR COUNTY CLERK	INV0015966	12/01/2025	CAUSE#MHT25-316 J.P.	012-407-4475	580.00
SHEETS & CROSSFIELD PLLC	68218	12/01/2025	MEDINA COUNTY/MICROSOFT	012-407-4401	4,960.00
MEDINA COUNTY TREASURER	INV0015940	12/01/2025	HAZARDS GRANT MONTHLY	012-407-4498	862.50
MEDINA COUNTY TREASURER	INV0015941	12/01/2025	J/PROB GRANT MATCH OCT 2	012-407-4498	19,725.02
MEDINA COUNTY TREASURER	INV0015942	12/01/2025	HCRPDO COUNTY CONTRIBUT	012-407-4498	30,376.29
KERR COUNTY CLERK	INV0015968	12/01/2025	CAUSE#MHT25-327 A.P.	012-407-4475	597.50
HORIZON TELEPHONE SYSTE	211676	12/01/2025	MONTHLY PAYMENT NOV 202	012-407-4419	29,895.50
HORIZON TELEPHONE SYSTE	211680	12/01/2025	OFFICE 365 G	012-407-4495	13,506.86
FED EX ACCT#1429-3489-2	9-057-38958	12/01/2025	ACCT#1429-3489-2 D/A POST	012-407-4395	18.66
TONDRE-GUINN FUNERAL HO	INV0015958	12/01/2025	JP#2 REMOVAL/AUTOPSY/TRA	012-407-4415	1,002.00
TOSHIBA AMERICA BUSINESS	568519250	12/01/2025	ACCT#22022340 CONTR#072	012-407-4419	160.96
PITNEY BOWES GLOBAL FINA	3321564755	12/01/2025	ACCT#0017476454 781 AVE Y	012-407-4419	175.98
TEXAS ASSOCIATION OF COU	375556	12/01/2025	NON-DEPT CONF 2/17/26-2/1	012-407-4481	275.00
MARLIN LEASING CORPORATI	41166678	12/01/2025	CONTR#471-4072369-012 NO	012-407-4419	210.76
TEXAS HILL COUNTRY TRAIL R	326	12/01/2025	2025-2026 ANNUAL PARTICIP	012-407-4419	650.00
PLAVAN COMMERICAL FUEL	B244894	12/01/2025	FITS FUEL VEH125	012-407-4335	81.44
PLAVAN COMMERICAL FUEL	B244894	12/01/2025	REGULATORY COMPLIANCE FE	012-407-4480	3.16
Department 407 - NON DEPARTMENTAL Total:					106,531.63
Department: 426 - COUNTY COURT AT LAW					
BCC LANGUAGES LLC	250860	12/01/2025	CCL CAUSE#25-10-9038-CCL	012-426-4409	240.00
BCC LANGUAGES LLC	250880	12/01/2025	CCL INTERPRETATION	012-426-4409	240.00
ROBERT F. GIER DBA LAW OFF	5892	12/01/2025	LARRY CURRIE JR	012-426-4492	65.00

Expense Approval Report

Payment Dates: 12/1/2025 - 12/1/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MARLIN LEASING CORPORATI	41166672	12/01/2025	CONTR#471-4072369-006 ELE	012-490-4419	343.50
TORRES, GUADALUPE C.	INV0015928	12/01/2025	ELEC MILEAGE REIMB 10/17/	012-490-4426	167.93
Department 490 - ELECTIONS Total:					2,079.43
Department: 495 - COUNTY AUDITOR					
TEXAS ASSOCIATION OF COU	375120	12/01/2025	AUD CONF COUNTY PROCURE	012-495-4435	50.00
Department 495 - COUNTY AUDITOR Total:					50.00
Department: 499 - COUNTY TAX ASSESSOR					
HORIZON TELEPHONE SYSTE	211569	12/01/2025	TAX ORDER & INSTALL MEMO	012-499-4401	312.98
MARLIN LEASING CORPORATI	41166671	12/01/2025	CONTR#471-4072369-005 TA	012-499-4419	240.84
Department 499 - COUNTY TAX ASSESSOR Total:					553.82
Department: 511 - HONDO BLD & GROUNDS					
DG INVESTMENT INTERMEDIA	68730	09/30/2025	C/H FA FUNCTIONAL TESTING	012-511-4453	352.50
JESUS R. MORENO DBA MORE	2856	12/01/2025	H/BLD OIL CHANGE V#3805	012-511-4451	109.50
ELITE LIGHTING DESIGNS, INC.	14458BAL	12/01/2025	2025 HOLIDAY MEDINA COUN	012-511-4401	346.96
ELITE LIGHTING DESIGNS, INC.	14459BAL	12/01/2025	2025 HOLIDAY MEDINA COUN	012-511-4401	53.20
HORIZON TELEPHONE SYSTE	211501	12/01/2025	H/BLD ORDER & INSTALL DELL	012-511-4510	1,576.44
ALAMO FENCE COMPANY OF	18067	12/01/2025	INTALLATION OF FENCE AND	012-511-4515	40,204.00
HORIZON TELEPHONE SYSTE	211677	12/01/2025	HONDO ANNEX/COURTHOUS	012-511-4419	327.00
HORIZON TELEPHONE SYSTE	211677	12/01/2025	GO MEDINA	012-511-4419	3.00
HORIZON TELEPHONE SYSTE	211677	12/01/2025	AGRILIFE	012-511-4419	15.00
HORIZON TELEPHONE SYSTE	211677	12/01/2025	TAX OFFICE	012-511-4419	57.00
HORIZON TELEPHONE SYSTE	211677	12/01/2025	D/A	012-511-4419	90.00
ALSATIAN AIR, LLC DBA LONES	44301891	12/01/2025	H/BLD TESTING/TRANE INDU	012-511-4453	1,718.00
HORIZON TELEPHONE SYSTE	211618	12/01/2025	H/BLD ORDER & INSTALL ME	012-511-4401	215.50
MARVIN RIPPS DBA COWBOY	33070	12/01/2025	TAX 1102 15TH ST PEST CONT	012-511-4453	150.00
J.D. YECKER ELECTRICAL, INC.	14412	12/01/2025	H/BLD GATE WIRE/PIPES PRO	012-511-4453	2,363.00
SERVICE INDUSTRIAL, INC. DB	0382992	12/01/2025	ACCT#24548-24548 EXT SVC	012-511-4330	86.45
EDWARD JORDAN STEWART D	269	12/01/2025	H/BLD ANNEX QTRLY EXTERIO	012-511-4453	1,582.00
AMAZON.COM SALES, INC. DB	11P1-TLG1-PMPF	12/01/2025	H/BLD BATTERIES/TOILETPEPE	012-511-4330	199.64
CINTAS CORPORATION NO. 2	4249821385	12/01/2025	ACCT#16466645 TAX GENERA	012-511-4330	101.50
CINTAS CORPORATION NO. 2	4249821410	12/01/2025	ACCT#13024009 C/H GENERA	012-511-4330	121.97
CINTAS CORPORATION NO. 2	4249821423	12/01/2025	ACCT#23516153 D/A GENERA	012-511-4330	127.61
CINTAS CORPORATION NO. 2	4249821426	12/01/2025	ACCT#16239360 C/H UNIFOR	012-511-4206	79.83
CINTAS CORPORATION NO. 2	4249821426	12/01/2025	ACCT#16239360 C/H GENERA	012-511-4330	521.94
CINTAS CORPORATION NO. 2	4249821485	12/01/2025	ACCT#23521747 PTS GENERA	012-511-4330	46.50
CINTAS CORPORATION NO. 2	4249821502	12/01/2025	ACCT#18995144 WIC GENERA	012-511-4330	189.69
CINTAS CORPORATION NO. 2	4249821508	12/01/2025	ACCT#16466745 E/MGMT &	012-511-4330	61.49
CINTAS CORPORATION NO. 2	4249821519	12/01/2025	ACCT#16239548 A/PROB GEN	012-511-4330	69.77
CINTAS CORPORATION NO. 2	4249821545	12/01/2025	ACCT#16466684 J/PROB GEN	012-511-4330	61.11
MULTI SERVICE TECHNOLOGY	478319CC	12/01/2025	H/BLD WALL CLOCK	012-511-4330	36.16
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	H/BLD FUEL VEH7	012-511-4335	34.13
SERVICE INDUSTRIAL, INC. DB	0384273	12/01/2025	ACCT#24548-24548 EXT SVC	012-511-4206	6.05
SERVICE INDUSTRIAL, INC. DB	0384273	12/01/2025	ACCT#24548-24548 EXT SVC	012-511-4330	87.68
A-ZAP PEST CONTROL LLC DB	248672	12/01/2025	ACCT#25231 1112 18TH ST PE	012-511-4453	85.00
A-ZAP PEST CONTROL LLC DB	248673	12/01/2025	ACCT#18926 1300 AVE M PES	012-511-4453	169.00
A-ZAP PEST CONTROL LLC DB	248674	12/01/2025	ACCT#12779 1302 14TH ST PE	012-511-4453	45.00
WESTBOUND SUPPLY LLC	3011244	12/01/2025	H/BLD DEARBORN/RING C/H	012-511-4453	12.52
LYSSY & ECKEL, INC.	HOINV0331989	12/01/2025	H/BLD WEEDKILLER	012-511-4330	52.10
ALSATIAN AIR, LLC DBA LONES	44500808	12/01/2025	H/BLD DIAGNOSTIC/SERVICE	012-511-4453	188.00
Department 511 - HONDO BLD & GROUNDS Total:					51,546.24
Department: 512 - CASTROVILLE BLD & GROUNDS					
3-D LANDSCAPING LLC	110525-221	09/30/2025	C/BLD LAWN MAINTENANCE	012-512-4419	50.00
3-D LANDSCAPING LLC	110525-222	12/01/2025	C/BLD LAWN MAINTENANCE	012-512-4419	50.00
3-D LANDSCAPING LLC	110525-223	12/01/2025	C/BLD LAWN MAINTENANCE	012-512-4419	50.00
HORIZON TELEPHONE SYSTE	211677	12/01/2025	C/BLD	012-512-4419	39.00
AMAZON.COM SALES, INC. DB	11V7-91T9-9DR4	12/01/2025	C/BLD WIPES	012-512-4330	43.43
CINTAS CORPORATION NO. 2	4249514408	12/01/2025	ACCT#13023987 C/BLD GENE	012-512-4330	607.36
ODP BUSINESS SOLUTIONS, LL	446631326001	12/01/2025	C/BLD CUPS	012-512-4330	21.62
ODP BUSINESS SOLUTIONS, LL	446589430001	12/01/2025	C/BLD TOWELS/TRASHBAGS	012-512-4330	94.19

