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 **Friday, October 2, 2026 at 9:00 AM** in the Commissioners Courtroom, 1300 Avenue M, Hondo, Texas. You may visit our website at www.medinatx.gov for agenda postings.

1. Meeting called to order

   Prayer

   Pledge of Allegiance

2. Visitors / Public Comment

3. Discuss and take possible action to approve the September 8, 2026 and September 21, 2026 Commissioners Court Meeting minutes (County Clerk)

4. Discuss and take possible action to enter an Order approving the Legacy Hills Public Improvement District preliminary amended service and assessment plan, including an amended assessment roll; authorizing distribution of the preliminary limited offering memorandum for the Medina County, Texas Special Assessment Revenue Bonds, Series 2026 (Legacy Hills Public Improvement District Improvement Area #1A Project); and ordering certain matters in connection therewith (McCall, Parkhurst & Horton)

5. Discuss and take possible action to approve a final plat establishing Medina Valley Ranch Subdivision, Phase 1, located in Precinct 2 on County Road 366 (BGE,Inc)

6. Discuss and take possible action to approve a plat to vacate and re-plat lot 12 of Medina Lake Ranchettes Subdivision, located in Precinct 1 on County Road 270 (Howard Surveying)

7. Discuss and take possible action to approve a plat to vacate and re-plat Lot 2 of Upper Melton Tract Subdivision, located in Precinct 2 on County Road 5717 (Rothe & Assoc.)

8. Discuss and take possible action to approve a plat to vacate and re-plat Lot 4-A of the San Antonio Trust Subdivision, located in Precinct 3 on County Road 5719 (Howard Surveying)

9. Discuss and take possible action to determine whether the proposed revision (vacate/replat) of Lots 17A & 17B of Quail Valley Subdivision affects a public interest or public property of any type and authorize the appropriate notice requirements; Located in Preinct 1 on County Road 4614 (Rothe & Assoc.)

10. Discuss and take possible action to determine whether the proposed revision (vacate/replat) of Lots 20 and 21 of Windmill Ranch Subdivision affects a public interest or public property of any type and authorize the appropriate notice requirements; Located in Precinct 3 on County Road 434 (Rothe & Assoc.)

11. Discuss and take possible action regarding a request for an extension of time to relocate a private fence currently encroaching the right of way (ROW) of County Road 672 W, located in Precinct 3

12. Discuss and take possible action to approve an updated list of Presiding Judges and Alternate Judges submitted by the Democratic Party on July 27, 2026, to add one additional presiding judge or alternate judge (Elections Administrator)

13. Discuss and take possible action to approve a contract with Hill Country Dispute Resolution Center, Inc (HCDRC) for mediation services for Medina County Court at Law

14. Discuss and take possible action to approve a Texas Departement of Agriculture Texans Feeding Texans Grant Program Resolution authorizing a County grant and establishing eligibility for the 2027 Home-Delivered Meal Grant for the Medina Senior Center, Inc

15. Discuss and take possible action to accept and award Proposal(s) (RFP) for grant research, application, and administrative services

16. Discuss and take possible action to accept and award sealed bids received for the purchase of County Precinct materials to include crushed base material, patching materials (coated aggregate & asphaltic), and paving rock (uncoated & pre-coated material) (Auditor)

17. Discuss and take possible action to approve the 2027 Texas Association of Counties Health and Employee Benefits Pool Plan Year 2027 renewal (HR Director)

18. Discuss and take posssible action to approve updates to the Medina County Personnel Policy (HR Director)

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

20. Discuss and take possible action to approve a Resolution authorizing participation in the Connect Investment Trust d/b/a Texas Connect as an additional investment pool to invest Medina County funds (Treasurer)

21. Discuss and take possible action to approve the Fiscal Year 2026/2027 Medina County Investment Policy and appoint the Investment Advisory Committee Members (Treasurer)

22. Discuss and take possible action to approve the purchase of two (2) 2026 Chevrolet Silverado PPV vehicles with equipment and upfitting for the Medina County Sheriff's Office from Parkway Fleet Services, through BuyBoard Contract No. 724-23, in the amount of $64,113.15 each, for a total amount of $128,226.30, and ratify the purchase orders issued (Sheriff)

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

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

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

26. Discuss and take possible action to enter an Order for use of a General Fund instead of a Salary Fund pursuant to Local Government Code §154.007(a)

27. Discuss and take possible action to enter an Order to waive the requirement of the County Judge's approval of requisitions pursuant to Local Government Code §113.901(c)

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

- Precinct 1 - salvage: Dell latitude laptop

29. Court Members Announcements

30. 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, Court Coordinator for 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 September 28, 2026, 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 3.

Meeting Date:	10/02/2026
Item Title:	Minutes Approval
Submitted By:	Gina Champion, County Clerk

Summary of Request/Problem

Discuss and take possible action to approve the September 8, 2026 and September 21, 2026 Commissioners Court Meeting minutes (County Clerk)

Recommendation/Action Requested and Justification

Attachments

09-08-26 Minutes
09-21-26 Minutes

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
September 8, 2026
9:00 AM

1. Meeting called to order at 9 a.m.

Present: County Judge Keith Lutz; Commissioner Jessica Castiglione; Commissioner Larry Sittre; Commissioner David Lynch; Commissioner Daniel Lawler

Staff Present: Gina Champion, Medina County Clerk; Jaylen Parra, Deputy Clerk; Jennifer Adlong, Administrative Assistant; Katelyn Whitley, Administrative Assistant; Debra Graff, Treasurer; Rubi Gaucin, Auditor; Nathaniel Ramos, HR; Jeanie Longeria, Elections Administrator; Maggie Swyers, Assistant Criminal District Attorney

Prayer

Pledge of Allegiance

2. Visitors / Public Comment

3. Discuss and take possible action to approve the August 24, 2026, Commissioners Court Meeting minutes (County Clerk)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve tabling item #3.

Vote: 4 - 0 Motion Carried

4. Discuss and take possible action to proclaim September 2026 as Suicide Prevention Month (Hill Country MHDD)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve proclaiming September 2026 as Suicide Prevention Month. (See attached)

Vote: 4 - 0 Motion Carried

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

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to approve entering an Order Instituting a Countywide Burn Ban on September 8, 2026, at 11:59 a.m.

Vote: 4 - 0 Motion Carried

6. Discuss and take possible action to authorize submission the Texas Commission on Environmental Quality (TCEQ) Local Emergency Planning Committee (LEPC) Grant Program Application 2026-

2027; authorize the County Judge to execute appropriate documents regarding the grant application; and accept the grant, if awarded (Emergency Management Coordinator)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to authorize submission to the Texas Commission on Environmental Quality (TCEQ) Local Emergency Planning Committee (LEPC) Grant Program Application 2026-2027; authorize the County Judge to execute appropriate documents regarding the grant application; and accept the grant, if awarded. (See attached)

Vote: 4 - 0 Motion Carried

7. Discuss and take possible action to approve an Order authorizing the Medina County Criminal District Attorney to appoint reserve investigators pursuant to Texas Government Code Section 41.102, establishing a numerical cap on such appointments, and outlining related conditions

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve an Order authorizing the Medina County Criminal District Attorney to appoint reserve investigators pursuant to Texas Government Code Section 41.102, establishing a numerical cap on such appointments, and outlining related conditions. (See attached)

Vote: 4 - 0 Motion Carried

8. Discuss and take possible action to approve an Agreement to Terminate the Chapter 381 Agreement dated July 13, 2021, between Microsoft Corporation and Medina County, Texas

Debra Roach -
I reviewed the county's publicly available records concerning that agreement. The 2021 agreement concerns approximately 2,006 acres, the development near Potranco Road. Since then, Microsoft's footprint has expanded to approximately 1,450 acres, with multiple data center projects on FM 1957, FM 471, and US 90. The publicly available economic development records identify one Microsoft agreement. That is now before you to terminate. What concerns me is transparency. This agreement was intended to extend through 2038 and contains significant construction investment, property value, and employment requirements in exchange for substantial county tax incentives. I've been unable to locate the proposed termination agreement in public records. I understand that economic development negotiations may sometimes occur outside an open meeting, but when a resulting agreement comes before Commissioners Court for a public vote, the public should have enough information to understand the action being taken. The tremendous expansion of Microsoft's development since 2021 raises an additional and very reasonable question. Is the county terminating this older agreement in anticipation of a new or replaced agreement encompassing Microsoft's substantially larger footprint? Before voting, I ask the Court to explain why Medina County or Microsoft is terminating the agreement. Is Microsoft presently in compliance? Is the termination related to Microsoft's expanded property holdings, additional data center projects, a change in development schedule, a change in governmental jurisdiction, or utility service? Is any new, amended, replaced, or successor Chapter 381 agreement with Microsoft being discussed or contemplated? If so, will it encompass additional Microsoft property or projects? I respectfully ask that the termination agreement itself be made available to the public.

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve an Agreement to Terminate the Chapter 381 Agreement dated July 13, 2021, between Microsoft Corporation and Medina County, Texas. (See attached)

Vote: 4 - 0 Motion Carried

9. Discuss and take possible action to release maintenance bonds and accept county roads for the following units in Hunters Ranch Subdivision, located in Precinct 2:

- Bond No. GM206297 - Unit 14B
- Bond No. GM206296 - Unit 15B

- Bond No. GM20699 - Unit 15C

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to release maintenance bonds and accept county roads for the following units in Hunters Ranch Subdivision, located in Precinct 2: Bond No. GM206297 - Unit 14B, Bond No. GM206296 - Unit 15B, and Bond No. GM20699 - Unit 15C. (See attached)

Vote: 4 - 0 Motion Carried

10. Discuss and take possible action to acknowledge Orders setting salaries for the County Auditor, Assistant County Auditors and Official Court Reporter for FY 2026/2027

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to acknowledge Orders setting salaries for the County Auditor, Assistant County Auditors and Official Court Reporter for FY 2026/2027. (See attached)

Vote: 4 - 0 Motion Carried

11. Discuss and take possible action to approve the following policies for Fiscal Year 2026/2027:

    - Policy for Assignment and Use of County-Owned Vehicles: Constable's Offices
    - Medina County Employee Incentive Policy

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve the following policies for Fiscal Year 2026/2027: Policy for Assignment and Use of County-Owned Vehicles: Constable's Offices and Medina County Employee Incentive Policy. (See attached)

Vote: 4 - 0 Motion Carried

12. Public Hearing: to allow Public Comment regarding the Proposed Medina County Fiscal Year 2026/2027 Budget

Texas Government Code 551.043 (HB1522), Tax Payer Impact Statement Notice:

Fiscal Year (Tax Year)	Median-Valued Homestead	Tax Rate Per $100 of Value	Estimated Property Tax Bill
FY 2025-2026 (TY 2025)	$249,160	Adopted 2025 Tax Rate: $0.4434	$1,104.78
FY 2026-2027 (TY 2026)	$255,995	2026 No New Revenue Tax Rate: $0.4306	$1,103.31
FY 2026-2027 (TY 2026)	$255,995	Proposed 2026 tax rate based on the proposed budget for 2026-27; $0.4434	$1,135.08

Judge Lutz opened the public hearing at 9:39 a.m.

Debra Roach —
In the budget, here is a line item: 68, Data Center — $5,117,000.
I was curious about the source and intended use of the approximately $5.1 million in the data centers fund. What are the agreements governing its use? Is property tax revenue increasing? What portion of the new data center taxable value is reaching the county tax base? On Agenda 16, it says the Medina County tax rate states .434, which is a 2.97 percent increase in the tax rate. I am curious: Could there be more relief or property taxes for residents of Medina County? Will the Medina County Tax Assessment Office be raising the taxable values of properties in Medina County?

County Judge Keith Lutz —
The first question, I actually alluded to that in my other agenda item. That is the 5 million dollars we received from Cyrus One roughly 45 days after we signed that agreement with them. We actually asked them for that

money to help with the roads, repairs and stuff out on County Road 4516, especially once the Data Center is completed.

Judge Lutz closed the public hearing at 10:05 a.m.

13. Discuss and take possible action to adopt the Medina County Fiscal Year 2026/2027 Budget

Texas Government Code 551.043 (HB1522), Tax Payer Impact Statement Notice:

Fiscal Year (Tax Year)	Median Valued Homestead	Tax Rate Per $100 of Value	Estimated Property Tax Bill
FY 2025-2026 (TY 2025)	$249,160	Adopted 2025 Tax Rate: $0.4434	$1,104.78
FY 2026-2027 (TY 2026)	$255,995	2026 No New Revenue Tax Rate: $0.4306	$1,102.31
FY 2026-2027 (TY 2026)	$255,995	Proposed 2026 tax rate based on the proposed budget for 2026-27: $0.4434	$1,135.08

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve adopting the Medina County Fiscal Year 2026/2027 Budget. (See attached)

Vote: 4 - 0 Motion Carried

14. Public Hearing: to receive public comment regarding the proposed 2026 Medina County Tax Rate of $0.4434 per $100 valuation

Judge Lutz opened the public hearing at 10:12 a.m.

Debra Roach —
Capital Outline, they have doubled in the budget. It's $15.84 million compared to 2025/2026, which was $8.19 million. My question about relief to property tax owners who are having the same issues as the county is experiencing: increased healthcare costs, increased insurance costs, and the wages are not keeping up overall. I actually have no problem with increased wages; a living wage is very important, so that we can pay for property tax. But again, I just want to point this out, my petition on that, and whether the assessments in the county, what that office is going to do, whether if they're going to consider all these properties as more highly assessed when, in reality, there is a lot of stress on the real estate market.

Judge Lutz —
We have zero control over what the Appraisal Office is going to do. Obviously, that's under the state. They're flat, and they're actually a little off based off just last year's evaluations, which dropped $35 million. They didn't go up last year. Just reading the tea leaves here, it says no, we're kind of flatter, maybe going the other way a little bit. What I would say to that is why it is so important to this court what we're doing. We're not going to put ourselves in a position to be Bexar County or San Antonio, where they're naming billions and billions of dollars. We're trying to be super conservative. Data centers are still a year or two years from being complete, to where we start to see those values and any others in the county. We're still talking 5 to 8 years total, probably, to get all the ones being built in the county to where they are all contributing the funds. We didn't talk about the population growth in our county — 12 to 15 thousand platted lots, 45 thousand people. They're going to be coming to the county with all of those things required: more roads, infrastructure. There's all kinds of infrastructure. There's a wave of infrastructure in this county that is going to have to be paid for. We are going to have more people helping to pay for all of the pieces. Do I think that there's tax relief coming in the way of being able to drop this rate in the distant future? Yes, I do.

Judge Lutz closed the public hearing at 10:21 a.m.

15. Public Hearing: to receive public comment regarding the proposed 2026 Medina County Precinct 2 Special Road Tax Rate of $0.0364 per $100 valuation

Judge Lutz opened the public hearing at 10:22 a.m.

Commissioner Larry Sittre —
This started probably 2008–2010. I was just in office. I've been in a construction business my whole entire life. That's the only thing I've ever done. The rate, it was not going to get anything done. I was not going to sit in office and get nothing done. I went out, I gathered up about 5 people. Legally, by law, the commissioner or the commissioners court can go out and lobby these people. So I had the area of people coming out. We had to get like 50 signatures; we got over 250. That was for a nickel. Um, that nickel is $15 for every $100,000. It passed 46 to 56 to 44%. And in that time, we were able to pay for 87 miles of road in about 9 years. Totally, that was gravel road. We put it back into pavement. Right now, what we did after that, we started ripping up all roads and redoing all those roads. Right now, we have a lot of new roads coming into Medina County. We have the loop around Castroville. We have some other major roads. We are in the MPO out of San Antonio, and that's a bucket of money of about $6 billion to $8 billion. Jessica and the Judge are on that panel. These new roads from extending from Bexar County to Highway 173, which is our boundary right now. Right now, our tax rate is $0.36. What we're going to have to do with that, we can leverage some of that money because we have to have a 20% match. If we get $10 million, we've got to put up $2 million. Just to give you an answer on Quihi Road, we do have an estimate on that thing about a year and a half ago. So it's probably not going to stand today of about $22 million from the top of the hill in Castroville to downtown Quihi. We heard that was about $22 million, and that's bridges and all. So, just to do that one project, we're going to have to cough up about $4.5 million. Bippert Lane comes from the high schools to Highway 90. I just got a section of that thing. That thing is running out about $1.5 million, and that's just the last 500 feet of Bippert Lane towards the split on Highway 90. I still got to do the south, and that needs a bridge for about a half of them. All that stays 18 inches on the water during the flood. This is where this $0.36 is going to come in.

Judge Lutz closed the public hearing at 10:43 a.m.

16. Discuss and take possible action to adopt a Medina County property tax rate of $0.4434, which is effectively a 2.97 percent increase in the tax rate

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve the property tax rate be increased by the adoption of a tax rate of 0.4434, which is effectively a 2.97 percent increase in the tax rate. (See attached)

Vote: 4 - 0 Motion Carried

17. Discuss and take possible action to adopt a tax rate of $0.0364 cents for the 2026 Medina County Pct. #2 Special Road Tax Rate

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to approve the property tax rate be increased by the adoption of a tax rate of $0.0364, which is effectively a 4.30 percent increase in the tax rate. (See attached)

Vote: 4 - 0 Motion Carried

18. 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 Jessica Castiglione to approve the personnel action forms submitted by County HR Director Nathaniel Ramos. (See attached)

Vote: 4 - 0 Motion Carried

19. Discuss and take possible action to approve a Health Addendum to the Service Agreement with Catapult Health approved April 7, 2025, to establish September 28, 2026 as the date for onsite preventative health checkups for County employees (HR Director)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve a Health Addendum to the Service Agreement with Catapult Health approved April 7, 2025, to establish September 28, 2026 as the date for onsite preventative health checkups for County employees. (See attached)

Vote: 4 - 0 Motion Carried

20. Discuss and take possible action to authorize a wage deduction, including the Wage Deduction Authorization Agreement, for employees who sign up to participate in the Catapult Health onsite wellness clinic but fail to keep their scheduled appointments or virtual follow-up visits (HR Director)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve authorizing a wage deduction, including the Wage Deduction Authorization Agreement, for employees who sign up to participate in the Catapult Health onsite wellness clinic but fail to keep their scheduled appointments or virtual follow-up visits. (See attached)

Vote: 4 - 0 Motion Carried

21. Discuss and take possible action to approve an H-E-B Pharmacy Agreement to administer immunizations for Medina County employees (HR Director)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve an H-E-B Pharmacy Agreement to administer immunizations for Medina County employees on Monday, September 21, 2026, from 11:00 a.m. to 1:00 p.m.

Vote: 4 - 0 Motion Carried

22. Discuss and take possible action to accept a donation to the Medina County Employee Wellness October 17, 2026, picnic from Primo Processing in the amount of $500.00 (HR Director)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner Jessica Castiglione to approve acceptance of a $500.00 hamburger meat donation from Primo Processing for the Medina County Employee Wellness Picnic on October 15, 2026. (See attached)

Vote: 4 - 0 Motion Carried

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

After review, a motion was made by Commissioner David Lynch, second by Commissioner Larry Sittre to approve the line item transfer for the County Clerk's Office submitted by County Auditor Rubi Gaucin. (See attached)

Vote: 4 - 0 Motion Carried

24. County Auditor monthly report

No action was taken.

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

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the accounts payable excepting Fund 051 — District Attorney Forfeiture on page 10. (See attached)

Vote: 4 - 0 Motion Carried

26. 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 Daniel Lawler, second by Commissioner Jessica Castiglione to approve disbursement of funds since the last Commissioners Court Meeting for fuel, utilities, and dental as submitted by County Treasurer Debra Graff. (See attached)

Vote: 4 - 0 Motion Carried

27. Discuss and take possbile action to approve County Treasurer's monthly report

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Daniel Lawler to approve the County Treasurer's monthly report submitted by County Treasurer Debra Graff. (See attached)

Vote: 4 - 0 Motion Carried

28. Discuss and take possible action to accept the Annual Financial Report for the Year Ended September 30, 2025, from Medina County ESD No. 4

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve the acceptance of the Annual Financial Report for the Year Ended September 30, 2025, from Medina County ESD No. 4. (See attached)

Vote: 4 - 0 Motion Carried

29. Discuss and take possible action to approve the 2027 fees to be charged for services by the offices of the Sheriff and Constables

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve the 2027 fees to be charged for services by the offices of the Sheriff and Constables. (See attached)

Vote: 4 - 0 Motion Carried

30. Discuss and take possible action to approve a Renewal Amendment and Order Form with Fifth Asset, Inc. (DebtBook) for an additional year (Auditor)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve a Renewal Amendment and Order Form with Fifth Asset, Inc. (DebtBook) for an additional year. (See attached)

Vote: 4 - 0 Motion Carried

31. Discuss and take possible action to appoint Scott Yanta as Medina County's Representative to the South Central Water Advisory Committee

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve the appointment of Scott Yanta as Medina County’s representative to the South Central Water Advisory Committee.

Vote: 4 - 0 Motion Carried

32. Discuss and take possible action to advertise a public notice for sealed bids for precinct materials (Auditor)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve advertising a public notice for sealed bids for precinct materials. (See attached)

Vote: 4 - 0 Motion Carried

33. Discuss and take possible action to advertise a public notice for Request for Proposals (RFP) for grant research, application, and administrative services (Auditor)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve advertising a public notice for Request for Proposals (RFP) for grant research, application, and administrative services. (See attached)

Vote: 4 - 0 Motion Carried

34. Court Members Announcements

35. Adjourn

A motion was made by Commissioner Larry Sittre and second by Commissioner Daniel Lawler to adjourn at 11:36 a.m.
Vote: 4 - 0 Motion carried

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: _____

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
September 21, 2026
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 Present: Gina Champion, Medina County Clerk; Jaylen Parra, Deputy Clerk; Jennifer Adlong, Administrative Assistant; Katelyn Whitley, Administrative Assistant; Debra Graff, Treasurer; Rubi Gaucin, Auditor; Nathaniel Ramos, HR; Jeanie Longeria, Elections Administrator; Maggie Swyers, Assistant Criminal District Attorney

Prayer

Pledge of Allegiance

2. Visitors / Public Comment

3. Discuss and take possible action to approve the August 24, 2026, and September 8, 2026, Commissioners Court Meeting minutes (County Clerk)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve the August 24, 2026, Commissioner Court Meetings Minutes submitted by County Clerk Gina Champion. (See attached)

Vote: 4 - 0 Motion Carried

4. Presentation by Medina County Extension Office Agents Taryn Titsworth, Casey McPherson & 4-H Program Assistant Silia Lopez of the Texas AgriLife Extension District Friends of 4-H awards, Star Awards and State Roundup participants

5. Presentation by Texas AgriLife Medina County Youth Health Ambassadors on Suicide Awareness

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

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the accounts payable, including the add-ons with the correction on page 2 to move $226.60 from 407 to 401 as submitted by County Treasurer Debra Graff. (See attached)

Vote: 4 - 0 Motion Carried

7. 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 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. (See attached)

Vote: 4 - 0 Motion Carried

8. Discuss and take possible action to approve a Resolution authorizing participation in the Connect Investment Trust d/b/a Texas Connect as an additional investment pool to invest Medina County funds (Treasurer)

A motion to table Item #8 was made by Commissioner Larry Sittre and second by Commissioner Daniel Lawler.

9. Discuss and take possible action to approve the following policies for Fiscal Year 2026/2027:

- Medina County Financial Policy (Auditor)
- Medina County Personnel Policy (HR Director)
- Medina County Investment Policy (Treasurer)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve Medina County Financial Policy for the Fiscal Year 2026/2027 submitted by County Auditor Rubi Gaucin. (See attached)

Vote: 4 - 0 Motion Carried

10. Discuss and take possible action to determine whether the proposed revision (vacate/replat) of Lot 14 of Santleben Stagecoach Hills Subdivision affects a public interest or public property of any type and authorize the appropriate notice requirements; Located in Precinct 2 on County Road 4801 (Howard Surveying)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve the proposed revision (vacate/replat) of Lot 14 of Santleben Stagecoach Hills Subdivision, located in Precinct 2 on County Road 4801, does not affect any public interest or public property and authorize staff to proceed with the appropriate notice requirements. (See attached)

Vote: 4 - 0 Motion Carried

11. Discuss and take possible action to approve an application to amend the recorded plat of Redbird Ranch Phase 2, Unit 3M-5 to correct a clerical error in the total acreage stated in the legal description; Located in Precinct 1 on County Road 381 & Potranco Road (Pape-Dawson)

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner David Lynch to approve an application to amend the recorded plat of Redbird Ranch Phase 2, Unit 3M-5 to correct a clerical error in the total acreage stated in the legal description; Located in Precinct 1 on County Road 381 & Potranco Road. (See attached)

Vote: 4 - 0 Motion Carried

12. Discuss and take possible action to approve a plat to vacate and re-plat Lot 2 of Upper Melton Tract Subdivision, located in Precinct 2 on County Road 5717 (Rothe & Assoc.)

A motion to table Item #12 was made by Commissioner Larry Sittre and second by Commissioner Daniel Lawler. (See attached)

13. Discuss and take possible action to accept and award the sealed materials bid received for the Texas Department of Agriculture Community Development Block Grant CDV23-0125 for East Medina

Special Utility District public water system improvements

Debra Roach -
First, where is the project? Could you identify the roads or communities served by the original and extended portions, and explain what the extension is intended to accomplish? Will it serve existing customers, provide service to additional properties, or both? Second, what is the total project cost and the County's financial responsibility? The engineer recommends a $243,486.66 materials purchase and specifically refers to the County's ability to fund potential cost overruns. Does that refer only to overruns on the materials contract, or could the County also be responsible for installation and other project costs? What is the approved grant amount, what funds has the County committed, and is there an agreement requiring East Medina Special Utility District to pay or reimburse any costs beyond the grant? Third, what is the County's role? The project benefits East Medina Special Utility District, yet Medina County is being asked to award the materials bid. Could you explain the arrangement under which the County is administering this project, who will install the lines, and who will own and maintain them when the work is being complete?

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve the acceptance and award of the sealed materials bid to Consolidated Pipe & Supply Company, Inc. for the Texas Department of Agriculture Community Development Block Grant (CDBG) CDV23-0125 for East Medina Special Utility District public water system improvements. (See attached)

Vote: 4 - 0 Motion Carried

14. Discuss and take possible action to approve a Prefunding and Reimbursement Agreement with Rowan Lytle, LLC to reimburse Medina County for the cost of preliminary engineering services to be performed by Union Pacific Railroad Company in conjunction with improvements to be made by Rowan in the vicinity of Union Pacific's railroad track, right of way, and operations

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve a Prefunding and Reimbursement Agreement with Rowan Lytle, LLC to reimburse Medina County for the cost of preliminary engineering services to be performed by Union Pacific Railroad Company in conjunction with improvements to be made by Rowan in the vicinity of Union Pacific's railroad track, right of way, and operations. (See attached)

Vote: 4 - 0 Motion Carried

15. Discuss and take possible action to approve a Reimbursement Agreement with Union Pacific Railroad Company for preliminary engineering services related to improvements to be made by Rowan Lytle, LLC in the vicinity of Union Pacific's railroad track, right of way, and operations

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve a Reimbursement Agreement with Union Pacific Railroad Company for preliminary engineering services related to improvements to be made by Rowan Lytle, LLC in the vicinity of Union Pacific's railroad track, right of way, and operations. (See attached)

Vote: 4 - 0 Motion Carried

16. Discuss and take possible action to approve a Memorandum of Understanding (MOU) with the Alamo Area Council of Governments (AACOG) authorizing Medina County's participation in the Alamo Area Radio Interoperability Network (AARIN)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner Jessica Castiglione to approve a Memorandum of Understanding (MOU) with the Alamo Area Council of Governments (AACOG) authorizing Medina County's participation in the Alamo Area Radio Interoperability Network (AARIN). (See attached)

Vote: 4 - 0 Motion Carried

17. Discuss and take possible action to approve a Cooperative Sharing Agreement with the Alamo Area Council of Governments (AACOG) for enhancing Medina County radio interoperability through AACOG's partnership with the Texas Department of Transportation (TxDOT) for buildout of the AARIN radio network

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve a Cooperative Sharing Agreement with the Alamo Area Council of Governments (AACOG) for enhancing Medina County radio interoperability through AACOG's partnership with the Texas Department of Transportation (TxDOT) for buildout of the AARIN radio network. (See attached)

Vote: 4 - 0 Motion Carried

18. Discuss and take possible action to approve an information technology (IT) managed services agreement with Horizon Telephone Systems, Inc., doing business as HTS Voice & Data Systems (Auditor)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve an information technology (IT) managed services agreement with Horizon Telephone Systems, Inc., doing business as HTS Voice & Data Systems. (See attached)

Vote: 4 - 0 Motion Carried

19. Discuss and take possible action to approve a one-year maintenance agreement with Mentalix for hardware and software used at the Medina County Jail (Sheriff)

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner Larry Sittre to approve a one-year maintenance agreement with Mentalix for hardware and software used at the Medina County Jail. (See attached)

Vote: 4 - 0 Motion Carried

20. Discuss and take possible action to approve the Medina County 911 Emergency Communications District FY 2026/2027 Budget

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve the Medina County 911 Emergency Communications District FY 2026/2027 Budget. (See attached)

Vote: 4 - 0 Motion Carried

21. Discuss and take possible action to approve a 2026-2027 model Interlocal Agreement for execution with other counties seeking to place inmates at the Medina County jail and said model Interlocal Agreement with the Medina County fiscal year to expire on September 30, 2027

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve a 2026-2027 model Interlocal Agreement for execution with other counties seeking to place inmates at the Medina County jail and said model Interlocal Agreement with the Medina County fiscal year to expire on September 30, 2027. (See attached)

Vote: 4 - 0 Motion Carried

22. Discuss and take possible action to pre-authorize the Medina County Judge to execute the 2026-2027 model Interlocal Agreement with counties seeking prompt placement of inmates at the Medina County jail so long as the model template is unaltered save and except the addition of county-specific contact information. Model Interlocal Agreements for use of the Medina County jail shall be reviewed, updated, and presented annually for Commissioners' Court approval in conjunction with the County's budget cycle

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

to preauthorize the Medina County Judge to execute the 2026-2027 model Interlocal Agreement with counties seeking prompt placement of inmates at the Medina County jail so long as the model template is unaltered save and except the addition of county-specific contact information. Model Interlocal Agreements for use of the Medina County jail shall be reviewed, updated, and presented annually for Commissioners' Court approval in conjunction with the County's budget cycle. (See attached)

Vote: 4 - 0 Motion Carried

23. Discuss and take possible action to approve an Interlocal Cooperation Agreement with Medina County 911 Emergency Communications District for 9-1-1 communications services provided to the unincorporated areas of Medina County

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner Larry Sittre to approve an Interlocal Cooperation Agreement with Medina County 911 Emergency Communications District for 9-1-1 communications services provided to the unincorporated areas of Medina County. (See attached)

Vote: 4 - 0 Motion Carried

24. Discuss and take possible action to approve an Interlocal Cooperation Contract between the Texas Department of Public Safety and Medina County for the submission of conviction information through the Texas Conviction Reporting (TXCR) system, and authorize the County Judge to execute the agreement (Auditor)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Larry Sittre to approve an Interlocal Cooperation Contract between the Texas Department of Public Safety and Medina County for the submission of conviction information through the Texas Conviction Reporting (TXCR) system, and authorize the County Judge to execute the agreement. (See attached)

Vote: 4 - 0 Motion Carried

25. Discuss and take possible action to approve Department Of State Health Services Health Emergency Preparedness and Response Grant Contract No. HHS001312600001 Amendment No. 2 for the Health Unit

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Daniel Lawler to approve the Department of State Health Services Health Emergency Preparedness and Response Grant Contract No. HHS001312600001 Amendment No. 2 for the Health Unit. (See attached)

Vote: 4 - 0 Motion Carried

26. Discuss and take possible action to authorize the County Judge to submit an application and execute all documents for the Texas Comptroller's Rural Ambulance Service Grant Program (House Bill 3000) on behalf of Medina County Emergency Service District No. 1, and accept the grant if awarded

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to authorize the County Judge to submit an application and execute all documents for the Texas Comptroller's Rural Ambulance Service Grant Program (House Bill 3000) on behalf of Medina County Emergency Service District No. 1, and accept the grant if awarded. (See attached)

Vote: 4 - 0 Motion Carried

27. Discuss and take possible action to approve an Interlocal Agreement for the Hill Country Regional Public Defender's Office (HCRPDO) between the Counties of Bandera, Gillespie, Kendall, Kerr, and Medina for Fiscal Year 2026-2027

After review, a motion was made by Commissioner Jessica Castiglione, second by Commissioner Larry Sittre to approve an Interlocal Agreement for the Hill Country Regional Public Defender's Office (HCRPDO) between the Counties of Bandera, Gillespie, Kendall, Kerr, and Medina for Fiscal Year 2026-2027. (See attached)

Vote: 4 - 0 Motion Carried

28. Discuss and take possible action to approve an acknowledgment form for Medina County Employees who are in a Grant/Supplement funded position (HR Director)

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve an acknowledgment form for Medina County Employees who are in a Grant/Supplement funded position submitted by County HR Director Nathaniel Ramos. (See attached)

Vote: 4 - 0 Motion Carried

29. 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 submitted by County HR Director Nathaniel Ramos. (See attached)

Vote: 4 - 0 Motion Carried

30. Discuss and take possible action to approve the Medina County 2027 Holiday and Payroll Schedules (HR Director)

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner David Lynch to approve the Medina County 2027 Holiday and Payroll Schedules submitted by County HR Director Nathaniel Ramos. (See attached)

Vote: 4 - 0 Motion Carried

31. Discuss and take possible action to designate regular Commissioners Court Meeting Dates for FY 2026/2027

After review, a motion was made by Commissioner Daniel Lawler, second by Commissioner David Lynch to approve Exhibit A, Commissioners Court Meeting Dates for FY 2026/2027, including October 5, 2026, May 31, 2027, and September 6, 2027, as alternate dates on the substitute calendar. (See attached)

Vote: 4 - 0 Motion Carried

32. Discuss and take possible action to designate a Commissioner to chair meetings in the County Judge's absence for Fiscal Year 2026/2027

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Jessica Castiglione to approve designating Commissioner David Lynch to chair meetings in the County Judge's absence for Fiscal Year 2026/2027.

Vote: 4 - 0 Motion Carried

33. Discuss and take possible action to approve Rules Of Procedure, Conduct and Decorum at Meetings of the Medina County Commissioners Court for Fiscal Year 2026/2027

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

to approve Rules Of Procedure, Conduct and Decorum at Meetings of the Medina County Commissioners Court for Fiscal Year 2026/2027. (See attached)

Vote: 4 - 0 Motion Carried

34. Discuss and take possible action to adopt an updated standardized ESD Board Commissioner application

A motion to table Item #35 was made by Commissioner Larry Sittre and second by Commissioner Daniel Lawler. (See attached)

35. Discuss and take possible action to approve a functional testing agreement for fire alarms and other life safety systems located in the following locations:

- Castroville Annex
- Courthouse Annex
- Devine Annex
- Old Jail Building
- Adult Probation/Pre-Trial
- Juvenile Probation

After review, a motion was made by Commissioner Larry Sittre, second by Commissioner Daniel Lawler to approve a functional testing agreement for fire alarms and other life safety systems located in the following locations: Castroville Annex, Courthouse Annex, Devine Annex, Old Jail Building, Adult Probation/Pre-Trial, and Juvenile Probation. (See attached)

Vote: 4 - 0 Motion Carried

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

- PDO - salvage: 2 desks

After review, a motion was made by Commissioner David Lynch, second by Commissioner Daniel Lawler to approve declaring two desks from the Kendall County Public Defender's Office as salvage and authorize their disposal. (See attached)

Vote: 4 - 0 Motion Carried

37. Court Members Announcements

38. Adjourn

A motion was made by Commissioner Daniel Lawler and second by Commissioner David Lynch to adjourn at 11:03 a.m.

Vote: 4 - 0 Motion carried

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 4.

Meeting Date: 10/02/2026
Item Title: Legacy Hills - PID
Submitted By:

Summary of Request/Problem

Discuss and take possible action to enter an Order approving the Legacy Hills Public Improvement District preliminary amended service and assessment plan, including an amended assessment roll; authorizing distribution of the preliminary limited offering memorandum for the Medina County, Texas Special Assessment Revenue Bonds, Series 2026 (Legacy Hills Public Improvement District Improvement Area #1A Project); and ordering certain matters in connection therewith (McCall, Parkhurst & Horton)

Recommendation/Action Requested and Justification

Attachments

Order - Prelim SAP Plan

ORDER NO. 2026-10-02-01

AN ORDER BY THE COMMISSIONERS COURT OF MEDINA COUNTY, TEXAS APPROVING THE LEGACY HILLS PUBLIC IMPROVEMENT DISTRICT PRELIMINARY AMENDED SERVICE AND ASSESSMENT PLAN, INCLUDING AN AMENDED ASSESSMENT ROLL; AUTHORIZING DISTRIBUTION OF THE PRELIMINARY LIMITED OFFERING MEMORANDUM FOR THE MEDINA COUNTY, TEXAS SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2026 (LEGACY HILLS PUBLIC IMPROVEMENT DISTRICT IMPROVEMENT AREA #1A PROJECT); AND ORDERING CERTAIN MATTERS IN CONNECTION THEREWITH

WHEREAS, Medina County, Texas (the *County*) recognizes the importance of its continued role in local economic development and the protection of the health, safety, and welfare of its inhabitants; and

WHEREAS, in furtherance of this recognition, the County has heretofore created, by Resolution No. 2021-10-07-1 adopted by the County's Commissioners Court (the *Court*) on October 7, 2021, the Legacy Hills Public Improvement District (the *District*), pursuant to and in accordance with the provisions of Chapter 372, as amended, Texas Local Government Code (the *Act*); and

WHEREAS, the District has been duly organized, pursuant to the applicable creation authorization of the County heretofore described and applicable laws of the State of Texas (the *State*); and

WHEREAS, in connection with its creation of the District, the County and the Developer entered into that certain "Development Agreement", dated as of October 12, 2021 (as the same may be from time to time amended, including an amendment to be approved by the parties thereto on October 19, 2026, the *Development Agreement*), which agreement provided certain terms and provisions concerning the Developer's development of certain public improvements (the *Authorized Improvements*) within the District and payment of the costs thereof; and

WHEREAS, to facilitate and support this initial plan of finance, the Court, on September 22, 2025, adopted the Legacy Hills Public Improvement District Service and Assessment Plan (the *Initial Service and Assessment Plan*) that, among other items, described an initial improvement area within the District identified as Improvement Area #1 and determined the apportioned costs for the Authorized Improvements within the District's improvement areas (including the assessment roll for Improvement Area #1); and

WHEREAS, to implement the provisions of the Initial Service and Assessment Plan, the Court, on September 22, 2025, adopted an order (the *Assessment Order*) accepting the assessment roll of assessed property within Improvement Area #1, levying assessments on such assessed

property (the *Assessments*), and providing for the use of the revenues resultant from the levy and collection of such assessments; and

WHEREAS, subsequent to the County's adoption of the Assessment Order, the Developer requested that the County issue a series of bonds secured by and payable from certain assessment revenues (as hereafter further defined and described, the *Bonds*) to fund a portion of the actual costs of Authorized Improvements; and

WHEREAS, MuniCap, Inc., the County's advisor, has prepared and now presents to the Court for discussion the preliminary amended "Legacy Hills Public Improvement District Service and Assessment Plan" (the *Preliminary Amended SAP*), which, among other things, (A) bifurcates Improvement Area #1 into Improvement Area #1A and Improvement Area #1B, (B) allocates the actual costs of Authorized Improvements that supported the levy of Assessments pursuant to the Assessment Order between Improvement Area #1A and Improvement Area #1B, (C) provides an assessment roll for each of, and allocates the Assessments and the assessment revenues between, Improvement Area #1A and Improvement Area #1B, respectively (the *Bifurcated Assessment Roll*), and (D) provides that the actual costs of Authorized Improvements allocated to Improvement Area #1A shall be funded with the proceeds of the Bonds and funds of the Developer; and

WHEREAS, as described and contemplated in the Preliminary Amended SAP, the County intends to issue a series of bonds, to be designated "Medina County, Texas Special Assessment Revenue Bonds, Series 2026 (Legacy Public Improvement District Improvement Area #1A Project)" (the *Bonds*) to fund certain improvements within Improvement Area #1A of the District as authorized by the Act; and

WHEREAS, in connection with the marketing of the Bonds, the Court shall approve and authorize the preparation and distribution of a Preliminary Limited Offering Memorandum relating to the Bonds, a substantially final form of which is attached hereto as Exhibit B (the *PLOM*); and

WHEREAS, the Court finds and determines that it is necessary and in the best interest of the County to authorize the preparation and distribution of the PLOM and authorize the use of the PLOM in the offering and sale of the Bonds; and

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF MEDINA, TEXAS THAT:

SECTION 1: The Court hereby accepts the Preliminary Amended SAP, which is substantially in final form attached hereto as Exhibit A.

SECTION 2: The Court hereby authorizes and directs the filing of the Bifurcated Assessment Roll with the County Tax-Assessor Collector and same shall be available for public inspection.

SECTION 3: The Court hereby approves the PLOM, authorizes the PLOM to be used in connection with the initial marketing and sale of the Bonds, and deems it final as of its date, except for permitted omissions, as contemplated by Rule 15c2-12 in connection with the offering of the Bonds.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true; and such recitals are hereby made a part of this Order for all purposes and are adopted as a part of the judgment and findings of the Court.

SECTION 5: All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Order, are hereby repealed to the extent of such conflict, and the provisions of this Order shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Order shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Order or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Order and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Court hereby declares that this Order would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Order is adopted was open to the public, and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Order, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 9: This Order shall be in force and effect from and after its final passage, and it is so resolved.

* * * * *

PASSED AND ADOPTED on the 2nd day of October, 2026.

MEDINA COUNTY, TEXAS

_____
County Judge

ATTEST:

_____
County Clerk and Ex-Officio
Clerk of the Commissioners Court

(SEAL OF COMMISSIONERS COURT)

EXHIBIT A

PRELIMINARY AMENDED SERVICE AND ASSESSMENT PLAN

EXHIBIT B

PRELIMINARY LIMITED OFFERING MEMORANDUM

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 5.

Meeting Date: 10/02/2026
Item Title: Subdivision Final Plat - Medina Valley Ranch
Submitted By: Larry Sittre, Commissioner

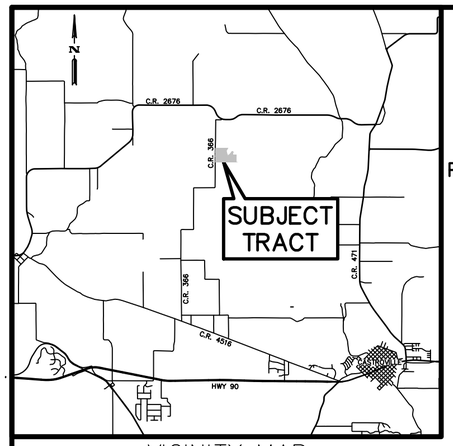
Summary of Request/Problem

Discuss and take possible action to approve a final plat establishing Medina Valley Ranch Subdivision, Phase 1, located in Precinct 2 on County Road 366 (BGE,Inc)

Recommendation/Action Requested and Justification

Attachments

Plat - Medina Valley Ranch Phase 1

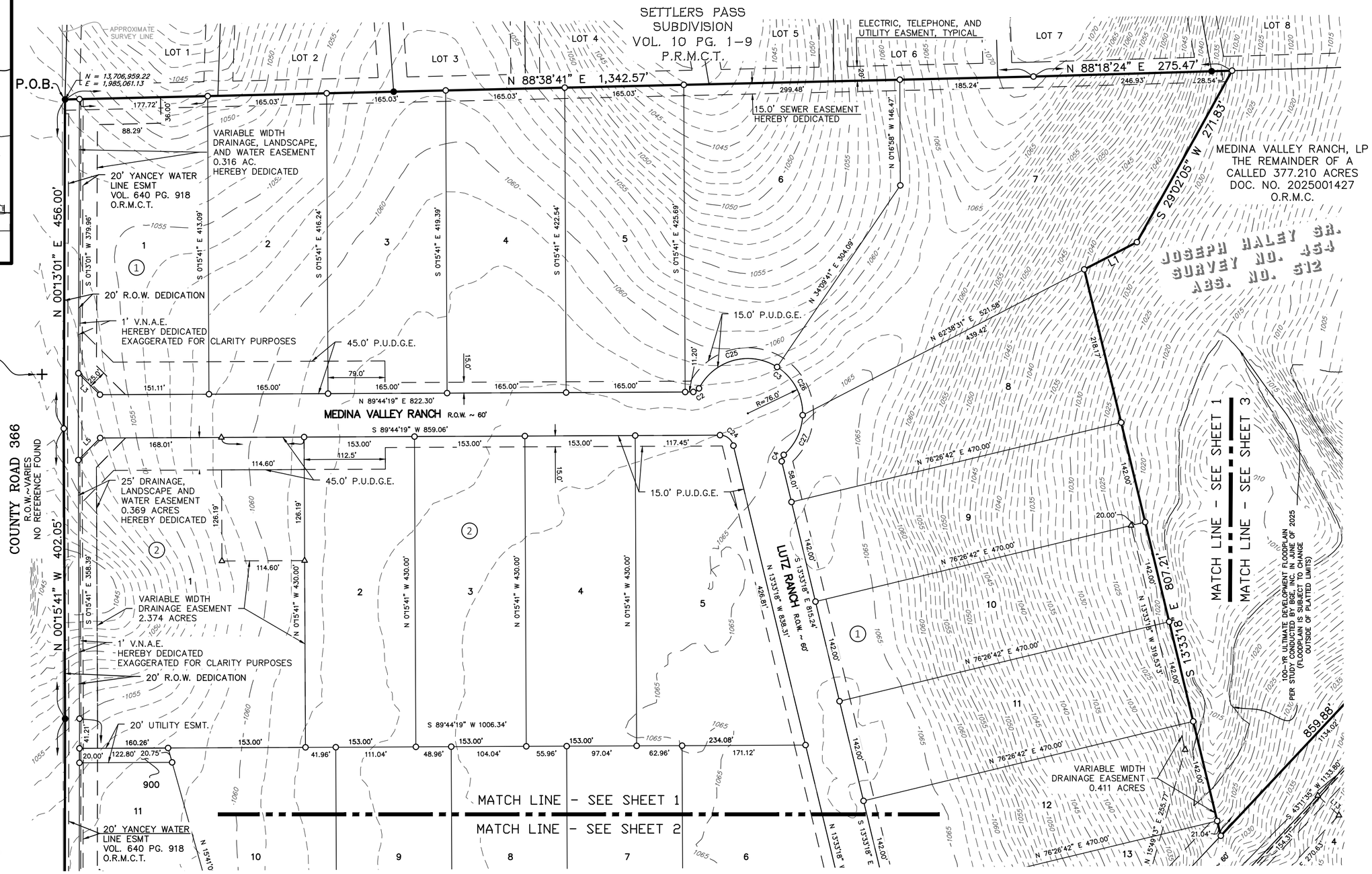


VICINITY MAP
NOT TO SCALE

TBM #5
COTTON SPINDLE SET IN ASPHALT ALONG THE WEST SIDE OF C.R. 366 HALF WAY BETWEEN THE ENTRANCE GATE AND THE N.W. CORNER OF THE SUBJECT TRACT.

LATITUDE = 29°25'50" N
LONGITUDE = 98°56'57" W
ELEV. = 1,051.64 FEET

TBM ELEVATION SHOWN HEREON WAS OBTAINED BY MULTIPLE GPS OBSERVATION.



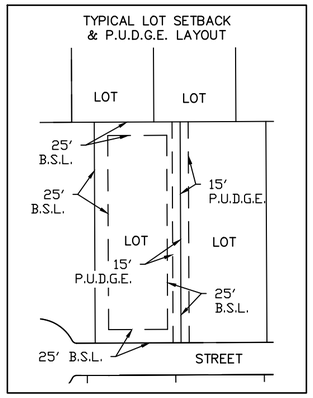
BEARING BASIS:

BEARING ORIENTATION IS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE 4204, NAD83. ALL DISTANCES SHOWN HEREON ARE IN SURFACE AND CAN BE CONVERTED TO GRID BY USING THE COMBINED SCALE FACTOR = 0.99981681

LEGEND

DOC.	DOCUMENT
D.E.	DRAINAGE EASEMENT
E.A.	EMERGENCY ACCESS
ESMT.	EASEMENT
NO.	NUMBER
N.T.S.	NOT TO SCALE
V.N.A.E.	VEHICULAR NON–ACCESS EASEMENT
O.R.M.C.	OFFICIAL RECORDS OF MEDINA COUNTY
P.O.B.	POINT OF BEGINNING
P.R.M.C.	PLAT RECORDS OF MEDINA COUNTY
P.U.D.G.C.	PUBLIC UTILITY, DRAINAGE & GRADING EASEMENT
R.O.W.	RIGHT–OF–WAY
TBM	TEMPORARY BENCHMARK
●	FOUND 5/8" IRON ROD AS NOTED
○	SET 1/2" IRON ROD W/CAP STAMPED "BGE INC"
△	CALCULATED POINT
+	TEMPORARY BENCHMARK
(1)	BLOCK IDENTIFICATION
– – – – –	EASEMENT LINE
———	BOUNDARY LINE

TYPICAL LOT SETBACK & P.U.D.G.E. LAYOUT



OWNER: MEDINA VALLEY RANCH, LP
ADDRESS: 1141 N. LOOP 1604 EAST, SUITE 105–601
SAN ANTONIO, TX 78232
PHONE: 210–827–7918

ACREAGE: 89.867 ACRES
SURVEY(S): J. HALEY SR., SURVEY NO. 454, ABSTRACT NO. 512

PLAT PREPARED: 5/27/2026

SURVEYOR: BGE, INC. (DION ALBERTSON, RPLS)
PHONE: (210) 581–3600
ENGINEER: BGE, INC. STACY MULHOLLAND, PE)
PHONE: (210) 581–3600

BGE, Inc.
7300 San Pedro, Suite 301
San Antonio, Texas 78216
Tel: 210-581-3600 ● www.bgeinc.com
TBPELS Registration No. F-1046
TBPELS Licensed Surveying Firm No. 10106500

FINAL PLAT

MEDINA VALLEY RANCH PHASE 1

A SUBDIVISION OF 89.867 ACRES OF LAND
LOCATED IN THE
J. HALEY SR., SURVEY NO. 454, ABSTRACT NO. 512,
MEDINA COUNTY, TEXAS

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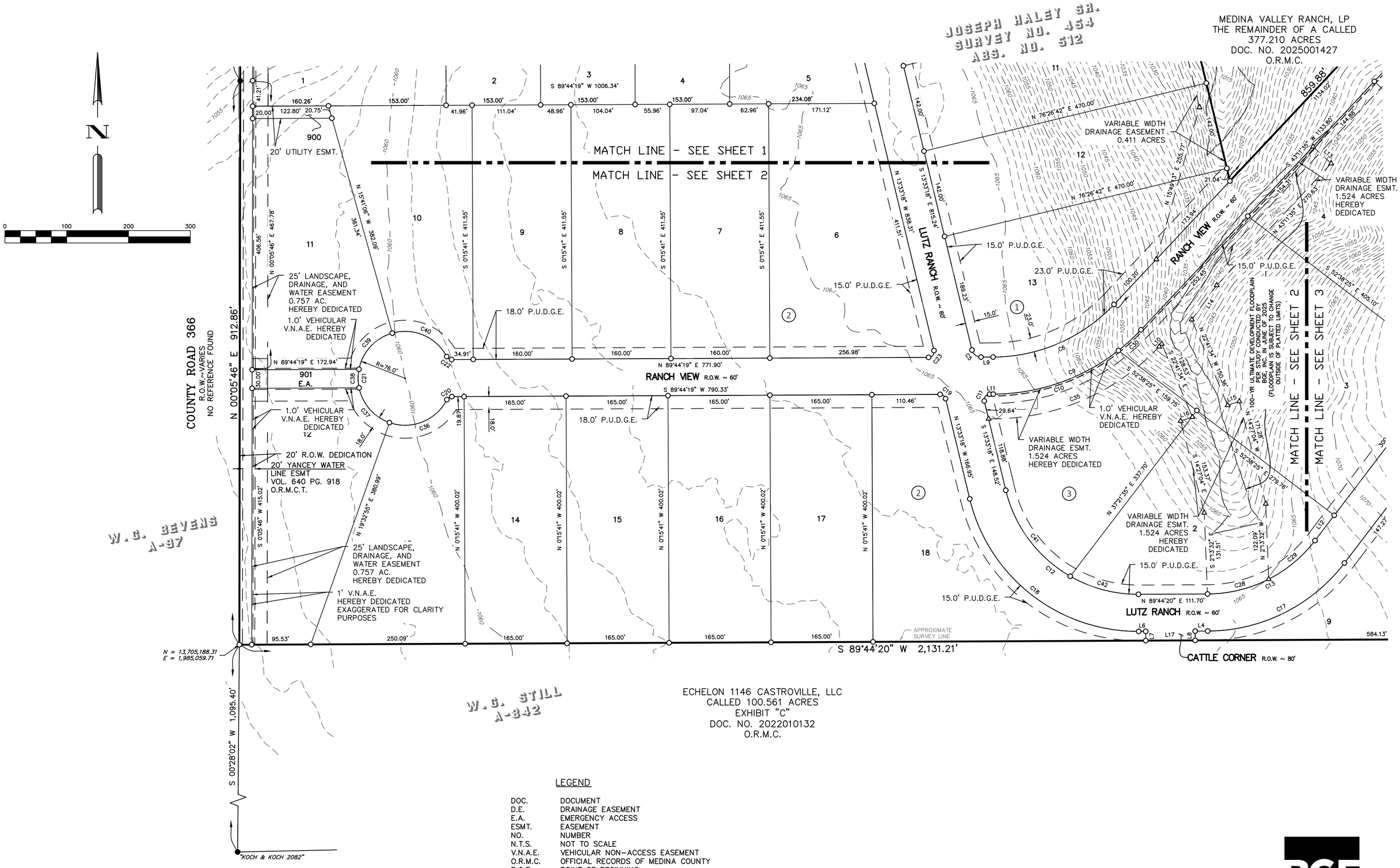

ECHELON 1146 CASTROVILLE, LLC
CALLED 100.561 ACRES
EXHIBIT "C"
DOC. NO. 2022010132
O.R.M.C.

LEGEND

DOC.	DOCUMENT
D.E.	DRAINAGE EASEMENT
E.A.	EMERGENCY ACCESS
ESMT.	EASEMENT
NO.	NUMBER
N.T.S.	NOT TO SCALE
V.N.A.E.	VEHICULAR NON-ACCESS EASEMENT
O.R.M.C.	OFFICIAL RECORDS OF MEDINA COUNTY
P.O.B.	POINT OF BEGINNING
P.R.M.C.	PLAT RECORDS OF MEDINA COUNTY
P.U.D.G.C.	PUBLIC UTILITY, DRAINAGE & GRADING EASEMENT
R.O.W.	RIGHT-OF-WAY
TBM	TEMPORARY BENCHMARK
●	FOUND 5/8" IRON ROD AS NOTED
○	SET 1/2" IRON ROD W/CAP STAMPED "BGE INC"
△	CALCULATED POINT
+	TEMPORARY BENCHMARK
(1)	BLOCK IDENTIFICATION
- - - - -	EASEMENT LINE
———	BOUNDARY LINE

FINAL PLAT

MEDINA VALLEY RANCH PHASE 1

A SUBDIVISION OF 89.867 ACRES OF LAND
LOCATED IN THE
J. HALEY SR., SURVEY NO. 454, ABSTRACT NO. 512,
MEDINA COUNTY, TEXAS

BGE, Inc.
7300 San Pedro, Suite 301
San Antonio, Texas 78216
Tel: 210-581-3600 ● www.bgeinc.com
TBPELS Registration No. F-1046
TBPELS Licensed Surveying Firm No. 10106500

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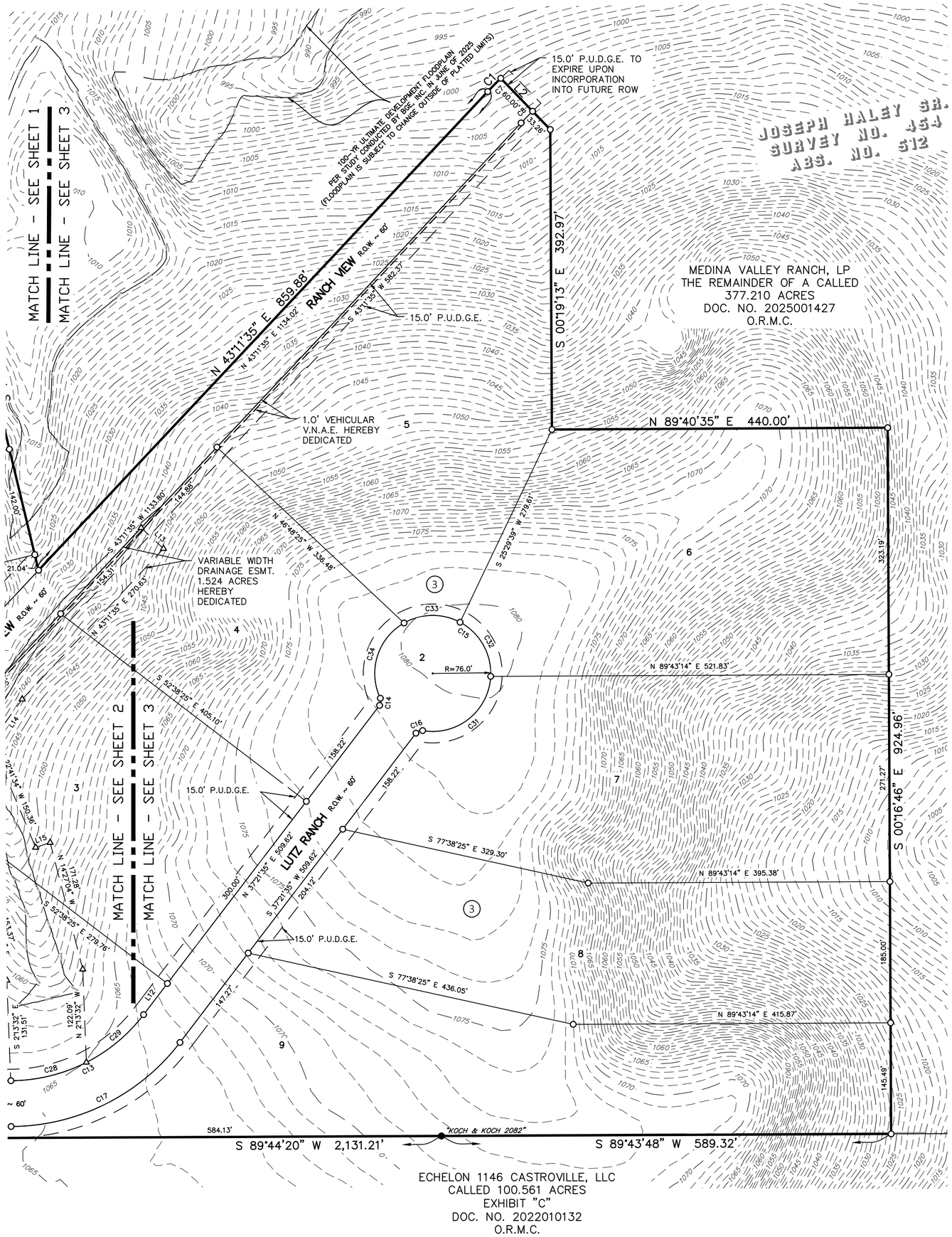

ECHELON 1146 CASTROVILLE, LLC
CALLED 100.561 ACRES
EXHIBIT "C"
DOC. NO. 2022010132
O.R.M.C.

MEDINA VALLEY RANCH, LP
CALLED 377.210 ACRES
DOC. NO. 2025001427
O.R.M.C.

N

0 100 200 300

LEGEND

DOC.	DOCUMENT
D.E.	DRAINAGE EASEMENT
E.A.	EMERGENCY ACCESS
ESMT.	EASEMENT
NO.	NUMBER
N.T.S.	NOT TO SCALE
V.N.A.E.	VEHICULAR NON-ACCESS EASEMENT
O.R.M.C.	OFFICIAL RECORDS OF MEDINA COUNTY
P.O.B.	POINT OF BEGINNING
P.R.M.C.	PLAT RECORDS OF MEDINA COUNTY
P.U.D.G.C.	PUBLIC UTILITY, DRAINAGE & GRADING EASEMENT
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●	FOUND 5/8" IRON ROD AS NOTED
○	SET 1/2" IRON ROD W/CAP STAMPED "BGE INC"
△	CALCULATED POINT
+	TEMPORARY BENCHMARK
(1)	BLOCK IDENTIFICATION
- - - - -	EASEMENT LINE
———	BOUNDARY LINE

FINAL PLAT

MEDINA VALLEY RANCH PHASE 1

A SUBDIVISION OF 89.867 ACRES OF LAND
LOCATED IN THE
J. HALEY SR., SURVEY NO. 454, ABSTRACT NO. 512,
MEDINA COUNTY, TEXAS

BGE, Inc.
7300 San Pedro, Suite 301
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Tel: 210-581-3600 ● www.bgeinc.com
TBPELS Registration No. F-1046
TBPELS Licensed Surveying Firm No. 10106500

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LEGAL DESCRIPTION

FIELD NOTES FOR AN 89.867 ACRE TRACT OF LAND IN THE JOSEPH HALEY SR. SURVEY NO. 454, ABSTRACT NO. 512, MEDINA COUNTY, TEXAS; BEING OUT OF THE REMAINDER OF A CALLED 377.210 ACRE TRACT OF LAND AS CONVEYED UNTO MEDINA VALLEY RANCH, LP IN DOCUMENT NUMBER 2025001427 OF THE OFFICIAL RECORDS OF MEDINA COUNTY, TEXAS, SAID 89.867 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 5/8–INCH IRON ROD FOUND ON THE EAST RIGHT–OF–WAY LINE OF COUNTY ROAD 366 (R.O.W. ~ VARIES) NO REFERENCE FOUND AT THE COMMON CORNER OF THE REMAINDER OF SAID 377.210 ACRE TRACT AND SETTLERS PASS SUBDIVISION AS RECORDED IN VOLUME 10, PAGES 1–9 OF THE PLAT RECORDS OF MEDINA COUNTY, TEXAS, FOR THE NORTHWEST CORNER AND POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT;

THENCE, N 88°38'41" E, DEPARTING SAID RIGHT–OF–WAY LINE, COINCIDENT WITH THE COMMON LINE OF THE REMAINDER OF THE 377.210 ACRE TRACT AND SAID SETTLERS PASS SUBDIVISION A DISTANCE OF 1,342.57 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, N 88°18'24" E, CONTINUING COINCIDENT WITH SAID COMMON LINE, A DISTANCE OF 275.47 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING SAID COMMON LINE, OVER AND ACROSS THE REMAINDER OF THE 377.210 ACRE TRACT, THE FOLLOWING TWELVE (12) COURSES;

1) S 29°02'05" W, A DISTANCE OF 271.83 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2) S 62°38'31" W, A DISTANCE OF 82.16 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR A RE–ENTRANT CORNER OF THE HEREIN DESCRIBED TRACT;

3) S 13°33'18" E, A DISTANCE OF 807.21 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR A CORNER OF THE HEREIN DESCRIBED TRACT;

4) N 43°11'35" E, A DISTANCE OF 859.88 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR A POINT OF CURVATURE OF THE HEREIN DESCRIBED TRACT;

5) CURVING TO THE RIGHT, HAVING A RADIUS OF 505.00 FEET, AN ARC LENGTH OF 24.46 FEET A CENTRAL ANGLE OF 02°46'30" AND CHORD WHICH BEARS N 44°34'50" E, 24.46 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET AT THE END OF THIS CURVE FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

6) S 44°01'55" E, A DISTANCE OF 93.26 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

7) S 00°19'13" E, A DISTANCE OF 392.97 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR A RE–ENTRANT CORNER OF THE HEREIN DESCRIBED TRACT;

8) N 89°40'35" E, A DISTANCE OF 440.00 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR AN EASTERLY CORNER OF THE HEREIN DESCRIBED TRACT;

9) S 00°16'46" E, A DISTANCE OF 924.96 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET ON THE COMMON LINE OF THE REMAINDER OF THE 377.210 ACRE TRACT AND A CALLED 100.561 ACRE TRACT OF LAND (EXHIBIT "C") AS CONVEYED UNTO ECHELON 1146 CASTROVILLE, LLC IN DOCUMENT NUMBER 2022010132 OF THE OFFICIAL RECORDS OF MEDINA COUNTY, TEXAS, FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, S 89°43'48" W, COINCIDENT WITH THE COMMON LINE OF THE REMAINDER OF THE 377.210 ACRE TRACT AND SAID 100.561 ACRE TRACT, A DISTANCE OF 589.32 FEET TO A 5/8–INCH IRON ROD WITH A CAP STAMPED "KOCH&KOCH" FOUND FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, S 89°44'20" W, CONTINUING COINCIDENT WITH SAID COMMON LINE, A DISTANCE OF 2,131.21 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET ON THE AFOREMENTIONED EAST RIGHT–OF–WAY LINE OF COUNTY ROAD 366, AT THE COMMON CORNER OF THE REMAINDER OF THE 377.210 ACRE TRACT AND THE 100.561 ACRE TRACT, FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT, FROM WHICH A 5/8–INCH IRON ROD WITH A CAP STAMPED "KOCH & KOCH 2082" FOUND AT THE SOUTHWEST CORNER OF THE 100.561 ACRE TRACT BEARS S 00°28'02" W, A DISTANCE OF 1,095.40 FEET;

THENCE, COINCIDENT WITH THE COMMON LINE OF THE REMAINDER OF THE 377.210 ACRE TRACT AND SAID EAST RIGHT–OF–WAY LINE, THE FOLLOWING THREE COURSES:

1) N 00°05'46" E, A DISTANCE OF 912.86 FEET TO A 5/8–INCH IRON ROD FOUND FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2) N 00°15'41" W, A DISTANCE OF 402.05 FEET TO A 1/2–INCH IRON ROD WITH A CAP STAMPED "BGE INC" SET FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT, AND;

3) N 00°13'01" E, A DISTANCE OF 456.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 89.867 ACRES OF LAND, MORE OR LESS.

FINAL PLAT

MEDINA VALLEY RANCH PHASE 1

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CURVE DATA

NUMBER	RADIUS	DELTA ANGLE	ARC LENGTH	CHORD BEARING	CHORD DISTANCE
C1	505.00'	2°46'30"	24.46'	N 44°34'50" E	24.46'
C2	9.00'	62°41'20"	9.85'	N 58°23'39" E	9.36'
C3	76.00'	202°05'02"	268.05'	N 51°54'30" W	149.19'
C4	9.00'	62°41'20"	9.85'	S 17°47'21" W	9.36'
C5	15.00'	76°42'23"	20.08'	S 51°54'30" E	18.62'
C6	270.00'	46°32'44"	219.34'	N 66°27'57" E	213.36'
C7	505.00'	2°46'30"	24.46'	S 44°34'50" W	24.46'
C8	445.00'	2°46'30"	21.55'	S 44°34'50" W	21.55'
C9	330.00'	46°35'05"	268.31'	N 66°26'46" E	260.98'
C10	330.00'	37°55'13"	218.41'	N 70°46'42" E	214.44'
C11	9.00'	103°17'37"	16.23'	S 38°05'30" W	14.12'
C12	220.00'	76°42'22"	294.53'	S 51°54'29" E	273.02'
C13	220.00'	52°22'45"	201.12'	N 63°32'58" E	194.19'
C14	9.00'	62°41'20"	9.85'	N 6°00'55" E	9.36'
C15	76.00'	305°22'39"	405.07'	N 52°38'25" W	69.74'
C16	9.00'	62°41'20"	9.85'	S 68°42'15" W	9.36'
C17	280.00'	52°22'45"	255.97'	N 63°32'58" E	247.15'
C18	280.00'	76°42'22"	374.86'	S 51°54'29" E	347.48'
C19	9.00'	76°42'23"	12.05'	N 51°54'30" W	11.17'
C20	9.00'	62°41'20"	9.85'	S 58°23'39" W	9.36'
C21	76.00'	305°22'39"	405.07'	S 0°15'41" E	69.74'
C22	9.00'	62°41'20"	9.85'	S 58°55'02" E	9.36'
C23	9.00'	103°17'37"	16.23'	N 38°05'30" E	14.12'
C24	19.00'	76°42'23"	25.44'	N 51°54'30" W	23.58'
C25	76.00'	95°12'11"	126.28'	S 74°39'04" W	112.25'
C26	76.00'	59°36'37"	79.07'	N 27°56'32" W	75.55'
C27	76.00'	47°16'15"	62.70'	N 25°29'54" E	60.94'
C28	220.00'	26°44'58"	102.71'	N 76°21'51" E	101.78'
C29	220.00'	25°37'47"	98.41'	N 50°10'29" E	97.59'
C30	330.00'	8°37'31"	49.68'	N 47°30'20" E	49.63'
C31	76.00'	97°09'38"	128.88'	N 51°28'06" E	113.98'
C32	76.00'	64°46'47"	85.93'	N 29°30'07" W	81.42'
C33	76.00'	57°44'36"	76.59'	S 89°14'12" W	73.39'
C34	76.00'	85°41'38"	113.67'	S 17°31'05" W	103.37'
C35	370.00'	48°45'06"	314.82'	N 66°34'41" E	305.41'
C36	76.00'	82°21'04"	109.23'	N 68°13'31" E	100.07'
C37	76.00'	58°57'16"	78.20'	S 41°07'19" E	74.80'
C38	76.00'	22°45'58"	30.20'	S 0°15'41" E	30.00'
C39	76.00'	63°04'39"	83.67'	S 42°39'37" W	79.51'
C40	76.00'	78°13'42"	103.77'	N 66°41'13" W	95.89'
C41	220.00'	46°35'08"	178.88'	S 36°50'53" E	173.99'
C42	220.00'	30°07'13"	115.65'	S 75°12'03" E	114.33'

LINE DATA

NUMBER	BEARING	DISTANCE
L1	S62°38'31"W	82.16'
L2	S44°01'55"E	93.26'
L3	S45°15'41"E	42.08'
L4	S89°44'20"W	20.34'
L5	S44°44'19"W	42.98'
L6	S89°44'20"W	11.36'
L7	S0°15'40"E	15.00'
L8	S0°15'40"E	15.00'
L9	S89°44'19"W	19.58'
L10	S43°11'35"W	6.15'
L11	S89°44'19"W	5.90'
L12	N37°21'35"E	51.39'
L13	N47°03'42"W	40.00'
L14	N36°05'06"E	68.53'
L15	S71°25'41"W	20.05'
L16	S71°25'41"W	20.05'
L17	N89°44'20"E	80.00'

LOT AREA TABLE

LOT	BLOCK	ACRES	SQUARE FEET
1	1	1.684	73353
2	1	1.571	68419
3	1	1.583	68939
4	1	1.595	69459
5	1	1.606	69979
6	1	2.224	96871
7	1	3.326	144895
8	1	1.704	74225
9	1	1.532	66740
10	1	1.532	66740
11	1	1.532	66740
12	1	1.532	66740
13	1	1.638	71336

LOT AREA TABLE

LOT	BLOCK	ACRES	SQUARE FEET
1	2	3.079	134133
2	2	1.510	65790
3	2	1.510	65790
4	2	1.510	65790
5	2	1.808	78767
6	2	2.075	90404
7	2	1.512	65848
8	2	1.512	65848
9	2	1.512	65848
10	2	1.591	69305
11	2	1.673	72887
12	2	1.554	67672
13	2	1.563	68069
14	2	1.515	66003

LOT AREA TABLE

LOT	BLOCK	ACRES	SQUARE FEET
15	2	1.515	66003
16	2	1.515	66003
17	2	1.515	66003
18	2	1.812	78949
900	2	0.058	2512
901	2	0.118	5161

LOT AREA TABLE

LOT	BLOCK	ACRES	SQUARE FEET
1	3	1.578	68757
2	3	1.647	71723
3	3	2.897	126189
4	3	2.418	105332
5	3	3.641	158595
6	3	3.765	164012
7	3	3.761	163836
8	3	3.348	145836
9	3	3.902	169992

LAND USE SCHEDULE

DESCRIPTION	NO.	ACREAGE
RESIDENTIAL	40	80.299 AC.
RIGHT-OF-WAY	–	8.578 AC.
900 LOTS	2	0.177 AC.
R.O.W. DEDICATION		0.813 AC.
TOTAL	42	89.867 AC.

STREET NAMES

STREET	R.O.W. WIDTH	CENTERLINE LENGTH	CLASSIFICATION	PAVEMENT WIDTH	ACREAGE
LUTZ RANCH	60 FT.	2,384 FT.	MINOR STREET	30 FT.	3.861 AC.
MEDINA VALLEY RANCH	60 FT.	928 FT.	MINOR STREET	30 FT.	1.220 AC.
RANCH VIEW	60 FT.	2,353 FT.	MINOR STREET	30 FT.	3.470 AC.
CATTLE CORNER	80 FT.	15 FT.	MINOR STREET	40 FT.	0.027 AC.
TOTAL LINEAR FEET		5,680 FT.			8.578 AC.

FINAL PLAT

MEDINA VALLEY RANCH PHASE 1

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STATE OF TEXAS §
COUNTY OF MEDINA §

KNOW ALL MEN BY THESE PRESENTS:

THAT MEDINA VALLEY RANCH, LP, BEING THE OWNER OF A 377.210 ACRE TRACT OF LAND OUT OF THE J. HALEY SR., SURVEY NO. 454, ABSTRACT NO. 512, OF MEDINA COUNTY, TEXAS, AS CONVEYED BY SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NUMBER 2025001427 OF THE OFFICIAL PUBLIC RECORDS OF MEDINA COUNTY, TEXAS, DOES HEREBY SUBDIVIDE 89.867 ACRES OF LAND IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT SHOWN HEREON, PURSUANT TO CHAPTER 212 AND 232 OF THE TEXAS LOCAL GOVERNMENT CODE, TO BE KNOWN AS:

MEDINA VALLEY RANCH PHASE 1

THE OWNER OF THE LAND SHOWN ON THIS PLAT IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

WITNESS MY HAND, THIS THE _____ DAY OF _____, 20___, A.D.

_____
KELLY LEACH, MANAGER
MEDINA VALLEY RANCH, GP, LLC, A TEXAS LIMITED LIABILITY COMPANY
1141 N. LOOP 1604 EAST, SUITE 105-605
SAN ANTONIO, TX 78232

STATE OF TEXAS §
COUNTY OF MEDINA §

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY APPEARED KELLY LEACH, MANAGER KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY HEREON STATED.

_____
NOTARY PUBLIC, STATE OF TEXAS

_____
PRINT NOTARY'S NAME
MY COMMISSION EXPIRES _____

I, DION P. ALBERTSON, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT, THAT IT WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND ON FEBRUARY 11, 2025. THAT ALL NECESSARY SURVEY MONUMENTS WILL BE CORRECTLY SET OR FOUND AS SHOWN THEREON, UPON COMPLETION OF CONSTRUCTION.

PRELIMINARY PENDING FINAL REVIEW

DION P. ALBERTSON, R.P.L.S. DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4963
BGE, INC.
7330 SAN PEDRO AVE, SUITE 301
SAN ANTONIO, TEXAS 78216

I, STACY MULHOLLAND, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

PRELIMINARY PENDING FINAL REVIEW

STACY MULHOLLAND, P.E. DATE
LICENSED PROFESSIONAL ENGINEER NO. 146417
BGE, INC.
7330 SAN PEDRO AVE, SUITE 301
SAN ANTONIO, TEXAS 78216

FINAL PLAT
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LOCATED IN THE
J. HALEY SR., SURVEY NO. 454, ABSTRACT NO. 512,
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STATE OF TEXAS §
COUNTY OF MEDINA §

I, GINA CHAMPION, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING WITH ITS

CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE __ DAY OF _____, 20___ A.D. AT

O'CLOCK, _M AND DULY RECORDED THIS __ DAY OF _____, 20___ A.D. AT___O'CLOCK, _M, IN THE PLAT RECORDS OF

SAID COUNTY IN CABINET ___, SLIDE ___. TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN HONDO, TEXAS, THE DATE SHOWN ABOVE WRITTEN.

_____
GINA CHAMPION, COUNTY CLERK
MEDINA COUNTY, TEXAS

GENERAL NOTES:

1. BASIS OF BEARING RECITED HEREIN IS THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE, NAD83.
2. UNLESS OTHERWISE NOTED, ALL CORNERS, ANGLES, POINTS, PC'S AND PT'S WILL BE MARKED WITH A 1/2" IRON ROD SET WITH CAP STAMPED "BGE, INC." UPON COMPLETION OF CONSTRUCTION.
3. APPROXIMATELY 5,680 LINEAR FEET OF PUBLIC ROADS WILL BE CONSTRUCTED TO COUNTY STANDARDS AND MAINTAINED BY MEDINA VALLEY RANCH MUNICIPAL UTILITY DISTRICT.
4. WATER SERVICE SHALL BE PROVIDED BY YANCEY WATER WATER SUPPLY CORPORATION.
5. SEWAGE FACILITIES SHALL BE PROVIDED BY ON SITE SEWAGE FACILITIES OR SEPTIC TANKS TO BE MAINTAINED BY RESIDENTIAL PROPERTY OWNERS.
6. THE SUBDIVISION IS WHOLLY LOCATED WITHIN THE MEDINA VALLEY INDEPENDENT SCHOOL DISTRICT.
7. ELECTRIC SERVICE WILL BE PROVIDED BY MEDINA ELECTRIC COOPERATIVE, INC.
8. INTERNET SERVICE IS AVAILABLE TO THE SUBDIVISION BY AT&T.
9. COMMERCIAL WASTE SERVICE IS AVAILABLE TO THE SUBDIVISION BY SOUTH TEXAS REFUSE DISPOSAL, INC.
10. THIS DEVELOPMENT WILL CONSIST OF RESIDENTIAL LOTS, WITH A MINIMUM LOT AREA OF ONE (1) ACRE.
11. NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC WATER SYSTEM OR AN INDIVIDUAL WATER SYSTEM. DUE TO DECLINING WATER SUPPLY, PROSPECTIVE PROPERTY OWNERS ARE CAUTIONED BY MEDINA COUNTY TO QUESTION THE SELLER CONCERNING GROUNDWATER AVAILABILITY. RAINWATER COLLECTIONS IS ENCOURAGED AND, IN SOME AREAS, MAY OFFER THE BEST RENEWABLE WATER RESOURCE, AND IMPACT FEES, IF APPLICABLE, ARE PAID.
12. TYPICAL BUILDING SETBACK LINE: 25' FRONT, REAR, AND SIDE LOT LINES.
13. THE HOA OR THE MEDINA VALLEY RANCH MUNICIPAL UTILITY DISTRICT WILL OWN AND MAINTAIN ALL 900 LOTS SHOWN HEREON.
14. IN ORDER TO PROMOTE SAFE USE OF ROADWAYS AND PRESERVE THE CONDITION OF PUBLIC ROADWAYS, NO DRIVEWAY CONSTRUCTED ON ANY LOT WITHIN THIS SUBDIVISION SHALL BE PERMITTED ACCESS ONTO A PUBLIC DEDICATED ROADWAY UNLESS A DRIVEWAY PERMIT HAS BEEN ISSUED BY PRECINCT COMMISSIONER OF MEDINA COUNTY OR HIS OR HER DESIGNATED REPRESENTATIVE, OR TEXAS DEPARTMENT OF TRANSPORTATION FOR DRIVEWAYS ENTERING ONTO STATE ROADS, AND THE DRIVEWAY SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE MEDINA COUNTY ROAD STANDARDS OR TX DOT STANDARDS, AS APPLICABLE.
15. NO STRUCTURE OR DEVELOPMENT WITHIN THE SUBDIVISION MAY BEGIN UNTIL FINAL APPROVAL OF THE PLAT BY MEDINA COUNTY COMMISSIONERS COURT AND RECORDING OF THE APPROVED PLAT BY THE COUNTY CLERK.
16. CONTOURS SHOWN HEREON WERE DOWNLOADED FROM THE TEXAS NATURAL RESOURCES INFORMATION SYSTEM (TNRIS) WEBSITE.
17. LOT 1, BLOCK 1, AND LOTS 1, 12, AND 13, BLOCK 2, ARE NOT PERMITTED ADDITIONAL DRIVEWAY ACCESSES TO COUNTY ROAD 366.
18. THE MEDINA COUNTY COMMISSIONER'S COURT MAKES NO REPRESENTATION OR WARRANTY, EITHER EXPRESS OR IMPLIED, THAT SUBDIVISIONS THAT COMPLY WITH THESE WATER AVAILABILITY REGULATIONS WILL MEET THE CURRENT AND/OR FUTURE WATER NEEDS OF PURCHASERS OF PROPERTY WITHIN THE SUBDIVISION.
19. OWNER, BY FILING THIS PLAT OF RECORD, AND ALL FUTURE OWNERS OF PROPERTY WITHIN THIS SUBDIVISION, BY PURCHASING SUCH PROPERTY, ACKNOWLEDGE AND AGREE THAT MEDINA COUNTY SHALL HAVE NO OBLIGATION TO REPAIR OR ACCEPT MAINTENANCE OF THE ROADS SHOWN ON THIS SUBDIVISION UNIT, UNLESS OWNER OR THE PROPERTY OWNERS' ASSOCIATION HAS IMPROVED THE ROADWAYS TO THE CURRENT STANDARDS REQUIRED BY MEDINA COUNTY, AND THE ROADS HAVE BEEN ACCEPTED FOR MAINTENANCE BY FORMAL, WRITTEN ACTION OF THE COUNTY COMMISSIONERS COURT, AND THE ROADWAY WITH ALL REQUIRED RIGHT-OF-WAY, HAS BEEN DEDICATED BY THE OWNERS THEREOF, AND ACCEPTED BY THE COUNTY. OWNERS OF PROPERTY WITHIN THIS SUBDIVISION SHALL LOOK SOLELY TO THE PROPERTY OWNERS' ASSOCIATION OR THE MUNICIPAL UTILITY DISTRICT THAT HAS ACCEPTED THE ROADS FOR FUTURE MAINTENANCE AND REPAIR OF THE ROADS AND STREETS SHOWN ON THIS SUBDIVISION.
20. ALL EASEMENTS THAT ARE NOT NECESSARY FOR UTILITY PROVIDERS SHOULD BE DEDICATED TO THE MUD.
21. LOT 901 IS HEREBY RESERVED FOR EMERGENCY ACCESS.
22. NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR TO AN ON-SITE WASTEWATER SYSTEM THAT HAS BEEN APPROVED AND PERMITTED BY THE MEDINA COUNTY ENVIROMENTAL HEALTH GROUP.