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PLAVAN COMMERICAL FUELI	B244894	12/01/2025	A/CTRL FUEL VEH55	012-516-4335	127.63
Department 516 - ANIMAL CONTROL Total:					4,310.64
Department: 540 - EMERGENCY MANAGEMENT					
JPMORGAN CHASE BANK NA	5201137526001	12/01/2025	ACCT#7737 INTL ASSOC E/MG	012-540-4472	199.00
JPMORGAN CHASE BANK NA	5202749138001	12/01/2025	ACCT#7737 TATAMUSA E/MG	012-540-4435	25.00
JPMORGAN CHASE BANK NA	5202749139001	12/01/2025	ACCT#7737 TEXAS FIRE E/MG	012-540-4472	50.00
JPMORGAN CHASE BANK NA	5202749140001	12/01/2025	ACCT#7737 TEXAS FIRE E/MG	012-540-4472	50.00
PLAVAN COMMERICAL FUELI	B244894	12/01/2025	E/MGMT FUEL VEH87	012-540-4335	105.64
PLAVAN COMMERICAL FUELI	B244894	12/01/2025	E/MGMT FUEL VEH43	012-540-4335	100.64
Department 540 - EMERGENCY MANAGEMENT Total:					530.28
Department: 552 - CONSTABLE PCT 2					
APPLIED CONCEPTS, INC. DBA	466014	12/01/2025	ACCT#024456 CONST#2 MO	012-552-4330	94.00
Department 552 - CONSTABLE PCT 2 Total:					94.00
Department: 560 - COUNTY SHERIFF					
STONE RIDGE, INC. DBA SAN	S25-516	09/30/2025	SHIPPING FEES	012-560-4510	165.00
STONE RIDGE, INC. DBA SAN	S25-516	09/30/2025	REMOVE AND REPLACE 3 DISP	012-560-4510	700.00
STONE RIDGE, INC. DBA SAN	S25-516	09/30/2025	LG4KUHD TV SIGNAGE	012-560-4510	3,036.96
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	C-4200 DL FENIEX 4200 DATAL	012-560-4510	512.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	C-4014 STORM PRO 100W	012-560-4510	228.48
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	Q SERIAL UNDER MIRROR	012-560-4515	556.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	VANGUARD 100W SPEAKER	012-560-4515	338.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	Q SERIAL FLAT DUAL SURFACE	012-560-4515	2,868.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	Q SERIAL 200 STICK	012-560-4515	956.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	TYPHOON SWIVEL BRACKET	012-560-4515	38.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	TYPHOON HANDHELD SIREN	012-560-4515	349.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	QUANTUM 2.0 INTERIOR FRO	012-560-4515	1,398.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	Q LINK MODULE	012-560-4515	358.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	AM900 WORK LIGHT	012-560-4515	392.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	Q SERIAL FLAT SURFACE MOU	012-560-4515	952.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	Q SERIES FSM ROTATING BRA	012-560-4515	76.00
FENIEX INDUSTRIES INC	INV196035/196662	09/30/2025	SHIPPING	012-560-4515	120.00
AMAZON.COM SALES, INC. DB	17N4-J3YQ-9GLX	09/30/2025	S/O FLASHLIGHTS	012-560-4330	803.76
O'REILLY AUTO PARTS DBA O'	6284-200450	12/01/2025	ACCT#342597 S/O BATTERY V	012-560-4334	219.99
HORIZON TELEPHONE SYSTE	211498	12/01/2025	S/O SERVER MONITORING	012-560-4401	113.63
HORIZON TELEPHONE SYSTE	211499	12/01/2025	S/O MDM RENEWAL	012-560-4401	52.50
HORIZON TELEPHONE SYSTE	211500	12/01/2025	S/O APPLE SERVICE TOKEN	012-560-4401	52.50
HORIZON TELEPHONE SYSTE	211502	12/01/2025	S/O APPLE SERVER TOKEN	012-560-4401	1,338.75
MUMME'S INC	484671	12/01/2025	S/O SHIRT/PANTS J.JACKSON	012-560-4206	119.94
HORIZON TELEPHONE SYSTE	211553	12/01/2025	S/O SETUP IPHONE	012-560-4401	131.25
MALIKI LIKI ENTERPRISES DBA	33462	12/01/2025	S/O OIL CHANGE V#5431	012-560-4451	121.91
PIPE MOVERS, INC. DBA PMI P	3533671	12/01/2025	S/O FLAT/ANGLE	012-560-4330	45.62
AMAZON.COM SALES, INC. DB	1RC3-KYGL-76H6	12/01/2025	S/O BACKUP IRON SIGHTS	012-560-4330	857.69
MALIKI LIKI ENTERPRISES DBA	33561	12/01/2025	S/O OIL CHANGE V#1924	012-560-4451	121.91
ODP BUSINESS SOLUTIONS, LL	445834752001	12/01/2025	S/O PENS	012-560-4310	4.56
KIESLER POLICE SUPPLY, INC	IN269595	12/01/2025	S/O HANDGUN SIGHT	012-560-4510	1,863.60
AMAZON.COM SALES, INC. DB	17GK-WKCQ-6NNX	12/01/2025	S/O HOLSTER	012-560-4330	33.58
ODP BUSINESS SOLUTIONS, LL	445834368001	12/01/2025	S/O BATTERIES/TAPE/STORAG	012-560-4310	164.79
ODP BUSINESS SOLUTIONS, LL	445915802001	12/01/2025	S/O PENS	012-560-4310	-4.56
MEDINA COUNTY HOTRODS I	46552	12/01/2025	S/O TEST/SOLENOID/FAN MO	012-560-4451	1,843.03
MEDINA COUNTY HOTRODS I	46572	12/01/2025	S/O CONDENSER V#9244	012-560-4451	1,390.57
MUMME'S INC	485301	12/01/2025	S/O SHIRTS T.SPEIGHTS	012-560-4206	129.98
FAMILY PARTS COMPANY, INC	033300	12/01/2025	S/O BATTERY V#9256	012-560-4334	339.98
HORIZON TELEPHONE SYSTE	211677	12/01/2025	S/O	012-560-4419	336.00
JPMORGAN CHASE BANK NA	5198296363001	12/01/2025	ACCT#8864 P2 CONCEPTS S/O	012-560-4435	4,320.00
JPMORGAN CHASE BANK NA	5198296364001	12/01/2025	ACCT#8864 HOLIDAY INN S/O	012-560-4435	589.00
JPMORGAN CHASE BANK NA	5198296364001	12/01/2025	ACCT#8864 HOLIDAY INN S/O	012-560-4435	4.96
TEXAS ASSOCIATION OF COU	NRDD-0012620	12/01/2025	CLAIM#PO20252672-1 DEDU	012-560-4401	112.50
AMAZON.COM SALES, INC. DB	1YJY-946M-DCCK	12/01/2025	S/O STAMPS/BULLETIN BOAR	012-560-4330	172.34
QUALIFICATION TARGETS INC.	22505857	12/01/2025	S/O NUMBERED CIRCLES	012-560-4330	72.08