UTILITY EASEMENT NOTES:

1. ALL PROPERTIES DESIGNATED AS EASEMENTS SHALL OR MAY BE UTILIZED BY THE CONTRACTOR FOR THE FOLLOWING PURPOSES:
   A. UTILITIES, INCLUDING, WITHOUT LIMITATION, SEWER, WATER, GAS, ELECTRICITY, TELEPHONE, AND CABLE TELEVISION, WITH ALL NECESSARY AND/OR DESIRABLE LINES, LATERALS AND/OR APPURTENANCES THERETO (THE "UTILITIES")
   B. TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER THE ADJACENT LAND TO OR FROM THE EASEMENT FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, OPERATING, MAINTAINING, REPAIRING, AND REMOVING THE UTILITIES; THE RIGHT TO PLACE NEW OR ADDITIONAL UTILITIES IN THE EASEMENT AND TO CHANGE THE SIZE THEREOF; THE RIGHT TO RELOCATE ALONG THE SAME GENERAL DIRECTION OF THE UTILITIES; THE RIGHT TO REMOVE FROM THE EASEMENT ALL TREES AND PARTS THEREOF, OR OTHER OBSTRUCTIONS, WHICH REASONABLY ENDANGER OR MAY REASONABLY INTERFERE WITH THE EFFICIENCY OR OPERATION OF THE UTILITIES; AND THE RIGHT TO PLACE TEMPORARY STRUCTURES FOR USE IN CONSTRUCTING OR REPAIRING THE UTILITIES.
2. THE PROPERTY OWNER RETAINS THE RIGHT TO USE ALL OR ANY PART OF THE EASEMENT FOR ANY PURPOSE WHICH DOES NOT DAMAGE, DESTROY, INJURE, AND/OR UNREASONABLY INTERFERE WITH THE USE OF THE EASEMENT. HOWEVER, THE EASEMENT SHALL BE KEPT CLEAR OF ALL STRUCTURES OR OTHER IMPROVEMENTS.
3. THE UTILITY OWNER SHALL MAKE COMMERCIALLY REASONABLE EFFORTS TO ENSURE THAT DAMAGE TO THE PROPERTY IS MINIMIZED AND THE UTILITY OWNER WILL AT ALL TIMES, AFTER DOING ANY WORK IN CONNECTION WITH THE SYSTEM, RESTORE THE PROPERTY TO THE CONDITION IN WHICH THE PROPERTY WAS FOUND BEFORE SUCH WORK WAS UNDERTAKEN TO THE EXTENT THAT SUCH RESTORATION IS REASONABLE IN ACCORDANCE WITH THE UTILITY OWNER'S USUAL AND CUSTOMARY PRACTICES.
4. A FIFTEEN (15) FOOT PUBLIC UTILITY, DRAINAGE, AND GRADING EASEMENT IS HEREBY DEDICATED ALONG THE FRONT AND SIDE PROPERTY LINES OF ALL LOTS IN THIS SUBDIVISION IN ADDITION TO THOSE UTILITY AND DRAINAGE EASEMENTS SHOWN ON THE PLAT. THERE IS ALSO HEREBY DEDICATED A FIFTEEN (15) FOOT PUBLIC UTILITY, DRAINAGE, AND GRADING EASEMENT ADJACENT TO ALL NON-ROADWAY LOT LINES UNLESS OTHERWISE NOTED ON THE PLAT. IF TWO OR MORE LOTS ARE COMBINED AS A SINGLE PLATTED LOT, THIS EASEMENT SHALL BE RELINQUISHED ALONG THE COMMON LINE OR LINES OF THE COMBINED LOTS SO LONG AS NO UTILITY LINES OR DRAINAGE IMPROVEMENTS ARE LOCATED THEREIN. UTILITY OWNERS, WHICH INCLUDES BUT IS NOT LIMITED TO: YANCEY WATER SUPPLY CORPORATION, MEDINA ELECTRIC COOPERATIVE, INC., SAGO INTERNET, AND MEDINA COUNTY, RESERVE THE NON-EXCLUSIVE RIGHT OF ACCESS TO MAINTAIN THEIR PROPERTY AND UTILITIES WITHIN THE ESTABLISHED PUBLIC UTILITY, DRAINAGE, AND GRADING EASEMENTS WITHIN THE LIMITS OF THIS PLAT. REGULAR MAINTENANCE OF THE PUBLIC UTILITY, GRADING, AND DRAINAGE EASEMENT, WHICH INCLUDES MAINTENANCE OF VEGETATIVE GROWTH, SHALL BE THE SOLE RESPONSIBILITY OF THE PROPERTY OWNER.
5. ALL PUBLIC UTILITY EASEMENTS ARE FOR UTILITY IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO WATER, SANITARY SEWER, NATURAL GAS, ELECTRIC, TELEPHONE AND/OR CABLE AND TELEVISION LINES AND APPURTENANCES.
6. DOUBLE SWING GATES OR A REMOVABLE FENCE PANEL SHALL BE INSTALLED WHEREVER FENCES CROSS UTILITY EASEMENTS.
7. MEDINA ELECTRIC COOPERATIVE, INC. IS HEREBY DEDICATED EASEMENTS AND RIGHTS-OF-WAY FOR ELECTRIC DISTRIBUTION INFRASTRUCTURE AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT", "UTILITY EASEMENT", "ANCHOR EASEMENT", "OVERHANG EASEMENT", "AERIAL EASEMENT", "SERVICE EASEMENT", "TRANSFORMER EASEMENT", "EASEMENT & SETBACK" AND ALL AREAS DESIGNATED AS PRIVATE ROADWAYS, FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, REPHASING, REPAIRING, OPERATING, MAINTAINING, RELOCATING AND REPLACING SAID INFRASTRUCTURE, WITHIN SAID EASEMENT AREAS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LANDS FOR THE PURPOSE OF ACCESSING SAID INFRASTRUCTURE AND SERVICE FACILITIES, ALONG WITH THE RIGHT TO REMOVE FROM SAID LANDS, ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR INTERFERE WITH THE EFFICIENCY OF SAID ELECTRIC INFRASTRUCTURE AND SERVICE FACILITIES. NO BUILDINGS OR PERMANENT STRUCTURES, CONCRETE SLABS OR WALLS WILL BE PLACED WITHIN SAID EASEMENT AREAS.

FLOODPLAIN AND WATER QUALITY NOTES:

1. NO PORTION OF THIS SUBDIVISION IS WITHIN A SPECIAL FLOOD HAZARD ZONE "A" AS DELINEATED ON THE FLOOD INSURANCE MAP (FIRM) FOR MEDINA COUNTY, TEXAS ON MAP NUMBER 48325C0375D, DATED MAY 15, 2020 AS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).
2. THE TRACT DOES NOT LIE OVER THE EDWARDS AQUIFER RECHARGE ZONE (EARZ) OR CONTRIBUTING ZONE.
3. DRAINAGE IMPROVEMENTS SUFFICIENT TO MITIGATE THE IMPACT OF CONSTRUCTION SHALL BE INSTALLED PRIOR TO ADDING IMPERVIOUS COVER.

DRAINAGE EASEMENT NOTES:

1. ALL PROPERTIES DESIGNATED AS EASEMENTS SHALL OR MAY BE UTILIZED BY THE MEDINA VALLEY RANCH MUNICIPAL UTILITY DISTRICT FOR THE FOLLOWING PURPOSES:
   A. DRAINAGE, WATER DIVERSION, AND SANITARY CONTROL, INCLUDING WITHOUT LIMITATION, WALLS, BEDS, EMBANKMENTS, SPILLWAYS, APPURTENANCES, AND OTHER ENGINEERED DEVICES (THE "DRAINAGE SYSTEM").
   B. TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER THE ADJACENT LAND TO OR FROM THE EASEMENT FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, OPERATING, MAINTAINING, REPAIRING, AND REMOVING THE DRAINAGE SYSTEM; THE RIGHT TO CHANGE THE SIZE THEREOF; THE RIGHT TO RELOCATE ALONG THE SAME GENERAL DIRECTION OF THE DRAINAGE SYSTEM; THE RIGHT TO CREATE AND/OR DREDGE A STREAM COURSE, REFILL, OR DIG OUT SUCH STREAM COURSE, ESTABLISH OR CHANGE STREAM EMBANKMENTS WITHIN THE EASEMENT, INSTALL STORM SEWER SYSTEMS, CULVERTS, WATER GAPS, AND PROTECTING RAILS; THE RIGHT TO REMOVE FROM THE EASEMENT ALL TREES AND PARTS THEREOF, OR OTHER OBSTRUCTIONS, WHICH REASONABLY ENDANGER OR MAY REASONABLY INTERFERE WITH THE EFFICIENCY OF THE DRAINAGE SYSTEM; AND THE RIGHT TO PLACE TEMPORARY STRUCTURES FOR USE IN CONSTRUCTING OR REPAIRING THE DRAINAGE SYSTEM.
2. WITH RESPECT TO THE DRAINAGE SYSTEM, IT IS EXPRESSLY AGREED AND UNDERSTOOD BY ALL PARTIES HERETO, THAT THE INTENTION IS TO IMPROVE CONDITIONS OF SANITATION AND WATER DRAINAGE CONTROL ON THE PROPERTY FOR THE BENEFIT OF THE PROPERTY, ADJACENT PROPERTY, AND THE COMMUNITY, BUT THE MEDINA VALLEY RANCH MUNICIPAL UTILITY DISTRICT DOES NOT GUARANTEE OR WARRANT THAT SUCH CONTROL WORK WILL BE EFFECTIVE, NOR DOES THE MEDINA VALLEY RANCH MUNICIPAL UTILITY DISTRICT ASSUME ANY ADDITIONAL LIABILITY WHATSOEVER FOR THE EFFECTS OF FLOOD, STANDING WATER, OR DRAINAGE ON OR TO THE PROPERTY, OR ANY OTHER PROPERTY OR PERSONS THAT MIGHT BE AFFECTED BY SAID STREAM, WASH, OR GULLY IN ITS NATURAL STATE OR AS CHANGED BY THE MEDINA VALLEY RANCH MUNICIPAL UTILITY DISTRICT.
3. THERE IS HEREBY DEDICATED DRAINAGE EASEMENTS WITHIN THIS SUBDIVISION AS NOTED ON THIS PLAT. THE MEDINA VALLEY RANCH MUNICIPAL UTILITY DISTRICT AND HOMEOWNERS ASSOCIATION MAY FURTHER RESTRICT THE LOCATION OF BUILDINGS AND/OR OTHER IMPROVEMENTS AS PROVIDED IN THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED AT THE MEDINA COUNTY COURTHOUSE. PROPERTY OWNERS ARE ADVISED THAT THEY ARE RESPONSIBLE FOR MAINTENANCE OF DRAINAGE EASEMENTS ON THEIR PROPERTY AND MAY NOT UTILIZE THESE EASEMENTS FOR ANY PURPOSE DETRIMENTAL TO THEIR INTENDED USE (I.E. NO SOLID FENCES, DENSE SHRUBBERY, STRUCTURES, ETC.)
4. ENCROACHMENTS ARE PROHIBITED WITHIN THE DRAINAGE EASEMENTS AND FLOODPLAINS, INCLUDING FILL, NEW CONSTRUCTION, SUBSTANTIAL IMPROVEMENTS, AND OTHER DEVELOPMENTS, UNLESS CERTIFICATION BY A LICENSED PROFESSIONAL ENGINEER IS PROVIDED DEMONSTRATING ENCROACHMENTS SHALL NOT RESULT IN ANY INCREASE IN FLOOD LEVELS DURING OCCURRENCE OF BASE FLOOD DISCHARGE.
5. REGULAR MAINTENANCE OF DRAINAGE EASEMENTS, SUCH AS VEGETATIVE MAINTENANCE IN ACCORDANCE WITH THE ASSUMPTIONS FOUND WITHIN THE STORM WATER MANAGEMENT PLAN, DESIGNATED WITHIN A LOT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. DRAINAGE EASEMENTS SHALL BE FREE FROM ALL OBSTRUCTIONS. THE DRAINAGE INFRASTRUCTURE OR SYSTEM FOUND WITHIN THE DRAINAGE EASEMENTS SHALL BE MAINTAINED BY THE MEDINA VALLEY RANCH MUNICIPAL UTILITY DISTRICT.
6. ADEQUATE STRUCTURES SHALL BE PROVIDED TO ALLOW THE UNHINDERED PASSAGE OF ALL STORM AND DRAINAGE FLOWS WHEREVER FENCES CROSS DRAINAGE EASEMENTS.

TAX CERTIFICATE:
TAX CERTIFICATE AFFIDAVIT FILED THIS DATE IN VOLUME ___, PAGE ___,
MEDINA COUNTY OFFICIAL RECORDS.

BGE, Inc.
7300 San Pedro, Suite 301
San Antonio, Texas 78216
Tel: 210-581-3600 • www.bgeinc.com
TBPELS Registration No. F-1046
TBPELS Licensed Surveying Firm No. 10106500

C:\Users\ahiener\AppData\Local\Temp\AcPublish_7316\11944-00_Medina_Valley_Ranch_1_Plat.dwg, 9/02/2026 12:05 PM, ahiener, 1:1

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

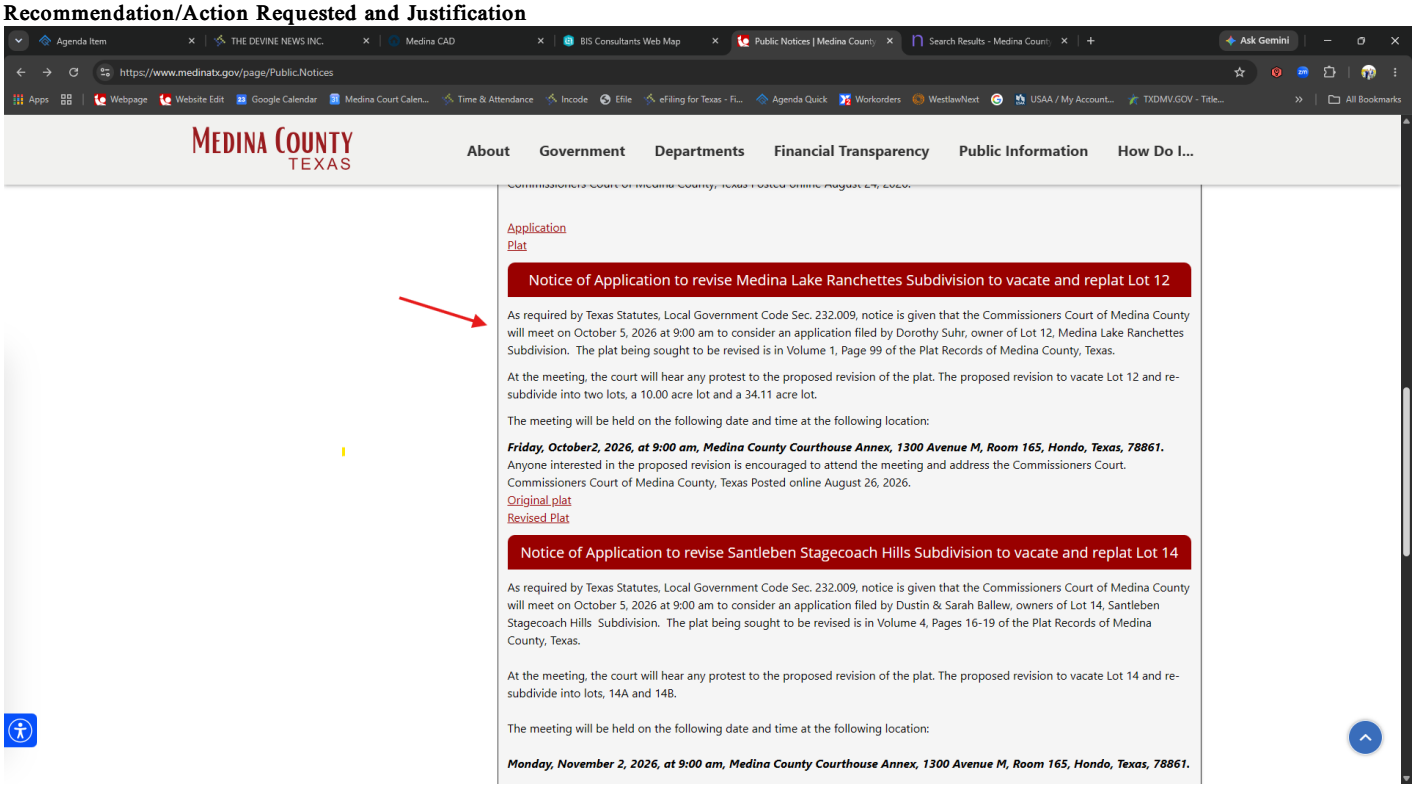
Agenda Item 6.

Meeting Date: 10/02/2026
Item Title: Replat - Medina Lake Ranchettes
Submitted By: Jessica Castiglione, Commissioner Pct 1

Summary of Request/Problem

Discuss and take possible action to approve a plat to vacate and re-plat lot 12 of Medina Lake Ranchettes Subdivision, located in Precinct 1 on County Road 270 (Howard Surveying)

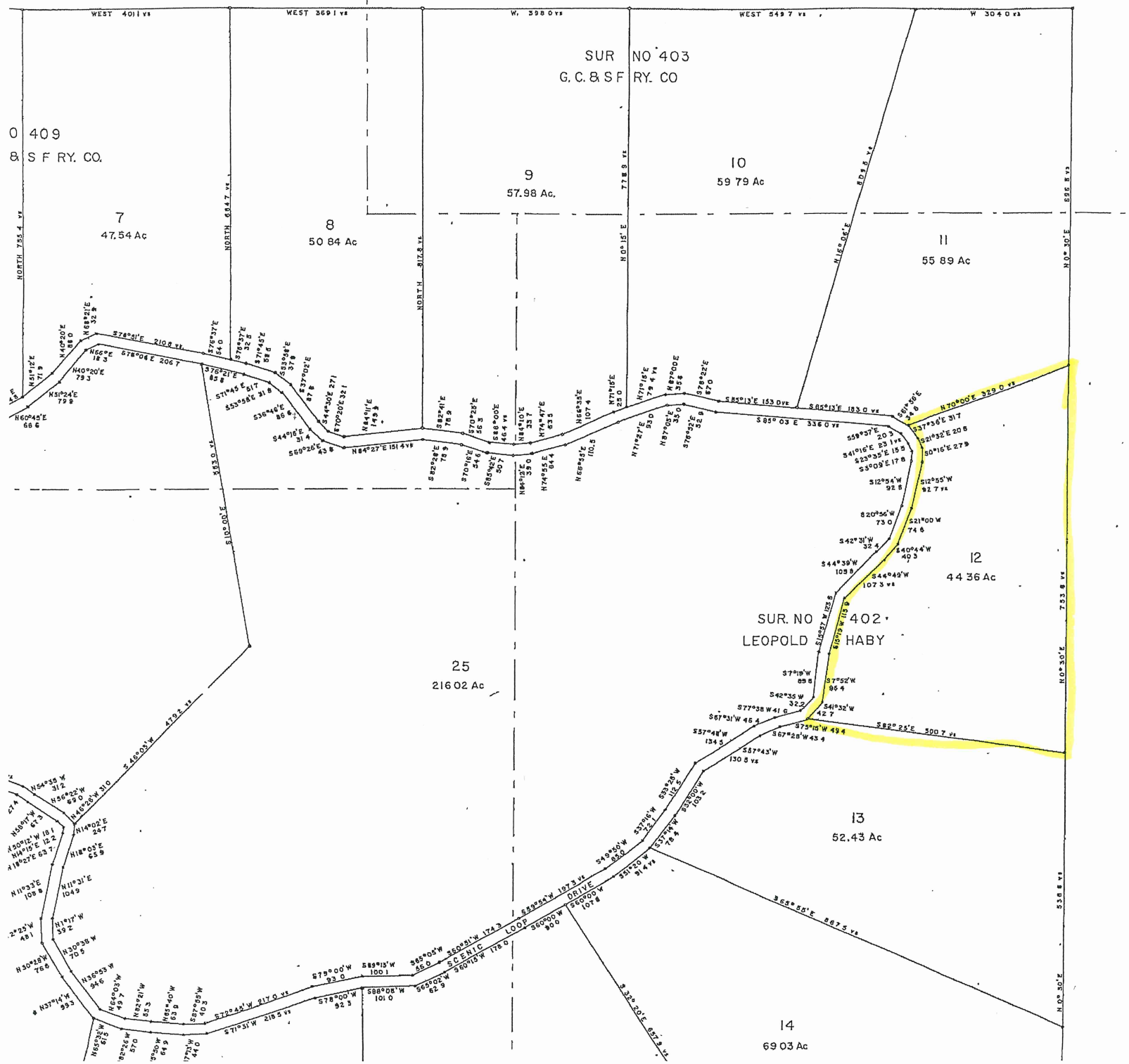
Recommendation/Action Requested and Justification



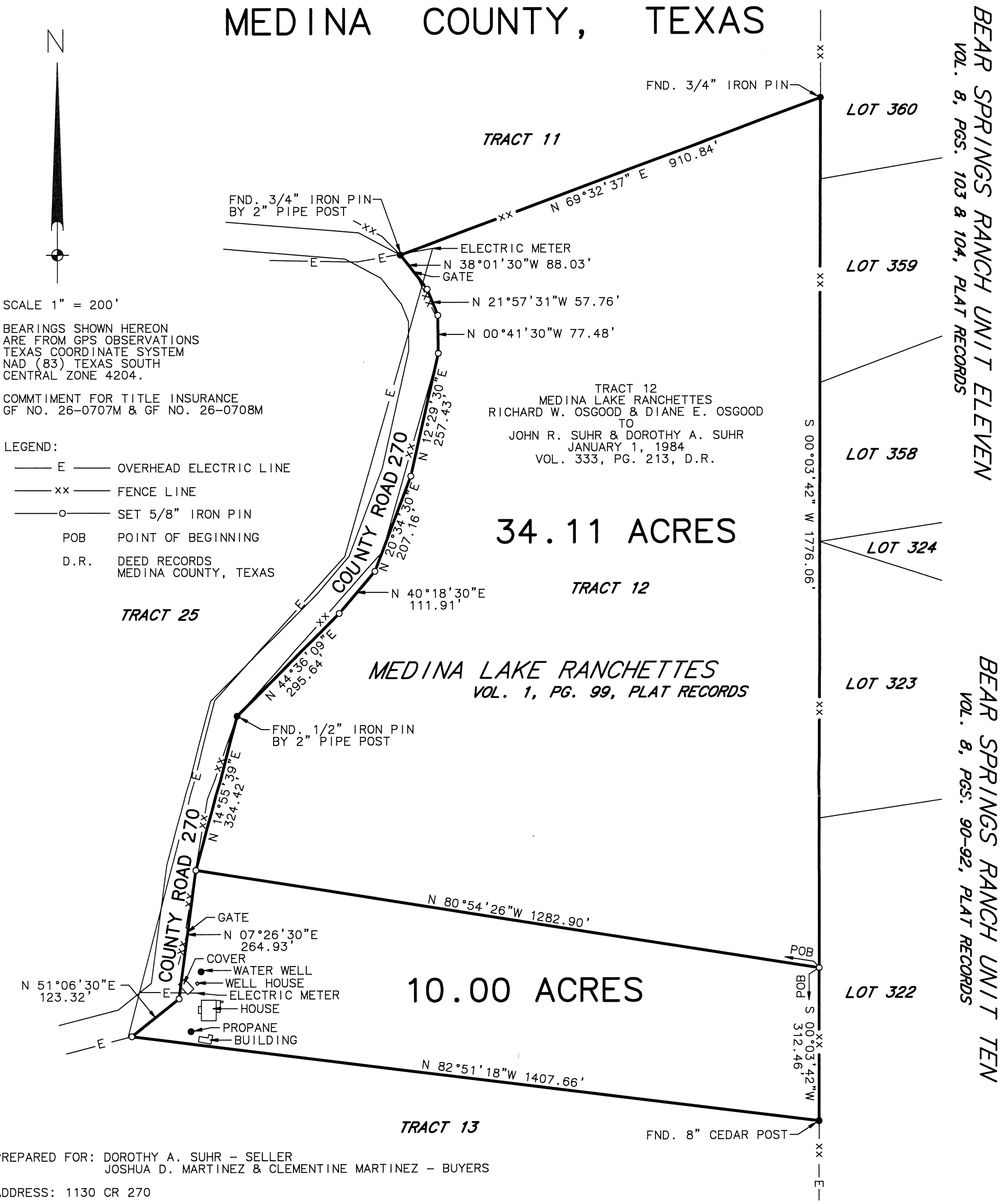
Attachments

Original Plat - Medina Lake Ranchettes
Plat - Medina Lake Ranchettes

Vol. 1 Pg. 49


SUR NO 403
G. C. & S F RY. CO
0 409
& S F RY. CO.
7
47.54 Ac
8
50 84 Ac
9
57.98 Ac.
10
59 79 Ac
11
55 89 Ac
12
44 36 Ac
13
52.43 Ac
14
69 03 Ac
25
216 02 Ac
SUR. NO 402
LEOPOLD HABY
SCENIC LOOP DRIVE

MEDINA COUNTY, TEXAS



SCALE 1" = 200'

BEARINGS SHOWN HEREON ARE FROM GPS OBSERVATIONS TEXAS COORDINATE SYSTEM NAD (83) TEXAS SOUTH CENTRAL ZONE 4204.

COMMTIMENT FOR TITLE INSURANCE
GF NO. 26-0707M & GF NO. 26-0708M

LEGEND:

—— E ——	OVERHEAD ELECTRIC LINE
—— xx ——	FENCE LINE
——o——	SET 5/8" IRON PIN
POB	POINT OF BEGINNING
D.R.	DEED RECORDS MEDINA COUNTY, TEXAS

PREPARED FOR: DOROTHY A. SUHR - SELLER
JOSHUA D. MARTINEZ & CLEMENTINE MARTINEZ - BUYERS

ADDRESS: 1130 CR 270

SURVEYED ON THE GROUND: AUGUST 6, 2026

A PLAT OF A 34.11 ACRE TRACT OF LAND AND A 10.00 ACRE TRACT OF LAND OUT OF TRACT 12 OF MEDINA LAKE ESTATES ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1, PAGE 99 OF THE PLAT RECORDS OF MEDINA COUNTY, TEXAS.

I HEREBY CERTIFY THAT THE FOREGOING PLAT AND ACCOMPANYING FIELD NOTE DESCRIPTIONS WERE PREPARED FROM AN ACTUAL SURVEY PERFORMED ON THE GROUND, UNDER MY SUPERVISION, AND THAT THEY ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. HOWARD SURVEYING ACCEPTS RESPONSIBILITY FOR THIS PLAT ONLY TO THE ORIGINAL CLIENTS FOR WHOM IT WAS PREPARED.

THIS THE 12TH DAY OF AUGUST 2026.

KEITH HOWARD, R.P.L.S. NO. 5949
HOWARD SURVEYING
TBPELS FIRM NO. 10125700
402 STATE HWY 173 SOUTH
HONDO, TEXAS 78861
830-426-4776

STATE OF TEXAS
REGISTERED
KEITH HOWARD
5949
PROFESSIONAL
LAND SURVEYOR

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 7.

Meeting Date:	10/02/2026
Item Title:	Replat - Upper Melton Tract
Submitted By:	Larry Sittre, Commissioner

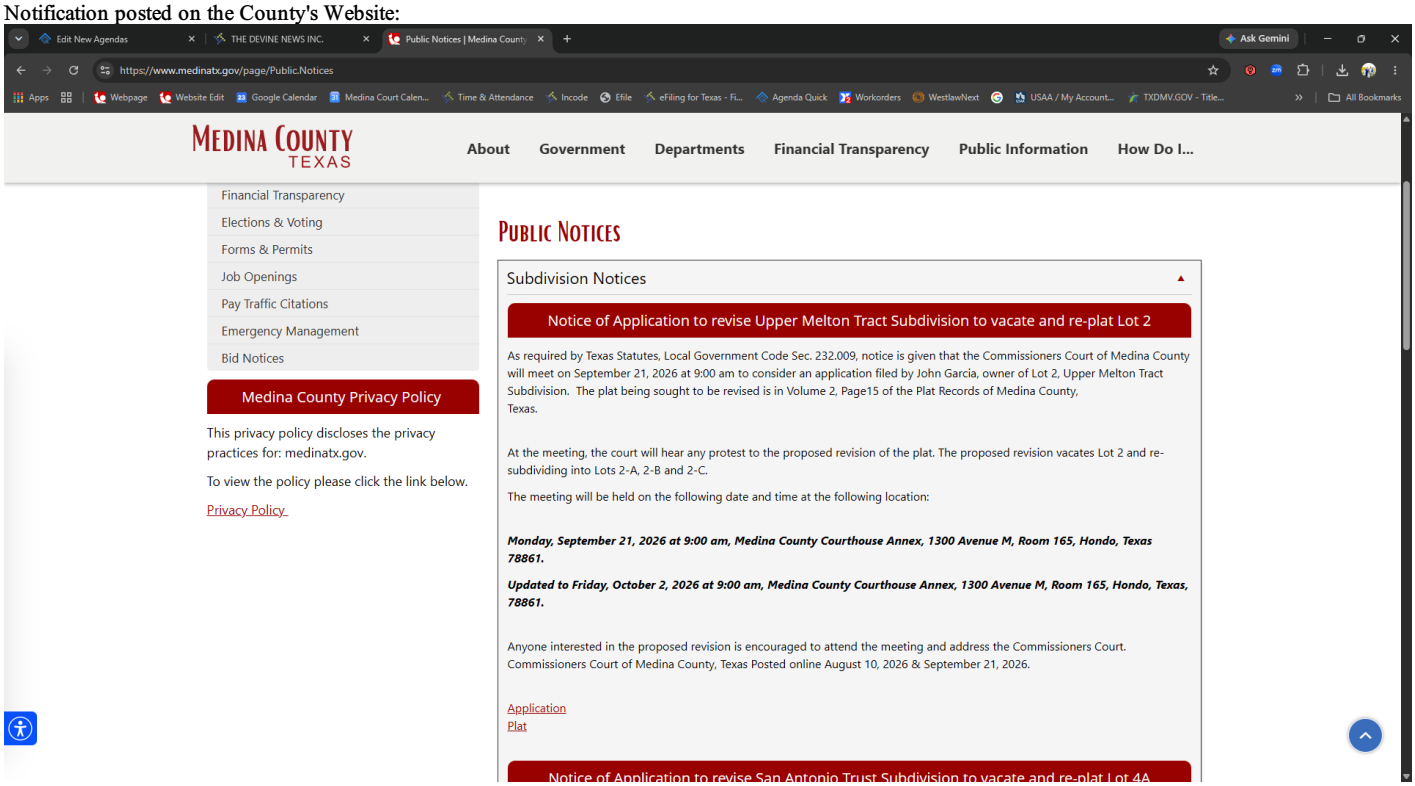
Summary of Request/Problem

Discuss and take possible action to approve a plat to vacate and re-plat Lot 2 of Upper Melton Tract Subdivision, located in Precinct 2 on County Road 5717 (Rothe & Assoc.)

Recommendation/Action Requested and Justification

The applicant is requesting to replat Lot 2, 18.822 acres into Lots 2-A, 6.294 acres, Lot 2-B, 6.294 acres and Lot 2-C, 6.294 acres.

Notification posted on the County's Website:



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MEDINA COUNTY TEXAS

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Medina County Privacy Policy

This privacy policy discloses the privacy practices for: medinatx.gov.

To view the policy please click the link below.

Privacy Policy

PUBLIC NOTICES

Subdivision Notices

Notice of Application to revise Upper Melton Tract Subdivision to vacate and re-plat Lot 2

As required by Texas Statutes, Local Government Code Sec. 232.009, notice is given that the Commissioners Court of Medina County will meet on September 21, 2026 at 9:00 am to consider an application filed by John Garcia, owner of Lot 2, Upper Melton Tract Subdivision. The plat being sought to be revised is in Volume 2, Page15 of the Plat Records of Medina County, Texas.

At the meeting, the court will hear any protest to the proposed revision of the plat. The proposed revision vacates Lot 2 and re-subdividing into Lots 2-A, 2-B and 2-C.

The meeting will be held on the following date and time at the following location:

Monday, September 21, 2026 at 9:00 am, Medina County Courthouse Annex, 1300 Avenue M, Room 165, Hondo, Texas 78861.

Updated to Friday, October 2, 2026 at 9:00 am, Medina County Courthouse Annex, 1300 Avenue M, Room 165, Hondo, Texas, 78861.

Anyone interested in the proposed revision is encouraged to attend the meeting and address the Commissioners Court. Commissioners Court of Medina County, Texas Posted online August 10, 2026 & September 21, 2026.

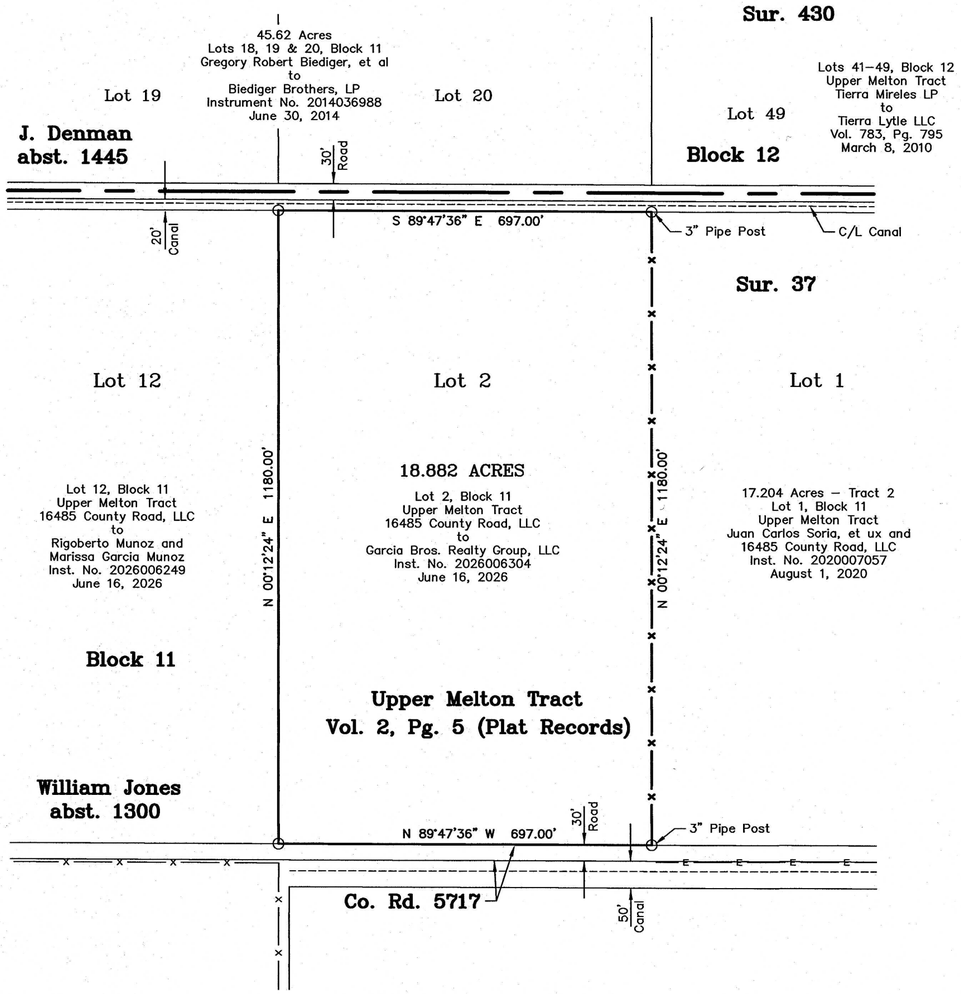
Application
Plat

Notice of Application to revise San Antonio Trust Subdivision to vacate and re-plat Lot 4A

Attachments

Replat - Lot 2 Upper Melton Tract

Medina County, Texas

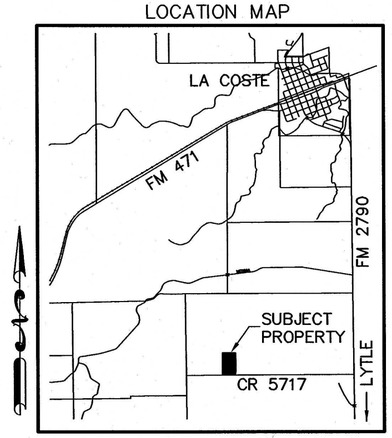


AREA BEING RE-PLATTED

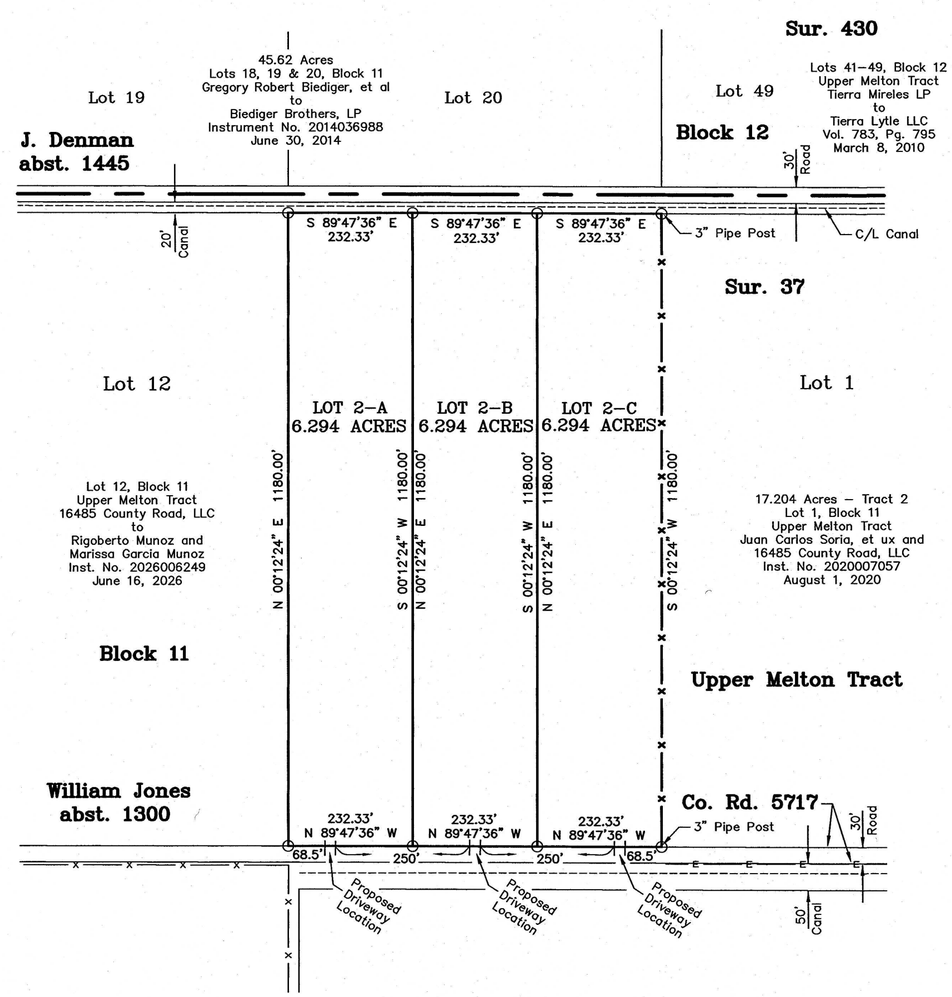
LOT 2, BLOCK 11, UPPER MELTON TRACT
VOL. 2, PG. 5

SCALE: 1"=200'
BEARINGS RELATIVE TO
GEODETIC NORTH

LOCATION MAP



SCALE: NTS



RE-PLAT

LOTS 2–A, 2–B & 2–C, BLOCK 11, UPPER MELTON TRACT

LEGEND

EASEMENT LINE	— — — — —
BOUNDARY FENCE	—x—x—
BOUNDARY LINE	———
FENCE	—x—x—
ELECTRIC LINE	—E—E—
SURVEY LINE	——— — ———

LEGEND:
SET 5/8" IRON PIN —○
FND. 5/8" IRON PIN —●

THE SUBJECT PROPERTY IS LOCATED OUTSIDE THE LIMITS OF ANY 100 YEAR FLOOD ZONE AS SHOWN ON THE NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP, MEDINA COUNTY, TEXAS, COMMUNITY PANEL NUMBER 480472 0540 C, EFFECTIVE DATE: APRIL 3, 2012.

STATE OF TEXAS
COUNTY OF MEDINA

THE OWNER OF THE LAND SHOWN ON THIS REPLAT WHOSE NAME IS SUBSCRIBED HERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

_____
JOHN JOSHUA GARCIA
GARCIA BROS REALTY GROUP, LLC

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, JOHN JOSHUA GARCIA, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____ DAY OF _____, 2026.

_____
NOTARY PUBLIC

STATE OF TEXAS
COUNTY OF MEDINA

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION ON THE GROUND AND THAT SAME IS TRUE AND CORRECT.

_____
REGISTERED PROFESSIONAL LAND SURVEYOR

STATE OF TEXAS
REGISTERED
JONATHAN H. ROTHE
6286
PROFESSIONAL
LAND SURVEYOR

Rothe & Associates, PLLC
Land Surveying
1705 Ave. K, P.O. Box 426
Hondo, TX 78861
Ph: (830)426-3005
e-mail: office@rothe-inc.com
www.rothelandsurveyor.com

THE STATE OF TEXAS
COUNTY OF MEDINA

THE COUNTY COMMISSIONER OF PRECINCT_____ HEREBY CERTIFIES THAT THIS REPLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE COUNTY AS TO WHICH HIS APPROVAL IS REQUIRED, THIS THE _____ DAY OF _____, 2026.

_____
COUNTY COMMISSIONER

THE COUNTY JUDGE OF MEDINA COUNTY CERTIFIES THAT THIS REPLAT HAS BEEN CONSIDERED AND APPROVED.

_____
COUNTY JUDGE DATE

I, GINA CHAMPION, CLERK OF THE COUNTY COURT OF MEDINA COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, A.D. 2026 AT _____ O'CLOCK, __M., IN THE DEED AND PLAT RECORDS OF MEDINA COUNTY. DOCUMENT NUMBER _____, AND ORDER NUMBER _____ THAT IS ASSOCIATED TO THE PLAT. IN TESTIMONY WHEREOF, WITNESS MY HAND AND SEAL OF OFFICE, THIS _____ DAY OF _____ A.D., 2026.