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PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH31	012-560-4335	119.07
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH70	012-560-4335	88.87
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH83	012-560-4335	262.57
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH48	012-560-4335	164.49
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH99	012-560-4335	162.84
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH45	012-560-4335	181.06
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH49	012-560-4335	263.36
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH97	012-560-4335	270.37
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH128	012-560-4335	96.51
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH102	012-560-4335	400.66
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH27	012-560-4335	142.04
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH33	012-560-4335	152.00
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH29	012-560-4335	167.79
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH34	012-560-4335	153.04
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH65	012-560-4335	157.03
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH91	012-560-4335	157.52
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	S/O FUEL VEH24	012-560-4335	134.48
JESUS R. MORENO DBA MORE	2888	12/01/2025	S/O TIRE REPAIR V#8972	012-560-4451	25.00
Department 560 - COUNTY SHERIFF Total:					42,358.86
Department: 570 - ADULT PROBATION					
HORIZON TELEPHONE SYSTE	211679	12/01/2025	A/PROB MONTHLY PAYMENT	012-570-4419	1,271.00
Department 570 - ADULT PROBATION Total:					1,271.00
Department: 580 - PRETRIAL SERVICES					
JPMORGAN CHASE BANK NA	5218255965001	12/01/2025	ACCT#9154 SHSU PTS CONF 1	012-580-4435	388.00
JPMORGAN CHASE BANK NA	5218255966001	12/01/2025	ACCT#9154 SHSU PTS CONF 1	012-580-4435	388.00
JPMORGAN CHASE BANK NA	5218255967001	12/01/2025	ACCT#9154 SHSU PTS CONF 1	012-580-4435	388.00
Department 580 - PRETRIAL SERVICES Total:					1,164.00
Department: 585 - COMMERCIAL VEHICLE ENFORCEMENT					
AMAZON.COM SALES, INC. DB	1CH7-PX1V-6CL1	12/01/2025	DPS CVE MONITOR STAND	012-585-4330	65.92
Department 585 - COMMERCIAL VEHICLE ENFORCEMENT Total:					65.92
Department: 600 - ENVIRONMENTAL HEALTH GROUP					
JPMORGAN CHASE BANK NA	5206248352001	12/01/2025	ACCT#7290 COSA EHG CONF	012-600-4435	10.00
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	EHG FUEL VEH4	012-600-4335	160.53
Department 600 - ENVIRONMENTAL HEALTH GROUP Total:					170.53
Department: 665 - EXTENSION SERVICES					
JPMORGAN CHASE BANK NA	5208508497001	12/01/2025	ACCT#2016 AGEX CONF EXT S	012-665-4435	100.00
Department 665 - EXTENSION SERVICES Total:					100.00
Fund 012 - GENERAL FUND Total:					278,686.58
Fund: 018 - PRECINCT 2 SPECIAL TAX					
Department: 612 - PRECINCT 2					
LEGACY VULCAN CORP. DBA V	4989215	12/01/2025	ACCT#92720-211685 PCT#2 R	018-612-4350	2,466.77
Department 612 - PRECINCT 2 Total:					2,466.77
Fund 018 - PRECINCT 2 SPECIAL TAX Total:					2,466.77
Fund: 021 - PRECINCT 1					
Department: 611 - PRECINCT 1					
CINTAS CORPORATION NO. 2	5290718402	09/30/2025	ACCT#13024043 PCT#1 MEDI	021-611-4340	7.53
CINTAS CORPORATION NO. 2	5294574402	09/30/2025	ACCT#13024043 PCT#1 MEDI	021-611-4340	61.89
MOEHRING'S TRUE VALUE HA	A108384	12/01/2025	PCT#1 DRILL BITS	021-611-4330	8.74
ERGON ASPHALT & EMULSIO	9403590274	12/01/2025	ACCT#543700 PCT#1 R&B MT	021-611-4350	1.24
ERGON ASPHALT & EMULSIO	9403590274	12/01/2025	ACCT#543700 PCT#1 R&B MT	021-611-4350	2,194.20
CINTAS CORPORATION NO. 2	5299890504	12/01/2025	ACCT#13024043 PCT#1 MEDI	021-611-4340	43.98
MEDINA COUNTY HOTRODS I	46586	12/01/2025	PCT#1 OIL CHANGE U#91	021-611-4451	252.39
COMPLIANCE ASSOCIATES MA	78234	12/01/2025	PCT#1 CDL ALCOHOL/DRUG S	021-611-4405	21.00
ERGON ASPHALT & EMULSIO	9403597114	12/01/2025	ACCT#543700 PCT#1 R&B MT	021-611-4350	1.21
ERGON ASPHALT & EMULSIO	9403597114	12/01/2025	ACCT#543700 PCT#1 R&B MT	021-611-4350	2,138.55
ERGON ASPHALT & EMULSIO	9403597564	12/01/2025	ACCT#543700 PCT#1 R&B MT	021-611-4350	2,432.70
ERGON ASPHALT & EMULSIO	9403597564	12/01/2025	ACCT#543700 PCT#1 R&B MT	021-611-4350	1.38

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COMPLIANCE ASSOCIATES MA	78234	12/01/2025	PCT#3 CDL ALCOHOL/DRUG S	023-613-4405	96.00
MEDINA CO. W.C. & I.D. #2	INV0015922	12/01/2025	ACCT#38(3) PCT#3 R&B MTL	023-613-4350	6.87
MEDINA CO. W.C. & I.D. #2	INV0015922	12/01/2025	ACCT#38(3) PCT#3 UTILITES	023-613-4421	33.02
MEDINA CO. W.C. & I.D. #2	INV0015923	12/01/2025	ACCT#5372(3) PCT#3 R&B MT	023-613-4350	6.87
MEDINA CO. W.C. & I.D. #2	INV0015923	12/01/2025	ACCT#5372(3) UTILITIES	023-613-4421	33.02
MEDINA CO TAX ASSESSOR/C	INV0015892	12/01/2025	PCT#3 TRAILER REGISTRATION	023-613-4452	7.50
JPMORGAN CHASE BANK NA	5208508498001	12/01/2025	ACCT#9768 GOVPAY PCT#3 VE	023-613-4451	118.27
JPMORGAN CHASE BANK NA	5208508499001	12/01/2025	ACCT#9768 MEDINA COUNTY	023-613-4451	4,730.88
FS HOLDINGS, INC. DBA GOLD	33371118	12/01/2025	ACCT#57254 PCT#3 FUEL	023-613-4335	3,686.40
CINTAS CORPORATION NO. 2	4249504120	12/01/2025	ACCT#13023950 PCT#3 UNIF	023-613-4206	186.67
CINTAS CORPORATION NO. 2	4249504120	12/01/2025	ACCT#13023950 PCT#3 GENE	023-613-4330	24.49
MEDINA CO TAX ASSESSOR/C	INV0015955	12/01/2025	PCT#3 VEHICLE REGISTRATIO	023-613-4451	5.50
FRENCH ELLISON TRUCK CENT	034P712245	12/01/2025	PCT#3 CLUTCH U#16	023-613-4451	1,047.35
TELLUS EQUIPMENT Solutio	W23797	12/01/2025	PCT#3 HYDRAULIC PUMP U#1	023-613-4452	9,455.50
CINTAS CORPORATION NO. 2	4250283884	12/01/2025	ACCT#13023950 PCT#3 UNIF	023-613-4206	187.05
CINTAS CORPORATION NO. 2	4250283884	12/01/2025	ACCT#13023950 PCT#3 GENE	023-613-4330	24.46
LEGACY VULCAN CORP. DBA V	5088866	12/01/2025	ACCT#92720-211685 PCT#3 R	023-613-4350	3,659.28
JPMORGAN CHASE BANK NA	5221008317001	12/01/2025	ACCT#9768 ALAMO TRUCK PC	023-613-4451	9,967.43
DRIVE TRAIN INC DBA ALAMO	76184	12/01/2025	PCT#3 DUMP PUMP U#877	023-613-4451	1,139.26
Department 613 - PRECINCT 3 Total:					34,598.78
Fund 023 - PRECINCT 3 Total:					34,598.78