_____
BY: _____
GINA CHAMPION — DEPUTY CLERK, COUNTY COURT
COUNTY CLERK — MEDINA COUNTY, TEXAS

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 8.

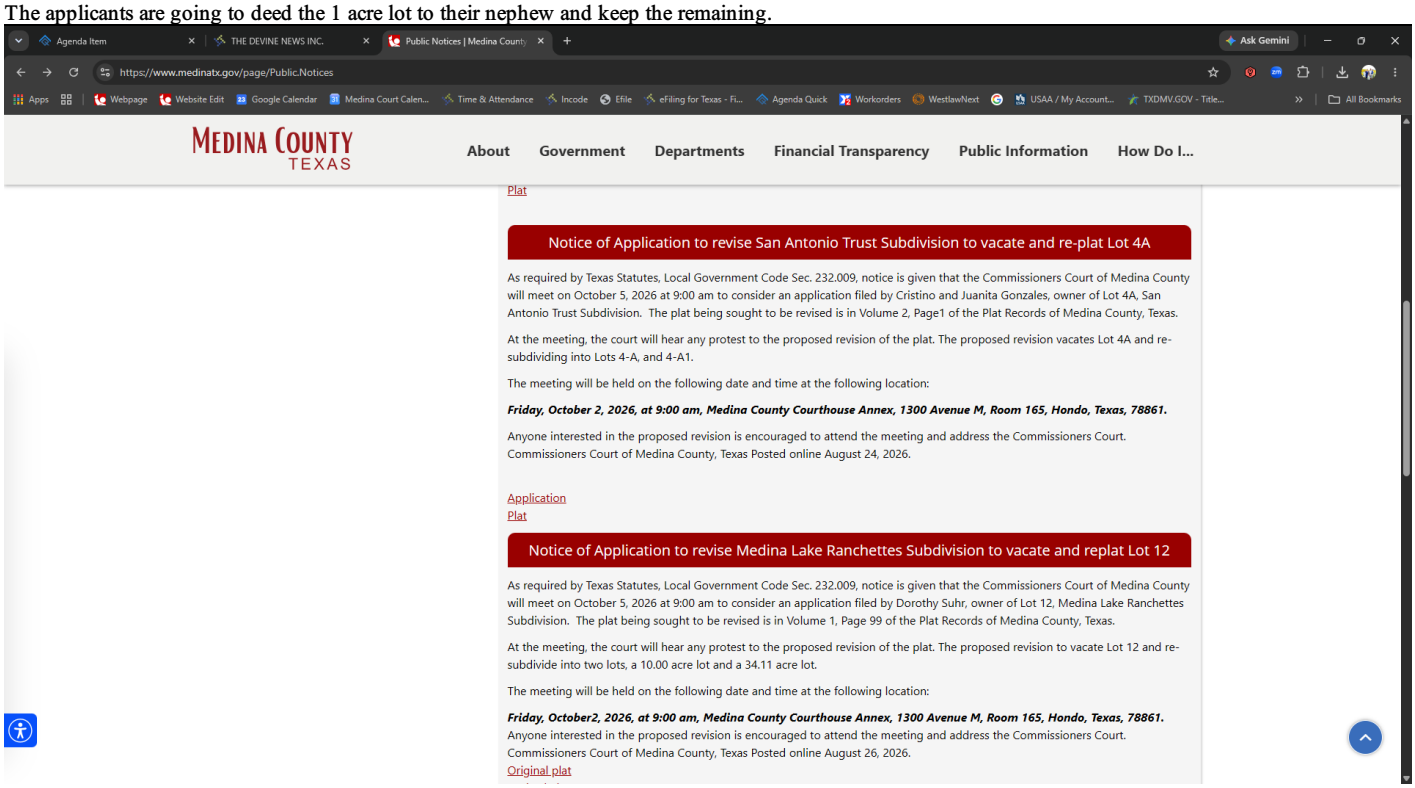
Meeting Date:	10/02/2026
Item Title:	Replat - San Antonio Trust
Submitted By:	David Lynch, Commissioner

Summary of Request/Problem

Discuss and take possible action to approve a plat to vacate and re-plat Lot 4-A of the San Antonio Trust Subdivision, located in Precinct 3 on County Road 5719 (Howard Surveying)

Recommendation/Action Requested and Justification

The applicants are going to deed the 1 acre lot to their nephew and keep the remaining.



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Plat

Notice of Application to revise San Antonio Trust Subdivision to vacate and re-plat Lot 4A

As required by Texas Statutes, Local Government Code Sec. 232.009, notice is given that the Commissioners Court of Medina County will meet on October 5, 2026 at 9:00 am to consider an application filed by Cristino and Juanita Gonzales, owner of Lot 4A, San Antonio Trust Subdivision. The plat being sought to be revised is in Volume 2, Page1 of the Plat Records of Medina County, Texas.

At the meeting, the court will hear any protest to the proposed revision of the plat. The proposed revision vacates Lot 4A and re-subdividing into Lots 4-A, and 4-A1.

The meeting will be held on the following date and time at the following location:

Friday, October 2, 2026, at 9:00 am, Medina County Courthouse Annex, 1300 Avenue M, Room 165, Hondo, Texas, 78861.

Anyone interested in the proposed revision is encouraged to attend the meeting and address the Commissioners Court.
Commissioners Court of Medina County, Texas Posted online August 24, 2026.

Application
Plat

Notice of Application to revise Medina Lake Ranchettes Subdivision to vacate and replat Lot 12

As required by Texas Statutes, Local Government Code Sec. 232.009, notice is given that the Commissioners Court of Medina County will meet on October 5, 2026 at 9:00 am to consider an application filed by Dorothy Suhr, owner of Lot 12, Medina Lake Ranchettes Subdivision. The plat being sought to be revised is in Volume 1, Page 99 of the Plat Records of Medina County, Texas.

At the meeting, the court will hear any protest to the proposed revision of the plat. The proposed revision to vacate Lot 12 and re-subdivide into two lots, a 10.00 acre lot and a 34.11 acre lot.

The meeting will be held on the following date and time at the following location:

Friday, October2, 2026, at 9:00 am, Medina County Courthouse Annex, 1300 Avenue M, Room 165, Hondo, Texas, 78861.
Anyone interested in the proposed revision is encouraged to attend the meeting and address the Commissioners Court.
Commissioners Court of Medina County, Texas Posted online August 26, 2026.
Original plat

Attachments

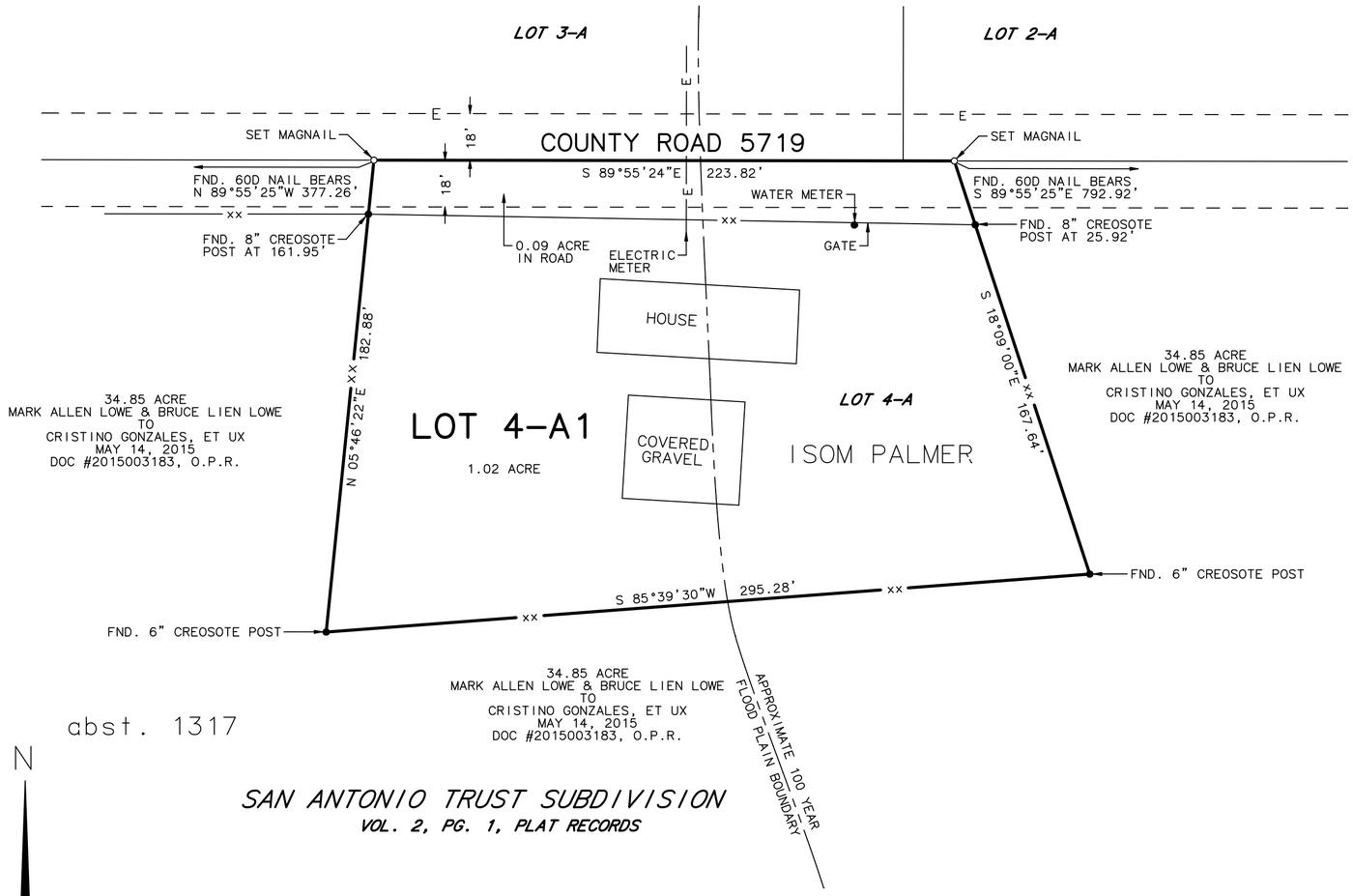
Replat - San Antonio Trust Lot 4A
Exhibit - San Antonio Trust Lot 4A

MEDINA COUNTY, TEXAS

A PLAT CREATING
LOT 4-A1
OUT OF LOT 4-A, BLOCK 1 OF SAN ANTONIO TRUST SUBDIVISION

Sur. 20

ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2, PAGE 1
OF THE PLAT RECORDS OF MEDINA COUNTY, TEXAS



SCALE 1" = 40'

BEARINGS SHOWN HEREON
ARE FROM GPS OBSERVATIONS
TEXAS COORDINATE SYSTEM
NAD (83).

1 LOT

WATER SERVICE: EAST MEDINA WATER SUPPLY COMPANY

ELECTRIC SERVICE: MEDINA ELECTRIC COOPERATIVE

ADDRESS: 590 CR 5719 W

SURVEYED ON THE GROUND: JUNE 9, 2026

DATE PREPARED: AUGUST 12, 2026

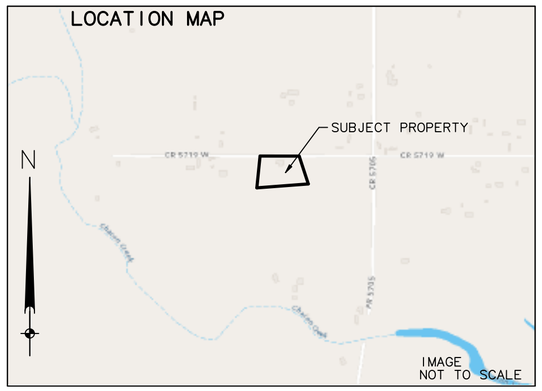
LEGEND:

——— E ——— OVERHEAD ELECTRIC LINE

———xx——— FENCE LINE

O.P.R. OFFICIAL PUBLIC RECORDS
MEDINA COUNTY, TEXAS

LOCATION MAP



PREPARED BY:

HOWARD SURVEYING
TBPELS FIRM NO. 10125700
402 STATE HWY 173 SOUTH
HONDO, TEXAS 78861
830-426-4776

PREPARED FOR:

CRISITNO & JUANITA GONZALES
1209 CR 189
KARNES CITY, TEXAS 78118

STATE OF TEXAS
COUNTY OF MEDINA

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

_____
CRISTINO GONZALES

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED CRISTINO GONZALES, KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF

OFFICE THIS THE ____ DAY OF _____ 2026.

_____
NOTARY PUBLIC

STATE OF TEXAS
COUNTY OF MEDINA

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

_____
JUANITA GONZALES

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED JUANITA GONZALES, KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF

OFFICE THIS THE ____ DAY OF _____ 2026.

_____
NOTARY PUBLIC

STATE OF TEXAS
COUNTY OF MEDINA

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE ON THE

GROUND UNDER MY SUPERVISION. THIS THE ____ DAY OF AUGUST 2026.

PRELIMINARY
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

_____
KEITH HOWARD, R.P.L.S. 5949
HOWARD SURVEYING
TBPLES FIRM NO. 10125700

STATE OF TEXAS
COUNTY OF MEDINA

THE COUNTY COMMISSIONER OF MEDINA COUNTY PRECINCT ___ HEREBY CERTIFIES THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE COUNTY AS TO WHICH HIS APPROVAL IS REQUIRED.

THIS THE ____ DAY OF _____ 2026.

_____
COUNTY COMMISSIONER

STATE OF TEXAS
COUNTY OF MEDINA

THE COUNTY JUDGE OF MEDINA COUNTY CERTIFIES THAT THIS SUBDIVISION PLAT HAS BEEN CONSIDERED AND APPROVED.

THIS THE ____ DAY OF _____ 2026.

_____
COUNTY JUDGE

NOTES:

ACCORDING TO THE NATIONAL FLOOD INSURANCE PROGRAM FIRM MAP FOR MEDINA COUNTY COMMUNITY PANEL NO. 48325C0525C EFFECTIVE DATE APRIL 3, 2012, THIS PROPERTY APPEARS TO LIE INSIDE ZONE A OF THE 100 YEAR FLOOD ZONE BOUNDARY.

CONVEYANCE OF LOTS DEPICTED ON A PRELIMINARY PLAN SHALL NOT BE PERMITTED UNTIL THE FINAL PLAT HAS BEEN APPROVED BY THE MEDINA COUNTY COMMISSIONERS COURT, AND THE RECORD PLAT FILED WITH THE COUNTY CLERK, UNLESS THE DEVELOPER HAS A PERFORMANCE BOND IN PLACE.

WATER, WASTE WATER AND UTILITIES

NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO STATE APPROVED COMMUNITY WATER SYSTEM OR PRIVATE WELL. DUE TO DECLINING WATER SUPPLY, PROSPECTIVE PROPERTY OWNERS ARE CAUTIONED BY MEDINA COUNTY TO QUESTION THE SELLER CONCERNING GROUNDWATER AVAILABILITY. RAIN WATER COLLECTION IS ENCOURAGED AND IN SOME AREAS MAY OFFER THE BEST RENEWABLE WATER RESOURCE.

NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR TO AN ON-SITE WASTEWATER SYSTEM THAT HAS BEEN APPROVED AND PERMITTED BY THE MEDINA COUNTY HEALTH INSPECTOR.

NO STRUCTURE OR DEVELOPMENT WITHIN THE SUBDIVISION MAY BEGIN UNTIL FINAL APPROVAL OF THE PLAT BY MEDINA COUNTY COMMISSIONERS' COURT.

RESOLUTIONS BY MEDINA COUNTY COMMISSIONERS' COURT

THE DISCHARGE OF FIREARMS ON LOTS OF TEN ACRES OR LESS IS PROHIBITED ACCORDING TO VOLUME 30, PAGE 127 OF OFFICIAL PUBLIC RECORDS OF MEDINA COUNTY, TEXAS.

HUNTING WITH BOW AND ARROW ON LOTS OF TEN ACRES OR LESS IS PROHIBITED ACCORDING TO VOLUME 30, PAGE 129 OF THE OFFICIAL PUBLIC RECORDS OF MEDINA COUNTY, TEXAS.

STREET AND RIGHT OF WAY INFORMATION

IN ORDER TO PROMOTE SAFE USE OF ROADWAYS AND PRESERVE THE CONDITIONS OF PUBLIC ROADWAYS, NO DRIVEWAY CONSTRUCTED ON ANY LOT WITHIN THIS SUBDIVISION SHALL BE PERMITTED ACCESS ONTO A PUBLICLY DEDICATED ROADWAY UNLESS A DRIVEWAY PERMIT HAS BEEN ISSUED BY THE PRECINCT COMMISSIONER OF MEDINA COUNTY OR STATE DEPARTMENT OF HIGHWAYS FOR DRIVEWAYS ENTERING UNTO STATE ROADS, AND THE DRIVEWAY SATISFIES THE MINIMUM SPACING REQUIREMENT FOR DRIVEWAYS SET FORTH AS PER THE MEDINA COUNTY SUBDIVISION REGULATIONS.

OWNER, BY FILING THIS PLAT OF RECORD, AND ALL FUTURE OWNERS OF PROPERTY WITHIN THIS SUBDIVISION, BY PURCHASING SUCH PROPERTY, ACKNOWLEDGE AND AGREE THAT MEDINA COUNTY SHALL HAVE NO OBLIGATION TO REPAIR OR ACCEPT MAINTENANCE OF THE ROADS SHOWN ON THIS SUBDIVISION UNIT, UNLESS OWNER OF THE PROPERTY OWNERS ASSOCIATION HAS IMPROVED THE ROADWAYS TO THE CURRENT STANDARDS REQUIRED BY MEDINA COUNTY, AND THE ROADS HAVE BEEN ACCEPTED FOR MAINTENANCE BY FORMAL, WRITTEN ACTION OF THE COUNTY COMMISSIONERS COURT, AND THE ROAD WAY WITH ALL REQUIRED RIGHT-OF-WAY, HAS BEEN DEDICATED BY THE OWNERS THEREOF, AND ACCEPTED BY THE COUNTY. OWNERS OF PROPERTY WITHIN THIS SUBDIVISION SHALL LOOK SOLELY TO THE PROPERTY OWNERS ASSOCIATION FOR FUTURE MAINTENANCE AND REPAIR OF THE ROADS AND STREETS ON THIS SUBDIVISION.

MEDINA ELECTRIC COOPERATIVE, INC. IS HEREBY DEDICATED EASEMENTS AND RIGHTS-OF-WAY FOR ELECTRIC DISTRIBUTION INFRASTRUCTURE AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS 'ELECTRIC EASEMENT', 'UTILITY EASEMENT', 'ANCHOR EASEMENT', 'OVERHANG EASEMENT', 'AERIAL EASEMENT', 'SERVICE EASEMENT', 'TRANSFORMER EASEMENT' FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, REPHASING, REPAIRING, OPERATING, MAINTAINING, RELOCATING AND REPLACING SAID INFRASTRUCTURE, WITHIN SAID EASEMENT AREAS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LANDS FOR THE PURPOSE OF ACCESSING SAID INFRASTRUCTURE AND SERVICE FACILITIES, ALONG WITH THE RIGHT TO REMOVE FROM SAID LANDS, ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR INTERFERE WITH THE EFFICIENCY OF SAID ELECTRIC INFRASTRUCTURE AND SERVICE FACILITIES. NO BUILDINGS OR PERMANENT STRUCTURES, CONCRETE SLABS OR WALLS WILL BE PLACED WITHIN SAID EASEMENT AREAS.

STATE OF TEXAS
COUNTY OF MEDINA

I, COUNTY CLERK OF MEDINA COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN

MY OFFICE, THIS THE ____ DAY OF _____ A.D. 2026 AT ____ M. AND DULY RECORDED

THE ____ DAY OF _____ A.D. 2026 AT ____ M. IN THE DEED AND PLATS RECORDS OF

MEDINA COUNTY. DOCUMENT NUMBER _____ AND ORDER NUMBER _____ THAT

IS ASSOCIATED TO THE PLAT. IN TESTIMONY WHEREOF. WITNESS MY HAND AND SEAL OF OFFICE

THIS THE _____ DAY OF _____ A.D. 2026.

_____
COUNTY CLERK

_____
DEPUTY

Sur. 20

MEDINA COUNTY, TEXAS

LOT 8-A
LOT 3-A
LOT 2-A
LOT 10-A
COUNTY ROAD 5719
WEST TEXAS GAS PIPELINE
S 89°55'25"E 1394.00'
0.59 ACRE IN ROAD
MOBILE HOME
METER POLE
18'
BLOCK 1
LOT 4-A
20' PIPELINE EASEMENT
VOL. 173. 707. O.P.R
LOT 5-A
SAN ANTONIO TRUST SUBDIVISION
VOL. 2, PG. 1, PLAT RECORDS
N 00°04'58"W 1091.72'
0.12 ACRE UNDER FENCE, NOT RECORD TITLE, NOT INCLUDED IN 34.85 ACRES
34.85 Acres
ISOM PALMER
S 00°24'54"W 1093.70'
COUNTY ROAD 570
BLOCK 3
LOT 13-A
N
36'
SCALE 1"= 200'
BEARINGS SHOWN HEREON ARE FROM GPS OBSERVATIONS TEXAS COORDINATE SYSTEM NAD (83).
N 89°50'32"W 1384.51'
ORIGINAL
abst. 1317

LOT 8-A
LOT 3-A
LOT 2-A
LOT 10-A
223.82'
S 89°55'24"E
COUNTY ROAD 5719
S 89°55'25"E 377.26'
S 89°55'25"E 792.92'
N 05°46'22"E 182.88'
1.02 ACRE
S 18°09'00"E 167.64'
S 85°39'30"W 295.28'
18'
BLOCK 1
LOT 4-A
LOT 5-A
SAN ANTONIO TRUST SUBDIVISION
VOL. 2, PG. 1, PLAT RECORDS
N 00°03'18"W 1091.68'
S 00°27'06"W 1092.52'
COUNTY ROAD 570
BLOCK 3
LOT 13-A
33.83 ACRES
PREPARED BY:
HOWARD SURVEYING
TBPELS FIRM NO. 10125700
402 STATE HWY 173 SOUTH
HONDO, TEXAS 78861
830-426-4776
PREPARED FOR:
CRISITNO & JUANITA GONZALES
1209 CR 189
KARNES CITY, TEXAS 78118
N 89°53'22"W 1384.34'
NEW TRACTS
abst. 1317

AN EXHIBIT OF A 33.81 ACRE TRACT OF AND A 1.02 ACRE TRACT OF LAND OUT OF LOT 4-A, BLOCK 1 OF SAN ANTONIO TRUST ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2, PAGE 1 OF THE PLAT RECORDS OF MEDINA COUNTY, TEXAS.

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 9.

Meeting Date: 10/02/2026
Item Title: Subdivision Replat
Submitted By: Jessica Castiglione, Commissioner Pct 1

Summary of Request/Problem

Discuss and take possible action to determine whether the proposed revision (vacate/replat) of Lots 17A & 17B of Quail Valley Subdivision affects a public interest or public property of any type and authorize the appropriate notice requirements; Located in Preinct 1 on County Road 4614 (Rothe & Assoc.)

Recommendation/Action Requested and Justification

Attachments

Replat Application - Quail Valley 17A
Replat - Quail Valley 17A

Medina County | Application to Revise, Amend, or Cancel

1300 Avenue M, Room 250 | Hondo, Texas 78861 | (830) 741-6020

www.medinatx.org

Submittal Instructions

Submit completed Applications to Revise, Amend, or Cancel a previously recorded subdivision to the office of the County Judge. Attach a complete copy of (1) the deed restrictions as amended (if applicable); and (2) the deed, accurately listing the same Owner (person or entity) as listed on this application. See Article XIII for application requirements.

Property Information: Medina County Appraisal District Property ID No.: 36737

Property Address: 321 CR 4614 and 317 CR 4614

Castroville — TX — 78009

City — State — Zip Code

Owner Information: (see attached)

Owner Name — Daytime Phone — Signature

Mailing Address — City — State — Zip Code

CHANGE REQUESTED: [✓] REVISE (VACATE/REPLAT) [ ] AMEND [ ] CANCEL

Describe the change requested and any special circumstances which justify granting the request:

The property owners wish to change the acreage in the current lots. Reynaldo Ramirez, current owner of Lot 17A Quail Valley Subd. would like to retain 3.000 Acres and give the rest to his daughter Elisa Butler who currently owns Lot 17B. This would create two new lots - 17C 3.029 Acres (Butler) & 17D 3.000 Acres (Ramirez)

CONTACT THE APPROPRIATE COUNTY COMMISSIONER

Applicant must communicate with the appropriate Medina County Commissioner before an Application to Revise, Amend, or Cancel a recorded subdivision plat is placed on the Commissioners Court agenda for consideration.

Commissioner Signature: _____

Owner Information

Owners of Lot 17A, Quail Valley Subdivision:

Julieanna Renner-Ramirez and Reynaldo Ramirez

210-347-6367 (Rey)

321 CR 4614
Castroville, TX 78009

_____
Signature

_____
Signature

Owners of Lot 17B, Quail Valley Subdivision:

Elisa Adriana Butler and Jonathan Alan Butler

210-383-1688 (Elisa)

940-765-2622 (John)

317 CR 4614
Castroville, TX 78009

_____
Signature

_____
Signature

Owner Information

Owners of Lot 17A, Quail Valley Subdivision:

Julleanna Renner-Ramirez and Reynaldo Ramirez

210-347-6367 (Rey)

321 CR 4614
Castroville, TX 78009

Julleanna G Renner-Ramirez
Signature

Signature

Owners of Lot 17B, Quail Valley Subdivision:

Elisa Adriana Butler and Jonathan Alan Butler

210-383-1688 (Elisa)

940-765-2622 (John)

317 CR 4614
Castroville, TX 78009

Signature

Signature

Scanned with CamScanner

REQUIRED FINDINGS: [COURT USE]

[ ] **Revision (Vacate/Replat).** Notice and hearing required.

- [ ] Revision is not prohibited by deed restrictions or plat notes; AND
- [ ] Revision will not interfere with the established rights of any owner of a part of the subdivided land; OR each owner whose rights may be interfered with has agreed.

[ ] **Amendment.** Notice, hearing and approval of other lot owners not required.

- [ ] Adds a course or distance that was inadvertently omitted; OR corrects an error in course or distance, a real property description, the location or character of a monument, or any other type of scrivener or clerical error or omission, including lot numbers, acreage, street names, and identification of adjacent recorded plats.
- [ ] May only be used to correct an error in courses and distances of lot lines between two adjacent lots IF both lot owners join in the application; neither lot is abolished; the amendment does not attempt to remove recorded covenants or restrictions; and the amendment does not have a material adverse effect on the property rights of the other owners of the property that is the subject of the plat.

[ ] **Cancellation.** Notice and hearing required.

- [ ] Reestablishes the property as acreage tracts, including a dedicated easement or roadway; AND
- [ ] Cancellation does not interfere with the established rights of any purchaser who owns any part of the subdivision; OR (2) the purchaser agrees to the cancellation.
- [ ] Court may deny if the cancellation will prevent the proposed interconnection of infrastructure to pending or existing development.
- [ ] If owners of 75% of the affected property apply to cancel all or part of the subdivision, the Court shall authorize the cancellation; however, if the owners of at least 10% of the property affected by the proposed cancellation file written objections to the cancellation with the Court, the grant of an order of cancellation is at the discretion of the Court.

Julieanna G. Renner-Ramirez	Julieanna G. Renner Ramirez
Applicant Printed Name	Applicant Signature
Reynaldo Ramirez	
Applicant Printed Name	Applicant Signature
Applicant Printed Name	Applicant Signature
Applicant Printed Name	Applicant Signature

Scanned with CamScanner

REQUIRED FINDINGS: [COURT USE]

[ ] **Revision (Vacate/Replat).** Notice and hearing required.

- [ ] Revision is not prohibited by deed restrictions or plat notes; AND
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[ ] **Cancellation.** Notice and hearing required.

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- [ ] Cancellation does not interfere with the established rights of any purchaser who owns any part of the subdivision; OR (2) the purchaser agrees to the cancellation.
- [ ] Court may deny if the cancellation will prevent the proposed interconnection of infrastructure to pending or existing development.
- [ ] If owners of 75% of the affected property apply to cancel all or part of the subdivision, the Court shall authorize the cancellation; however, if the owners of at least 10% of the property affected by the proposed cancellation file written objections to the cancellation with the Court, the grant of an order of cancellation is at the discretion of the Court.

Applicant Printed Name	Applicant Signature
Applicant Printed Name Elisa Butler	Applicant Signature
Applicant Printed Name Jonathan Butler	Applicant Signature
Applicant Printed Name	Applicant Signature

VERIFICATION OF COMPLIANCE **[STAFF USE]**

Applicant submitted all required documentation and fees. [✓] Yes [ ] No

Filing Fees:

Revision (Vacate/Replat) - $500 plus $100 per *resulting* Lot CK# 3429

Amendment - $200.00

Cancellation - $500.00 plus $100.00 per affected Lot

Applicant communicated with the appropriate County Commissioner. [ ] Yes [ ] No

The Commissioners Court heard this Request on _____.

The Commissioners Court voted to: [ ] Approve [ ] Deny the application.

ORDERED by the Medina County Commissioners Court this _____ day of _____, 20__.

_____
Keith Lutz, Medina County Judge

ATTEST:

_____
Gina Champion, Medina County Clerk

MEDINA COUNTY
SUBDIVISION ADMINISTRATION
1300 AVENUE M, ROOM 250
HONDO, TEXAS 78861

RECEIVED FROM: Rothe & Associates PLLC
P.O. Box 426
1705 Ave. K
Hondo, TX 78861

DATE 09/22/2026

RECEIPT # 1042

CHECK NO.	SUBDIVISION
3429	Quail Valley, Lots 17A & 17B

PRELIMINARY	FINAL	REVISION (VACATE/REPLAT)	# LOTS	FEE	TOTAL
		$500.00	2	$100.00	$700.00
			TOTAL		$700.00

Digitally signed by Jennifer Adlong
Date: 2026.09.22 14:15:33 -05'00'

Special Warranty Deed

Date: 30 Oct, 2023

Grantors: Reynaldo Ramirez and Julieanna Renner-Ramirez, husband and wife

Grantor's Mailing Address: 321 CR 4614; Castroville, TX 78009

Grantees: Julieanna Renner-Ramirez and Reynaldo Ramirez, as Co-Trustees for the Julieanna G. Renner-Ramirez Family Trust

Grantee's Mailing Address: 321 CR 4614, Castroville, TX 78009

Consideration: The best interest of the Renner-Ramirez marital relationship, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

Property (including all improvements, fixtures, and out-buildings):

All Grantors' right, title, and interest in Lot 17A, QUAIL VALLEY SUBDIVISION, a subdivision of LOT 17, Quail Valley Subdivision, as previously recorded at Vol. 7, Pg. 183, according to the map or plat records of Medina county, Texas, with Lot 17A more particularly described and illustrated in Exhibit 1 to this Deed, incorporated herein for all purposes. The Property specifically includes the home initially described as Label-Serial numbers NTA2172369 and NTA2172370, and Serial numbers OC052424913A and OC052424913B, but subsequently affixed to the Property as a permanent and immovable improvement to realty, together with all additions, attachments, fixtures, and enhancements to such home.

Reservations from and Exceptions to Conveyance: Limited to those of record.

Grantors, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grant, sell, and convey to Grantees the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantees and Grantees' heirs, successors, administrators, and assigns forever. Grantors bind Grantors and Grantors' heirs and successors to warrant and forever defend all and singular the Property to Grantees and Grantees' heirs, successors, administrators, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, when the claim is by, through, or under Grantors, but not otherwise, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty. When the context requires, singular nouns and pronouns include the plural.

Reynaldo Ramirez

Julieanna G. Renner - Ramirez

Julieanna Renner-Ramirez

STATE OF TEXAS)

COUNTY OF Medina)

This instrument was Acknowledged before me on Oct. 30, 2023 by Reynaldo Ramirez and Julieanna Renner-Ramirez.

SHELSEA MARIE MARTINEZ
My Notary ID # 133701591
Expires April 12, 2026

Notary Public, State of Texas

Texas Department of Housing and Community Affairs, Manufactured Housing Division

STATEMENT OF OWNERSHIP

On January 1st of each year, a tax lien comes into existence on a manufactured home in favor of each taxing unit in the jurisdiction where the home is actually located on January 1st. In order to be enforced, any such lien must be recorded with the Texas Department of Housing and Community Affairs, Manufactured Housing Division as provided by law. You may check our records through our website or contact us to learn of any recorded tax liens. To find out about the amount of any unpaid tax liabilities, contact the tax office for the county where the home was actually located on January 1st of that year.

Certified Copy of Original Statement of Ownership

Date Issued: 08/25/2023 **Certificate Number: MH00998670**

Manufacturer	Label/Seal No.	Serial No.	Weight	Size
MHDMAN00000251 OAK CREEK HOMES LLC 4805 EAST LOOP 820 SOUTH FORT WORTH, TX 76119	NTA2172369 NTA2172370	OC052424913A OC052424913B	29,400 29,400	15.0 × 56.0 15.0 × 56.0

Model	Date of Manufacture	Effective Date of Transfer	County Where Installed	Wind Zone	Total Sq Feet
GA-6356	05/23/2023	5/10/2023	MEDINA	I	1680

This home is:
PERSONAL PROPERTY

Owner of Record
JULIEANNA G RENNER-RAMIREZ FAMILY TRUST
321 CR 4614
CASTROVILLE, TX 78009

Seller or Transferor
NATIONWIDE HOUSING SYSTEMS LLC
DBA OAK CREEK HOME CENTER
20305 IH 35 S
LYTLE, TX 78052

Physical Address
321 CR 4614
CASTROVILLE, TX 78009

Right of Survivorship: No

Lien(s): *The following liens, charges, or other encumbrances are reflected as having been created affecting the manufactured home*

No Lien

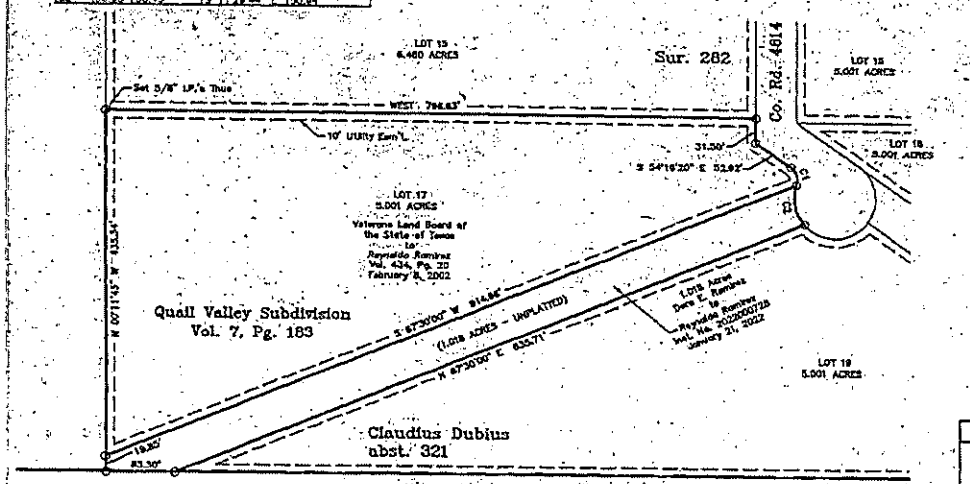
Jim R. Hicks
Executive Director

Owner Copy

Document #2023009478

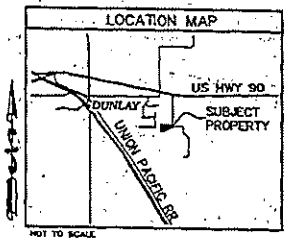
Medina County, Texas

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	20.00	15.39	S 12°19'24" E	15.00
C2	20.00	15.39	S 12°19'24" E	15.00



SCALE: 1"=100'
BEARINGS RELATIVE TO GEODETIC NORTH

LEGEND:
SET 5/8" IRON PIN —O
FND. 5/8" IRON PIN —●

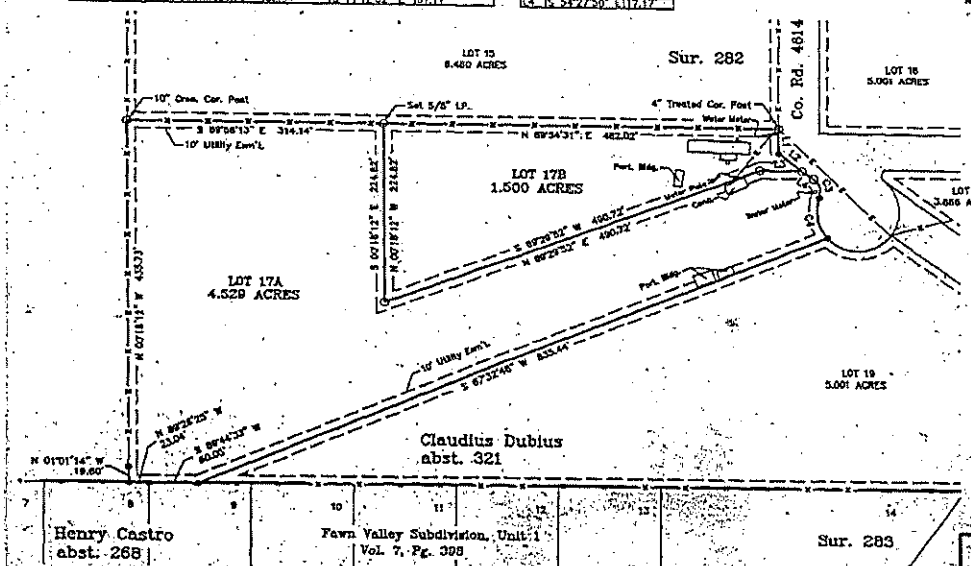


AREA BEING RE-PLATTED

LOT 17, QUAIL VALLEY SUBDIVISION & 1.018 ACRES (UNPLATTED)
VOLUME 7, PAGE 183

CURVE	RADIUS	DELTA ANGLE	TANGENT	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	20.00	12°34'07"	4.90	8.78	S 17°12'50" E	8.76
C2	20.00	12°34'07"	4.90	8.78	S 17°12'50" E	8.76
C3	20.00	61°29'05"	12.72	21.46	S 11°12'29" E	20.44
C4	20.00	61°29'05"	12.72	21.46	S 11°12'29" E	20.44

LINE	BEARING	DISTANCE
L1	S 00°00'15" E	13.41'
L2	S 00°00'15" E	13.41'
L3	S 89°51'45" E	20.00'
L4	S 89°51'45" E	20.00'
L5	S 54°27'50" E	51.17'
L6	S 54°27'50" E	51.17'



REPLAT

LOTS 17A & 17B, QUAIL VALLEY SUBDIVISION

LEGEND

EASEMENT LINE	
BOUNDARY FENCE	—x—x—
BOUNDARY LINE	
FENCE	—x—x—
ELECTRIC LINE	—E—E—
TELEPHONE LINE	—T—T—
SURVEY LINE	

PREPARED BY:
ROTHE & ASSOCIATES, PLLC
SURVEYING & ENGINEERING
1705 AVENUE K, P.O. BOX 426
HONDO, TEXAS 78861
ph: (830)426-3005
e-mail: office@rothe-inc.com
www.rothelandsurveyor.com

STATE OF TEXAS
COUNTY OF MEDINA

THE OWNERS OF THE LAND SHOWN ON THIS REPLAT WHOSE NAMES ARE SUBSCRIBED HERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

REYNALDO RAMIREZ

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, REYNALDO RAMIREZ, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE 10 DAY OF August, 2023.

NOTARY PUBLIC

KIMBERLY ANN WELLS
My Notary ID # 124916809
Expires August 20, 2026

STATE OF TEXAS
COUNTY OF MEDINA

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION ON THE GROUND AND THAT SAME IS TRUE AND CORRECT.

REGISTERED PROFESSIONAL LAND SURVEYOR

STATE OF TEXAS
JONATHAN H. ROTHE
6286
REGISTERED PROFESSIONAL LAND SURVEYOR

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE 10th DAY OF August, 2023, BY JONATHAN H. ROTHE.

NOTARY PUBLIC

CASSIE DILES
Notary Public, State of Texas
Comm. Expires 02-26-2026
Notary ID 131148941-8

THE STATE OF TEXAS
COUNTY OF MEDINA

THE COUNTY COMMISSIONER OF PRECINCT 2 HEREBY CERTIFIES THAT THIS REPLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE COUNTY AS TO WHICH HIS APPROVAL IS REQUIRED, THIS THE 10 DAY OF August, 2023.

COUNTY COMMISSIONER

THE COUNTY JUDGE OF MEDINA COUNTY CERTIFIES THAT THIS REPLAT HAS BEEN CONSIDERED AND APPROVED.

COUNTY JUDGE — DATE 8-10-2023

I, Gina Champion, Medina County Clerk, hereby certify that this plat is in compliance with Vernon's Texas Codes Annotated, Property Code, Section 12.002.

STATE OF TEXAS
COUNTY OF MEDINA

I, GINA CHAMPION, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THIS REPLAT WAS FILED FOR RECORD IN MY OFFICE ON THE 11th DAY OF August, 2023 AT 8:00 A.M. AND DULY RECORDED IN THE RECORDS OF PLATS OF SAID COUNTY, IN CABINET 10, ON SUBDIVISION 108. IN TESTIMONY WHEREOF, WITNESS MY HAND AND SEAL THIS THE 11th DAY OF August, 2023.