Fund: 024 - PRECINCT 4

Department: 614 - PRECINCT 4

CINTAS CORPORATION NO. 2	5294574406	09/30/2025	ACCT#10738093 PCT#4 MEDI	024-614-4340	175.51
LAND & RANCH SERVICES, LLC	5249	12/01/2025	PCT#4 SCRAP PIPE	024-614-4330	20.00
MOEHRING'S TRUE VALUE HA	A108384	12/01/2025	PCT#4 DRILL BITS	024-614-4330	8.74
LAND & RANCH SERVICES, LLC	5406	12/01/2025	PCT#4 CULTI HOSE U#48	024-614-4451	32.99
LAND & RANCH SERVICES, LLC	702738	12/01/2025	PCT#4 LABOR U#48 COMPRES	024-614-4451	125.00
O'REILLY AUTO PARTS DBA O'	5557-239413	12/01/2025	PCT#4 CLEANER/PROTECTANT	024-614-4330	28.96
ODP BUSINESS SOLUTIONS, LL	442905926001	12/01/2025	PCT#4 INK TONER	024-614-4310	276.27
COMPLIANCE ASSOCIATES MA	78234	12/01/2025	PCT#4 CDL ALCOHOL/DRUG S	024-614-4405	12.00
THE DEVINE NEWS INC.	INV0015931	12/01/2025	PCT#4 AD TIRE COLLECTION 1	024-614-4408	64.00
CINTAS CORPORATION NO. 2	4248751860	12/01/2025	ACCT#10738093 PCT#4 UNIF	024-614-4206	247.98
MP MATERIAL HAULERS	4225	12/01/2025	PCT#4 PUMP SEPTIC TANK	024-614-4453	1,275.00
LAND & RANCH SERVICES, LLC	5583	12/01/2025	PCT#4 LOCK	024-614-4330	32.99
MEDINA CO TAX ASSESSOR/C	INV0015955	12/01/2025	PCT#4 VEHICLE REGISTRATIO	024-614-4451	5.50
O'REILLY AUTO PARTS DBA O'	5557-242504	12/01/2025	PCT#4 WIPER BLADES U#35	024-614-4451	28.78
MID-TEX PARTS AND SALES LL	61024	12/01/2025	PCT#4 SCARFIRE TIP U#10	024-614-4452	178.00
CINTAS CORPORATION NO. 2	4250284777	12/01/2025	ACCT#10738093 PCT#4 UNIF	024-614-4206	247.98
LEGACY VULCAN CORP. DBA V	5089094	12/01/2025	ACCT#92720-211685 PCT#4 R	024-614-4350	3,500.49
LAWLER, DANIEL	INV0015984	12/01/2025	PCT#4 THANKSGIVING LUNCH	024-614-4981	272.63
Department 614 - PRECINCT 4 Total:					6,532.82
Fund 024 - PRECINCT 4 Total:					6,532.82

Fund: 026 - JUROR

BLUEBONNET CHILDREN'S AD	INV0015965	12/01/2025	JUROR DONATIONS 11/14/25	026-2220	116.00
					116.00
Fund 026 - JUROR Total:					116.00

Fund: 032 - COUNTY CLERK RECORDS MANAGEMENT

Department: 403 - COUNTY CLERK

GOVOS, INC	INV-11593	12/01/2025	C/CLK GSA VANGUARD SUBSC	032-403-4419	854.20
Department 403 - COUNTY CLERK Total:					854.20
Fund 032 - COUNTY CLERK RECORDS MANAGEMENT Total:					854.20

Fund: 053 - SHERIFF EQUITABLE SHARING

Department: 560 - COUNTY SHERIFF

JPMORGAN CHASE BANK NA	5198296362001	12/01/2025	ACCT#8864 DOGSFORLAW S/	053-560-4472	65.00
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Expense Approval Report

Payment Dates: 12/1/2025 - 12/1/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MARLIN LEASING CORPORATI	41166670	12/01/2025	CONTR#471-4072369-004 WI	125-640-4419	21.40
AMAZON.COM SALES, INC. DB	1H66-1DH4-HXNY	12/01/2025	WIC DRAWER	125-640-4330	59.99
JPMORGAN CHASE BANK NA	5218255969001	12/01/2025	ACCT#2485 FEDEX WIC POSTA	125-640-4395	24.09
MEDINA CO TAX ASSESSOR/C	INV0015956	12/01/2025	WIC VEHICLE REGISTRATION R	125-640-4451	7.50
MEDINA CO TAX ASSESSOR/C	INV0015957	12/01/2025	WIC VEHICLE REGISTRATION R	125-640-4451	7.50
Department 640 - WIC ADMINISTRATION Total:					1,633.26
Department: 641 - CLIENT SERVICE					
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-641-4498	578.35
MARLIN LEASING CORPORATI	41166669	12/01/2025	C#471-4072369-003 WIC JOU	125-641-4419	232.41
MARLIN LEASING CORPORATI	41166670	12/01/2025	CONTR#471-4072369-004 WI	125-641-4419	192.60
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	WIC FUEL VEH1	125-641-4335	81.23
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	WIC FUEL VEH120	125-641-4335	29.52
SANCHEZ, GLORIA F	INV0015945	12/01/2025	WIC JOURDANTON OFFICE CL	125-641-4453	370.00
Department 641 - CLIENT SERVICE Total:					1,484.11
Department: 642 - NUTRITION EDUCATION					
AMAZON.COM SALES, INC. DB	1NGQ-D17Y-1NKG	09/30/2025	WIC BABY BOOKS	125-642-4330	342.00
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-642-4498	855.89
Department 642 - NUTRITION EDUCATION Total:					1,197.89
Department: 643 - BREAST FEEDING					
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-643-4498	1.09
AMAZON.COM SALES, INC. DB	1H66-1DH4-HXNY	12/01/2025	WIC DISINFECTANT	125-643-4330	129.22
Department 643 - BREAST FEEDING Total:					130.31
Department: 644 - SPECIAL REALLOCATION					
MEDINA COUNTY TREASURER	INV0015893	08/31/2025	WIC INDIRECT COST AUG 202	125-644-4498	330.55
AMAZON.COM SALES, INC. DB	1NGQ-D17Y-1NKG	09/30/2025	WIC BABY BOOKS	125-644-4330	1,892.62
MEDINA COUNTY TREASURER	INV0015894	09/30/2025	WIC INDIRECT COST SEP 2025	125-644-4498	475.83
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-644-4498	25.00
Department 644 - SPECIAL REALLOCATION Total:					2,724.00
Department: 645 - TXIN					
HORIZON TELEPHONE SYSTE	211678	12/01/2025	MONTHLY WIC FIREWALL NO	125-645-4420	396.00
Department 645 - TXIN Total:					396.00
Department: 646 - SNAP ED ADMIN					
MEDINA COUNTY TREASURER	INV0015893	08/31/2025	WIC INDIRECT COST AUG 202	125-646-4498	47.25
MEDINA COUNTY TREASURER	INV0015894	09/30/2025	WIC INDIRECT COST SEP 2025	125-646-4498	87.44
MEDINA COUNTY TREASURER	INV0015895	09/30/2025	WIC INDIRECT COST SEP 2025	125-646-4498	0.96
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-646-4498	2.01
Department 646 - SNAP ED ADMIN Total:					137.66
Department: 648 - REG DIET					
MEDINA COUNTY TREASURER	INV0015893	08/31/2025	WIC INDIRECT COST AUG 202	125-648-4498	34.12
MEDINA COUNTY TREASURER	INV0015894	09/30/2025	WIC INDIRECT COST SEP 2025	125-648-4498	36.83
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-648-4498	36.19
Department 648 - REG DIET Total:					107.14
Department: 649 - REG DIET NUTRITION ED					
MEDINA COUNTY TREASURER	INV0015893	08/31/2025	WIC INDIRECT COST AUG 202	125-649-4498	64.45
MEDINA COUNTY TREASURER	INV0015894	09/30/2025	WIC INDIRECT COST SEP 2025	125-649-4498	98.58
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-649-4498	47.69
Department 649 - REG DIET NUTRITION ED Total:					210.72
Department: 650 - REAL EDWARDS ADMIN					
MEDINA COUNTY TREASURER	INV0015893	08/31/2025	WIC INDIRECT COST AUG 202	125-650-4498	43.65
MEDINA COUNTY TREASURER	INV0015894	09/30/2025	WIC INDIRECT COST SEP 2025	125-650-4498	142.94
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-650-4498	55.83
Department 650 - REAL EDWARDS ADMIN Total:					242.42
Department: 651 - REAL EDWARDS CLIENT SERVICES					
MEDINA COUNTY TREASURER	INV0015893	08/31/2025	WIC INDIRECT COST AUG 202	125-651-4498	5.76
MEDINA COUNTY TREASURER	INV0015894	09/30/2025	WIC INDIRECT COST SEP 2025	125-651-4498	46.47
MEDINA COUNTY TREASURER	INV0015985	12/01/2025	WIC INDIRECT COST OCT 2025	125-651-4498	5.00
PLAVAN COMMERCIAL FUEL	B244894	12/01/2025	WIC FUEL VEH1	125-651-4335	9.98

Expense Approval Report

Payment Dates: 12/1/2025 - 12/1/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CLEVELAND, PATRICK	INV0015979	12/01/2025	PDO MILEAGE REIMB 10/2/25	131-931-4426	210.35
BULL, CHAD	INV0015980	12/01/2025	PDO MILEAGE REIMB 10/9/25	131-931-4426	43.12
THOMAS, ELIZA	INV0015981	12/01/2025	PDO MILEAGE REIMB 10/6/25	131-931-4426	169.54
MACFARLANE, ISLA	INV0015982	12/01/2025	PDO MILEAGE REIMB 10/1/25	131-931-4426	367.22
CLEVELAND, GARRETT	INV0015983	12/01/2025	PDO MILEAGE REIMB 10/8/25	131-931-4426	220.78
SKOWBO, VANESSA	INV0015987	12/01/2025	PDO MILEAGE REIMB 10/10/2	131-931-4426	279.44
Department 931 - PUBLIC DEFENDERS OFFICE Total:					<u>3,488.34</u>
Fund 131 - HILL COUNTRY REGIONAL PDO Total:					<u>3,488.34</u>

Fund: 135 - FEMA

Department: 613 - PRECINCT 3

WESTWOOD PROFESSIONAL S	1250604049	09/30/2025	DHANIS FLOOD MITIGATION 5	135-613-4401	22,183.50
WESTWOOD PROFESSIONAL S	1250802130	09/30/2025	DHANIS FLOOD MITIGATION P	135-613-4401	34,273.50
WESTWOOD PROFESSIONAL S	1250903304	09/30/2025	DHANIS FLOOD MITIGATION P	135-613-4401	23,627.50
WESTWOOD PROFESSIONAL S	1251002594	12/01/2025	DHANIS FLOOD MITIGATION 8	135-613-4401	27,233.00
Department 613 - PRECINCT 3 Total:					<u>107,317.50</u>
Fund 135 - FEMA Total:					<u>107,317.50</u>

Fund: 136 - AMERICAN RESCUE PLAN

Department: 400 - DISBURSEMENTS

MEDINA CO TAX ASSESSOR/C	INV0015868	12/01/2025	PCT#1-4 TRAILER REGISTRATI	136-400-4452	22.00
NUECES FARM CENTER, INC. D	474545	12/01/2025	PCT#1-4 PARTS RECLAIMER	136-400-4452	4,938.64
Department 400 - DISBURSEMENTS Total:					<u>4,960.64</u>
Fund 136 - AMERICAN RESCUE PLAN Total:					<u>4,960.64</u>
Grand Total:					<u><u>566,063.67</u></u>

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
012-457-4419	CONTRACTS	145.59	0.00
012-476-4310	OFFICE SUPPLIES	659.47	0.00
012-476-4330	GENERAL SUPPLIES	62.32	0.00
012-476-4335	FUEL & LUBRICANTS	194.60	194.60
012-476-4401	OTHER SERVICES	0.00	0.00
012-476-4408	LEGAL	95.00	0.00
012-476-4419	CONTRACTS	115.35	0.00
012-476-4426	REIMBURSABLE TRAVEL	282.80	0.00
012-476-4510	EQUIPMENT (\$500-\$4,9	2,685.12	0.00
012-476-4981	EMPLOYEE INCENTIVE	75.00	0.00
012-490-4408	LEGAL	1,568.00	0.00
012-490-4419	CONTRACTS	343.50	0.00
012-490-4426	REIMBURSABLE TRAVEL	167.93	0.00
012-495-4435	CONTINUING EDUCATIO	50.00	0.00
012-499-4401	OTHER SERVICES	312.98	0.00
012-499-4419	CONTRACTS	240.84	0.00
012-511-4206	UNIFORM ALLOWANCE	85.88	0.00
012-511-4330	GENERAL SUPPLIES	1,763.61	0.00
012-511-4335	FUEL & LUBRICANTS	34.13	34.13
012-511-4401	OTHER SERVICES	615.66	0.00
012-511-4419	CONTRACTS	492.00	0.00
012-511-4451	REPAIR & MAINTENANC	109.50	0.00
012-511-4453	REPAIR & MAINTENANC	6,665.02	0.00
012-511-4510	EQUIPMENT (\$500-\$4,9	1,576.44	0.00
012-511-4515	CAPITAL OUTLAY (>\$5,00	40,204.00	0.00
012-512-4330	GENERAL SUPPLIES	1,407.97	0.00
012-512-4419	CONTRACTS	189.00	0.00
012-514-4206	UNIFORM ALLOWANCE	29.48	0.00
012-514-4330	GENERAL SUPPLIES	305.87	0.00
012-514-4340	MEDICAL SUPPLIES	28.54	0.00
012-514-4419	CONTRACTS	111.00	0.00
012-514-4453	REPAIR & MAINTENANC	164.00	0.00
012-514-4510	EQUIPMENT (\$500-\$4,9	4,199.00	0.00
012-515-4310	OFFICE SUPPLIES	422.84	0.00
012-515-4330	GENERAL SUPPLIES	3,870.28	0.00
012-515-4335	FUEL & LUBRICANTS	685.07	685.07
012-515-4340	MEDICAL SUPPLIES	53.09	0.00
012-515-4341	PRESCRIPTIONS	444.85	0.00
012-515-4390	GROCERIES	10,878.13	0.00
012-515-4401	OTHER SERVICES	105.00	0.00
012-515-4417	INMATE CLOTHING	744.00	0.00
012-515-4419	CONTRACTS	8,038.00	0.00
012-515-4420	TELEPHONE SERVICES	867.59	0.00
012-515-4428	TRANSPORTATION SERVI	1,551.35	0.00
012-515-4452	REPAIR & MAINTENANC	4,795.00	0.00
012-515-4453	REPAIR & MAINTENANC	1,126.08	0.00
012-516-4206	UNIFORM ALLOWANCE	345.00	0.00
012-516-4335	FUEL & LUBRICANTS	590.29	590.29
012-516-4340	MEDICAL SUPPLIES	219.56	0.00
012-516-4419	CONTRACTS	108.36	0.00
012-516-4435	CONTINUING EDUCATIO	2,222.16	0.00
012-516-4451	REPAIR & MAINTENANC	620.27	0.00
012-516-4452	REPAIR & MAINTENANC	205.00	0.00
012-540-4335	FUEL & LUBRICANTS	206.28	206.28
012-540-4435	CONTINUING EDUCATIO	25.00	0.00
012-540-4472	MEMBERSHIP DUES	299.00	0.00
012-552-4330	GENERAL SUPPLIES	94.00	0.00
012-560-4206	UNIFORM ALLOWANCE	453.25	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
024-614-4453	REPAIR & MAINTENANC	1,275.00	0.00
024-614-4981	EMPLOYEE INCENTIVE	272.63	0.00
026-2220	DUE TO OTHER	116.00	0.00
032-403-4419	CONTRACTS	854.20	0.00
053-560-4472	MEMBERSHIP DUES	130.00	0.00
074-514-4515	CAPITAL OUTLAY (>\$5,00	37,575.78	0.00
082-495-4451	REPAIR & MAINTENANC	7.50	0.00
085-400-4482	HEALTH INSURANCE PRE	18,011.98	0.00
085-400-4484	EMPLOYEE WELLNESS	332.31	0.00
095-2240	ELECTED OFFICIALS	56.50	0.00
110-560-4510	EQUIPMENT (\$500-\$4,9	2,032.40	0.00
120-631-4330	GENERAL SUPPLIES	44.00	0.00
120-631-4419	CONTRACTS	53.22	0.00
120-632-4419	CONTRACTS	103.15	0.00
120-633-4419	CONTRACTS	130.08	0.00
125-640-4330	GENERAL SUPPLIES	59.99	0.00
125-640-4395	POSTAL SERVICES	24.09	0.00
125-640-4419	CONTRACTS	554.22	0.00
125-640-4451	REPAIR & MAINTENANC	15.00	0.00
125-640-4453	REPAIR & MAINTENANC	50.00	0.00
125-640-4498	TRANSFER OUT	929.96	0.00
125-641-4335	FUEL & LUBRICANTS	110.75	110.75
125-641-4419	CONTRACTS	425.01	0.00
125-641-4453	REPAIR & MAINTENANC	370.00	0.00
125-641-4498	TRANSFER OUT	578.35	0.00
125-642-4330	GENERAL SUPPLIES	342.00	0.00
125-642-4498	TRANSFER OUT	855.89	0.00
125-643-4330	GENERAL SUPPLIES	129.22	0.00
125-643-4498	TRANSFER OUT	1.09	0.00
125-644-4330	GENERAL SUPPLIES	1,892.62	0.00
125-644-4498	TRANSFER OUT	831.38	0.00
125-645-4420	TELEPHONE SERVICES	396.00	0.00
125-646-4498	TRANSFER OUT	137.66	0.00
125-648-4498	TRANSFER OUT	107.14	0.00
125-649-4498	TRANSFER OUT	210.72	0.00
125-650-4498	TRANSFER OUT	242.42	0.00
125-651-4335	FUEL & LUBRICANTS	24.52	24.52
125-651-4498	TRANSFER OUT	57.23	0.00
125-652-4498	TRANSFER OUT	24.60	0.00
125-653-4498	TRANSFER OUT	16.52	0.00
125-654-4498	TRANSFER OUT	1,734.57	0.00
125-655-4498	TRANSFER OUT	614.71	0.00
125-656-4498	TRANSFER OUT	22.97	0.00
130-579-4206	UNIFORM ALLOWANCE	43.56	0.00
130-579-4310	OFFICE SUPPLIES	348.21	0.00
130-579-4330	GENERAL SUPPLIES	82.75	0.00
130-579-4335	FUEL & LUBRICANTS	71.08	71.08
130-579-4401	OTHER SERVICES	19.00	0.00
130-579-4403	MEDICAL SERVICES	120.00	0.00
130-579-4419	CONTRACTS	482.68	0.00
130-579-4485	PLACEMENT SERVICES	26,540.00	0.00
131-931-4395	POSTAL SERVICES	43.90	0.00
131-931-4419	CONTRACTS	100.00	0.00
131-931-4426	REIMBURSABLE TRAVEL	2,749.04	0.00
131-931-4435	CONTINUING EDUCATIO	295.40	0.00
131-931-4453	REPAIR & MAINTENANC	300.00	0.00
135-613-4401	OTHER SERVICES	107,317.50	0.00
136-400-4452	REPAIR & MAINTENANC	4,960.64	0.00



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 14.