GINA CHAMPION
COUNTY CLERK, MEDINA COUNTY, TEXAS
BY: Jaylen Fawn — Deputy Clerk

VG-97-2023-2023009478

Medina County
Gina Champion
Medina County Clerk

Instrument Number: 2023009478

Real Property Recordings

Recorded On: October 30, 2023 01:10 PM

Number of Pages: 5

" Examined and Charged as Follows: "

Total Recording: $38.00

********** **THIS PAGE IS PART OF THE INSTRUMENT** **********
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number:	2023009478
Receipt Number:	20231030000031
Recorded Date/Time:	October 30, 2023 01:10 PM
User:	Vangie G
Station:	ccscan3.medinacounty.local

Record and Return To:
RAMIREZ REYNALDO

STATE OF TEXAS
Medina County
I hereby certify that this Instrument was filed in the File Number sequence on the date/time printed hereon, and was duly recorded in the Official Records of Medina County, Texas

Gina Champion
Medina County Clerk
Medina County, TX

GIFT SPECIAL WARRANTY DEED

DATE: August 21, 2023

GRANTOR: Reynaldo Ramirez; 12523 Yelllowstone Point, San Antonio, TX 78523

GRANTEES: Elisa Adriana Butler and Jonathan Alan Butler

GRANTEES MAILING ADDRESS: 321 CR 4614, Castroville, TX 78009

CONSIDERATION: The love and affection I bear for my beloved daughter and son-in-law.

PROPERTY (including any improvements): Lot 17B, Quail Valley Subdivision, a subdivision of Lot 17, Quail Valley Subdivision, as previously recorded at Vol. 7, Pg. 183, according to the map or plat records of Medina County, Texas, with Lot 17B more particularly illustrated in Exhibit 1 to this Deed.

RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:

This deed is subject to all easements, restrictions, conditions, covenants, and other instruments of record.

Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, and conveys to Grantees the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and to hold it to Grantees, Grantees' heirs, executors, administrators, successors, or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators and successors to warrant and forever defend all and singular the property to Grantees and Grantees' heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to conveyance and warranty, when the claim is by, through, or under Grantor, but not otherwise.

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

Reynaldo Ramirez

STATE OF TEXAS

COUNTY OF BEXAR

This instrument was Acknowledged before me on the 21st day of August, 2023 by Reynaldo Ramirez.

Robert Ramirez
Notary Public
State of Texas
My Comm. Exp. 09/13/2023
Notary ID# 471645-4

Seal

Notary Public, State of Texas

VG-97-2023-2023009591

Medina County
Gina Champion
Medina County Clerk

Instrument Number: 2023009591

Real Property Recordings

Recorded On: November 02, 2023 10:20 AM

Number of Pages: 2

" Examined and Charged as Follows: "

Total Recording: $26.00

********** **THIS PAGE IS PART OF THE INSTRUMENT** **********
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number:	2023009591
Receipt Number:	20231102000010
Recorded Date/Time:	November 02, 2023 10:20 AM
User:	Kimberly B
Station:	CCMARRIAGE1

Record and Return To:
ELISA BUTLER

STATE OF TEXAS
Medina County
I hereby certify that this Instrument was filed in the File Number sequence on the date/time printed hereon, and was duly recorded in the Official Records of Medina County, Texas

Gina Champion
Medina County Clerk
Medina County, TX

46188

AMENDED DECLARATION OF PROTECTIVE COVENANTS, CONDITIONS AND RESTRICTIONS

THE STATE OF TEXAS §

COUNTY OF MEDINA §

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, VES-TEX, INC., a corporation duly organized and existing under and by virtue of the Laws of The State of Texas, acting by and through its duly authorized Vice-President, CHUCK FORKE, A/K/A CLARENCE C. FORKE, of Nueces County, Texas, whose address is 453 Peerman, Corpus Christi, Texas 78411, hereinafter referred to both individually and in the aggregate as the Declarant, whether one (1) or more or whether masculine, feminine or neuter, is the present legal and equitable owner and holder of all that certain tract or parcel of real property situated in Medina County, Texas, more fully described as follows, to-wit:

> Lots Nos. One (1), Two (2), Three (3), Four (4), Five (5), Six (6), Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11), Twelve (12), Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16), Seventeen (17), Eighteen (18) and Nineteen (19), of the Quail Valley Subdivision, in Medina County, Texas, as shown on a plat filed for record in Volume 7, Page 183, Medina County Plat Records.

AND WHEREAS, on or about the 18th day of October, 1990, the Declarant did make, execute and deliver that one (1) certain Declaration of Protective Covenants, Conditions and Restrictions, which Declaration is filed for record in Volume 133, Page 499, Medina County Official Public Records.

AND WHEREAS, by error or mistake the protective covenants, conditions and restrictions contained in said Declaration were incorrectly set forth.

AND WHEREAS, the Declarant will still convey all of the real property hereinabove described subject to certain protective covenants, conditions and restrictions as hereinafter set forth.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS, that it is hereby expressly declared that all of the real property hereinabove described shall be held, sold and conveyed subject to

the following protective covenants, conditions and restricitons, which are for the purpose of protecting the value and desirability of and which shall run with the real property hereinabove described, which shall be binding upon all parties having any right, title or interest in or to the real property hereinabove described or any part thereof and their respective legal representatives, successors and assigns and which shall inure to the benefit of each and every owner and holder of the real property hereinabove described or any part thereof.

I. DEFINITIONS

OWNER

1. The term "Owner" shall refer to the record owner, whether one (1) or more or whether masculine, feminine or neuter, of the fee simple title to any portion of the real property hereinabove described.

PROPERTIES

2. The term "Properties" shall refer to all that certain tract or parcel of real property situated in Medina County, Texas, hereinabove described and such additions thereto as may hereafter be brought within the jurisdiction of this Declaration.

LOT

3. The term "Lot" shall refer to the individual defined portions of all that certain tract or parcel of real property situated in Medina County, Texas, hereinabove described as shown on a plat filed for record in Volume 7, Page 183, Medina County Plat Records. The term "Lot" shall not refer to the common areas or any other reserved portion of any real property shown on said plat.

DECLARANT

4. The term "Declarant" shall refer to VES-TEX, INC., its legal representatives, successors and assigns, but in the latter case if, and only if, such successors or assigns shall acquire

more than one (1) undeveloped Lot from the Declarant for the purpose of development.

II. USE RESTRICTIONS

TYPE OF BUILDINGS PERMITTED

1. All Lots shall be used for residential and/or commercial, as the case may be, purposes only; provided only, however, that retail stores shall not be permitted on any Lot, that firing ranges shall not be permitted on any Lot and that no more than two (2) detached single family dwellings shall be permitted on any one (1) lot.

SETBACKS

2. No building shall be located on any Lot nearer to the Front Lot Line than one hundred (100) feet or nearer to the Side Lot Line than fifty (50) feet nor shall the real property located between any such Lot Lines and any such Setback Line be cleared of all trees.

EASEMENTS

3. Easements for the installation and maintenance of utilities and drainage facilities are reserved as shown on said plat. No utility company, water district, political subdivisions or any other authorized entity using said easements shall be liable for any damage done by them or their agents, employees or servants to shrubbery, trees or flowers or to other property belonging to the Owner of any such Lot in any case where such shrubbery, trees or flowers are situated within any such easement.

NOXIOUS OR OFFENSIVE ACTIVITIES PROHIBITED

4. No noxious or offensive activity shall be carried on upon any Lot nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood.

RUBBISH, TRASH AND GARBAGE

5. No Lot shall be used or maintained as a dumping ground for rubbish or trash, and no garabage or other waste shall be

kept except in sanitary containers. All incinerators or other equipment for the storage and disposal of such materials shall be kept in a clean and sanitary condition.

ANIMALS

6. Animals, livestock and poultry of every kind can be raised, bred and kept on any Lot; provided only, however, that any such animals, livestock or poultry are kept on the Lot owned by the Owner, who has any such animals, livestock or poultry and not allowed to roam; and, provided further only, however, that swine shall not be raised, bred or kept on any Lot except that one (1) such animal may be raised and kept on any Lot in a given year as a 4-H or Future Farmer's Project.

CARS, TRUCKS, BUSES, BOATS AND TRAILERS

7. No cars, trucks, buses, boats or trailers shall be left parked in the street in front of any Lot except for construction and repair equipment while a residence or residences are being built or repaired in the immediate vicinity, and no cars, trucks, buses, boats or trailers shall be parked on the driveway or any portion of any Lot in such a manner as to be visible from the street for more than seventy-two (72) hours.

III. GENERAL PROVISIONS

ENFORCEMENT

1. The Declarant or any Owner shall have the right to enforce by any legal proceeding at law or in equity all of the protective covenants, conditions and restrictions now or hereafter imposed by the terms, conditions and provisions of this Declaration. Failure to enforce any protective covenant, condition or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

SEVERABILITY

2. Invalidation of any one (1) of these protective covenants, conditions or restrictions by judgment or court order shall in no way affect any of the other protective covenants,

Vol. 134 Pg. 485

conditions and restrictions and all such other protective covenants, conditions and restrictions shall remain in full force and effect.

DURATION AND AMENDMENT

3. The protective covenants, conditions and restrictions set forth in this Declaration shall run with and bind the land and shall inure to the benefit of and be enforceable by the Declarant or the Owner of any Lot subject to this Declaration and their respecive legal representatives, successors, and assigns, and shall be effective for a term of twenty (20) years from the date this Declaration is recorded, after which time said protective covenants, conditions and restrictions shall be automatically extended for successive periods of ten (10) years. The protective covenants, conditions and restrictions set forth in this Declaration may be amended during the first twenty (20) year period by an instrument signed by not less than ninety percent (90%) of the Lot Owners and thereafter by an instrument signed by not less seventy-five percent (75%) of the Lot Owners. No amendment shall be effective until recorded in the Medina County Official Public Records nor until the approval of any governmental regulatory body which is required shall have been obtained.

This Amended Declaration of Protection Covenants, Conditions and Restrictions is made in place of and as an amendment of a Declaration of Protective Covenants, Conditions and Restrictions dated October 18, 1990, executed by the Declarant to the Public and filed for record in Volume 133, Page 499, Medina County Official Public Records, wherein by error or mistake the wrong set of protective covenants, conditions and restricitons were imposed upon the real property hereinabove described and this Amended Declaration is made by the Declarant in order to correct said mistake and in all other respects confirming said former Declaration.

Witness its hand on this the 13th day of November, 1990.

VES-TEX, INC.

BY: _____
CHUCK FORKE, Vice-President

ACKNOWLEDGMENTS

THE STATE OF TEXAS §

COUNTY OF MEDINA §

This instrument was acknowledged before me, the undersigned authority, on this the 14th day of November, 1990, by CHUCK FORKE, A/K/A CLARENCE C. FORKE, Vice-President of VES-TEX, INC., a Texas corporation, on behalf of said corporation.

MARTHA SUE KEILMAN
MY COMMISSION EXPIRES
April 4, 1993

Martha Sue Keilman
Notary Public in and for the State of Texas
Printed or stamped name of notary:

My commission expires:

AFTER RECORDING RETURN TO:

MEYER & MEYER
P.O. Box 397
Hondo, Texas 78861

PREPARED IN THE LAW OFFICE OF:

MEYER & MEYER
P.O. Box 397
Hondo, Texas 78861

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCABLE UNDER FEDERAL LAW
THE STATE OF TEXAS
COUNTY OF MEDINA
I hereby certify that this instrument was FILED in file number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED, in the Official Public Records of Medina County, Texas on

NOV 19 1990

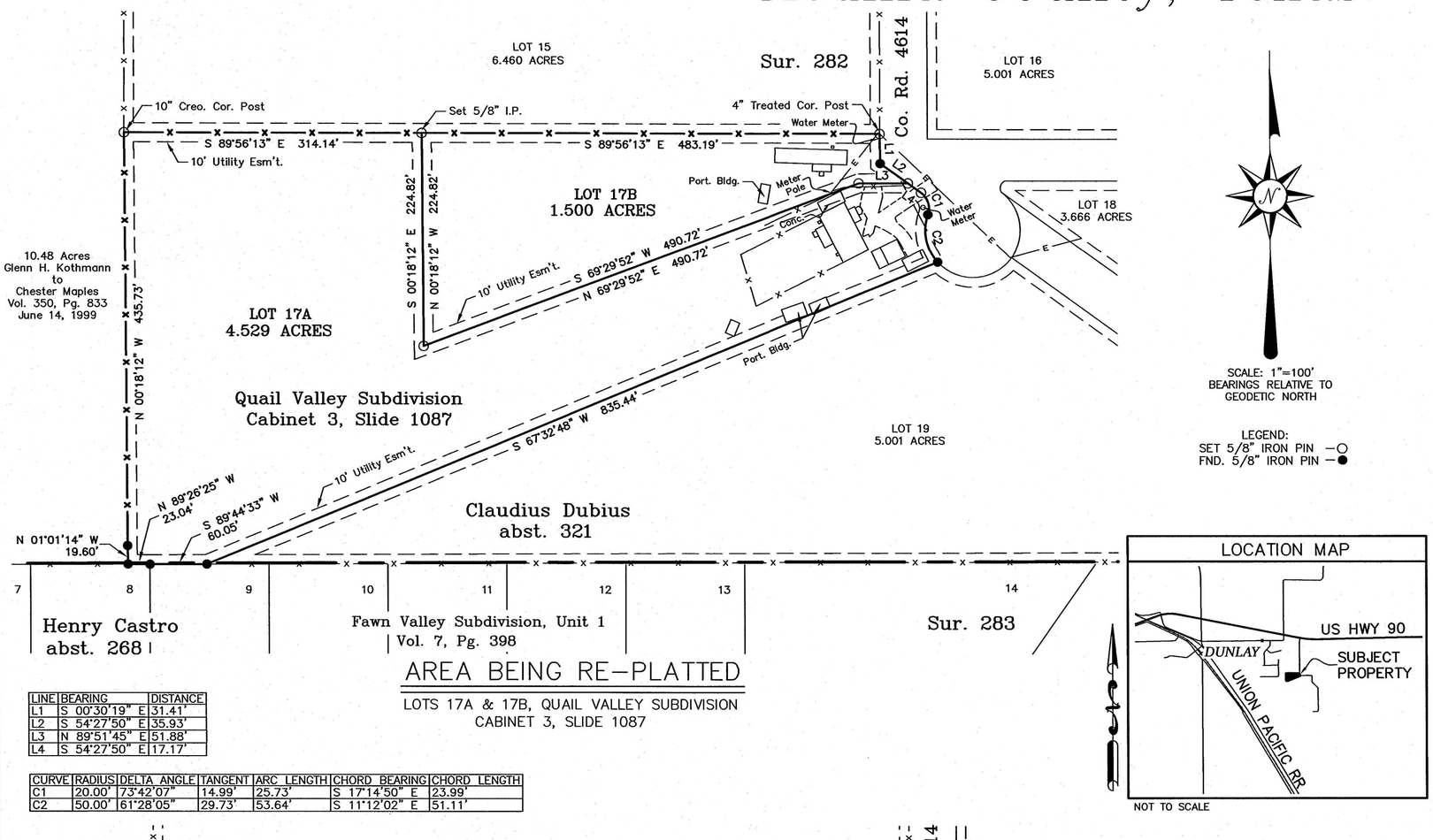
Anna Van De Walle
COUNTY CLERK
MEDINA COUNTY, TEXAS

FILED IN MY OFFICE
ANNA VAN DE WALLE

'90 NOV 14 PM -1 25

COUNTY CLERK, MEDINA CO.

Medina County, Texas



AREA BEING RE-PLATTED

LOTS 17A & 17B, QUAIL VALLEY SUBDIVISION
CABINET 3, SLIDE 1087

SCALE: 1"=100'
BEARINGS RELATIVE TO
GEODETIC NORTH

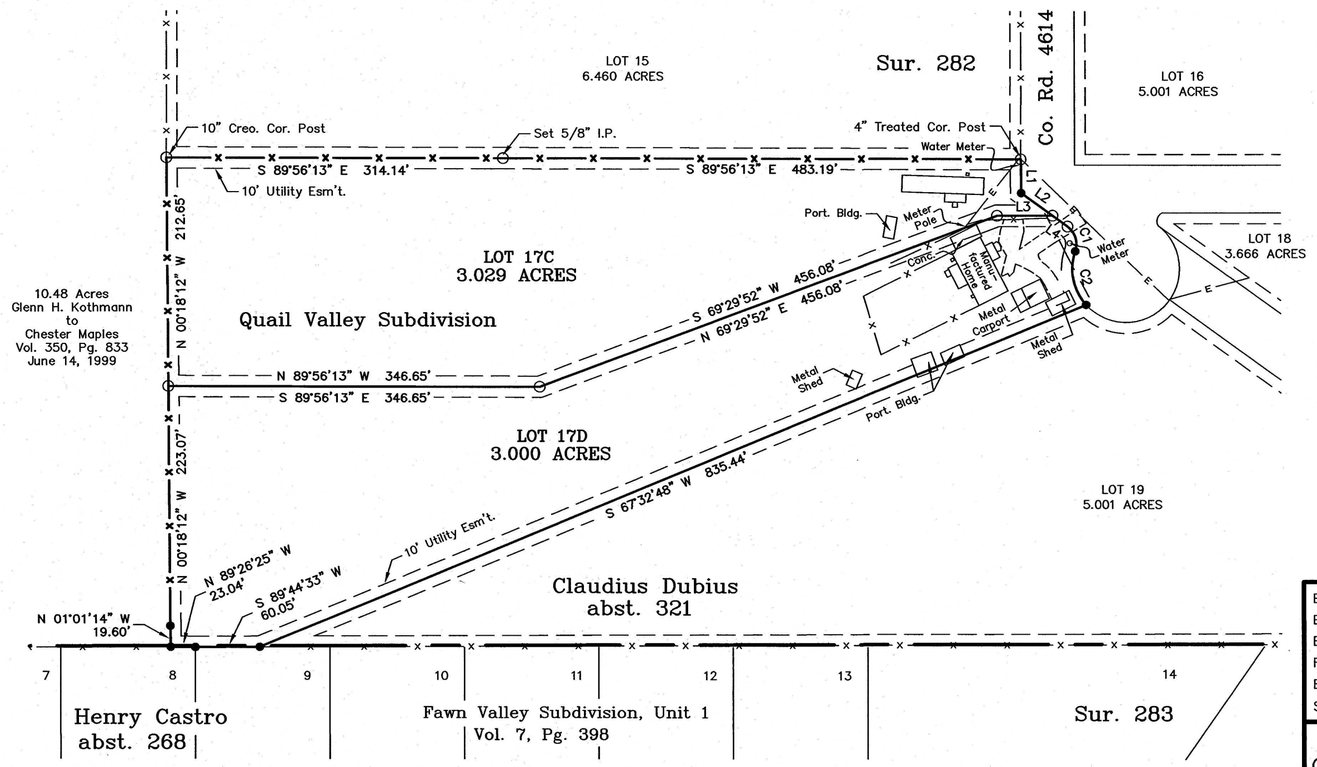
LEGEND:
SET 5/8" IRON PIN —○
FND. 5/8" IRON PIN —●

LOCATION MAP

NOT TO SCALE

LINE	BEARING	DISTANCE
L1	S 00°30'19" E	31.41'
L2	S 54°27'50" E	35.93'
L3	N 89°51'45" E	51.88'
L4	S 54°27'50" E	17.17'

CURVE	RADIUS	DELTA ANGLE	TANGENT	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	20.00'	73°42'07"	14.99'	25.73'	S 17°14'50" E	23.99'
C2	50.00'	61°28'05"	29.73'	53.64'	S 11°12'02" E	51.11'



REPLAT

LOTS 17C & 17D, QUAIL VALLEY SUBDIVISION

LEGEND

EASEMENT LINE	
BOUNDARY FENCE	—x—x—
BOUNDARY LINE	
FENCE	—x—x—
ELECTRIC LINE	—E—E—
SURVEY LINE	

Rothe & Associates, PLLC
Land Surveying
1705 Ave. K, P.O. Box 426
Hondo, TX 78861
Ph: (830)426-3005
e-mail: office@rothe-inc.com
www.rothelandsurveyor.com

STATE OF TEXAS
COUNTY OF MEDINA

THE OWNERS OF THE LAND SHOWN ON THIS REPLAT WHOSE NAMES ARE SUBSCRIBED HERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

_____
JULIEANNA RENNER-RAMIREZ
CO-TRUSTEE FOR THE JULIEANNA G. RENNER-RAMIREZ FAMILY TRUST

_____
ELISA ADRIANA BUTLER

_____
REYNALDO RAMIREZ
CO-TRUSTEE FOR THE JULIEANNA G. RENNER-RAMIREZ FAMILY TRUST

_____
JONATHAN ALAN BUTLER

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, JULIEANNA RENNER-RAMIREZ, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____ DAY OF _____, 2026.

_____
NOTARY PUBLIC

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, REYNALDO RAMIREZ, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____ DAY OF _____, 2026.

_____
NOTARY PUBLIC

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, ELISA ADRIANA BUTLER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____ DAY OF _____, 2026.

_____
NOTARY PUBLIC

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, JONATHAN ALAN BUTLER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____ DAY OF _____, 2026.

_____
NOTARY PUBLIC

STATE OF TEXAS
COUNTY OF MEDINA

I HEREBY CERTIFY THAT THIS REPLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION ON THE GROUND AND THAT SAME IS TRUE AND CORRECT.

STATE OF TEXAS
REGISTERED
JONATHAN H. ROTHE
6286
PROFESSIONAL
LAND SURVEYOR

_____
REGISTERED PROFESSIONAL LAND SURVEYOR

THE STATE OF TEXAS
COUNTY OF MEDINA

THE COUNTY COMMISSIONER OF PRECINCT_____ HEREBY CERTIFIES THAT THIS REPLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE COUNTY AS TO WHICH HIS APPROVAL IS REQUIRED, THIS THE _____ DAY OF _____, 2026.

_____
COUNTY COMMISSIONER

THE COUNTY JUDGE OF MEDINA COUNTY CERTIFIES THAT THIS REPLAT HAS BEEN CONSIDERED AND APPROVED.

_____
COUNTY JUDGE DATE

I, GINA CHAMPION, CLERK OF THE COUNTY COURT OF MEDINA COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, A.D. 2026 AT _____ O'CLOCK, __M., IN THE DEED AND PLAT RECORDS OF MEDINA COUNTY. DOCUMENT NUMBER _____, AND ORDER NUMBER _____ THAT IS ASSOCIATED TO THE PLAT. IN TESTIMONY WHEREOF, WITNESS MY HAND AND SEAL OF OFFICE, THIS _____ DAY OF _____ A.D., 2026.

_____

BY: _____
GINA CHAMPION
COUNTY CLERK

DEPUTY CLERK, COUNTY COURT
MEDINA COUNTY, TEXAS

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 10.

Meeting Date:	10/02/2026
Item Title:	Subdivision Replat
Submitted By:	David Lynch, Commissioner

Summary of Request/Problem

Discuss and take possible action to determine whether the proposed revision (vacate/replat) of Lots 20 and 21 of Windmill Ranch Subdivision affects a public interest or public property of any type and authorize the appropriate notice requirements; Located in Precinct 3 on County Road 434 (Rothe & Assoc.)

Recommendation/Action Requested and Justification

Attachments

Revision Application - Windmill Ranch
Replat - Windmill Ranch

Ct. 3

Medina County | Application to Revise, Amend, or Cancel

1300 Avenue M, Room 250 | Hondo, Texas 78861 | (830) 741-6020

www.medinatx.org

Windmill Ranch

Submittal Instructions

Submit completed Applications to Revise, Amend, or Cancel a previously recorded subdivision to the office of the County Judge. Attach a complete copy of (1) the deed restrictions as amended (if applicable); and (2) the deed, accurately listing the same Owner (person or entity) as listed on this application. See Article XIII for application requirements.

Property Information: Medina County Appraisal District Property ID No.: 70697 & 70698

Property Address: CR 434

Hondo	Tx	78861
City	State	Zip Code

Owner Information:

Kevin Christiansen C5 Properties Ltd	(830) 584-5777	
Owner Name	Daytime Phone	Signature

PO Box 741	Hondo	TX	78861
Mailing Address	City	State	Zip Code

CHANGE REQUESTED: [✓] REVISE (VACATE/REPLAT) [ ] AMEND [ ] CANCEL

Describe the change requested and any special circumstances which justify granting the request:

The owner is seeking to replat Lots 20 and 21 into two new lots with new boundary lines resulting in Lots 20A and 21A.

CONTACT THE APPROPRIATE COUNTY COMMISSIONER

Applicant must communicate with the appropriate Medina County Commissioner before an Application to Revise, Amend, or Cancel a recorded subdivision plat is placed on the Commissioners Court agenda for consideration.

Commissioner Signature: David Lynch

REQUIRED FINDINGS: [COURT USE]

[✓] **Revision (Vacate/Replat)**. Notice and hearing required.

[ ] Revision is not prohibited by deed restrictions or plat notes; AND
[ ] Revision will not interfere with the established rights of any owner of a part of the subdivided land; OR each owner whose rights may be interfered with has agreed.

[ ] **Amendment**. Notice, hearing and approval of other lot owners not required.

[ ] Adds a course or distance that was inadvertently omitted; OR corrects an error in course or distance, a real property description, the location or character of a monument, or any other type of scrivener or clerical error or omission, including lot numbers, acreage, street names, and identification of adjacent recorded plats.
[ ] May only be used to correct an error in courses and distances of lot lines between two adjacent lots IF both lot owners join in the application; neither lot is abolished; the amendment does not attempt to remove recorded covenants or restrictions; and the amendment does not have a material adverse effect on the property rights of the other owners of the property that is the subject of the plat.

[ ] **Cancellation**. Notice and hearing required.

[ ] Reestablishes the property as acreage tracts, including a dedicated easement or roadway; AND
[ ] Cancellation does not interfere with the established rights of any purchaser who owns any part of the subdivision; OR (2) the purchaser agrees to the cancellation.
[ ] Court may deny if the cancellation will prevent the proposed interconnection of infrastructure to pending or existing development.
[ ] If owners of 75% of the affected property apply to cancel all or part of the subdivision, the Court shall authorize the cancellation; however, if the owners of at least 10% of the property affected by the proposed cancellation file written objections to the cancellation with the Court, the grant of an order of cancellation is at the discretion of the Court.

Kevin Christiansen
Applicant Printed Name

Applicant Signature

VERIFICATION OF COMPLIANCE **[STAFF USE]**

Applicant submitted all required documentation and fees. [✓] Yes [ ] No

Filing Fees:

Revision (Vacate/Replat) - $500 plus $100 per *resulting* Lot CK#6770

Amendment - $200.00

Cancellation - $500.00 plus $100.00 per affected Lot

Applicant communicated with the appropriate County Commissioner. [ ] Yes [ ] No

The Commissioners Court heard this Request on _____.

The Commissioners Court voted to: [ ] Approve [ ] Deny the application.

ORDERED by the Medina County Commissioners Court this _____ day of _____, 20__.

_____

Keith Lutz, Medina County Judge

ATTEST:

_____

Gina Champion, Medina County Clerk

MEDINA COUNTY
SUBDIVISION ADMINISTRATION
1300 AVENUE M, ROOM 250
HONDO, TEXAS 78861

RECEIVED FROM: Kevin Christiansen
C5 Properties
P.O. Box 741
Hondo, TX 78861

DATE 09/22/2026

RECEIPT # 1041

CHECK NO.	SUBDIVISION
6770	Windmill Ranch, Lots 20&21

PRELIMINARY	FINAL	REVISION (VACATE/REPLAT)	# LOTS	FEE	TOTAL
		$500.00	2	$100.00	$700.00
			TOTAL		$700.00

Digitally signed by Jennifer Adlong
Date: 2026.09.22 13:39:04 -05'00'

2021002978 WDVL
03/26/2021 08:49:00 AM Total Pages: 9 Fee: 54.00
Gina Champion, County Clerk - Medina County, TX

Warranty Deed with Vendor's Lien

Date: March 25, 2021

Grantor: Larry W. Winkler and Cynthia L. Winkler, a married couple

Grantor's Mailing Address:

Larry W. Winkler and Cynthia L. Winkler
1206 26th Street
Hondo, TX 78861

Grantee: C5 Properties, Ltd., a Texas limited partnership

Grantee's Mailing Address:

C5 Properties, Ltd.
P. O. Box 741
Hondo, TX 78861

Consideration: Cash and a note executed by Grantee and payable to the order of Crockett National Bank in the principal amount of FIVE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS ($550,000.00). The note is secured by a first and superior vendor's lien and superior title retained in this deed in favor of Crockett National Bank and by a first-lien deed of trust from Grantee to Todd E. Huckabee, Trustee.

Property (including any improvements):

Parcel One:

Lots 1, and 21 through 33 inclusive, of WINDMILL RANCH SUBDIVISION, situated in Medina County, Texas, according to the map or plat thereof recorded in Volume 10, Page 55, of the Plat Records of Medina County, Texas.

Parcel Two:

155.668 acres of land situated about 4 miles N 81° W of Hondo, in Medina County, Texas, being 23.880 acres out of Survey No. 11, Abstract No. 344, Theobold Deadrich, original Grantee, being 59.215 acres out of Survey No. 201/2, Abstract No. 600, N. Koch, original Grantee, being 72.573 acres out of Survey No. 94, Abstract No. 1303, Stephen Koch, original Grantee, being all of that certain 112.728 acre tract of land described as Tract 1 and all of that certain 42.799 acre tract of land

described as Tract 2 in a Deed to Larry W. Winkler, et ux from Rita Jane Kissner, et al, dated December 12, 2007, as recorded in Volume 698 on Page 1193 of the Official Public Records of Medina County, Texas, and being more particularly described by metes and bounds on Exhibit "A" attached hereto and made a part hereof for all purposes.

Reservations from Conveyance: None

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

1. All terms, provisions, covenants, agreements, rights, dedications, easements, building setback lines, restrictions and conditions, as set out in Volume 10, Page 55, Plat Records of Medina County, Texas. (Parcel One)

2. Mineral and/or royalty interest, together with all rights relative thereto, express or implied, as described in instrument executed by Dorothy E. Nessly and husband, H.E. Nessly to E.G. Pope and L. E. Pope dated August 11, 1964, filed for record on September 3, 1964 and recorded in Volume 203, Page 130 of the Deed Records of Medina County, Texas.

3. Blanket Electric transmission and distribution line easement granted to Medina Electric Cooperative, Inc., recorded in Volume 122, Page 2, Deed Records of Medina County, Texas.

4. Water pipeline and related equipment easement granted to West Medina Water Supply Corporation in Volume 4, Page 131, Official Public Records of County, Texas.

5. Permit No. IRP (2002-ME00412) to withdraw 608.600 acre-feet per annum of groundwater from the Edwards Aquifer executed September 10, 2002 and effective January 1, 2003, by the Edwards Aquifer Authority to John Parker and wife, M. Margaret Parker, recorded in Volume 457, Page 513, Official Public Records of Medina County, Texas, as affected by the following instruments recorded as follows: Volume 482, Page 8, Volume 501, Page 618, Volume 506, Page 947, Volume 506, Page 952, Volume 506, Page 958, Volume 637, Page 1193, Volume 685, Page 49, Volume 713, Page 1152, Volume 713, Page 1155 and Volume 716, Page 432, Official Public Records of Medina County, Texas.

6. Permit No. IRP (2005-P-101-153 (ME00412A) to withdraw 12.000 acre-feet per annum of groundwater from the Edwards Aquifer executed September 21, 2005, by the Edwards Aquifer Authority to

Laguna Water, Ltd., recorded in Volume 596, Page 1076, Official Public Records of Medina County, Texas.

7. Electric Distribution Power Line Easement granted to Medina Electric Cooperative, Inc. by instrument of record in Volume 212, Page 634, Medina County Official Public Records. (Parcel Two)

8. Blanket Right-of-Way Easement granted to West Medina Water Supply Corp. by instrument of record in Volume 230, Page 722, Medina County Official Public Records.

9. Undivided Non-Participating Royalty Reservation and the royalties, bonuses and rentals in connection therewith reserved in a Deed dated May 10, 1962, executed by Raymond Koch, et al to E. G. Pope and L. E. Pope and filed of record in Volume 193, Page 201, Medina County Deed Records.

10. 10' wide utility easement along the south boundary line of Tract Two as set out on survey plat dated March 23, 2021, prepared by Jonathan H. Rothe, RPLS #6286.

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

The vendor's lien against and superior title to the Property are retained until each note described is fully paid according to its terms, at which time this deed will become absolute.

Crockett National Bank, at Grantee's request, has paid in cash to Grantor that portion of the purchase price of the Property that is evidenced by the note. The first and superior vendor's lien against and superior title to the Property are retained for the benefit of Crockett National Bank and are transferred to Crockett National Bank without recourse against Grantor.

GRANTEE IS TAKING THE PROPERTY IN AN ARM'S-LENGTH AGREEMENT BETWEEN THE PARTIES. THE CONSIDERATION WAS BARGAINED ON THE BASIS

OF AN "AS IS, WHERE IS" TRANSACTION AND REFLECTS THE AGREEMENT OF THE PARTIES THAT THERE ARE NO REPRESENTATIONS OR EXPRESS OR IMPLIED WARRANTIES. GRANTEE HAS NOT RELIED ON ANY INFORMATION OTHER THAN GRANTEE'S INSPECTION.

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

Larry W. Winkler

Cynthia L. Winkler

STATE OF TEXAS)

COUNTY OF MEDINA)

This instrument was acknowledged before me on March 25, 2021, by Larry W. Winkler.

Notary Public, State of Texas

LINDA L. THURMAN
My Notary ID # 124827269
Expires February 17, 2024

STATE OF TEXAS)

COUNTY OF MEDINA)

This instrument was acknowledged before me on March 25, 2021, by Cynthia L. Winkler.

LINDA L. THURMAN
My Notary ID # 124827269
Expires February 17, 2024

Notary Public, State of Texas

PREPARED IN THE OFFICE OF:
Thomas J. Rothe, P.C.
1510 Avenue M, Suite 101
Hondo, TX 78861
Tel: (830) 741-4141

AFTER RECORDING RETURN TO:
Mission Title
1510 Avenue M
Hondo, Texas 78861
Tel: (830) 741-4141
Fax: (830) 741-4142

THE STATE OF TEXAS
COUNTY OF MEDINA

PREPARED FOR: Larry Winkler, et ux

FIELD NOTES TO DESCRIBE

A survey of 155.668 acres of land situated about 4 miles N 81° W of Hondo, in Medina County, Texas, being 23.880 acres out of Survey No. 11, Abstract No. 344, Theobold Deadrich, original Grantee, being 59.215 acres out of Survey No. 20-1/2, Abstract No. 600, N. Koch, original Grantee, being 72.573 acres out of Survey No. 94, Abstract No. 1303, Stephen Koch, original Grantee, being all of that certain 112.728 acre tract of land described as Tract 1 and all of that certain 42.799 acre tract of land described as Tract 2 in a Deed to Larry W. Winkler, et ux from Rita Jane Kissner, et al, dated December 12, 2007, as recorded in Volume 698 on Page 1193 of the Official Public Records of Medina County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING: At a 5/8" iron pin found 2.38 feet Southwest of a 12" diameter creosote corner post on a North line of County Road 424, for the recognized Southeast corner of said Survey No. 20 ½, the recognized Southwest corner of Survey No. 121, Abstract No. 193, H. Castro, original Grantee, the recognized Northwest corner of Survey No. 122, Abstract No. 716, M. Nagnelin, original Grantee, the recognized Northeast corner of Survey No. 253, Abstract No. 756, J. Poinsard, original Grantee, the Southeast corner of said 112.728 acre tract of land, the Southwest corner of a fenced lane, and the Southeast corner of this survey;

THENCE: Generally along fence, a North line of said County Road 424, the recognized South line of said Survey No. 20 ½, the recognized North line of said Survey No. 253, and the South line of said 112.728 acre tract of land, S 89-41-01 W 1380.78 feet to a 5/8" iron pin found 0.62 feet West of a 3" diameter pipe corner post for the Southwest corner of said 112.728 acre tract of land, the Southeast corner of Lot 33 of Windmill Ranch Subdivision, a subdivision as shown on a plat thereof recorded in Volume 10 on Page 55 of the Plat Records of Medina County, Texas, and the Southwest corner of this survey;

THENCE: Generally along fence, the West line of said 112.728 acre tract of land, the East line of said Lot 33, and the East line of Lots 32, 31, 30, 29, 28, 27, 26, 25, 24, and 23 of said Windmill Ranch Subdivision, N 00-43-25 W 2212.16 feet to a 4" diameter pipe post for an angle point and N 00-43-50 W 1351.17 feet to a 3" diameter pipe corner post for the Northwest corner of said 112.728 acre tract of land, the Southwest corner of said 42.799 acre tract of land, the Northeast corner of said Lot 23, the Southeast corner of Lot 22 of said Windmill Ranch Subdivision, and an angle point of this survey;

THENCE: Generally along fence, the West line of said 42.799 acre tract of land, and the East line of said Lot 22, N 00-38-43 W 205.23 feet to a 3" diameter pipe corner post for the Northeast corner of said Lot 22, the lower Southeast corner of that certain 189.237 acres of land described in Exhibit "C" in an Affidavit of Merger to Martin Marietta Materials Southwest, Inc. from Eclipse Associates, Inc., dated September 30, 2009, as recorded in Volume 767 on Page 880 of the said Official Public Records, and an angle point of this survey;

THENCE: Generally along fence, the West line of said 42.799 acre tract of land, and the lower East line of said 189.237 acres of land, N 00-42-33 W 1143.36 feet to a 5/8" iron pin found by a 3" diameter pipe corner post for the Northwest corner of said 42.799 acre tract of land, an interior corner of said 189.237 acre of land, and the Northwest corner of this survey;

THENCE: Generally along fence, the North line of said 42.799 acre tract of land, and the upper South line of said 189.237 acres of land, N 89-49-25 E 578.59 feet to a 5/8" iron pin found by a 12" diameter creosote corner post for an angle point and N 89-45-46 E 801.62 feet to a 5/8" iron pin found by an 8" diameter cedar corner post on the recognized East line of said Survey No. 11, the recognized West line of Survey No. 120, Abstract No. 865, Jacob Steigler, original Grantee, and the West line of that certain 63.033 acre tract of land described in a Deed to Desert Claim, LLC from City of Hondo, dated January 26, 2018, as recorded in Instrument No. 2018000529 of the said Official Public Records, for the Northeast corner of said 42.799 acre tract of land, the upper Southeast corner of said 189.237 acres of land, and the Northeast corner of this survey;

THENCE: Generally along fence, the recognized East line of said Survey No. 11, the recognized East line of said Survey No. 94, the recognized West line of said Survey No. 120, the recognized West line of said Survey No. 121, the East line of said 42.799 acre tract of land, the East line of said 112.728 acre tract of land, and the West line of said 63.033 acre tract of land, S 00-44-17 E at 1354.12 feet pass 1.43 feet East of a 2" diameter pipe corner post for the Southeast corner of said 42.799 acre tract of land and the Northeast corner of said 112.728 acre tract of land, continuing a total distance of 2620.04 feet to a 5/8" iron pin found 0.97 feet Southeast of a 3" diameter pipe corner post for the Southwest corner of said 63.033 acre tract of land, the Northwest corner of said fenced lane, and an angle point of this survey;

THENCE: Generally along fence, the recognized East line of said Survey No. 94, the recognized East line of said Survey No. 20 ½, the recognized West line of said

Survey No. 121, the East line of said 112.728 acre tract of land, and the West line of said fenced lane, S 00-42-43 E 2289.37 feet to the POINT OF BEGINNING.

FILED AND RECORDED

Instrument Number: 2021002978

Filing and Recording Date: 03/26/2021 08:49:00 AM Pages: 9 Recording Fee: $54.00

I hereby certify that this instrument was FILED on the date and time stamped hereon and RECORDED in the PUBLIC RECORDS of Medina County, Texas.

Gina Champion, County Clerk
Medina County, Texas

Filed By Yolanda Esquivel Deputy

General Warranty Deed

Date: July 14, 2022

Grantor: Desert Claim, LLC, a Texas limited liability company

Grantor's Mailing Address:

Desert Claim, LLC
1206 26th Street
Hondo, TX 78861

Grantee: C5 Properties, Ltd., a Texas limited partnership

Grantee's Mailing Address:

C5 Properties, Ltd.
P. O. Box 741
Hondo, TX 78861

Consideration: TEN AND NO/100 DOLLARS ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

Property (including any improvements):

Lots 2, 3 and 20, Windmill Ranch Subdivision, as recorded in Volume 10, Page 55, Plat Records of Medina County, Texas.

Reservations from Conveyance: None

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

1. Building setback lines and easements affecting each lot, as shown on the plat of record in Volume 10, Page 55, of the Plat Records of Medina County, Texas.

2. Mineral and/or royalty interest, together with all rights relative thereto, expressed or implied, as described in instrument executed by Dorothy E. Nessly and husband, H.E. Nessly to E.G. Pope and L.E. Pope dated August 11, 1964, filed for record on September 3, 1964, and recorded in Volume 203, Page 130 of the Deed Records of Medina County, Texas.

3. Electric transmission and distribution line easement granted to Medina Electric Cooperative, Inc., recorded in Volume

122, Page 2, of the Deed Records of Medina County, Texas.

4. Water pipeline and related equipment easement granted to Hunter Schuehle, Trustee, recorded in Volume 3, Page 824, and assigned to West Medina Water Supply Corporation in Volume 4, Page 131, Official Public Records, Medina County, Texas.

5. Permit No. IRP (2002-ME00412) to withdraw 608.600 acre feet per annum of groundwater from the Edwards Aquifer executed September 10, 2002, and effective January 1, 2003, by the Edwards Aquifer Authority to John Parker and wife, M. Margaret Parker, recorded in Volume 457, Page 513, Official Public Records, Medina County, Texas, as affected by the following instruments recorded as follows: Volume 482, Page 8; Volume 501, Page 618; Volume 506, Page 947; Volume 506, Page 952; Volume 506, Page 958; Volume 637, Page 1193; Volume 685, Page 49; Volume 713, Page 1152; and Volume 713, Page 1155, Official Public Records, Medina County, Texas.

6. Permit No. IRP (2005-P-101-153 (ME00412A) to withdraw 12.000 acre feet per annum of groundwater from the Edwards Aquifer executed September 21, 2005, by the Edwards Aquifer Authority to Laguna Water, Ltd., recorded in Volume 596, Page 1076, Official Public Records, Medina County, Texas.

7. Rules, regulations and orders governing residential subdivisions, sanitary and waste disposal, and the drilling, construction and use of water wells passed by the Commissioner's Court of Medina County and the Texas Water Quality Board recorded in Volume 63, Page 537, Commissioner's Court Minutes of Medina County, Texas.

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

GRANTEE IS TAKING THE PROPERTY IN AN ARM'S-LENGTH AGREEMENT BETWEEN THE PARTIES. THE CONSIDERATION WAS BARGAINED ON THE BASIS OF AN "AS IS, WHERE IS" TRANSACTION AND REFLECTS THE AGREEMENT OF

THE PARTIES THAT THERE ARE NO REPRESENTATIONS OR EXPRESS OR IMPLIED WARRANTIES. GRANTEE HAS NOT RELIED ON ANY INFORMATION OTHER THAN GRANTEE'S INSPECTION.

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

Desert Claim, LLC, a Texas limited liability company,

Larry Winkler, Sole Member/Director

STATE OF TEXAS)

COUNTY OF MEDINA)

This instrument was acknowledged before me on July 14, 2022, by Larry Winkler, a Sole Member/Director of Desert Claim, LLC, on behalf of Desert Claim, LLC, a limited liability company.

Notary Public, State of Texas

SHANNA M. RUN...LS
Notary Public, State of Texas
My Comm. Exp. 0 -22-2025
ID No. 12515751-2

PREPARED IN THE OFFICE OF:
Thomas J. Rothe, P.C.
1510 Avenue M, Suite 101
Hondo, TX 78861

AFTER RECORDING RETURN TO:
Thomas J. Rothe, P.C.
1510 Avenue M, Suite 101
Hondo, TX 78861
Tel: (830) 741-4141

TITCGF# 22-0517M

Medina County
Gina Champion
Medina County
Clerk

Instrument Number: 2022007601

eRecording - Real Property

WARRANTY DEED

Recorded On: July 18, 2022 03:44 PM

Number of Pages: 4

" Examined and Charged as Follows: "

Total Recording: $34.00

********** **THIS PAGE IS PART OF THE INSTRUMENT** **********
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number:	2022007601
Receipt Number:	20220718000039
Recorded Date/Time:	July 18, 2022 03:44 PM
User:	Seth D
Station:	ccscan3.medinacounty.local

Record and Return To:

CSC

STATE OF TEXAS
MEDINA COUNTY

I hereby certify that this Instrument was FILED **In the File Number sequence on the date/time printed hereon, and was duly** RECORDED **in the Official Records of Medina County, Texas.**

Gina Champion
Medina County Clerk
Medina County, TX

RESERVATIONS, RESTRICTIONS AND PROTECTIVE COVENANTS PERTAINING TO

WINDMILL RANCH SUBDIVISION

A SUBDIVISION SITUATED IN MEDINA COUNTY TEXAS

THE STATE OF TEXAS §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF MEDINA §

WHEREAS, Desert Claim, LLC, (hereinafter the "Declarant) is the owner Lots 2 through 20 of the Windmill Ranch Subdivision, a subdivision located in Medina County, Texas, herein described as follows:

> Lots 2 - 20, WINDMILL RANCH SUBDIVISION, a subdivision in Medina County, Texas, as shown on a plat thereof recorded in Volume 10, Pages 55 of the Plat Records of Medina County, Texas.

AND WHEREAS, the said Declarant wishes to impose Reservations, Restrictions and Protective Covenants pertaining to WINDMILL RANCH SUBDIVISION, a subdivision in Medina County, Texas, as shown on a Plat thereof recorded in Volume 10, Pages 55 of the Plat Records of Medina County, Texas.;

NOW THEREFORE, the Declarant does hereby adopt and establish the following reservations, restrictions and protective covenants, and each contract or deed which may hereafter be executed with regard to the above described 17 lots in said Windmill Ranch Subdivision shall exclusively be held to have been executed, delivered and accepted subject to the following reservations, restrictions and protective covenants regardless of whether or not said reservations, restrictions or protective covenants are set out in full or by reference in said contract or deed:

1. LAND USE AND BUILDING TYPE: All lots in this subdivision shall be used for single family residence purposes only and the same are hereby specifically restricted and designated as residential lots only and may be used for residential purposes, except as herein specifically prohibited, to wit:

(a) A single family dwelling residential lot shall be deemed to be a lot on which may be located a residential dwelling designed for one family use with the usual, necessary, or desired outbuildings in connection therewith designed to be used in connection with the enjoyment of the single family dwelling.

(b) All blueprints and plans including exterior color schemes shall be submitted to Declarant for review and apporval prior to beginning construction or additions. Declarant shall have the sole

authority to approve any proposed structures to be constructed on the property. A failure to secure prior approval of such blueprints and plans shall be enforceable by injunction.

(c) No building or structure shall be occupied or used until the exterior thereof is completely finished. No basement, trailer, tent shack, garage, barn or other outbuilding erected on this land shall ever be used as a residence, temporarily or permanently, nor any structure of a temporary character be used as a residence.

(d) No residence shall be erected on any lot or lots wherein the area of the main structure, exclusive of one-story open porches and garages, shall be less than 1,450 square feet living area for a one-story dwelling, EXCEPT that dwellings of more than one story shall not have less than 1,000 square feet living area on the ground floor and no less then 1,450 square feet over all living area exclusive of open porches, breeze ways, garages or carports. No dwelling shall exceed two and one-half stories in height.

(f) All buildings or structures erected in this subdivision shall be placed upon concrete (slab on grade) foundations.

(g) Finished exterior walls of any building or structure in this subdivision shall be not less than 80 percent masonry construction such as brick, rock, stucco or concrete impregnated material.

(h) Roofing shall be metal, tile or composition shingle materials commonly used on single family residences in Medina County.

(i) All main residences must face the public road or street (front) of the property. No residence or building shall be located on any lot nearer than 100 feet to the front line or nearer than 40 feet to any side lot line. No dwelling shall be located on any lot nearer than 100 feet to the rear lot line. For the purpose of this covenant, eves, steps, and open porches shall not be considered as part of a building, providing however, that they shall not be constructed to permit any portion of a building to encroach upon another lot.

(j) All garages and carports may be attached or detached separate and apart from the main residence. The finished exterior walls of all garages, carports and/or any other outbuildings of any kind such as garden tool and equipment storage buildings, shall not be less than 80 percent masonry construction such as brick, rock, stucco or concrete impregnated material and erected on concrete slabs. Such buildings shall be of like construction as the main residence so as to add to the appearance of and compliment the main residence.

(j) No building of any kind, for any purpose, constructed of metal, tin or wood walls shall be erected or placed temporarily or permanently on any lot or lots in this subdivision. No barndominium type structures shall be permitted.

(k) All construction shall comply with City of Hondo and/or Medina County construction standards and will be subject to permitting and inspection by the entity having jurisdiction for same.

2. PROHIBITED ACTIVITIES:

(a) No trade, business or commercial activities shall be conducted on any lot or lots, which may be or become an annoyance or nuisance to the neighborhood.

(b) No sign of any kind shall be displayed to the public view on any residential lot, except professional signs of not more than one square foot, one sign of not more than five square feet advertising the property for sale or rent, signs used by subdivider for sale purposes, and signs used by builder to advertise the property for sale during the construction period.

(c) No lodge, hall, meeting place, church, school, club building, or other building used as such, shall be located on any residential lot in this subdivision.

(d) No activities shall be carried on or conducted in the subdivision, which shall become noxious, annoying or offensive to other residents therein.

(e) No animals, livestock or poultry of any kind shall be raised, bred, or kept on any lot except that dogs, cats or other household pets may be kept provided that they are not kept, bred or maintained for any commercial purposes and are not offensive to the enjoyment of adjoining properties. No such household pets shall not be allowed to run loose, roam free at large, unattended or unsupervised or otherwise unleashed at any time throughout the subdivision.

(f) It shall be provided that, for stock show purposes, as a project in conjunction with school related activities such as 4-H or FFA, only two animals per student may be raised and kept for a limited period of time; provided however, swine are never to be kept or penned on any lot in this subdivision.

(g) No mobile home, manufactured home may be moved onto any lot or lots in this subdivision.

(h) No bus, boat, motor home, travel/camper, stock trailer, utility trailer, 2-ton or larger rated bobtail truck or semi-truck tractor and trailer, EXCEPT those which are furniture moving vans, trucks making pick ups or deliveries or are connected with any phase of construction and/or repair of said property shall be left parked in front of any property or on any paved street in this subdivision.

(i) Any boat, motor home, travel/camper trailer, stock trailer or utility trailer kept or stored by any property owner, may be kept or stored only at the rear of owner's property and in such a way as to never become unsightly, an eyesore or junk-like in appearance. No other motor vehicles considered inoperative; in deteriorating state of repair; abandoned or in any way commonly referred to and/or defined as a "junk" vehicle may be parked, stored or kept on any property in this subdivision.

(j) No fence or wall shall be built nor any hedge grown forward of the front building setback

line.

(k) No residential lot or lots may later be converted to any commercial or semi-commercial property.

(l) Firearms for personal protection are permitted and encouraged, provided however, no hunting or use of the property as a target or shooting range shall be permitted.

(m) No lot or lots shall be used or maintained as a dumping ground for rubbish. Trash, garbage or other waste shall not be kept except in sanitary containers. All incinerators or other equipment for the storage or disposal of such material shall be kept clear of weeds and brush. Garbage disposal is the sole responsibility of each property owner.

(n) No lot shall ever be subdivided so that said lot shall be less than the size shown on the recorded plat. No division of a lot or lots shall be done in such a manner as to alter or change the frontage of said lot or lots as indicated on the original plat of said subdivision.

(o) No storage container, shipping container, truck or van box for storage shall be placed on the property unless completely enclosed in a building meeting the standards of Paragraph 1., above.

(p) With prior written consent of Declarant, an RV or other temporary living quarters may be located on a Lot for a term not to exceed 180 days during construction of a single family residence on such Lot. Declarant reserves the right to revoke consent and require removal of any such temporary use, at Declarant's sole discretion.

3. UTILITIES:

(a) Water shall be provided by the West Medina Water Supply Corporation. All maintenance between meter and dwelling shall be the sole responsibility of the property owner.

(b) Electrical services shall be provided my Medina Electric Cooperative.

(c) Each property owner shall have the right, unless otherwise restricted by the State of Texas or Medina County, to drill, complete and equipt a domestic water well on his or her property for the express purpose of growing and maintaining said property's garden, lawn, trees and shrubs.

(d) Individual sewage disposal systems shall be required on each lot, and the disposition of sewage from dwellings located on such lots shall be in accordance with the rules and regulations established by the State of Texas, County of Medina, and the Edwards Underground Water District.

4. TERM. These covenants are to run with the land and shall be binding on all parties and on all persons claiming under them for a period of twenty-five (25) years from the date these covenants are recorded, after which time said covenants shall automatically extend for successive

periods of ten (10) years unless an instrument signed by a majority of the then owners of the lots has been recorded, agreeing to change said covenants in whole or in part. Invalidation of any of these covenants by judgment of court order shall in no wise affect any of the other provisions, which shall remain in full force and effect.

5. ENFORCEMENT. If any owner shall violate or attempt to violate any of the reservations, restrictions or protective covenants herein, it shall be lawful for the Declarant or any other person or persons owning real property situated in said development or subdivision to prosecute any proceedings, at law or in equity, against the person or persons violating or attempting to violate any such covenants to prevent him or them from doing so to recover damages for such violation.

6. AMENDMENT. The Owners of Lot(s) in the subdivision shall have the power and authority to amend or revoke this Declaration by filing and recording such changes in the same manner as this Declaration upon written approval of any amendment by at least seventy-five percent (75%) of the Owners. Owners, including Declarant, shall be entitled to one vote per each Lot owned.

The reservations, restrictions and protective covenants shall apply only to the Lots 2-20 of the said Windmill Ranch Subdivision and shall not affect the remaining lots of said Subdivision.

The above amended restrictions and covenants established this ___ day of _____, 2022.

Declarants:
Desert Claim, LLC

By:_____
Larry Winkler, President

STATE OF TEXAS)

COUNTY OF MEDINA)

This instrument was acknowledged before me on January 13, 2022, by Larry Winkler, President of Desert Claim, LLC, on behalf of Desert Claim, LLC, a limited liability company.

LAURA LEE BOGERT
My Notary ID # 2210672
Expires September 14, 2023

Notary Public, State of Texas

After Recording, Return To:
Mission Title Company
1510 Avenue M, Suite 101
Hondo, Texas 7861

Medina County
Gina Champion
Medina County
Clerk

Instrument Number: 2022000384

eRecording - Real Property

DECLARATION

Recorded On: January 13, 2022 02:26 PM

Number of Pages: 6

" Examined and Charged as Follows: "

Total Recording: $42.00

********** **THIS PAGE IS PART OF THE INSTRUMENT** **********
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number:	2022000384
Receipt Number:	20220113000033
Recorded Date/Time:	January 13, 2022 02:26 PM
User:	Heather M
Station:	cccash1

Record and Return To:

CSC

STATE OF TEXAS
MEDINA COUNTY

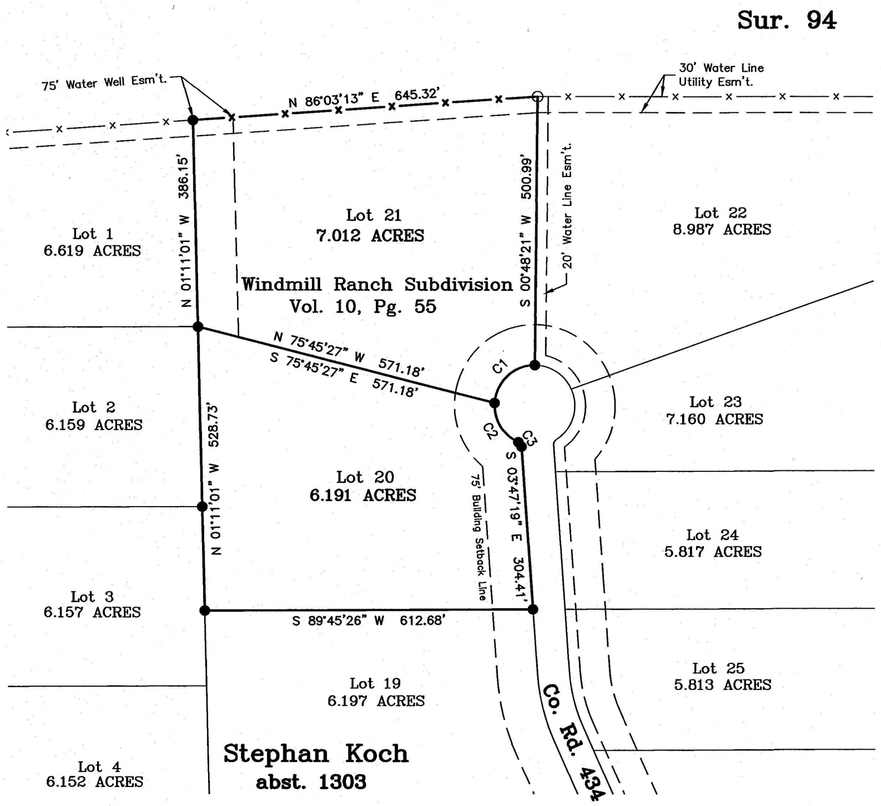
I hereby certify that this Instrument was FILED **In the File Number sequence on the date/time printed hereon, and was duly** RECORDED **in the Official Records of Medina County, Texas.**

Gina Champion
Medina County Clerk
Medina County, TX

Medina County, Texas

CURVE TABLE

CURVE	RADIUS	DELTA ANGLE	TANGENT	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	75.00'	86°27'36"	70.50'	113.18'	S 47°00'15" W	102.74'
C2	75.00'	69°29'25"	52.02'	90.96'	S 30°58'15" E	85.49'
C3	10.00'	61°55'40"	6.00'	10.81'	S 34°45'07" E	10.29'



AREA BEING RE-PLATTED

Lots 20 & 21, Windmill Ranch Subdivision, Vol. 10, Pg. 55

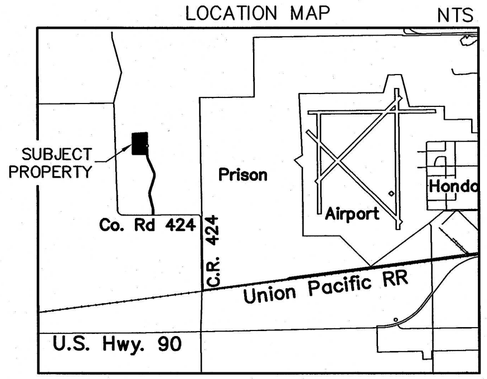
SCALE: 1"=200'
BEARINGS RELATIVE TO GEODETIC NORTH

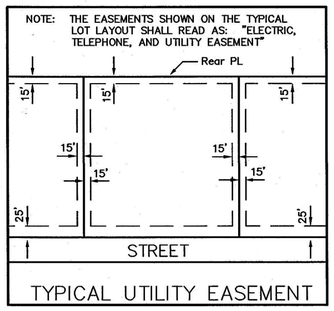
LEGEND

EASEMENT LINE	
BOUNDARY FENCE	
BOUNDARY LINE	
FENCE	
ELECTRIC LINE	
SURVEY LINE	

The subject property is located outside the limits of any 100 year flood zone as shown on the National Flood Insurance Program Flood Insurance Rate Map, Medina County, Texas Community Panel Number 480472 0475 C, Effective Date: April 3, 2012

LOCATION MAP NTS

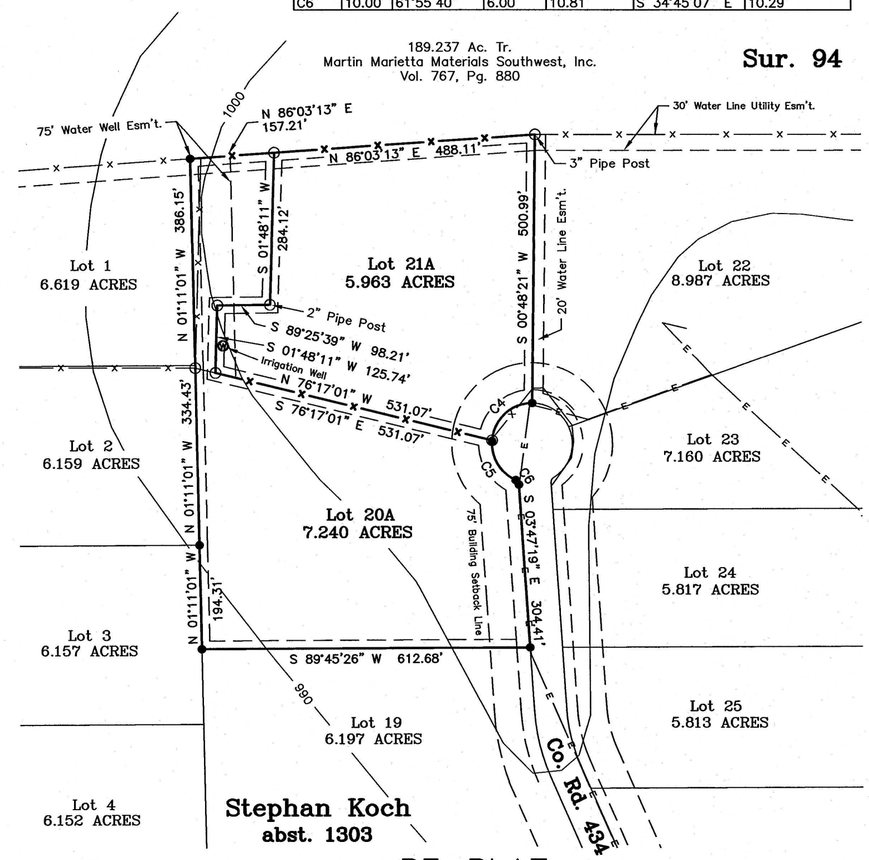




TYPICAL UTILITY EASEMENT

CURVE TABLE

CURVE	RADIUS	DELTA ANGLE	TANGENT	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C4	75.00'	85°48'46"	69.71'	112.33'	S 47°19'40" W	102.12'
C5	75.00'	70°08'14"	52.65'	91.81'	S 30°38'50" E	86.18'
C6	10.00'	61°55'40"	6.00'	10.81'	S 34°45'07" E	10.29'



RE-PLAT

Lots 20A & 21A, Windmill Ranch Subdivision

STATE OF TEXAS
COUNTY OF MEDINA

THE OWNERS OF THE LAND SHOWN ON THIS REPLAT WHOSE NAMES ARE SUBSCRIBED HERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

_____
KEVIN CHRISTIANSEN
C5 PROPERTIES

STATE OF TEXAS
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, KEVIN CHRISTIANSEN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE _____ DAY OF _____, 2026.

_____
NOTARY PUBLIC

STATE OF TEXAS
COUNTY OF MEDINA

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION ON THE GROUND AND THAT SAME IS TRUE AND CORRECT.

_____
REGISTERED PROFESSIONAL LAND SURVEYOR

STATE OF TEXAS
REGISTERED
JONATHAN H. ROTHE
6286
PROFESSIONAL
LAND SURVEYOR

PREPARED BY:
ROTHE & ASSOCIATES, PLLC
LAND SURVEYING
1705 AVENUE K, P.O. BOX 426
HONDO, TEXAS 78861
ph: (830)426-3005
email: info@rothe-inc.com

THE STATE OF TEXAS
COUNTY OF MEDINA

THE COUNTY COMMISSIONER OF PRECINCT_____ HEREBY CERTIFIES THAT THIS REPLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE COUNTY AS TO WHICH HIS APPROVAL IS REQUIRED, THIS THE _____ DAY OF _____, 2026.

_____
COUNTY COMMISSIONER

THE COUNTY JUDGE OF MEDINA COUNTY CERTIFIES THAT THIS REPLAT HAS BEEN CONSIDERED AND APPROVED.

_____
COUNTY JUDGE DATE

I, GINA CHAMPION, CLERK OF THE COUNTY COURT OF MEDINA COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, A.D. 2026 AT _____ O'CLOCK, __M., IN THE DEED AND PLAT RECORDS OF MEDINA COUNTY. DOCUMENT NUMBER _____, AND ORDER NUMBER _____ THAT IS ASSOCIATED TO THE PLAT. IN TESTIMONY WHEREOF, WITNESS MY HAND AND SEAL OF OFFICE, THIS _____ DAY OF _____ A.D., 2026.

_____
BY: _____
GINA CHAMPION DEPUTY CLERK, COUNTY COURT
COUNTY CLERK MEDINA COUNTY, TEXAS

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 11.

Meeting Date:	10/02/2026
Item Title:	County Road 672 W
Submitted By:	David Lynch, Commissioner

Summary of Request/Problem

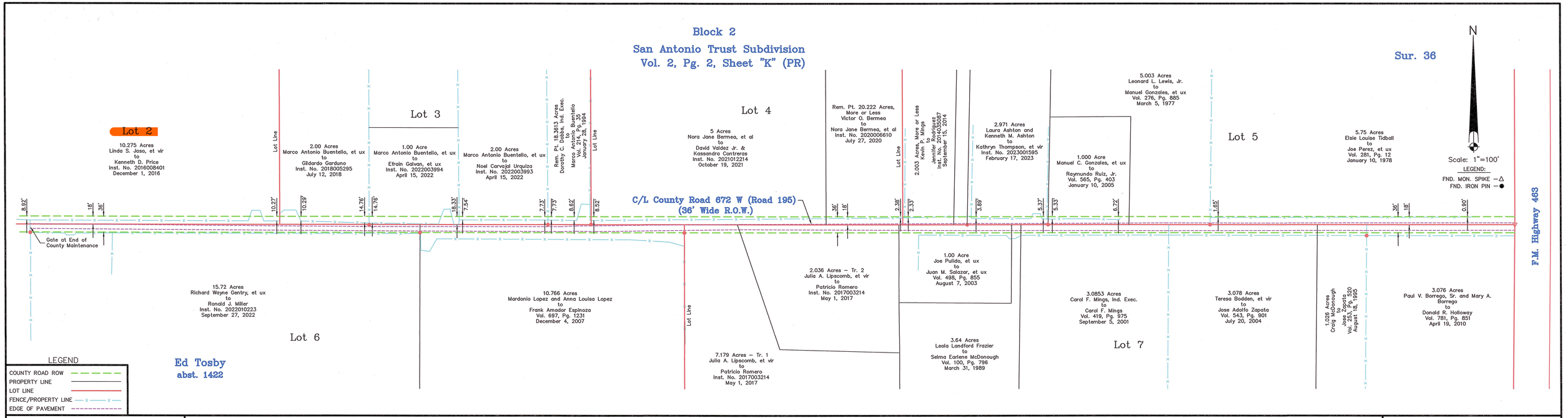
Discuss and take possible action regarding a request for an extension of time to relocate a private fence currently encroaching the right of way (ROW) of County Road 672 W, located in Precinct 3

Recommendation/Action Requested and Justification

The County previously issued a formal notice to the property owner at 1186 County Road 672 W requiring the removal and relocation of a private fence line. The fence is structurally encroaching within the designated county road right-of-way (ROW). The encroachment interferes with safety, general roadway maintenance. The original deadline for relocation was set for December 1, 2026. The property owner has submitted a formal request for an extension to complete the work.

Attachments

Survey - CR 672
Extension Request - Email



Rothe & Associates, PLLC
Land Surveying
1705 Ave. K, P.O. Box 426
Hondo, TX 78861
Ph: (830)426-3005
Fax: (830)426-8160
e-mail: office@rothe-inc.com
www.rothelandsurveyor.com

Exhibit Showing Fenceline Encroachments Along County Road 672 W in Medina County, Texas.

Prepared for: David Lynch (Medina County Commissioner Precinct 3)

Scale: 1" = 100'
Rev: 03/09/2026
Drawn: JHR
Sheet 1 of 1

Outlook

Re: Request for Survey Materials and Extension of Compliance Date (CR 672)

From Ken Price <kenprice0@gmail.com>
Date Wed 9/23/2026 10:50 AM
To Katelyn Whitley <Katelyn.Whitley@MedinaTX.gov>
Cc David Lynch <david.lynch@MedinaTX.gov>; Rick McCue <Rick.McCue@MedinaTX.gov>; Jennifer Adlong <jennifer.adlong@MedinaTX.gov>

Hi Katelyn,
Thank you for the survey. I would like to request an extension for the compliance date given for moving my fence. I am not sure what process I need to follow to request this extension from the court. I left a voicemail message. Can you assist?

Thank you !
Ken Price
210-323-8446

On Mon, Sep 14, 2026 at 1:47 PM Katelyn Whitley <Katelyn.Whitley@medinatx.gov> wrote:

> Good afternoon Mr. Price,
>
> Commissioner Lynch asked me to forward you the survey for County Road 672. Please see attached.
>
> Thank you,
> *Katelyn Whitley*
> Administrative Assistant
> Medina County Judge's Office
> 1300 Avenue M, Room 250
> Hondo, TX 78861
> (830) 741-6020
> Medinatx.gov
>
> ---
>
> **From:** Ken Price <kenprice0@gmail.com>
> **Sent:** Wednesday, September 9, 2026 4:26 PM
> **To:** David Lynch <david.lynch@MedinaTX.gov>
> **Cc:** Katelyn Whitley <Katelyn.Whitley@MedinaTX.gov>; Rick McCue <Rick.McCue@MedinaTX.gov>; Jennifer Adlong <jennifer.adlong@MedinaTX.gov>
> **Subject:** Request for Survey Materials and Extension of Compliance Date (CR 672)
>
> **Dear Commissioner Lynch,**
>
> Thank you for taking the time to speak with me today regarding the June 1, 2026 letter about fencing along County Road 672 at my property. I appreciate your willingness to help me obtain the

survey materials and explain the background of the County's actions. Because Judge Lutz signed the original notice, I am copying Mrs. Adlong and Mrs. Whitley here for awareness.

I want to cooperate and address any issues involving the County right-of-way. To do that, I need to review the materials referenced in the letter. As I mentioned, the referenced survey by Rothe & Associates, PLLC was not enclosed in the package I received, so I respectfully request copies of the following:

- **Rothe & Associates survey**, including any plat, exhibit, or field notes showing the right-of-way line at my property;
- **Right-of-way instruments** the County relies on to establish the right-of-way along my frontage (such as dedications, plats, deeds, or commissioners-court orders);
- **Any written findings** or orders stating that my fence creates a safety hazard; and
- **Confirmation of the ROW width and location** the County asserts at this location.

Because I did not receive (and was not aware of) the June 1 letter until September 1, I also request that the December 1, 2026 compliance date be reset or extended so that I have a fair opportunity to review the records, compare them with my 2006 survey, obtain an independent survey, and respond appropriately. I am committed to working with the County to resolve this matter responsibly, and an adjusted timeline would allow me to do so.

I also request that no removal or other action be taken while this information is pending and while I am reviewing the materials.

I can be reached at (210) 323-8446 or kenprice0@gmail.com. Copies of the envelopes and the unsigned return-receipt card are available upon request.

Respectfully, Kenneth D. Price 210-323-8446 1186 CR 672 W Devine, TX 78016

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 12.

Meeting Date: 10/02/2026
Item Title: Election Judges Update
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve an updated list of Presiding Judges and Alternate Judges submitted by the Democratic Party on July 27, 2026, to add one additional presiding judge or alternate judge (Elections Administrator)

Recommendation/Action Requested and Justification

Attachments

Judge's List Approved 07-27-26
Judge's List Amended

DEMOCRATIC POLL WORKERS				Updated 7/16/2026
Name	**Phone Number**	**Precinct**	**City**	**Notes**
Al Anaya	(210) 730-3074	1C	San Antonio	Candidate for Novmeber
Eli Arroyo	(619) 822-8015	2B	Castroville	Candidate for November
Bertha Benedetti	(210) 459-3269	1C	Mico	
Joe Benedetti	(210) 392-6206	1C	Mico	
Juan Billalobos	(210) 413-3499	4B	Devine	
Maria "Esther" Chavez	(210) 392-2708	2C	Castroville	
Felipe Chavez	(210) 392-2690	2C	Castroville	
Lynne Disteldorf	(210) 870-8861	2A	Castroville	
Shelley Estrada	(210) 722-8156	2B	Castroville	
Alma Garcia	(830) 426-0636	3D	Hondo	
Tina Garcia	(210) 862-6024	1C	San Antonio	
Dora Gonzalez	(210) 630-5252	1A	Mico	
Darlene Haby	(210) 422-0894	1C	Hondo	
Angel Hernandez	(512) 743-7879	3D	Hondo	
Margie Ibarra	(830) 426-1940	3A	D'Hanis	
Jeremy Kohlwes	(210) 391-5770	1C	San Antonio	
Joseph Lukan	(210) 860-2676	1C	Rio Medina	
Rosa Martinez	(210) 748-3229	2C	Castroville	
Janice Massingill	(210) 300-3040	4B	Natalia	
Anthony McDuffie	(901) 800-6212	2A	Castroville	
Linda Miranda	(956) 455-4026	3D	Hondo	
Mary Moncado	(830) 741-0779	3D	Hondo	To be used only if necessary
Angelique Muniz	(210) 485-9169	2A	Castroville	
Guillermo Muniz	(210) 793-0100	2A	Castroville	
Mary Muniz	(940) 782-5514	2A	Castroville	
Linda Murphy	(210) 508-6890	1A	Mico	
Julie Myers	(214) 464-2539	2C	Castroville	
Estela Richeson	(830) 255-6608	4B	Devine	
Elsa Rodrigues	(210) 378-3638	4B	Natalia	
Irene Rodriguez-Dubberly	(210) 355-4472	3A	Yancy	
Maria Sanchez	(210) 289-0354	4C	Natalia	

Karen Seal	(210) 846-7488	2C	LaCoste	
Russell Seal	(210) 289-9008	2C	LaCoste	
Ed Sonnen	(210) 347-7580	2B	Castroville City	
Pam Sonnen	(210) 347-3028	2B	Castroville City	
Rosa Southard	(210)-639-0509	4C	Natalia	
Bob Steinle	(210) 294-0326	2A	Castroville	
Regina Stoltzfus	(717) 572-6422	2A	Castroville	
Evangelina “Dee” Thompson	(210) 367-4482	3C	Natalia	
Paul Thompson	(210) 367-4490	3C	Natalia	
Jose Valdez	(210) 827-5550	1B	Hondo	
Grace Villias	(925) 642-7803	2C	Castroville	To be used only if necessary
Ofelia Sandoval	(830) 423-7022	3D	Hondo	

AMENDED LIST OF PRESIDING/ALTERNATE JUDGES
for the MEDINA COUNTY DEMOCRATIC PARTY
(AMENDED FROM THE JULY 27, 2026 LIST)

1. Melissa Torres

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 13.

Meeting Date: 10/02/2026
Item Title: Agreement - Hill Country Dispute
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve a contract with Hill Country Dispute Resolution Center, Inc (HCDRC) for mediation services for Medina County Court at Law

Recommendation/Action Requested and Justification

Attachments

Contract - Hill Country Dispute Resolution Center

"HCDRC" CONTRACT

STATE OF TEXAS §
§
COUNTY OF MEDINA §

WHEREAS, the Medina County Commissioners Court, hereinafter "COUNTY", a political subdivision of the State of Texas, has the authority, under Section 152.002, Texas Civil Practice & Remedies Code, as amended, to contract for alternative dispute resolution services, as defined in Section 152.001, Texas Civil Practice & Remedies Code, as amended, and

WHEREAS, the Hill Country Dispute Resolution Center, Inc., hereinafter "HCDRC," a Texas non-profit corporation, has been formed for the purpose of and is engaged in providing alternative dispute resolution services;

WHEREAS, HCDRC desires to contract with COUNTY to provide alternative dispute resolution services to the citizens of Medina County and the Hill Country region (hereinafter "citizens");

IT IS THEREFORE AGREED THAT:

1. Consideration. In consideration for the services described below to the citizens, HCDRC shall be entitled to (a) utilize space in the Medina County Courthouse or Court Annex for mediation services as approved by the Medina County Commissioners Court and affected elected officials, (b) obtain copying of completed mediation agreements in building where mediation is conducted, and (c) pay over to HCDRC all Alternative Dispute Resolution fees collected by the District Clerk, County Clerk, and Justice Court Clerks of Medina County as authorized by applicable law and in accordance with the County's budgeting process; such amounts to be paid to HCDRC quarterly beginning in January, 2027, and continuing to be paid in April, 2027; July, 2027; and October, 2027.

2. Services. HCDRC will provide services to citizens through the Medina County Justices of the Peace courts, County Court, County Court at Law, and the 454th Judicial District Court as follows:

Alternative dispute resolution services to all residents of COUNTY on a low cost basis.

3. IRS classification. HCDRC is a tax-exempt non-profit 501(c)(3) corporation. Its IRS EIN is 364506319.

4. Financial and Performance reports. A copy of HCDRC's independent end-of-year financial report of all expenditures and income for the calendar year 2025 is attached. Also attached is a copy of HCDRC's performance review for calendar year 2025.

5. Term. The Term of this agreement is one year beginning on October 1, 2026, and ending on September 30, 2027, unless earlier terminated by either party on thirty (30) days written notice. The date of the commencement of the term of said agreement may be modified by agreement of the parties.

6. Use of funds. The monies paid to HCDRC shall be expended solely for the provision of salaries to employees of HCDRC and operational expenses of HCDRC.

7. Books and records. All books and records of HCDRC shall be open for inspection during normal business hours to any member of the public, the Medina County Auditor, and such persons or entities as may be given that authority, in writing, by the COUNTY, provided, however, that this clause shall in no way be construed to override the provisions of the Federal Privacy Act or other state or federal law or regulation concerning the disclosure of confidential or privacy matters.

8. Non-exclusion. This contract is not exclusive and COUNTY reserves the right to contract with additional parties for the provision of the aforementioned services to the courts and other Medina County departments engaged in the providing of alternative dispute services to residents of Medina County.

9. Effective date. This agreement is effective upon approval by Order of the COUNTY.

10. Non-discrimination. HCDRC agrees to operate under a policy of non-discrimination with regard to the provision of said services. Such policy shall prohibit discrimination by HCDRC's employees or principals on the basis of race, sex, age, religion, color, handicap, disability, national origin, language, political affiliation, political belief or other non-merit factor. Any act of discrimination shall constitute a material breach of this contract.

11. Sexual harassment prohibited. HCDRC further agrees to adopt and maintain a policy that prohibits sexual harassment. Any act of sexual harassment by HCDRC'S employees or principals constitutes a material breach of this contract.

12. Applicable laws. HCDRC agrees to comply with any and all applicable laws, local, state, and federal, regarding work hours, safety, wages, social security benefits, discrimination and/or workers compensation. This clause places a duty to meet the requirements of such laws only if the law itself places such a duty on HCDRC. Any act in violation of any of those laws or ordinances shall constitute a material breach of this contract.

13. Default.

a. In the event either party shall fail to keep, observe or perform any covenant, agreement, term or provision of this contract to be kept, observed or performed by such party, respectively, and such default shall continue for a period of ten (10) days after notice thereof by the non-defaulting party to the other, then in any such event the non-defaulting party shall be entitled to terminate this contract.

b. No delay on the part of either party in exercising any right, power or privilege shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege constitute such a waiver nor exhaust the same, which shall be continuing. No notice to or demand on either party in any case shall entitle such party to any other or further notice or demand in similar or other circumstances, or constitute a waiver of the rights of either party to any other or further action in any circumstances without notice or demand.

14. Successors and assigns. This contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective heirs, legal representatives, successors and assigns; provided that HCDRC may not assign this contract without COUNTY'S prior written consent.

15. Governing law. This contract shall be governed by and construed and interpreted in accordance with the laws of the State of Texas. This contract shall be enforceable in Medina County, Texas and venue shall also lie in Medina County, Texas.

16. Notices. Any notice or communication hereunder must be in writing, and may be given by registered or certified mail; if given by registered or certified mail, same shall be deemed to have been given and received when a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail; and if given otherwise than by registered mail, it shall be deemed to have been given when delivered to and received by the party to whom it is addressed. Such notices or communications shall be given to the parties hereto at the addresses set forth below. Any party hereto may at any time by giving ten (10) days written notice to the other party hereto designate any other address in substitution of the address given below to which such notice or communication shall be given.

17. Severability. If any term, covenant or condition of this contract or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this contract or the application of such term, covenant or condition to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term, covenant or condition of this contract shall be valid and shall be enforced to the fullest extent permitted by law.

18. Relationship. The parties hereby agree that this contract is for the provision of the services described herein and hereby renounce the existence of any other relationship. In no event shall COUNTY have any obligation or liability whatsoever with respect to any debts, obligations or liabilities of HCDRC, and HCDRC shall have no authority to bind COUNTY to any contract, matter or obligation. No duties of COUNTY are delegated to HCDRC by this contract and any provision which is or may be held to be such a delegation shall be of no force or effort.

19. Modification and termination. This contract may be amended, modified, terminated or released only by written instrument executed by COUNTY and HCDRC, except as herein otherwise provided.

20. Total agreement. This contract is a total and complete integration of any and all undertakings existing between the parties hereto and supersedes any prior oral or written agreements, promises or representations between them. The headings of the various paragraphs of this contract are for convenience only, and shall not define, interpret, affect or prescribe the meaning and interpretation of the provisions of this contract.

MEDINA COUNTY

By: _____
Keith A. Lutz
Medina County Judge

Date: October 2, 2026

HILL COUNTRY DISPUTE RESOLUTION CENTER, INC.

By: _____
Brett L. Ferguson
President, of the HCDRC
Board of Directors

Date: 9/21/26

NOTICES

COUNTY:

Medina County Commissioners Court
c/o Medina County Judge
Courthouse Annex
1300 Avenue M, Room 250
Hondo, Texas 78861

HCDRC:

Ed Reaves
Executive Director, HCDRC
Suite 105
327 Earl Garrett
Kerrville, Texas 78028

EXHIBIT A
TO HCDRC CONTRACT

Hill Country Dispute Resolution Center, Inc.
327 Earl Garrett, Suite 105, Kerrville, TX 78028
830-792-5000 Toll Free 888-292-1502

PERFORMANCE REPORT
CALENDAR YEAR 2025

During the 2025 calendar year, the Hill Country Dispute Resolution Center (HCDRC) held a total of 126 mediations. 87 of those cases resulted in an agreement, which was a settlement rate of 69%.

The types of cases that the Hill Country DRC mediated during 2025 included Divorces, Suits Affecting the Parent-Child Relationship (mostly issues of custody, visitation, paternity and child support), Child Protective Services cases, Business Disputes, and Probate/Estate disputes.

The HCDRC uses only trained mediators. Our mediators include retired judges, and highly qualified individuals from other professions. Cases may be held at the request of the parties, or by court referral.

Texas county clerk's offices have estimated that substantial savings can be achieved in the daily costs of litigation of those cases that are settled in mediation. An added bonus is that the parties are more satisfied with agreements that they helped to make and are less likely to come back to court later.

Successful mediation also helps to relieve overcrowding in our courts and can save the parties a great deal of anguish and expense.