Meeting Date: 12/01/2025
Item Title: Disbursement of Funds
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve the disbursement of funds since the last Commissioners Court Meeting (Treasurer)

Recommendation/Action Requested and Justification

Attachments

Disbursement Report - 11-20-25



Medina County, TX

Expense Approval Register

Packet: APPKT04034 - 2025-11-20 UTILITY

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 012 - GENERAL FUND					
CHARTER COMMUNICATONS	228963901110125	11/20/2025	VET SVC INTERNET	012-405-4420	71.90
CHARTER COMMUNICATONS	228963901110125	11/20/2025	NON-DEPT PHONE/INTERNE	012-407-4420	1,626.53
CHARTER COMMUNICATONS	228963901110125	11/20/2025	JP#2 INTERNET	012-456-4420	143.83
CHARTER COMMUNICATONS	228963901110125	11/20/2025	D/A PHONE/INTERNET	012-476-4420	858.29
CHARTER COMMUNICATONS	228963901110125	11/20/2025	TAX INTERNET	012-499-4420	947.02
CHARTER COMMUNICATONS	228963901110125	11/20/2025	H/BLD PHONE/INTERNET	012-511-4420	1,730.57
CHARTER COMMUNICATONS	228963901110125	11/20/2025	ELEVATOR INTERNET	012-512-4420	71.90
CHARTER COMMUNICATONS	228963901110125	11/20/2025	D/BLD INTERNET	012-514-4420	803.21
CHARTER COMMUNICATONS	228963901110125	11/20/2025	CONST#2 INTERNET	012-552-4420	71.91
CHARTER COMMUNICATONS	228963901110125	11/20/2025	S/O PHONE/INTERNET	012-560-4420	2,844.23
CHARTER COMMUNICATONS	228963901110125	11/20/2025	PTS & A/PROB PHONE/INTER	012-580-4420	193.01
CHARTER COMMUNICATONS	228963901110125	11/20/2025	DPS CVE INTERNET	012-585-4420	55.29
CHARTER COMMUNICATONS	228963901110125	11/20/2025	DPS HP INTERNET	012-586-4420	127.19
CHARTER COMMUNICATONS	228963901110125	11/20/2025	EXT SVC PHONE/INTERNET	012-665-4420	150.56
CASTROVILLE UTILITY SYSTE	INV0015937	11/20/2025	ACCT#08-4005-01 8366 FM 4	012-512-4421	137.74
AIRTOUCH CELLULAR DBA VE	6127756944	11/20/2025	ACCT#742344537-00001 ELE	012-490-4420	529.44
CENTERPOINT ENERGY ACCT	INV0015934	11/20/2025	ACCT#2840944-9 801 AVE Y	012-515-4421	1,223.88
AIRTOUCH CELLULAR DBA VE	6120296708	09/30/2025	ACCT#742344537-00001 ELE	012-490-4420	-205.92
Fund 012 - GENERAL FUND Total:					11,380.58
Fund: 021 - PRECINCT 1					
WEST MEDINA WATER SUPPL	INV0015988	11/20/2025	ACCT#362 METER#4218023	021-611-4421	34.77
Fund 021 - PRECINCT 1 Total:					34.77
Fund: 022 - PRECINCT 2					
CHARTER COMMUNICATONS	228963901110125	11/20/2025	PCT#2 INTERNET	022-612-4420	254.41
Fund 022 - PRECINCT 2 Total:					254.41
Fund: 023 - PRECINCT 3					
CENTERPOINT ENERGY ACCT	INV0015935	11/20/2025	ACCT#2841650-1 240 OLD E	023-613-4421	55.32
Fund 023 - PRECINCT 3 Total:					55.32
Fund: 120 - HEALTH UNIT					
CHARTER COMMUNICATONS	228963901110125	11/20/2025	H/U PHONE/INTERNET	120-631-4420	95.31
CHARTER COMMUNICATONS	228963901110125	11/20/2025	H/U PHONE/INTERNET	120-632-4420	193.13
CHARTER COMMUNICATONS	228963901110125	11/20/2025	H/U PHONE/INTERNET	120-633-4420	234.09
Fund 120 - HEALTH UNIT Total:					522.53
Fund: 125 - WIC					
CHARTER COMMUNICATONS	228963901110125	11/20/2025	WIC PHONE/INTERNET	125-640-4420	14.00
CHARTER COMMUNICATONS	228963901110125	11/20/2025	WIC PHONE/INTERNET	125-641-4420	26.00
CHARTER COMMUNICATONS	228963901110125	11/20/2025	WIC PHONE/INTERNET	125-645-4420	703.67
Fund 125 - WIC Total:					743.67
Fund: 130 - JUVENILE PROBATION					
CHARTER COMMUNICATONS	228963901110125	11/20/2025	J/PROB INTERNET	130-579-4420	350.84
Fund 130 - JUVENILE PROBATION Total:					350.84
Fund: 131 - HILL COUNTRY REGIONAL PDO					
CHARTER COMMUNICATONS	228963901110125	11/20/2025	PDO INTERNET	131-931-4420	71.92
GUADALUPE VALLEY TELEPH	INV0015952	11/20/2025	ACCT#226760797 PDO PHO	131-931-4420	142.09
CITY OF BOERNE	INV0015970	11/20/2025	ACCT#10-0440-07 116 BLAN	131-931-4421	717.68
Fund 131 - HILL COUNTRY REGIONAL PDO Total:					931.69
Grand Total:					14,273.81



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 15.

Meeting Date: 12/01/2025
Item Title: Application - Close County Road
Submitted By: Keith Lutz, County Judge

Summary of Request/Problem

Discuss and take possible action to set fees, establish timelines, and approve an application process to close, abandon, or vacate a public road in Medina County

Recommendation/Action Requested and Justification

Attachments

Application - Road Closure
Petition - Road Closure
Sample Notice - Road Closure
Order - Road Closure

INSTRUCTIONS:

APPLICATION TO CLOSE, ABANDON, OR VACATE A PUBLIC ROAD

LOCATED IN PRECINCT # _____

- [] **Close:** Close a road to public use. Closing excludes only the public, but not private interests. The road remains available for private use by property owners whose land abuts the road. The road may be gated from the public only after Commissioners Court enters an order to close the road. The County cannot maintain a private road. A property owner may file an injunction to legally enjoin (stop) the road closure only if he/she owns property which abuts the road, or the road being closed provides the only access to his/her property.
- [] **Abandon:** Relinquish the public's right of way in and use of the road. Requires that one or more adjoining property owners have enclosed the road with a fence (without a gate) continuously for at least 20 years. Does not apply to a cemetery road or an access road that is reasonably necessary to reach adjoining real property. *See* Tex. Transp. Code § 251.057.
- [] **Vacate:** Terminate the existence of the road by direct action of the Commissioners Court. The county relinquishes all interest in the road/alley to the centerline. Title to a public road/alley or portion of a public road/alley that is vacated to the centerline of the road vests in the owner(s) of the property that abuts the portion of the road/alley being closed on the date the order is signed by the County Judge. A copy of the order shall be filed in the deed records of the County; the order serves as the official instrument of conveyance from the County to the owner of the abutting property.

A UNANIMOUS VOTE OF COMMISSIONERS COURT IS REQUIRED TO CLOSE, ABANDON, OR VACATE A PUBLIC ROAD.

- STEP 1:** Applicant must file a Petition and Notice of Intent with the County Clerk and pay any required public posting fees. The County Clerk will post your Petition and Notice at the courthouse door or its equivalent, specifically the glass enclosed bulletin board outside the Medina County Courthouse Annex, Medina County, Texas. The Applicant must also post the Notice of Intent at two other places in the vicinity of the affected route at least 20 days before the date you submit this Application to the County Judge's office. *See* sample Petition and Notice of Intent attached.

STEP 2: After the required 20 days have passed, Applicant may submit to the County Judge's office: **[Check Boxes to be left blank for County Staff Use.]**

- ☐ this **completed application** to close, abandon or vacate a public road;
- ☐ a copy of the **property deed(s) for ALL Applicants (abutting landowners)**;
- ☐ a **current survey** prepared by a Registered Professional Land Surveyor within 30 days of Application that (i) shows all affected properties in relation to the road; (ii) identifies public utilities/common carriers that are using the road for a right-of-way purpose; and (iii) provides metes and bounds legal description(s) of each road or portion of road to be conveyed to an abutting landowner;
- ☐ a **current appraisal** prepared by a Texas Appraiser Licensing & Certification Board (TALCB) licensed appraiser within 30 days of Application. The appraisal must show the market value of the road or portion of the road that the Applicant wants the County to abandon, close or vacate. If this Application is submitted by or affects more than one abutting landowner, the appraisal should provide market values for each portion of the road to be conveyed to an abutting property owner.
- ☐ a **check for administrative costs** in the amount of \$_____ for processing this request. Checks must be made payable to Medina County and accompany this application at the time it is submitted to the office of the County Judge.
- ☐ An approved closure will result in the road or portion of the road to be closed, abandoned, or vacated being subdivided between all abutting property owners involved and property taxes will be payable on the acquired portion(s). **All abutting property owners must agree** (100% participation) and will be required to sign the Petition and Application; otherwise, the application will not be accepted.
- ☐ Applications will not be included on the Commissioners Court agenda for consideration until **all application requirements have been met**.
- ☐ **Complete** application received on _____.

STEP 3: Attend the public hearing to present your Application to Commissioners Court.

APPLICATION TO CLOSE, ABANDON, OR VACATE A PUBLIC ROAD

LOCATED IN PRECINCT # _____

I/we, the undersigned landowner(s) in Precinct # _____ of Medina County, Texas, hereby apply pursuant to Chapter 251 of the Texas Transportation Code to [] close, [] abandon, and/or [] vacate an existing road in said Precinct as defined and located on the survey attached hereto and incorporated herein for all purposes:

Description: _____

Beginning point (describe including coordinates): _____

Termination point (describe including coordinates): _____

Total distance: _____ Total Acreage: _____

Applicant(s) previously filed a Petition and Notice of Intent with the Medina County Clerk on _____, 20____. A file-stamped copy of the Petition and Notice of Intent are attached hereto as Exhibit "A".

The Medina County Clerk posted the Petition and Notice of Intent at the courthouse door or its equivalent, specifically the glass enclosed bulletin board outside the Medina County Courthouse Annex, Medina County, Texas on _____, 20____.

Further, Applicant(s) posted file-stamped copies of the Notice of Intent at two other places in the vicinity of the affected route at least twenty (20) days before the date this Application is made. Specifically, the Notice was posted at the following places on these dates:

Location Number One: _____

_____ was
posted on _____, 20____.

Location Number Two: _____

_____ was
posted on _____, 20____.

Applicant(s) respectfully requests that the Commissioners Court grant this Application and order the above listed road or portion of road to be [] closed, [] abandoned and/or [] vacated, as requested herein. If the Commissioners Court unanimously votes to grant this Application, Applicant(s) acknowledges that the Court will require Applicant(s) to pay the cost to record the order in the Official Public Records of Medina County, as well as the market value of the road or portion of road to be closed, abandoned or vacated. All monies for the market value of the property must be paid to Medina County in the form of a cashier's check before the Order is signed by the County Judge and filed in the Medina County deed records. Recording fees must be paid to the Medina County Clerk after the Order is signed by the County Judge and presented to the County Clerk for recording.

{SIGNATURE PAGE FOLLOWS}

Signatures:

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

5. Name: _____

6. Name: _____

7. Name: _____

8. Name: _____

PETITION TO CLOSE, ABANDON, OR VACATE A PUBLIC ROAD

LOCATED IN PRECINCT # _____

I/we, the undersigned landowner(s) in Precinct # _____ of Medina County, Texas, hereby petition pursuant to Chapter 251 of the Texas Transportation Code to [] close, [] abandon, or [] vacate an existing road in said Precinct as defined and located on the survey attached hereto and incorporated herein for all purposes:

Description: _____

Beginning point (describe including coordinates): _____

Termination point (describe including coordinates): _____

Total distance: _____ Total Acreage: _____

{SIGNATURE PAGE(S) FOLLOW}

No.	Resident's Name, Address and Phone Number	Signature
01	Name:	
	Address:	
	Phone:	
02	Name:	
	Address:	
	Phone:	
03	Name:	
	Address:	
	Phone:	
04	Name:	
	Address:	
	Phone:	
05	Name:	
	Address:	
	Phone:	
06	Name:	
	Address:	
	Phone:	
07	Name:	
	Address:	
	Phone:	
08	Name:	
	Address:	
	Phone:	

POSTED this _____ day of 20____, at the courthouse door or its equivalent, specifically the glass enclosed bulletin board outside the Medina County Courthouse Annex, Medina County, Texas on _____, 20_____.

Gina Champion
County Clerk
Medina County, Texas

I, _____, Applicant posted a file-stamped copy of my written Notice of Intent to apply to Close, Abandon, **or** Vacate the above-listed road on _____, 2025 at the following location:

Signature of Applicant

I, _____, Applicant posted a file-stamped copy of my written Notice of Intent to apply to Close, Abandon, **or** Vacate the above-listed road on _____, 2025 at the following location:

Signature of Applicant

LEGAL NOTICE

APPLICATION TO CLOSE, ABANDON OR VACATE COUNTY ROAD

NOTICE IS HEREBY GIVEN OF INTENT TO MAKE APPLICATION TO THE MEDINA COUNTY COMMISSIONERS COURT FOR AN ORDER TO CLOSE, ABANDON, OR VACATE THE FOLLOWING COUNTY ROAD, OR PORTION OF ROAD, TO WIT:

{ INSERT SURVEYOR'S DESCRIPTION OF THE ROAD OR PORTION OF ROAD TO BE CLOSED, ABANDONED OR VACATED. SEE EXAMPLE BELOW: }

A PORTION OF THE _____ ROAD BEGINNING AT THE ROAD'S INTERSECTION WITH THE NORTHEAST CORNER OF THAT CERTAIN _____ ACRE TRACT OF LAND OWNED BY JOHN Q. PUBLIC AND THEN IN A NORTHERLY DIRECTION FOR APPROXIMATELY XXX FEET TO THE ROAD'S ENDING POINT AT THE NORTH BOUNDARY LINE OF THAT CERTAIN XXX ACRE TRACT OWNED BY JACK L. SMITH, SAID PART OR PORTION BEING MORE PARTICULARLY DESCRIBED IN THE PETITION TO CLOSE, ABANDON OR VACATE A COUNTY ROAD, ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE FOR ALL PURPOSES.

THIS NOTICE OF INTENT TO APPLY TO CLOSE, ABANDON OR VACATE THE DESCRIBED PORTION OF THE _____ ROAD IS HEREBY GIVEN IN COMPLIANCE WITH THE REQUIREMENTS OF SECTION 251.052 OF THE TEXAS TRANSPORTATION CODE. THIS NOTICE, AS REQUIRED IN SAID STATUTE, WILL REMAIN POSTED FOR AT LEAST TWENTY DAYS PRIOR TO THE MAKING OF THE APPLICATION.

NOTICE IS FURTHER GIVEN THAT CONSIDERATION AND HEARING OF SAID APPLICATION WILL BE MADE BY THE MEDINA COUNTY COMMISSIONERS COURT, AT A REGULAR MEETING THEREOF, TO BE HELD AT _____ A.M., ON THE _____ DAY OF _____, 20____, IN THE COMMISSIONERS COURTROOM LOCATED IN THE MEDINA COUNTY COURTHOUSE ANNEX, OR ON SUCH OTHER DATE AND TIME AS IS SUBSEQUENTLY DESIGNATED BY THE COURT. ALL INTERESTED PERSONS SHOULD BE PRESENT AT THAT TIME. A COPY OF THE FILE-STAMPED PETITION IS ATTACHED TO THIS NOTICE.

POSTED THIS _____ DAY OF _____, 20____.

SIGNATURE



ORDER No. _____

**AN ORDER OF MEDINA COUNTY, TEXAS REGARDING AN
APPLICATION TO CLOSE, ABANDON OR VACATE A COUNTY
ROAD IN PRECINCT ____ PURSUANT TO CHAPTER 251 OF THE
TEXAS TRANSPORTATION CODE**

On the _____ day of _____, 20____, after due notice and public hearing, as required by law, the Commissioners Court of Medina County, Texas, meeting in regular session, took up for consideration the Application to Close, Abandon or Vacate a Public Road filed by **APPLICANT NAME** on **APPLICATION DATE**.