Respectfully Submitted,

J. Edward Reaves, Jr.

J. Edward Reaves, Jr., J.D.
Executive Director
September 9, 2026

Cash Basis

Hill Country Dispute Resolution Center, Inc

Profit & Loss Prev Year Comparison

January through December 2025

	Jan - Dec 25	Jan - Dec 24	$ Change	% Change
Ordinary Income/Expense				
Income				
Campaign Income	0.00	0.00	0.00	0.0%
Contributions Income				
County Funding	47,013.38	54,090.83	-7,077.45	-13.08%
Total Contributions Income	47,013.38	54,090.83	-7,077.45	-13.08%
Interest Income				
Savings	2.58	0.00	2.58	100.0%
Interest Income - Other	2.33	22.71	-20.38	-89.74%
Total Interest Income	4.91	22.71	-17.80	-78.38%
Miscellaneous Income				
Rent Conference Room	0.00	200.00	-200.00	-100.0%
Total Miscellaneous Income	0.00	200.00	-200.00	-100.0%
Program Fees				
Mediation	100,050.08	94,802.74	5,247.34	5.54%
Total Program Fees	100,050.08	94,802.74	5,247.34	5.54%
Total Income	147,068.37	149,116.28	-2,047.91	-1.37%
Expense				
Advertising				
Website Upkeep	345.00	350.00	-5.00	-1.43%
Total Advertising	345.00	350.00	-5.00	-1.43%
Bank and Paypal Service Fees	1,409.20	1,309.38	99.82	7.62%
Copier Lease	1,862.50	1,445.04	417.46	28.89%
Dues and Subscriptions	236.05	520.00	-283.95	-54.61%
Education & Training	600.00	1,327.50	-727.50	-54.8%
Insurance				
Liability Insurance	1,766.00	2,402.00	-636.00	-26.48%
Workmen's Compensation	485.00	593.00	-108.00	-18.21%
Total Insurance	2,251.00	2,995.00	-744.00	-24.84%
Office Rent	0.00	2,496.00	-2,496.00	-100.0%
Office Supplies	3,052.59	3,745.17	-692.58	-18.49%
Payroll Expenses				
Salary	89,675.00	108,712.50	-19,037.50	-17.51%
Taxes Payroll				
FICA	5,747.48	6,721.58	-974.10	-14.49%
Medicare	1,246.73	1,571.98	-325.25	-20.69%
Total Taxes Payroll	6,994.21	8,293.56	-1,299.35	-15.67%
Total Payroll Expenses	96,669.21	117,006.06	-20,336.85	-17.38%
Postage and Delivery	31.31	113.42	-82.11	-72.4%
Professional Fees				
Accounting	2,350.00	2,325.00	25.00	1.08%
Total Professional Fees	2,350.00	2,325.00	25.00	1.08%

Cash Basis

Hill Country Dispute Resolution Center, Inc

Profit & Loss Prev Year Comparison

January through December 2025

	Jan - Dec 25	Jan - Dec 24	$ Change	% Change
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Reimbursed Expenses	10,420.68	0.00	10,420.68	100.0%
Rent	14,976.00	12,480.00	2,496.00	20.0%
Repairs				
Computer Repairs	495.00	924.53	-429.53	-46.46%
Total Repairs	495.00	924.53	-429.53	-46.46%
Supplies	20.99	674.31	-653.32	-96.89%
Telephone	2,440.71	2,440.14	0.57	0.02%
Travel & Mediation Meals				
Meals	547.02	1,208.39	-661.37	-54.73%
Travel	2,801.14	5,518.54	-2,717.40	-49.24%
Total Travel & Mediation Meals	3,348.16	6,726.93	-3,378.77	-50.23%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Utilities	158.25	152.16	6.09	4.0%
Total Expense	140,666.65	157,030.64	-16,363.99	-10.42%
Net Ordinary Income	6,401.72	-7,914.36	14,316.08	180.89%
Net Income	**6,401.72**	**-7,914.36**	**14,316.08**	**180.89%**

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 14.

Meeting Date: 10/02/2026
Item Title: Resolution - Texans Feeding Texans Grant
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve a Texas Departement of Agriculture Texans Feeding Texans Grant Program Resolution authorizing a County grant and establishing eligibility for the 2027 Home-Delivered Meal Grant for the Medina Senior Center, Inc

Recommendation/Action Requested and Justification

Attachments

Resolution Texans Feeding Texans

TEXAS DEPARTMENT OF AGRICULTURE
TEXANS FEEDING TEXANS: HOME-DELIVERED MEAL GRANT PROGRAM

RESOLUTION AUTHORIZING COUNTY GRANT AND ESTABLISHING ELIGIBILITY FOR THE 2027 HOME-DELIVERED MEAL GRANT PROGRAM

A resolution of the County of Medina(County) Texas, certifying that the County has awarded a monetary grant to Medina Senior Center, Inc._(Organization), an organization that provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability, and certifying that the County has approved the Organization's accounting system or fiscal agent.

WHEREAS, the Organization intends to apply for grant funds from the Texas Department of Agriculture to supplement and extend existing services for homebound persons in the County who are elderly and/or have a disability pursuant to the Home-Delivered Meal Grant Program (Program);

WHEREAS, the Program rules require an applicant organization to receive a cash grant from the county in which the home-delivered meal services are provided as a condition of eligibility for Program funding;; and

WHEREAS, the Program rules further require the County to approve the Organization's accounting system or fiscal agent in order for the Organization to be eligible to receive Program grant funds;

BE IT RESOLVED BY THE COUNTY:

SECTION 1: The County hereby certifies that it has awarded a cash grant to the Organization in the amount of $50,000 for the purpose of supporting home-delivered meal services and satisfying the local grant requirement necessary for the Organization's eligibility to apply for funding under the 2027 Home-Delivered Meal Grant Program. The grant shall be paid and utilized during the period beginning

1st of October 2026 and the 30th of September 2027

SECTION 2: The County hereby certifies that the Organization provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability.

SECTION 3: The County hereby certifies that it has approved the Organization's accounting system or fiscal agent which meets applicable financial management system requirements as set forth in the Texas Grant Management Standards promulgated by the Texas Comptroller of Public Accounts.

Introduced, read, and passed by the affirmative vote of the County on this 2 day of October, 2026.

Signature of Authorized Official of the County

Keith Lutz Medina County Judge

Typed Name and Title

COMMISSIONERS COURT MEDINA COUNTY, TEXAS

NOTE: All information shown in this resolution must be included in the resolution passed by the County.

Updated July 2026

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 15.

Meeting Date: 10/02/2026
Item Title: RFP Award & Acceptance - Grants
Submitted By: Beverly Ham, Grant Administrator

Summary of Request/Problem

Discuss and take possible action to accept and award Proposal(s) (RFP) for grant research, application, and administrative services

Recommendation/Action Requested and Justification

Attachments

CCM Advisors, LLC
Colliers Engineering and Design
GrantWorks

PROPOSAL FOR

GRANT RESEARCH, APPLICATION, AND ADMINISTRATIVE SERVICES

Master Service Agreement (MSA)

Submitted To:
Medina County, Texas
Medina County Auditor's Office
1300 Avenue M, Room 139, Hondo, Texas 78861-1218
RFP GRANT MSA

Submitted By:
CCM Advisers, LLC
16334 Lakeview Dr | Jersey Village, TX 77040
612-309-7893 | beth@ccmadvisers.com
Beth Bleess, Founder/Member | Austin Bleess, MPA, ICMA-CM, Lead Consultant
Subconsultant: JSWA (Jeffrey S. Ward and Associates)

Submission Deadline: Monday, September 28, 2026 at 11:00 AM

September 23, 2026

Medina County Selection Review Committee
Medina County Auditor's Office
1300 Avenue M, Room 139
Hondo, Texas 78861-1218

Re: RFP GRANT MSA — Grant Research, Application, and Administrative Services Master Service Agreement

Dear Members of the Selection Review Committee:

CCM Advisers, LLC is pleased to submit this proposal to provide Grant Research, Application, and Administrative Services to Medina County under this Master Service Agreement. CCM Advisers is a woman-owned, Texas-based grant consulting firm led by two principals, Beth Bleess, Founder/Member, and Austin Bleess, Lead Consultant, providing full lifecycle grant services to municipalities, counties, and special districts across Texas.

Austin Bleess brings 19 years of public sector experience at the federal, state, and local levels, including current service as a Texas City Manager, and has written more than $40 million in grant applications while securing more than $33 million in awarded funding. This dual perspective, managing federal awards as an accountable official as well as preparing them as a consultant, shapes how CCM Advisers approaches every engagement.

CCM Advisers' demonstrated strength is in FEMA, HUD, TWDB, EPA and USDOT Grants. Medina County's list of eligible funding sources spans more than 40 agencies, a wider range than any single past engagement in our portfolio. We approach that breadth directly: applying our research, eligibility, and compliance discipline to every program on the list, and engaging qualified subconsultants, including our recurring partner JSWA, where a program requires expertise beyond our core team.

We appreciate the opportunity to be considered for this engagement and are prepared to begin work promptly if awarded.

Respectfully submitted,

Beth Bleess
Founder/Member, CCM Advisers, LLC
16334 Lakeview Dr | Jersey Village, TX 77040
612-309-7893 | beth@ccmadvisers.com

Statement of Qualifications

A. Firm Background

CCM Advisers, LLC is a woman-owned, Texas-based grant consulting firm founded in 2020 and led by two principals, Beth Bleess, Founder/Member, and Austin Bleess, Lead Consultant. The firm provides full lifecycle grant services, research, application development, and administration, to Texas municipalities, counties, and special districts. CCM Advisers is registered and in good standing in the State of Texas and maintains an active SAM.gov registration.

Austin Bleess brings 19 years of public sector experience at the federal, state, and local levels, including service as a City Manager or City Administrator in Texas, Maine and Minnesota. This includes direct experience developing, securing, and administering grants from a recipient's seat, not only as a third-party consultant. Across his career, Austin has written more than $70 million in grant applications and secured more than $33 million in awarded funding. This dual perspective, having managed federal awards as an accountable official as well as prepared them as a consultant, distinguishes CCM Advisers' understanding of what evaluators, auditors, and grantor agencies expect.

B. Related Experience with Federally Funded Projects

Across CCM Advisers' current engagements and Austin Bleess's prior City Manager role, the combined grant portfolio totals more than $70 million applied for, with more than $33.5 million awarded to date and more than $28.9 million submitted and pending decision. This portfolio spans FEMA (Flood Mitigation Assistance, Hazard Mitigation Grant Program, Building Resilient Infrastructure and Communities, and Assistance to Firefighters Grant), EPA, TxDOT, USDOT (including the Federal Aviation Administration), the Texas Water Development Board's Water Supply and Infrastructure Grant program, HUD Community Development Block Grant, and NRPA, many of which are named as eligible funding sources under this RFP.

Representative engagements, CCM Advisers Consulting Role:

- City of Conroe, TX — FEMA FMA Home Elevations, FY21 ($1,378,870) and FY22 ($153,640) — grant administration and closeout, in progress
- City of Baytown, TX — FEMA FMA Home Elevations, FY22 ($749,700) — grant administration and closeout, in progress
- City of Deer Park, TX — FEMA FMA FY23 Project Scoping Grant ($877,095) and FEMA BRIC Generators for Lift Stations ($757,982) — applications submitted, pending decision
- City of Deer Park, TX — FEMA HMGP Generators for Lift Stations ($452,363) — application submitted, pending decision
- City of Deer Park, TX — TWDB WSIG Cast Iron Water Line Replacement ($10,500,000) — application submitted, pending decision

- City of Parker, TX — TWDB WSIG elevated storage tank applications ($8,769,420) — submitted, pending decision
- City of Tomball, TX - TWDB WSIG water line replacement ($5,225,999) — submitted, pending decision
- City of Abilene, TX — FEMA FMA Project Scoping Grant ($508,789) — application submitted, pending decision
- Cities of Angleton, Brenham, and Victoria, TX — USDOT Safe Streets for All Safety Action Plans ($175,000 awarded; $400,000 and $120,000 submitted, pending decision)
- Grimes County, TX — TxDOT pre-application for a railroad crossing safety improvement (pre-application stage; not selected for full application)
- City of Merkel, TX — ongoing grant research, writing, and application support under a five-year contract. US DOT Build Sidewalk Project ($6,149,912) – Project not awarded, but was recognized as Project of Merit which will make the project more likely for funding next year.

Representative engagements, prior City Manager Role (Jersey Village, TX, and Caribou, ME), informing CCM Advisers' consulting practice:

- FEMA FMA Home Elevations across FY17-FY23 cycles, totaling more than $19.2 million in awarded, in-progress, and pending funding
- FEMA HMGP Berm and Wall Street Neighborhood Drainage Improvements ($3,685,400) and Generators for Police, Fire, and Water Plants ($284,000), both awarded and completed
- CDBG Berm and Wall Street Neighborhood Drainage Improvements ($1,792,344) and Resilient Communities Program Comprehensive Plan Grant ($157,000), both awarded and completed
- EPA Seattle Street Water Lines ($624,835, completed) and Water Plant Improvements ($1,000,000, awarded, in progress)
- USDOT Safe Streets for All Safety Action Plan ($125,000), awarded and completed
- NRPA Field Lighting and Park Activation ($125,000), awarded, in progress
- FAA Airport Improvement Program ($3,424,500) and Airport Master Plan Grant ($150,000), and FEMA Assistance to Firefighters Grants for a fire rescue truck ($332,500) and air packs ($253,334), all awarded and completed under prior local government service in Caribou, Maine

Austin Bleess has experience identifying environmental review requirements. He has experience in completing small environmental reviews such as Finding of No Significant Impact. For large reviews a third party is recommended. We also have experience with labor wage standards as part of federal grant funding.

Medina County's list of eligible funding sources spans a wider range of agencies than any single past engagement. CCM Advisers' demonstrated experience directly covers FEMA hazard

mitigation, HUD community development, EPA, USDOT/FAA, and TWDB infrastructure programs, all named in Medina County's eligible funding list, along with early-stage TxDOT pre-application experience. For programs outside this track record, including TCEQ, USDA, and DSHS, CCM Advisers applies the same research methodology, eligibility screening, and application discipline built through this work, and will identify and bring in qualified technical subconsultants where a program requires expertise the firm does not carry in-house.

C. Work Performance

CCM Advisers maintains a proprietary Airtable-based tracking system that monitors hundreds of active funding opportunities with relevance matching against client project lists, supporting timely identification and status reporting. The firm's application development process is built around direct compliance with 2 CFR 200 and program-specific requirements, from benefit-cost analysis and environmental compliance coordination through procurement documentation, reimbursement preparation, monitoring coordination, and closeout.

- Timely submission of requests: CCM Advisers identified a procedural administrative rejection on the City of Deer Park's FY24 FMA project scoping application and completed a full resubmission ahead of FEMA's corrected deadline, without requiring an extension.
- Timely response to client requests: CCM Advisers' tracking system flags open items and RFI windows against a standard 3-business-day turnaround, matching the response standard TWDB itself applies to WSIG review inquiries.
- Projects completed on schedule: City of Conroe FY21 and FY22 FEMA FMA Home Elevations are being administered from award through closeout on schedule, with no missed reporting deadlines.
- Work product quality: Application packages are developed against 2 CFR 200 and program-specific checklists before submission, reflected in a track record of successful monitoring reviews with no audit findings.
- No monitoring findings: Mr. Bleess throughout his work whether as a City Manager or with CCM Advisers' has completed ongoing reimbursement and monitoring coordination for awards all of which have proceeded without a finding.
- Managing within budgetary constraints: Grant administration work is structured around program-specific cost caps, including the 5% FEMA HMA management cost ceiling, tracked and confirmed at each budget stage of an award.

D. Capacity to Perform

CCM Advisers is a principal-led firm structured for direct, responsive client service rather than layered account management. Austin and Beth Bleess perform the substantial majority of research, application, and administrative work directly. The firm maintains a recurring relationship with JSWA (Jeffrey S. Ward and Associates) as a subconsultant partner, available to support technical scopes as individual task orders require.

Present and Projected Workload

CCM Advisers' current active client roster is deliberately limited to preserve responsiveness: grant administration services for the City of Conroe and the City of Baytown, and ongoing grant research and support services for the City of Merkel under a five-year contract. This principal-led model, by design, carries capacity to take on Medina County as a new client without displacing existing service levels.

Quality of Proposal and Work Plan

Upon award, CCM Advisers proposes the following initial work plan:

- Days 1-15: Review Medina County's approved list of projects and activities; establish a shared status-reporting format and frequency with the County's designated contact
- Days 16-45: Conduct initial grant research against the identified project list; deliver outcome reports for each project, including eligibility, competitiveness, and application timeline
- Days 46-60: Present prioritized recommendations to Medina County for authorization to proceed with specific applications, and begin application development on approved items
- For the term of the agreement CCM Advisers will review grant opportunities every week for the County, estimated to be about 5 hours per week.
- For the term of the agreement CCM Advisers will meet with the appropriate County staff at least monthly to go over opportunities and projects the County has.

Demonstrated Understanding of Scope

CCM Advisers' understanding of Medina County's General Grant Administrative Duties, and our approach to each, is as follows:

- **(a)** Assist Grantee to monitor program compliance including 2 CFR 200, Texas Grant Management Standards, and specific individual grant agency requirements. CCM Advisers builds a compliance checklist specific to each awarded program at the outset of administration, tracked through the firm's Airtable-based system and reviewed against 2 CFR 200 at each reporting milestone.
- **(b)** Facilitate and initiate environmental reviews as necessary. CCM Advisers identifies the applicable environmental review pathway (categorical exclusion, EHP review, or full NEPA review) at project scoping and coordinates directly with the grantor agency and any required technical subconsultant to keep the review on the project's critical path.
- **(c)** Set up, facilitate, and commence procurement activities as needed. CCM Advisers assists Medina County in structuring procurement consistent with 2 CFR 200.317-.327 and the County's own procurement policy, including method selection, solicitation documentation, and required federal contract provisions.
- **(d)** Facilitate and undertake any necessary labor standard compliance measures and activities including Davis-Bacon. Where a funded project involves construction, CCM Advisers coordinates wage determination placement in solicitation documents, certified

payroll collection, and Copeland Act compliance tracking throughout construction administration.

- **(e)** Facilitate and develop as needed acquisition programs consistent with applicable federal grant agency requirements including the Uniform Relocation Act. CCM Advisers coordinates with Medina County and qualified subconsultants to structure any required acquisition or relocation activity in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and the applicable grant agency's implementing guidance.
- **(f)** Assist in establishing and maintaining financial processes and reporting. CCM Advisers works with Medina County's finance staff to align draw requests, reimbursement schedules, and financial reporting with each program's specific requirements and the County's own accounting systems.
- **(g)** Obtain and maintain copies of the most current program agreement, including all related change requests, revisions, and attachments. CCM Advisers maintains a complete, current document file for each awarded grant, including every amendment, as part of its standard recordkeeping practice.
- **(h)** Assist Medina County with establishing and maintaining recordkeeping systems, including grant research, application development, submissions, compliance documentation, correspondence, reports, change requests, and project progress reports. This recordkeeping discipline is the foundation of CCM Advisers' Airtable-based tracking system, applied consistently from initial research through closeout.
- **(i)** Implement and coordinate Affirmatively Furthering Fair Housing (AFFH) requirements where required. CCM Advisers will identify whether AFFH applies to a given award at the outset of administration and coordinate the required certification and documentation with Medina County and the grantor agency.
- **(j)** Implement and coordinate Section 504 requirements where required. CCM Advisers will confirm applicability at project scoping and coordinate any required accessibility documentation or self-evaluation with Medina County.
- **(k)** Help resolve monitoring and audit findings. CCM Advisers responds to monitoring and audit findings with a documented corrective action plan and follows the finding through to formal closure with the grantor or oversight agency.
- **(l)** Serve as monitoring liaison. CCM Advisers serves as the primary point of contact for grantor agency monitoring visits and desk reviews, preparing documentation in advance and coordinating Medina County staff participation as needed.
- **(m)** Help resolve third-party claims. CCM Advisers coordinates with Medina County and its legal counsel to compile the factual and financial record needed to respond to a third-party claim arising from a funded project.
- **(n)** Report suspected fraud. CCM Advisers reports any suspected fraud, waste, or abuse identified during administration to Medina County and the appropriate grantor agency or Office of Inspector General, consistent with federal reporting obligations.

- **(o)** Timely respond to requests for additional information. CCM Advisers' tracking system flags open information requests against each program's required response window, including the 3-business-day RFI standard used by TWDB, to ensure responses are prepared and delivered on time.
- **(p)** Coordinate, as necessary, between the recipient and other appropriate service providers, contractors, subcontractors, and state or federal agencies to effectuate the services requested. CCM Advisers acts as the central coordination point across engineers, environmental specialists, contractors, and grantor agency staff, including our recurring subconsultant partner JSWA where technical scopes require it.
- **(q)** Assist in public hearings, if required. CCM Advisers prepares required public notice language, hearing materials, and comment documentation, and can attend or support Medina County staff at any public hearing a funded project requires.
- **(r)** Provide project status updates. CCM Advisers delivers project status updates to Medina County at a frequency the County sets, drawing on the same tracking system used for research and application status reporting.

E. Key Personnel

Austin Bleess, Lead Consultant

19 years of public sector experience spanning local, state, and federal government. MPA and ICMA-CM credentials. Currently serves as City Manager of Jersey Village, Texas, overseeing a $110 million budget and more than $33 million in competitive grants secured. Leads grant research, application development, and administrative compliance for CCM Advisers' municipal clients.

Beth Bleess, Founder/Member

Leads firm operations, client coordination, and document control. Background includes HR Director experience managing recruitment, onboarding, policy, and workforce systems for a company that scaled from 100 to 200 staff in two years, applied at CCM Advisers to project organization, compliance tracking, and audit-ready recordkeeping.

JSWA (Jeffrey S. Ward and Associates), Subconsultant

Engaged as needed to support technical scopes on individual task orders.

F. References

City of Merkel, Texas

Contact: Matthew Hitt, City Manager
Phone: (325) 928-4911
Email: matthew.hitt@merkeltx.gov
Program: Ongoing grant research, writing, and administration services under a five-year contract, current

City of Deer Park, Texas

Contact: Jay Stokes, City Manager
Phone: 281-478-7246
Email: jstokes@deerparktx.org
Program: FEMA Hazard Mitigation Grant Program (HMGP) lift station generator application, 2025

City of Baytown, Texas

Contact: David Alamia, Emergency Management Coordinator
Phone: 281-422-1129
Email: David.Alamia@baytown.org
Program: FEMA Flood Mitigation Assistance (FMA) reimbursement, quarterly reporting, and closeout support, 2025-present

City of Conroe, Texas

Contact: Brandy Taylor, Assistant Director of Engineering
Phone: 936.522.3132
Email: btaylor@cityofconroe.org
Program: FEMA FMA Home Elevations, application development and grant administration, FY21-FY24

Proposed Cost of Services

CCM Advisers proposes the following fee structure for Grant Research, Grant Application, and Grant Administrative Services, consistent with the billing structure required by Section 3 of this RFP.

Service	Rate	Basis / Conditions
Grant Research	$100.00 / hour	Billed hourly. Estimated 20 hours/month for ongoing research and status reporting; actual hours billed as incurred and reported per Medina County's required frequency.
Grant Application — Tier 1	$3,500 / application	Flat fee. Standard, narrative-driven applications with limited technical components.
Grant Application — Tier 2	$7,000 / application	Flat fee. Moderate-effort applications requiring benefit-cost analysis or engineering coordination.
Grant Application — Tier 3	$10,000+ / application	Flat fee, scoped and quoted individually. Complex, large-scale federal projects. Tier assigned per task order based on authorized project scope.
Grant Administration	5% of award	Where a program's governing statute or NOFO sets a maximum allowable administrative or management cost percentage below 6%, CCM Advisers will bill at that program's maximum. Where the maximum is 6% or greater, CCM Advisers will bill at one percentage point below that maximum, subject to a 5% floor.

Grant Application tiers are assigned by CCM Advisers at the time a specific application is authorized by Medina County, based on the scope and complexity of the underlying project. All costs necessary to complete authorized activities are included in the rates above; CCM Advisers will identify any third-party technical costs (such as engineering or benefit-cost analysis support) separately, for Medina County's review, before work begins on a given task order.

Profit percentages will be identified and negotiated at award of contract.

APPENDIX A: KEY PERSONNEL RESUMES

Resumes are provided as supporting information for key personnel directly involved in providing services under this RFQ.

Austin Bleess, MPA, ICMA-CM

Principal Grant Consultant, CCM Advisers, LLC | Project Manager

Professional Experience

- 19 years of public sector experience; 16 years as City Manager or City Administrator across three states.
- City Manager & Airport Manager, City of Caribou, Maine — concurrently managed general municipal operations and airfield operations; secured a $150,000 FAA Master Plan grant, $3,424,500 in FAA Airport Improvement Program funding for runway rehabilitation and airfield safety improvements, and $306,000 in FAA entitlement funds for taxiway construction.
- City Manager, City of Jersey Village, Texas — secured and administered FEMA FMA/HMGP home elevation grants, the GLO CDBG Resilient Communities Program grant, E127 Design Advance Assistance, and the FY23 Project Scoping Grant.
- Principal Consultant, CCM Advisers, LLC (2020–present) — leads grant research, writing, and administration for Texas municipal clients across FEMA, HUD, USDOT, TWDB, and FAA programs; more than $70 million in grant applications written and more than $33 million secured career-wide.

Education & Certifications

- Master of Public Administration, Walden University.
- Bachelor of Arts, Bethel University.
- ICMA-CM (Certified Manager), International City/County Management Association.
- Private Pilot Certificate.
- FEMA BCA Toolkit 6.0 proficiency (benefit-cost analysis).

Beth Bleess

Founder, CCM Advisers, LLC | Authorized Signatory

Professional Experience

- Founder, CCM Advisers, LLC (2020–present) — manages firm operations, document control, compliance tracking, reporting, and administrative support for all municipal grant engagements.
- Authorized signatory for CCM Advisers, LLC; secondary point of contact for contract administration matters.

Jeffrey S. Ward, MBA, CFM

President, Jeffrey S. Ward & Associates, Inc. | Subconsultant Technical Lead, FEMA Hazard Mitigation Assistance

Professional Experience

- President, Jeffrey S. Ward & Associates, Inc. (2002–present) — principal in charge and technical lead for FEMA Hazard Mitigation Assistance programs nationally; application development, grant administration, and project management resulting in more than $1.1 billion in FEMA hazard mitigation awards, concentrated in Texas.
- Maintains direct, current working relationships with the Texas Water Development Board (FMA), the Texas Division of Emergency Management (BRIC), and FEMA Region VI.

Education & Certifications

- Master of Business Administration (MBA).
- Certified Floodplain Manager (CFM).

APPENDIX B: SUPPLEMENTAL PROJECT EXPERIENCE

The additional CCM Advisers engagements below are provided as supplemental information forthe Evaluation Committee's reference.

Grant Program	Client	Project Title	Funding Year	Total Grant Amount	Status	Role	Performed Under
US DOT SS4A	Brenham, TX	Safety Action Plan	2026	$ 400,000	Submitted, Pending Decision	Application	CCM Advisers
TWDB WSIG	Deer Park, TX	Cast Iron Water Line Replacement	2026	$ 10,500,000	Submitted, Pending Decision	Application	CCM Advisers
EPA	Jersey Village, TX	Water Plant Improvements	2026	$ 1,000,000	Awarded; In Progress	Application; Administration; Closeout	Prior Experience
TWDB WSIG	Parker, TX	1,000,000 Gallon Elevated Storage Tank	2026	$ 8,769,420	Submitted, Pending Decision	Application	CCM Advisers
TWDB WSIG	Tomball, TX	Water Line Replacement	2026	$ 5,225,999	Submitted, Pending Decision	Application	CCM Advisers
US DOT SS4A	Victoria, TX	Safety Action Plan	2026	$ 120,000	Submitted, Pending Decision	Application	CCM Advisers
FEMA HMGP	Jersey Village, TX	Lift Station Generators	2026	$ 192,389	Awarded; In Progress	Application; Administration; Closeout	Prior Experience
US DOT BUILD	Merkel, TX	Merkel School and Downtown Pedestrian Safety and ADA Connectivity Project	2026	$ 6,149,912	Not Awarded	Application	CCM Advisers
US DOT SS4A	Angleton, TX	Safety Action Plan	2025	$ 175,000	Awarded	Application	CCM Advisers
FEMA HMGP	Deer Park, TX	FEMA HMGP - Generators for Lift Stations	2025	$ 452,363	Submitted, Pending Decision	Application	CCM Advisers
FEMA BRIC	Deer Park, TX	Lift Station Generators	2025	$ 757,982	Submitted, Pending Decision	Application	CCM Advisers
TXDOT	Grimes County	Pre-Application UP Railroad Crossing of CR308 at Hwy 105	2025	Pre-Application only	Not selected for Full Application	Application	CCM Advisers
NRPA	Jersey Village, TX	Field Lighting and Park Activation	2025	$ 125,000	Awarded; In Progress	Application	Prior Experience
US DOT SS4A	Jersey Village, TX	Safety Action Plan	2025	$ 100,000	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
WCTCOG	Merkel, TX	Solid Waste Grant	2025	$ 13,000	Not Awarded	Application; Administration; Closeout	CCM Advisers
FEMA FMA	Abilene, TX	Flood Mitigation Assistance Project Scoping Grant	2024	$ 508,789	Submitted, Pending Decision	Application	CCM Advisers
CDBG - RCP	Jersey Village, TX	Comprehensive Plan Grant	2024	$ 157,000	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
EPA	White Oak Bayou JPB	Wastewater Treatment Plant Clarifiers	2024	$ 1,000,000	Awarded	Application	Prior Experience
FEMA FMA	Deer Park, TX	FY23 Project Scoping Grant	2023	$ 877,095	Submitted, Pending Decision	Application	CCM Advisers
FEMA FMA	Jersey Village, TX	E127 Design Advance Assistance	2023	$ 600,000	Awarded; In Progress	Application; Administration; Closeout	Prior Experience
FEMA FMA	Jersey Village, TX	FY23 Home Elevations	2023	$ 495,446	Submitted, Pending Decision	Application; Administration; Closeout	Prior Experience
FEMA FMA	Jersey Village, TX	FY23 Project Scoping Grant	2023	$ 876,500	Submitted, Pending Decision	Application; Administration; Closeout	Prior Experience
FEMA FMA	Baytown, TX	FY22 Home Elevations	2022	$ 749,700	In Progress	Administration; Closeout	CCM Advisers
FEMA FMA	Conroe, TX	FY22 Home Elevations	2022	$ 153,640	In Progress	Administration; Closeout	CCM Advisers
FEMA FMA	Jersey Village, TX	FY22 Home Elevations - Grant 1	2022	$ 4,427,150	Awarded; In Progress	Application; Administration; Closeout	Prior Experience
FEMA FMA	Jersey Village, TX	FY22 Home Elevations - Grant 2	2022	$ 4,639,809	Awarded; In Progress	Application; Administration; Closeout	Prior Experience
FEMA FMA	Conroe, TX	FY21 Home Elevations	2021	$ 1,378,870	In Progress	Administration; Closeout	CCM Advisers
EPA	Jersey Village, TX	Seattle Street Water Lines	2021	$ 624,835	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
CDBG	Caribou, ME	Circle B Farms Septic System and Driveway	2020	$ 25,000	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
FEMA FMA	Jersey Village, TX	FY20 Home Elevations	2020	$ 4,927,770	Awarded. Project Closeout in Proce	Application; Administration; Closeout	Prior Experience
FEMA HMGP	Jersey Village, TX	Berm and Wall Street Neighborhood Drainage Improvements	2020	$ 3,685,400	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
FEMA HMGP	Jersey Village, TX	Generators for Police, Fire and Water Plants	2020	$ 284,000	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
CDBG	Jersey Village, TX	Berm and Wall Street Neighborhood Drainage Improvements	2020	$ 1,792,344	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
TDEM	Jersey Village, TX	Berm and Wall Street Neighborhood Drainage Improvements	2020	$ 1,433,724	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
FEMA FMA	Jersey Village, TX	FY18 Home Elevations	2018	$ 850,752	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
FEMA FMA	Jersey Village, TX	FY17 Home Elevations	2017	$ 3,350,832	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
FAA	Caribou, ME	Airport Master Plan Grant	2016	$ 150,000	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
FEMA AFG	Caribou, ME	Air Packs	2015	$ 253,334	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
FAA	Caribou, ME	Airport Improvement Program	2014	$ 3,424,500	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
FEMA AFG	Caribou, ME	Fire Rescue Truck	2013	$ 332,500	Awarded. Project Completed	Application; Administration; Closeout	Prior Experience
		Total		$ 70,980,055			

Entries marked "Prior Experience" reflect work performed by Austin Bleess in his capacity as City Manager, not as a CCM Advisers engagement, consistent with the firm's commitment to accurate experience attribution.

JSWA Mitigation Projects by Federal Funds

Jurisdiction	Federal Share	Funding	Project Type	Support Provided
Cameron County, TX	$1,000,000	HMGP	Buyout	App Dev/Project Mgmt/Grant Admin
Hardin County, TX	$1,000,000	HMGP	Buyout	App Dev/Project Mgmt/Grant Admin
City of Beaumont, TX	$15,400,000	HMGP/SRL	Structural/ Buyout	App Dev/Project Mgmt/Grant Admin
Jefferson County DD6, TX	$258,000,000	FMA/HMGP	Structural/ Buyout	App Dev/Project Mgmt/Grant Admin
City of Friendswood, TX	$17,440,000	HMGP/TWDB	Buyouts/Eng Study Grant	App Dev/Project Mgmt/Grant Admin
Harris County Flood Control District, TX	$223,795,027	FMA/PDM/ SRL	Buyout	App Dev/Project Mgmt/Grant Admin
Jersey Village, TX	$10,000,000	PDM	Elevation	App Dev/Project Mgmt/Grant Admin
Liberty County, TX	$7,000,000	HMGP	Buyout	App Dev/Project Mgmt/Grant Admin
City of Pasadena, TX	$15,358,208	PDM/HMGP/S RL	Buyout	App Dev/Project Mgmt/Grant Admin
City of Pearland, TX	$27,716,417	HMGP/RFC	Buyouts	App Dev/Project Mgmt/Grant Admin
Travis County, TX	$7,000,000	HMGP/PDM/ USACE	Buyout	App Dev/Project Mgmt/Grant Admin
City of Vidor, TX	$1,575,000	HMGP/ TWDB	Buyouts/Eng Study Grant	App Dev/B/C/Project Mgmt.
Jefferson Parish LA	$23,000,000	FMA/HMGP	Elevation/Mit Recon	App Dev
University of Miami, FL	$12,000,000	PDM	Structural	B/C Development
Northwest Florida Community Hospital. FL	$1,000,000	HMGP	Wind Retrofit	B/C Development
Pohatcong Township, NJ	$ 750,000	HMGP	Buyout	App Dev
State of New Jersey	$ 130,000	HMGP	Plan Development	App Dev/Project Mgmt/Grant Admin
Sabine Neches Navigation District, TX	$5,040,000	FMA	Structural	App Dev/Project Mgmt/Grant Admin
Jefferson County DD7, TX	$36,500,000	HMGP	Structural	App Dev/Project Mgmt/Grant Admin

Jefferson County, TX	$18,000,000	HMGP	Buyout	App Dev/Project Mgmt/Grant Admin
City of Galveston, TX	$20,000,000	HMGP	Buyout	App Dev/Project Mgmt/Grant Admin
City of Euless, TX	$ 200,000	SRL	Buyout	App Dev/Project Mgmt/Grant Admin
City of Mansfield, TX	$3,000,000	FMA/SRL	Buyout	App Dev/Project Mgmt/Grant Admin
Galveston County, TX	$151,300,000	HMGP/SRL	Buyout /Elevations	App Dev/Project Mgmt/Grant Admin
Orange County, TX	$3,433,431	HMGP	Buyout	App Dev/Project Mgmt/Grant Admin
TX Med Center, Houston TX	$2,300,000	HMGP	Shutters/Generator	App Dev/Project Mgmt/Grant Admin
Wayne Township, NJ	$100,000,000	FMA and CDBG	Buyout	App Dev/Project Mgmt/Grant Admin
Santa Rosa Island Authority, FL	$10,000,000	FMA/SRL	Elevations and Mit/Recon	App Dev/Project Mgmt/Grant Admin
City of League City, Texas	$3,000,000	SRL	Elevations and Mit/Recon	App Dev/Project Mgmt/Grant Admin
Brazoria County Drainage District 4, Brazoria Texas	$75,000,000	FMA	Structural	App Dev/Project Management/ Admin
Nassau Bay, Texas	$21,000,000	FMA/SRL	Elevation	App Dev/Project Mgmt/Grant Admin
Little Falls, NJ	$10,300,000	FMA	Buyout	App Dev/Project Mgmt/Grant Admin
Guadalupe County, TX	$17,600,000	FMA	Elevations	App Dev
City of Houston, TX	$14,800,000	FMA	Elevations and Mit/Recon	App Dev
Total	**$1,113,638,084**			

Submission Requirements

Certificate of Insurance

A certificate of insurance for professional liability is included with this proposal.

System for Award Management (SAM.gov)

CCM Advisers maintains an active registration in the System for Award Management (SAM.gov). Neither CCM Advisers nor its principals are debarred, suspended, or otherwise excluded under the SAM Exclusions list. A current search result printout with record date is attached to this submission.

Statement of Conflicts of Interest

CCM Advisers, LLC has no conflicts of interest, financial, familial, or business, with Medina County or its officers as of the date of this submission. Should any potential conflict arise during the course of this engagement, CCM Advisers will disclose it promptly to Medina County and work in good faith to develop a mitigation plan acceptable to the County.

Additional Required Forms

The following forms are submitted using Medina County's own templates, completed and attached to this proposal:

- Conflict of Interest Questionnaire, Form CIQ
- Certification Regarding Lobbying

Form 1295, Certificate of Interested Parties, will be completed at time of contract execution if CCM Advisers is awarded a contract under this RFP, consistent with Section 4.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/07/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	PHONE (A/C, No, Ext): (888) 925-3137	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC#
Beth Bleess DBA CCM Advisers 16334 LAKEVIEW DR JERSEY VILLAGE TX 77040-2030	INSURER A : Property and Casualty Insurance Company of Hartford	34690
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR [X] General Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			76 SBW BV5R29	10/17/2025	10/17/2026	EACH OCCURRENCE	$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$2,000,000
							GENERAL AGGREGATE	$4,000,000
							PRODUCTS - COMP/OP AGG	$4,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/ A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Professional Liability			76 SBW BV5R29	10/17/2025	10/17/2026	Each Claim Limit Aggregate Limit	$1,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER	CANCELLATION
For Informational Purposes 16334 LAKEVIEW DR JERSEY VILLAGE TX 77040-2030	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Susan L. Castaneda

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CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Organization: CCM Advisers, LLC

Street address: 16334 Lakeview Dr

City, State, Zip: Jersey Village, TX 77040

Beth Bleess
CERTIFIED BY: (type or print)

Founder/Member
TITLE:

Beth Bleess
(signature)

Sept 23, 2026
(date)

Approved by OMB

0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract ✓ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**2. Status of Federal Action:** X a. bid/offer/application ____ b. initial award c. post-award	**3. Report Type:** X a. initial filing ____ b. material change **For material change only:** Year ____ quarter ____ Date of last report____

4. Name and Address of Reporting Entity: ✓ Prime ____ Subawardee Tier____, if Known: **Congressional District, if known:**	**5. If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime: **Congressional District, if known:**
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: ____
8. Federal Action Number, *if known:*	**9. Award Amount**, *if known:* $
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):* N/A	**b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):* N/A
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:** Beth Bleess **Print Name:** Beth Bleess **Title:** Founder/Member **Telephone No.:** 612-309-7893 **Date:** 9/23/26
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

CCM Advisers, LLC

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Beth Bleess	Beth Bleess	Sept 23, 2026
Name of signatory	Signature	Date

CHILD SUPPORT STATEMENT FOR
NEGOTIATED CONTRACTS AND GRANTS

Under Section 231.006, Family Code, the vendor, or applicant certifies that the individual or business entity named in this contract, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate.

List below the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application.

NAME	SOCIAL SECURITY NUMBER
Beth Bleess	[redacted]

Section 231.006, Family Code, specifies that a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services; or receive a state-funded grant or loan.

A child support obligor or business entity ineligible to receive payments described above remains ineligible until all arrearage have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purposes of responding to a request for information from an agency operating under the provision of Parts A and D of Title IV of the federal Social Security Act (42 USC Section 601417 and 651-669).

Beth Bleess
Signature- Company Official

CCM Advisers, LLC
Printed/Type Firm Name

Beth Bleess, Founder/Member
Printed/Typed Name and Title

September 23, 2026
Date

AUSTIN BLEESS
6513246093
CCM ADVISERS
16334 LAKEVIEW DRIVE
JERSEY VILLAGE TX 77040

2 LBS
DWT: 16,11,

SHIP TO:
ATTN RFP GRANT MSA
MEDINA COUNTY AUDITOR OFFICE
ROOM 139
1300 AVE M
HONDO TX 78861

MEDINA COUNTY AUDITOR OFFICE
1300 AVENUE M
RM 139
HONDO TX 78861

P:ODD S:17 I:17
HOND – 1005

TX 788 4-01

UPS NEXT DAY AIR 1
TRACKING #: 1Z 9T9 H9J 01 2710 9834

BILLING: P/P

Reference #1: RFP Grant MSA

XOL 26.09.03 NV45 39.0A 09/2026*

RECEIVED
SEP 28 2026
MEDINA COUNTY
AUDITORS OFFICE

@ 9:50 AM

RFP Grant MSA

Statement of Qualifications

Medina County, Texas

Grant Research, Application, and Administrative Services Master Service Agreement (MSA)

September 28, 2026 | RFP GRANT MSA

Colliers Engineering & Design

3421 Paesanos Parkway • San Antonio, TX 78231
TBPLS Reg. 10194550 • TBPE Reg. F-14909 • TBPG 50617

Colliers Engineering & Design

September 28, 2026

Medina County Auditor's Office
1300 Avenue M, Room 139
Hondo, TX 78861-1218

RE: RFP GRANT MSA

Dear Members of the Selection Committee:

Medina County has an opportunity to strategically leverage federal, state, and other funding sources to advance the projects and activities that matter most to its communities. Doing so requires more than identifying available grants. It requires a trusted partner who can evaluate opportunities against County priorities, develop competitive applications, coordinate technical resources, and administer awards in accordance with complex funding requirements. Colliers Engineering & Design ("CED") is prepared to provide that full-lifecycle support through Medina County's Grant Research, Application, and Administrative Services Master Service Agreement. The County specifically seeks a provider capable of developing an overall resource development strategy and delivering services across research, application, administration, compliance, reporting, and closeout.