WHEREAS, Texas Transportation Code § 251.016 authorizes commissioners courts to exercise general control over all roads, highways, and bridges in a county; and

WHEREAS, Texas Transportation Code § 251.051 authorizes a commissioners court, by unanimous vote, to close, abandon, or vacate a public road; and

WHEREAS, Texas Transportation Code § 251.052 authorizes a property owner within the precinct to petition commissioners court for a road change, and make application with the court at least twenty (20) days after posting written notice of their intent to apply at the courthouse door and at least two other places in the vicinity of the affected route; and

WHEREAS, pursuant to Texas Transportation Code § 251.058(b-1), the Commissioners Court notified any public utility or common carrier that has the right of eminent domain that is using the affected property for a right-of-way purpose of the application to close, abandon or vacate the public road or portion of the public road, and set this matter for public hearing at least thirty (30) days thereafter; and

WHEREAS, the Commissioners Court of Medina County, Texas, reviewed the application materials, and heard the applicant(s) and those wishing to publicly comment on the matter; and

WHEREAS, on the motion by the Commissioner for Pct. _____, and seconded by the Commissioner for Pct. _____, the Court enters the following vote; and **FINDS** as follows:

_____ Yays _____ Nays

[] **Contest** - A commissioners court may not close, abandon, or vacate a road over the objection of abutting landowners; or the portion of the road to be closed, abandoned or vacated provides the only ingress to or egress from another landowner's property. Tex. Transp. Code § 251.058(a).

[] **Unanimous Vote Required.** Tex. Transp. Code § 251.051(b).

[] The Court has considered the **interests of other property owners** whose property abuts the road at a point other than the portion of the road being closed to determine whether the closure may result in depreciation in value for those other property owners; or impair their right of ingress to or egress from their properties.

[] The Court has considered **interconnectivity** of state and county roads; **area growth**; and/or **access by emergency vehicles**.

[] **Other:** _____

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that this Application to Close, Abandon or Vacate a County Road is hereby:

[] **DENIED** with no further action by the Court.

[] **DENIED** for failure to make timely payment.

[] **GRANTED** subject to payment of recording fees and the market value of any property interest conveyed to an abutting landowner as follows and as described in Exhibit(s) A [through C] attached hereto and incorporated herein for all purposes:

Exhibit A: Applicant Name - \$

Exhibit B: Applicant Name - \$

Exhibit C: Applicant Name - \$

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that payment of market value must be made in the form of a cashier's check made payable to Medina County no later than _____ days after the date of the Commissioners Court's vote upon this matter. Upon receipt of full payment in good funds, the County Judge shall be authorized to verify the amount of the County Clerk's recording fee for entering this Order in the Medina County deed records, and upon payment by Applicant(s) of same, the County Judge shall be authorized to attach the appropriate Exhibit(s) and sign this Order for recording. If payment is not made within the required timeframe, this Order shall become null and void; and the County Judge shall be authorized to mark this Order **DENIED** for failure to make timely payment and sign this Order. In this event, Applicant(s) shall be required to restart the Application process by filing a new Petition, Notice of Intent, and Application.

{SIGNATURE PAGE FOLLOWS}

ENTERED this _____ day of _____ 20____, by the Commissioners Court
of Medina County, Texas

Keith Lutz, County Judge

Jessica Castiglione,
Commissioner Precinct 1

Larry Sittre,
Commissioner Precinct 2

David Lynch,
Commissioner Precinct 3

Danny Lawler,
Commissioner Precinct 4

ATTEST:

Gina Champion, County Clerk

Exhibit "A"

Date: _____, 20__

Grantor: Medina County, a political subdivision of the State of Texas

Grantor's Mailing Address:

Medina County
1300 Avenue M, Room 250
Hondo, Texas 78861
Medina County

Grantee:

Grantee's Mailing Address:

Consideration:

Cash and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

Property: [INSERT LEGAL DESCRIPTION]

Reservations from Conveyance:

None

Exceptions to Conveyance and Warranty: To the extent they validly exist:

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 _____, which Grantee assumes and agrees to pay. Pursuant to Texas Transportation Code §251.058(b) or its successor, title is expressly subject to the right-of-way or easement of any public utility or common carrier that has the right of eminent domain that is using the Property for a right-of-way or easement purpose and the continued use by the public utility or common carrier of utility infrastructure in existence on the date this Commissioners Court Order is signed.

Conveyance without Warranty

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance, grants, sells, and conveys to Grantee all of Grantor's right, title and interest in and to 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, without express or implied warranty. All warranties that might arise by common law as well as the warranties in section 5.023 of the Texas Property Code (or its successor) are excluded.

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

AS ORDERED BY THE MEDINA COUNTY COMMISSIONERS COURT ON _____,
20__ . PURSUANT TO TEXAS TRANSPORTATION CODE §251.058(b), THIS ORDER
SERVES AS THE OFFICIAL INSTRUMENT OF CONVEYANCE FROM THE COUNTY TO
THE OWNER OF THE ABUTTING PROPERTY.

Exhibit “B”



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 16.

Meeting Date: 12/01/2025
Item Title: Maintenance Proposal - HVAC
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve a comprehensive annual maintenance proposal from Lonestar Comfort Services for the following locations:

- Extension Service Office; 1506 Ave M, Hondo
- Extension Service Training Building; 1508 Ave. M, Hondo

Recommendation/Action Requested and Justification

Attachments

Proposal- Lonestar Comfort 1506 Ave M
Proposal- Lonestar Comfort 1508 Ave M

Thank you
Keith Lawrence
Lonestar Comfort Services

Thank you
Keith Lawrence
Lonestar Comfort Services



**MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET**

Agenda Item 17.

Meeting Date: 12/01/2025
Item Title: Asset Disposal
Submitted By:

Summary of Request/Problem

Discuss and take possible action to declare items from the following office as surplus and/or salvage and authorize disposal: (Auditor)

- Auditor (salvage): Microsoft Surface Pro, Surface charge, Surface keyboard

Recommendation/Action Requested and Justification

Attachments

Asset Disposal Form - Auditor

ASSET DISPOSAL FORM

[illegible]

Date Inventoried: _____

SUBCHAPTER D. DISPOSITION OF SALVAGE OR SURPLUS PROPERTY

Sec. 263.151. DEFINITIONS. In this subchapter:

- (1) "Salvage property" means personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.
- (2) "Surplus property" means personal property that:
- (A) is not salvage property or items routinely discarded as waste;
 - (B) is not currently needed by its owner;
 - (C) is not required for the owner's foreseeable needs; and
 - (D) possesses some usefulness for the purpose for which it was intended.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 61(b), eff. Aug. 28, 1989.

Sec. 263.152. DISPOSITION. (a) The commissioners court of a county may:

- (1) periodically sell the county's surplus or salvage property by competitive bid or auction, except that competitive bidding or an auction is not necessary if the purchaser is another county or a political subdivision within the county that is selling the surplus or salvage property;
- (2) offer the property as a trade-in for new property of the same general type if the commissioners court considers that action to be in the best interests of the county;
- (3) order any of the property to be destroyed or otherwise disposed of as worthless if the commissioners court undertakes to sell that property under Subdivision (1) and is unable to do so because no bids are made;
- (4) dispose of the property by donating it to a civic or charitable organization located in the county if the commissioners court determines that:
- (A) undertaking to sell the property under Subdivision (1) would likely result in no bids or a bid price that is less than the county's expenses required for the bid process;
- (B) the donation serves a public purpose; and
- (C) the organization will provide the county with adequate consideration, such as relieving the county of transportation or disposal expenses related to the property;
- (5) transfer gambling equipment in the possession of the county following its forfeiture to the state to the Texas Facilities Commission for sale under Section 2175.904, Government Code; or
- (6) order any vehicle retired under a program designed to encourage the use of low-emission vehicles to be crushed and recycled, if practicable, without a competitive bid or auction.
- (a-1) The commissioners court shall remit money received from the Texas Facilities Commission from the sale of gambling equipment under Section 2175.904(c), Government Code, less administrative expenses incurred by the county in connection with the transfer and sale of the equipment, to the local law enforcement agency that originally seized the equipment.
- (b) If the property is earth-moving, material-handling, road maintenance, or construction equipment, the commissioners court may exercise a repurchase option in a contract in disposing of property under Subsection (a)(1) or (a)(2). The repurchase price of equipment contained in a previously accepted purchase contract is considered a bid under Subsection (a)(1) or (a)(2).
- (c) Disposal under Subsection (a)(3) may be accomplished through a recycling program under which the property is collected, separated, or processed and returned to use in the form of raw materials in the production of new products.

DISPOSALS – COUNTY AUDITOR