Proven Grant Experience and Multidisciplinary Resources: CED's dedicated Grants & Funding Services team has assisted more than 80 municipalities and public agencies, securing funding for over 390 projects totaling more than $257 million in grants and low-interest financing. Combined with our multidisciplinary municipal, infrastructure, environmental, and regulatory expertise, this experience positions CED to help Medina County evaluate funding opportunities across a broad range of federal and state programs and successfully move priority projects from funding strategy through implementation.

Experienced Leadership: Kimberly Herndon, MCRP, CZO, will serve as Grants Project Manager and the County's primary point of contact. Ms. Herndon is an experienced Grant Manager specializing in municipal and community development funding. She has guided local governments through grant identification, application, administration, and implementation for federally funded infrastructure, streetscape, utility, neighborhood revitalization, and blight abatement projects totaling millions of dollars in grant awards. Supported by CED's multidisciplinary professionals, she will provide Medina County with a coordinated team capable of addressing both construction and non-construction projects and working alongside the County and its engineers and other technical professionals as needed. This directly supports the RFP's emphasis on staff qualifications, federal and state program administration, technical coordination, and capacity to perform.

A Full-Lifecycle Approach to Grant Services: CED understands that Medina County is seeking one or more providers capable of delivering all three components of the grant lifecycle: research, application preparation, and grant administration. Our approach includes:

- **Grant Research & Strategy:** Matching County-identified projects and activities with appropriate federal, state, and philanthropic funding programs; assessing eligibility and minimum requirements; evaluating competitiveness; monitoring application timelines; and providing actionable recommendations that help the County prioritize its resources.
- **Application Development & Coordination:** Preparing complete, competitive, and timely applications; coordinating required information and technical support; assisting with required outreach; and managing follow-through with funding agencies after submission.

- **Grant Administration & Compliance:** Supporting compliance with 2 CFR Part 200, Texas Grant Management Standards, and individual funding-agency requirements, including environmental reviews, procurement, labor standards and Davis-Bacon requirements when applicable, acquisition and Uniform Relocation Act requirements, financial processes and reporting, recordkeeping, monitoring, and audit response.
- **Project Coordination & Responsive Service:** Serving as a collaborative liaison among County staff, engineers, environmental professionals, contractors, subcontractors, and state and federal agencies; maintaining clear project status reporting; responding promptly to information requests; and supporting projects through successful implementation and closeout.

CED recognizes that successful grant administration is measured not only by dollars secured, but also by the quality, timeliness, and compliance of the work that follows. Medina County's evaluation places significant weight on both experience and work performance, including responsiveness, schedule adherence, work quality, monitoring results, and budget management. Our team is committed to bringing that same standard of accountability to every task order issued under this MSA.

On behalf of CED, we appreciate the opportunity to submit our qualifications to Medina County. We look forward to serving as an extension of County staff, bringing the grant expertise, regulatory knowledge, technical resources, and responsive service needed to identify the right opportunities, develop strong applications, and responsibly administer funding from award through closeout.

Sincerely,

Chris Otto, PE, CFM
Regional Discipline Leader, Municipal Services
chris.otto@collierseng.com | 726 223 4768

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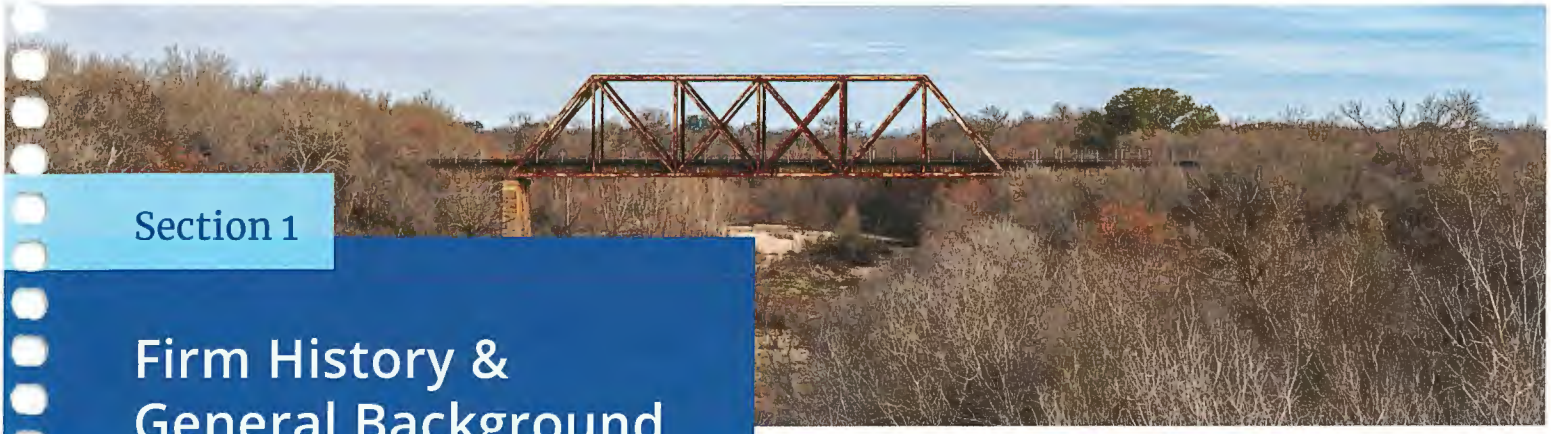


Section 1

Firm History & General Background

Company Profile

About the Firm

Colliers Engineering & Design, Inc., ("CED") is a trusted provider of multi-discipline engineering, architecture, consulting, and design services delivering customized solutions to public and private clients. Established in 1984 as Maser Consulting, Colliers Engineering & Design provides its same dedicated leadership, systems, and services to clients. Over its history, the company has consistently been recognized nationally by Engineering News-Record as a Top 500 Design Firm and ranked on The Zweig Group Hot Firm List of fastest growing companies. Today, we specialize in providing a comprehensive suite of services including civil/site, architecture, transportation, survey/geospatial, infrastructure, governmental, geotechnical/environmental, grants/funding, telecommunications, utilities/energy, and project management.

80+
Offices Nationwide

3500+
Professionals

8
Divisions

32nd
ENR Top 500 Design Firm Ranking

Company Legal Name

Colliers Engineering & Design, Inc.

Address of Offices Preforming Work

San Antonio, TX
3421 Paesanos Parkway
San Antonio, TX 78231
P: 210 979 8444

Holmdel, NJ
101 Crawfords Corner Road, Ste 3400
Holmdel, NJ 07733
P: 732 383 1950

Website Address

https://www.colliersengineering.com/

Primary Contact

Kimberly Herndon, MCRP, CZO
Grant Manager
E: kimberly.herndon@collierseng.com
P: 980 890 3002

Company Overview

Corporate Information

Years in business: 42 Years

Company Size: 3,500 + Employees

Organizational Structure:
C-Corporation

Unique Entity Identifier (UEI):
UKCTEVNYH6X8

DUNS Number: 13-110-7625

Lake Como Stormwater Outfall Improvements, funded through a $6 million HUD CDBG Disaster Recovery grant.

Area of Expertise: Grants & Funding Services

While the firm has provided grant writing services as needed since its inception in 1984, we have had a dedicated team exclusively devoted to grant research, writing and management since 2013. Our team's tenure in the grants industry ranges from 1 to 35 years and primarily encompasses municipal consulting for Federal, State, local and foundation grants. Our grant professionals have the expertise necessary to assist your municipality in shaping its future by obtaining the funding necessary for turning community visions into reality. Our experience encompasses the research, procurement and administration of grants for all types of projects.

We have procured and administered a range of grant types, including State Clean Water & Drinking Water Revolving Funds; Transportation Alternatives Programs; Community Development Block Grants; State Transportation Funding; Hazard Mitigation Assistance; Open Space, Recreation & Conservation Programs; Coastal Resiliency; Disaster Recovery Programs; Congestion Mitigation & Air Quality Improvement Programs; Emergency Services Funding; and Historic Preservation Programs.

In particular, our team's experience with Federal programs is invaluable to ensuring your project's compliance with all requirements, including environmental reviews, labor standards compliance, prevailing wage, reporting and recordkeeping.

We have successfully applied to and managed the following programs and grants:

- USDOT RAISE
- USDOT SS4A
- FEMA Hazard Mitigation Grant Program (HMGP)
- FEMA Flood Mitigation Assistance (FMA)
- HUD Community Development Block Grant (CDBG) & CDBG-Disaster Recovery (CDBG-DR)
- Texas Water Development Board (TWDP) Flood Infrastructure Fund (FIF)
- EPA Clean Water State Revolving Fund
- EPA Drinking Water State Revolving Fund
- FHWA Transportation Alternatives Program (TAP)
- FHWA Safe Routes to Schools
- MPO Highway Safety Improvement Program (HSIP)
- Local Safety Grants
- State DOT Grants
- State & County Open Space & Recreation Grants
- State Environmental Water Quality Improvement Programs
- Federal Energy Efficiency and Conservation Block Grant

Federal and State Grant Experience

CED brings extensive experience in grant research, writing, and administration to navigate the complexities of program requirements, particularly in supporting municipalities and local government agencies. Our Grants & Funding Services team focuses on strategic research, application preparation, and ensuring full compliance with administrative requirements. Having successfully assisted over 80 municipalities, counties, and utility authorities, **we have secured funding for over 390 projects, totaling more than $257 million in grants** and low-interest loan, with 35 of those projects through the HUD CDBG program.

70%

CED's grant success rate
(compared to the industry standard of 10%)

The expertise within our team spans from one to twenty years in the grant industry, with extensive experience providing expert guidance and advisory services related to state and federal grant funds. Our team has supported municipalities in establishing grant departments, and we provide end-to-end grant lifecycle implementing strategic planning and coordination measures to support municipalities in application to compliance and reporting. This proven process has enabled us to consistently meet deadlines and manage multiple large-scale projects within their allotted timeframe.

In 2023, CED secured more than $29.7 million for diverse projects, including park development, roadway improvements, stormwater management, and flood mitigation. **Notably, we secured $12.1 million through FEMA BRIC for a comprehensive flood mitigation project addressing century-old issues.** Our in-depth knowledge of the FEMA FMA and BRIC programs has allowed us to successfully collaborate with engineers and other stakeholders to deliver timely submission of competitive grant applications.

In 2024 alone, we requested $435 million across various funding programs, including a $60 million application for tribal broadband and multiple successful submissions to the EPA and USDOT. Currently, CED is managing over 38 projects with a combined funding total exceeding $72 million, including water and sewer system improvements funded through the EPA's Clean Water and Drinking Water State Revolving Funds and transportation projects supported by the USDOT and FHWA.

390+	$257m	35+
projects funded	in grants won for counties and municipalities	years of experience in writing/managing grants

Section 2

Grant Experience & Work Performance

TWDB Water Supply Infrastructure Grant (WSIG) Application for Various Water Infrastructure Projects

Gonzales, TX

Colliers Engineering & Design provided grant writing and coordination services for the City of Gonzales' TWDB WSIG application to fund critical water infrastructure improvements driven by continued population growth. The proposed project includes a new above-ground water storage tank, a new water well, and approximately three miles of water transmission piping to connect the system. Our team prepared and compiled the application while coordinating with City staff and the City's contracted engineer to ensure all requirements and deadlines were met. If awarded, we will continue with grant administration services.

Funding Requested: $10 million

Funding Program: TWDB Water Supply and Infrastructure Grants (WSIG)

Services: Grant writing, application preparation, coordination and compliance

City Hall and Police Dept Buildings - TDEM HMGP Grant Application

Clear Lake Shores, TX

Colliers Engineering & Design prepared and submitted a TDEM Hazard Mitigation Grant Program (HMGP) application for scoping services to evaluate the feasibility of improving the resilience of the City's combined City Hall and Police Department building. Located along the Texas Gulf Coast, the existing facility is vulnerable to major hurricane events that could disrupt critical government and emergency response operations. The grant-funded assessment will provide the technical information needed to guide future mitigation and retrofit efforts.

Funding Requested: $128,887 (through a 75% matching grant)

Funding Program: TDEM Hazard Mitigation Grant Program (HMGP)

Services: Grant writing, project scoping, engineering coordination and application development

TWDB Flood Infrastructure Fund (FIF) Application

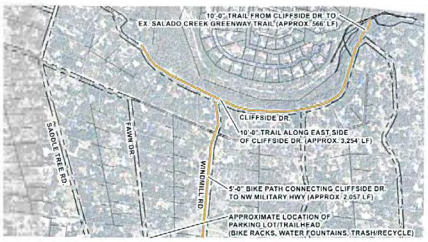
Cibolo, TX

Colliers Engineering & Design submitted a TWDB FIF application for the City of Cibolo to develop a comprehensive Drainage Master Plan addressing flood hazards and improving community access. The project would include drainage analysis, preliminary engineering, recommendations, and prioritization of future improvements based on flood severity, impacted properties, alternative access, and public input.

Funding Requested: $300,000

Funding Program: TWDB SFY 2024–2025 Flood Infrastructure Fund (FIF)

Services: Grant application, drainage planning and preliminary engineering



Salado Creek Greenway Access Hike & Bike Trail Grant Application

Shavano Park, TX

Colliers Engineering & Design prepared and submitted an AAMPO Transportation Alternatives Program (TAP) application for the City of Shavano Park to fund a new bike lane and multi-use trail connecting local neighborhoods to the Salado Creek Greenway. Our team developed the project scope, cost estimates, mapping, and supporting narrative, emphasizing improved pedestrian and bicycle safety, connectivity, and access to a major regional trail system.

Funding Requested: $925,171

Funding Program: AAMPO Transportation Alternatives Program (TAP)

Services: Grant application, project development, cost estimating and mapping

Borough of Highlands 2022 FEMA Flood Mitigation

Highlands, NJ

With assistance from Colliers Engineering & Design, the Borough of Highlands secured a $12.2 million FEMA Building Resilient Infrastructure and Communities (BRIC) grant to address severe flooding and wave surge resulting from rainfall, high tides, and runoff from the elevated Monmouth Hills area. Colliers is providing comprehensive grant management, surveying, engineering, hydraulic analysis, permitting, pump design, construction management, and inspection services to support implementation of the flood mitigation improvements.

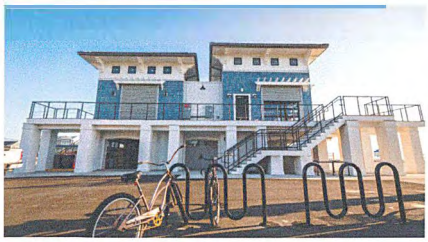
Grant Award: $12,193,960

Total Estimated Project Cost: $16,205,280

Funding Program: FEMA Building Resilient Infrastructure and Communities (BRIC)

Services: Grant management, surveying, engineering, hydraulic analysis, pump design, permitting, construction management and inspection

Sea Watch Oceanfront Building



Manasquan, NJ

Following severe damage from Hurricane Sandy, Colliers Engineering & Design provided engineering, permitting, and grant/funding services to support restoration of Manasquan Borough's Sea Watch Oceanfront Building. The project included design and construction documents for a new elevated 2,000-square-foot facility, along with site improvements that enhance accessibility, sustainability, and pedestrian and bicycle connectivity. Our team also secured approvals from NJDEP CAFRA and Green Acres to advance the FEMA-funded project.

Funding: FEMA Building Resilient Infrastructure and Communities (BRIC)

Services: Grant/funding assistance, engineering, permitting and design

Key Approvals: NJDEP CAFRA and Green Acres

Project Need: New elevated 2,000-SF oceanfront building

FEMA Project Experience

1. **Emergency Shelter Development**
   - Tenefly Borough, Bergen County, NJ
   - Grant Amount: $100,000
   - Program: HMGP Energy Allocation Initiative
2. **Shared Dispatch Center Generator**
   - New Providence Borough, Union County, NJ
   - Grant Amount: $158,500
   - Program: HMGP Energy Allocation Initiative
3. **Fire House 2, 4, & 6 Generators**
   - City of Bayonne, Hudson County, NJ
   - Grant Amount: $132,853.69
   - Program: HMGP Energy Allocation Initiative
4. **Jose Marti School Shelter Generator**
   - City of Union City, Hudson County, NJ
   - Grant Amount: $382,853
   - Program: HMGP Energy Allocation Initiative
5. **Generators for Critical Facilities - Fire Dept.**
   - Pompton Lakes Borough, Passaic County, NJ
   - Grant Amount: $112,780
   - Program: HMGP Energy Allocation Initiative
6. **Generators for Critical Facilities - First Aid**
   - Pompton Lakes Borough, Passaic County, NJ
   - Grant Amount: $50,000
   - Program: HMGP Energy Allocation Initiative
7. **Additional Fire House Generators**
   - City of Bayonne, Hudson County, NJ
   - Grant Amount: $75,000
   - Program: HMGP Energy Allocation Initiative
8. **Generators for Critical Facilities - Municipal Bldg**
   - Montvale Borough, Bergen County, NJ
   - Grant Amount: $150,300
   - Program: HMGP Energy Allocation Initiative
9. **Highlands & Monmouth Hills Flood Mitigation and Green Infrastructure Project**
   - Highlands Borough, Monmouth County, NJ
   - Grant Amount: $12,193,960
   - Program: Building Resilient Infrastructure and Communities
10. **Seaside Heights Flood Mitigation and Scoping Project**
    - Seaside Heights Borough, Ocean County, NJ
    - Grant Amount: $135,000
    - Program: Building Resilient Infrastructure and Communities

CDBG Project Experience

1. **ADA, Roadway and Infrastructure Improvements**
   - Manasquan Borough, Monmouth County, NJ
   - Grant Amount: $146,091
   - Project Status: Construction and grant closed out
   - Services Provided: Grant Writing, Survey, Design, Bidding, Construction Administration, Construction Inspection and Observation, Grant Compliance.
2. **Mathis Veterans Memorial Park Improvements**
   - S. Toms River Borough, Ocean County, NJ
   - Grant Amount: $33,000
   - Project Status: Construction and grant closed out
   - Services Provided: Grant Writing, Design, Bidding, Construction Inspection and Observation, Grant Compliance.
3. **ADA Access Improvements**
   - Island Heights Borough, Ocean County, NJ
   - Grant Amount: $31,000
   - Project Status: Design phase.
   - Services Provided: Grant Writing, Design, Bidding, Construction Inspection and Observation.
4. **Reconstruction of Various Streets**
   - Township of Belleville, Essex County, NJ
   - Grant Amount: $360,000 (approx.)
   - Project Status: Construction and grant closed out
   - Services Provided: Grant Writing, Design, Bidding, Construction Inspection and Observation.
5. **Reconstruction of Various Streets**
   - Township of Belleville, Essex County, NJ
   - Grant Amount: $72,500
   - Project Status: Grant awarded.
   - Services Provided: Grant Writing, Design, Bidding, Construction Inspection and Observation.
6. **Grove Street Improvements**
   - Tenafly Borough, Bergen County, NJ
   - Grant Amount: $81,401
   - Project Status: Grant awarded. Construction phase.
   - Services Provided: Grant Writing, Design, Bidding, Construction Inspection and Observation.
   - HUD CDBG-DR Project Experience

Firm's Demonstrated Success

Grants Summary: Years 2023 - 2026

TOTAL	
Requested Amount ($)	1,062,218,991
Amount Awarded ($)	147,715,841
Grant Applications Submitted	363
# Projects Awarded	153
Percentage of Successful Awards	60.5%
# Awaiting Announcement	105

Total Dollar Value of Grant Funding Secured within the Last Three (3) Years: $147,715,841

Experience Serving Municipal or Governmental Clients

CED has extensive experience serving municipal, county, state, and federal governmental entities throughout the United States. Our grants team has assisted more than 80 municipalities, counties, utility authorities, and special districts in identifying funding opportunities, preparing competitive applications, administering awards, and maintaining compliance with grant requirements. Representative municipal clients include the Cities of Gonzales, Cibolo, Clear Lake Shores, Shavano Park, numerous New Jersey municipalities, county governments, utility authorities, and federal agencies. Our experience spans transportation, water and wastewater, flood mitigation, emergency management, community development, housing, parks and recreation, public safety, environmental resiliency, and aviation infrastructure projects.

Broome City Waterfront Revitalization, Broome County, NY

Section 3

Capacity & Capability to Perform

Firm Capacity and Technical Resources

Colliers Engineering & Design has the personnel, technical resources, and organizational capacity to support Medina County - Grant Research Application and Administrative Services across the full grant lifecycle, from initial funding research and application development through award administration, compliance, project delivery, and closeout. The County's RFP requires providers to be capable of supporting federal, state, private grant, and loan programs and delivering both construction and non-construction projects in accordance with applicable requirements, including 2 CFR Part 200.

CED's dedicated Grants & Funding Services team will lead assignments for Medina County and will be supported, as needed, by a firmwide network of more than 3,000 professionals, including engineers, planners, project managers, environmental scientists, economists, landscape architects, GIS professionals, architects, and other technical specialists. This multidisciplinary structure allows CED to provide or coordinate many of the technical capabilities commonly needed to evaluate, develop, and administer grant-funded projects without relying exclusively on outside resources.

Our integrated team is particularly well suited to Medina County's Master Service Agreement because individual task orders may involve considerably different project types, regulatory requirements, funding agencies, and schedules.

The County specifically anticipates grant services involving environmental compliance, property acquisition, general administration, and project delivery and requires coordination, as necessary, among the County, engineers, environmental professionals, contractors, subcontractors, and state and federal agencies. CED can assemble the appropriate combination of grant and technical professionals for each assignment while maintaining a consistent Grants Project Manager and primary point of contact for the County.

Qualifications and Availability of Professional Staff

Medina County will be supported by seven dedicated grant professionals led by Kimberly Herndon, MCRP, CZO, with additional technical specialists assigned based on the requirements of each task order. Our staffing structure provides the County with dedicated grants expertise while creating redundancy, quality control, continuity, and surge capacity during periods of overlapping application deadlines or concurrent grant administration assignments.

The Grants & Funding Services team is experienced in funding research, application development, grant administration, agency coordination, compliance, reporting, and project implementation. When a task order requires specialized technical support, the grant team can draw from CED's engineering, planning, environmental, GIS, economic development, infrastructure, architecture, and project management resources.

This structure supports Medina County's requirement that the selected provider identify when technical professional support, such as engineering or architectural services, is necessary for an application and work with the County to obtain and coordinate that support.

Depending on the particular project and funding opportunity, information or actions requested from Medina County may include:

- Project scope, history, need, and desired benefits;
- Strategic plans, studies, reports, or supporting project documentation;
- Grant portal access or appropriate delegation;
- Project cost estimates and funding details;
- Available local match or cost-share information;
- Project location and mapping information;
- Existing design plans, concepts, or technical studies;
- Project schedules and readiness information;
- Benefit-Cost Analysis information, when required;
- Environmental screening or review information;
- Anticipated regulatory permits or approvals;
- County signatures, certifications, and authorization forms; and
- Commissioners Court actions, resolutions, public hearings, or other required public participation.

CED will proactively identify these needs early in each assignment, assign responsibilities, and establish internal milestones to give County staff and project partners adequate time to provide required information. This approach directly supports the RFP's emphasis on timely requests, timely responses, schedule adherence, and quality work products.

Present and Projected Workload

CED's dedicated Grants & Funding Services team currently manages more than 38 active grant-funded projects with a combined value exceeding $72 million, while simultaneously preparing applications and providing strategic funding support across federal, state, regional, and private programs.

Our team is intentionally structured to balance ongoing grant administration responsibilities with funding research and application development. Work assignments are managed across staff based on project complexity, technical requirements, funding source, schedule, and workload. This enables us to accommodate new Medina County task orders while maintaining existing commitments.

Additionally, CED's access to more than 3,000 multidisciplinary professionals provides the depth and surge capacity necessary to support multiple assignments concurrently. Rather than relying on a single individual to perform every aspect of an engagement, we can strategically deploy appropriately qualified professionals while maintaining centralized project management and quality assurance.

This capacity is particularly advantageous under Medina County's proposed MSA structure because the County may issue individual task orders defining specific scopes, schedules, and deliverables.

Ability to Manage Multiple or Concurrent Assignments

CED routinely manages multiple grant pursuits and active grant-funded projects with overlapping deadlines. Our project management approach uses standardized tools and procedures to maintain accountability across assignments, including:

- Grant opportunity and deadline tracking;
- Detailed application and compliance checklists;
- Responsibility matrices;
- Project-specific schedules and milestone tracking;
- Regular internal and client status meetings:
- Document and deliverable controls;
- Deadline reminders and escalation procedures;
- Internal technical and compliance reviews;
- Quality assurance/quality control prior to key submissions.

This disciplined approach allows research, application development, technical coordination, compliance, reporting, and grant administration activities to proceed concurrently while maintaining the requirements of each program.

Our ability to efficiently coordinate grant assignments is supported by CED's track record of helping clients secure funding for more than 390 projects totaling more than $257 million in grants and low-interest financing.

Responsiveness and Ability to Meet Deadlines

CED understands that grant opportunities often arise with limited lead time and that funding agencies establish firm, non-negotiable application deadlines. Our team maintains an extensive resource of federal, state, regional, and private funding opportunities and continuously monitors NOFOs, agency announcements, and emerging programs.

For a defined County project or activity, our team can typically conduct an initial grant opportunity assessment within 48 hours to one week, depending on the complexity of the project and availability of applicable funding programs. This assessment is designed to identify realistic opportunities rather than simply generate a broad list of potential funding sources.

Upon Medina County's authorization to pursue an opportunity, CED will develop a project-specific schedule based on the application requirements and deadline. Most applications can typically be developed, reviewed, and submitted within 30 days once the necessary project information is available, although schedules will vary based on funding agency requirements, application complexity, technical documentation, public participation requirements, and approvals.

CED's approach supports the County's requirement that the selected provider ensure timely completion of authorized applications and, with County approval, submit applications and manage required follow-through.

Expedited and Time-Sensitive Assignments

CED recognizes that grant opportunities do not always align with ideal project schedules. Our team is structured to rapidly mobilize when Medina County identifies a time-sensitive funding opportunity or when an agency releases a program with a compressed application period.

For expedited requests, CED can increase staffing, assign parallel workstreams, engage internal technical specialists, and establish accelerated internal review schedules. Our standardized application checklists, established grant processes, and quality-control procedures allow us to shorten mobilization time without sacrificing completeness or compliance.

When necessary, CED has successfully completed competitive grant applications within a matter of days. Before initiating an expedited effort, we will clearly identify critical-path items, County decisions, technical requirements, and deadlines so that all parties understand what is necessary to successfully complete the application.

Quality of Work Plan and Quality Control

Our work plan is founded on a simple principle: assign the right people, establish requirements early, communicate frequently, and review every critical deliverable before submission.

Each Medina County task order will be managed through defined scopes, responsibilities, schedules, deliverables, and quality-control procedures. Kimberly Herndon will provide centralized grant project management and serve as the primary point of coordination, supported by grant professionals and technical specialists appropriate to the specific funding and project.

This provides Medina County with continuity across assignments while allowing CED to scale resources as needs change. Our process is designed to directly address the performance characteristics identified in the County's evaluation criteria, including timely requests and responses, completion on schedule, high-quality work with minimal errors, minimal monitoring concerns, and performance within budgetary constraints.

Collaboration and Coordination

CED will serve as an extension of Medina County staff rather than simply an outside grant consultant. We recognize that successful grant projects require ongoing coordination across County departments, technical consultants, contractors, funding agencies, and other project stakeholders.

Led by Kimberly Herndon, our grants team will establish communication protocols at the beginning of each task order and maintain regular contact through kickoff meetings, status meetings, funding updates, application check-ins, compliance reviews, and project reporting. Meeting frequency can be adapted to the assignment and County preferences, including weekly, biweekly, monthly, or milestone-based coordination.

For grant-funded projects, CED will also coordinate as necessary among Medina County and the appropriate engineers, environmental professionals, contractors, subcontractors, and state or federal agencies. This directly responds to the County's requirement for the provider to facilitate coordination among the recipient and other appropriate service providers and agencies throughout grant administration.

Demonstrated Understanding of Medina County's Scope

CED understands that this MSA is not limited to grant writing. Medina County is seeking a long-term resource development partner capable of supporting its identified projects and activities through three interconnected service areas: Grant Research, Grant Application, and Grant Administrative Services.

For grant research, CED will match County projects with potential funding programs, establish minimum eligibility requirements, assess competitiveness and application timelines, and communicate findings through regular status and outcome reporting. For authorized applications, we will identify technical requirements, coordinate required information and professional support, facilitate required outreach, and manage the application through submission and follow-through. Following award, CED can provide comprehensive administration encompassing 2 CFR Part 200 and program compliance, environmental review, procurement, labor standards, acquisition requirements, financial processes, recordkeeping, monitoring and audit support, agency coordination, public participation, and project status reporting.

This full-lifecycle capability, combined with our dedicated grant professionals and multidisciplinary technical resources, enables CED to scale our services to the specific requirements of each Medina County task order while providing the consistency, responsiveness, and accountability expected under a long-term Master Service Agreement.

Grant Management Lifecycle: A Strategic Process

Section 4

Methodology & Approach

Grant Research Services

Grant Identification, Research & Funding Strategy

CED will begin by working with Medina County to understand its approved projects, activities, priorities, and supplemental funding needs and to establish an overall resource development strategy. Our team will collaborate with County staff and, where applicable, the County's engineers and other technical professionals to define project scopes, identify desired benefits, and prioritize grant opportunities based on eligibility, competitiveness, funding availability, timing, and readiness to apply. This approach directly supports the County's objective of matching identified projects and activities with appropriate federal, state, philanthropic, grant, and loan programs.

Drawing on our team's grant experience, existing funding resources, and relationships with federal and state agencies, CED will conduct comprehensive research to identify programs that align with Medina County's needs. Research will include our existing database of funding programs, Grants.gov and other Notice of Funding Opportunity (NOFO) portals, state and federal agency websites, funding announcements, and direct coordination with program representatives. The RFP identifies a broad range of potential funding sources, including TxDOT, TDEM, TCEQ, TWDB, GLO, TPWD, USDA, EDA, EPA, FEMA, HUD, USDOT, FAA, and other programs administered by federal and state agencies.

For each County-identified project or activity, CED will screen potential programs to establish minimum eligibility requirements and evaluate overall fit. Beyond simply identifying available grants, we will assess factors that can influence the County's decision to pursue an opportunity, including eligible activities, funding availability, match requirements, application deadlines, technical requirements, project readiness, anticipated competitiveness, administrative obligations, and the time and resources required to develop a complete application. This targeted process will allow Medina County to focus staff time and resources on opportunities with the strongest alignment and likelihood of success.

We propose the following tasks:

- **Conduct a kickoff and prioritization meeting** with Medina County officials and staff to review the grant research process, discuss the County's approved projects and activities, establish funding priorities, and identify projects for immediate and longer-term research.
- **Collect and review relevant County information** to establish project needs, funding priorities, eligibility, and readiness. Depending on the project or activity, information may include:
    - Operating and capital budgets
    - Capital improvement plans
    - Strategic and master planning documents
    - Asset management and infrastructure plans
    - Department-specific project priorities and funding needs
    - Preliminary scopes, schedules, and cost estimates

- Available local match or other committed funding
- Previous grant applications and award history
- Current or recently submitted grant applications
- Technical studies, engineering information, or other documentation relevant to specific projects

- **Match Medina County projects and activities with potential funding sources**, including applicable federal, state, philanthropic, grant, and loan programs. For each opportunity, CED will establish the minimum requirements necessary for the project or activity to be eligible, as required by the RFP.
- **Evaluate and prioritize funding opportunities** based on eligibility, alignment with County objectives, project readiness, competitiveness, available funding, match requirements, application timing, technical requirements, and anticipated administrative obligations.
- **Develop and maintain a Grant Funding Matrix** identifying promising opportunities and their relationship to specific County projects and activities. The matrix may include:
  - Funding agency and program
  - Eligible project/activity
  - Eligible uses of funds
  - Anticipated funding availability and award range
  - County match or cost-share requirements
  - Key eligibility criteria
  - Application opening and deadline dates
  - Period of performance
  - Technical or professional support requirements
  - Key implementation and administrative requirements
  - Assessment of competitiveness
  - Estimated application development timeline
  - Recommended next steps

- **Provide Grant Research Status Reports** at the frequency established by Medina County, documenting research completed, new or upcoming opportunities, priority deadlines, information needed from the County, and recommended actions. This directly addresses the RFP requirement for ongoing reports on grant research progress.
- **Prepare an Opportunity/Outcome Report** for priority projects and activities summarizing applicable funding opportunities, program requirements, application acceptance timelines, the estimated time required to complete an application, and CED's assessment of the County's likelihood of success and competitiveness. These reports will provide County leadership with a clear basis for determining whether to authorize development of an application.
- **Develop a Program Summary and preliminary Application Checklist** for funding opportunities Medina County elects to pursue. The Program Summary will provide an expanded review of program requirements, while the Application Checklist will identify required application components, responsible parties, supporting documentation, technical needs, milestones, and deadlines to facilitate an efficient transition into Phase 2 – Grant Application.
- **Coordinate with funding agency** representatives, as appropriate, to discuss proposed County projects, confirm program eligibility and requirements, clarify questions regarding the NOFO or application process, and obtain available insight regarding project fit and competitiveness.

Deliverables

Throughout our engagement, Medina COunty will be provided clear, decision-ready assessments. Rather than presenting the County with a broad list of grants, CED will provide actionable recommendations that identify which opportunities are eligible, competitive, timely, and best aligned with County priorities, along with the steps and resources required to proceed with an application. Upon Medina County's authorization, the selected opportunity will advance to Grant Application preparation.

Grant Application Services

Application Preparation

Once Medina County authorizes CED to pursue a funding opportunity, our team will transition seamlessly from grant research and strategy into application development. Our methodology is thorough, organized, and deadline-driven, with an emphasis on developing complete, compliant, and competitive applications while minimizing the administrative burden on County staff.

For each authorized application, CED will begin by reviewing the applicable Notice of Funding Opportunity (NOFO), program guidance, scoring criteria, and submission requirements to identify all required application components and determine whether additional technical professional support, such as engineering, architectural, environmental, planning, or other specialized services, is necessary. If additional professional support is required, CED will work with Medina County to facilitate the procurement of those services and coordinate their work throughout application development.

At project initiation, we will develop a comprehensive Application Checklist and Preparation Schedule that identifies each required application component, responsible party, supporting documentation, and completion deadline. The schedule will work backward from the funding agency's application deadline and establish internal milestones that provide adequate time for quality control, County review and approval, revisions, and final submission.

CED will coordinate with Medina County staff, project partners, engineers, and other technical professionals to gather and develop the information required for a competitive application. Depending on the program, this may include project narratives, scopes of work, budgets and cost estimates, schedules, maps, plans or concepts, benefit and impact data, resolutions, letters of support, environmental information, and other supporting documentation. CED will oversee the application process to ensure that individual components are completed accurately and incorporated into a cohesive submission.

When required by the funding program, our team will also work with Medina County to coordinate public hearings, stakeholder engagement, community outreach, governing body actions, and other public participation activities necessary to satisfy application requirements.

Throughout application development, CED will maintain regular communication with County staff and proactively track outstanding items, responsibilities, and deadlines. Our team's strong organizational skills, attention to detail, and persistence in following up on required information are critical to our grant application success and help ensure that applications remain on schedule.

Prior to submission, CED will conduct a comprehensive quality-control review to verify that the application is complete, responsive to the funding agency's evaluation criteria, internally consistent, and compliant with program requirements. With Medina County's approval, CED will submit the completed application by the required deadline and manage necessary post-submission follow-through, including responding to requests for clarification or additional information and coordinating with the funding agency as necessary.

Our Application Preparation Process

For each application authorized by Medina County, CED will:

- **Confirm program and application requirements**, including eligibility, scoring criteria, required forms, supporting documentation, match commitments, and submission procedures.
- **Identify technical professional support needs**, including engineering, architectural, environmental, planning, or other specialized services required to support the application. If additional support is needed, CED will work with Medina County to facilitate procurement and coordinate those professionals throughout application development.
- **Develop an Application Checklist and Schedule** assigning responsibilities and internal deadlines for each application component and establishing sufficient time for review, quality control, revisions, County approval, and submission.

- **Coordinate the collection and development of application materials** from Medina County staff, engineers, technical professionals, project partners, and other stakeholders and oversee the integration of those materials into the final application.
- **Develop the grant narrative and supporting materials** to clearly communicate project need, scope, benefits, readiness, outcomes, budget, implementation approach, and alignment with funding agency priorities and evaluation criteria.
- **Coordinate required outreach and public participation**, including public hearings, stakeholder coordination, letters of support, governing body actions, or other activities required by the funding program.
- **Conduct quality assurance/quality control reviews** to confirm the application is complete, accurate, consistent, responsive to scoring criteria, and compliant with applicable program requirements.
- **Ensure timely completion and County review**, providing Medina County sufficient opportunity to review and approve the final application prior to submission.
  Submit the application with Medina County's approval and confirm successful receipt by the funding agency.
- **Manage post-submission follow-through**, including tracking application status and coordinating responses to funding agency requests for clarification, supplemental documentation, or other information.

Deliverables

Our team will provide Medina County with a level of application services that keeps County staff informed without placing the coordination and application development burden on them. By combining disciplined project management, compelling grant writing, multidisciplinary technical resources, and rigorous quality control, CED will position each authorized project for the strongest possible consideration while ensuring applications are complete and submitted on time.

Grant Administration Services

Grant Administration & Compliance

Upon notification of award, Colliers Engineering & Design will transition seamlessly from application support to grant administration, serving as an extension of Medina County staff throughout project implementation and closeout. Our team will establish the administrative framework, controls, documentation, and communication protocols necessary to help the County meet all applicable grant requirements while keeping projects on schedule, within budget, and in compliance.

CED understands that Medina County may receive funding from a variety of federal, state, and other programs and that administrative requirements will vary by funding source and project type. Our approach will therefore be tailored to each award and task order while maintaining compliance with 2 CFR Part 200, Texas Grant Management Standards, and the specific rules and regulations of the applicable funding agency and grant program.

At the outset of each award, CED will review the grant agreement, approved application, scope, budget, schedule, special conditions, and agency requirements with Medina County and the project team. We will develop a Grant Administration and Compliance Checklist identifying key requirements, responsible parties, milestones, reporting deadlines, procurement actions, environmental requirements, financial obligations, and closeout activities. This living management tool will be updated throughout the project to maintain accountability and proactively address potential compliance issues.

General Grant Administrative Services

Depending on the requirements of each grant and project, CED will provide the following services:

- **Program Compliance:** Assist Medina County in monitoring ongoing compliance with 2 CFR Part 200, Texas Grant Management Standards, grant agreements, and program-specific federal or state agency requirements.
- **Pre-Award Administration:** Review award letter and draft agreement for consistency with submitted application, advise on agreement terms, coordinate any required scope, budget, or documentation revisions with the funding agency, and assists in securing certifications, resolutions, and signatory approvals needed to execute the agreement.
- **Grant Agreement Management:** Obtain and maintain current copies of grant agreements and associated amendments, revisions, attachments, change requests, and other controlling documents to ensure the project team is working from current program requirements.
- **Environmental Compliance:** Facilitate and initiate required environmental reviews and coordinate with Medina County, environmental professionals, engineers, and funding agencies to maintain compliance with applicable environmental requirements.
- **Procurement Support:** Establish, facilitate, and initiate procurement activities as necessary, including coordinating required documentation and helping ensure grant-funded procurements comply with applicable federal, state, County, and funding-agency requirements.
- **Labor Standards Compliance:** Facilitate applicable labor standards requirements, including Davis-Bacon compliance when required, and coordinate documentation, reporting, and other required activities throughout construction.
- **Acquisition & Relocation Compliance:** Facilitate and develop acquisition processes, when necessary, consistent with applicable federal grant requirements, including the Uniform Relocation Act.
- **Financial Management & Reporting:** Assist Medina County with establishing and maintaining grant financial processes, reimbursement documentation, expenditure tracking, reporting, and other financial controls necessary to demonstrate the appropriate use of grant funds.
- **Recordkeeping & Documentation:** Establish and maintain organized grant files and recordkeeping systems encompassing grant research, application development, submissions, compliance documentation, correspondence, reports, change requests, project progress reports, financial documentation, and other required records.
- **Fair Housing & Accessibility Requirements:** Implement and coordinate Affirmatively Furthering Fair Housing (AFFH) and Section 504 requirements when applicable to the funding source or project.
- **Monitoring & Audit Support:** Serve as a liaison during funding-agency monitoring and audits; prepare requested documentation; coordinate responses; and assist Medina County in resolving monitoring findings, audit findings, or compliance concerns in a timely manner.
- **Claims, Compliance Concerns & Agency Requests:** Assist in resolving third-party claims, report suspected fraud when required, and provide timely responses to requests for additional information from funding agencies or other oversight entities.
- **Project Team & Agency Coordination:** Coordinate among Medina County, engineers, environmental professionals, contractors, subcontractors, and applicable state and federal agencies to facilitate efficient project delivery and maintain compliance with grant requirements.
- **Public Participation:** Assist Medina County with public hearings or other required public participation activities when required by the grant program.
- **Project Status Reporting:** Provide regular project status updates to Medina County that identify progress, upcoming deadlines, financial status, outstanding action items, compliance requirements, and potential risks requiring County attention.

Proactive Compliance & Project Delivery

CED's grant administration approach emphasizes proactive compliance rather than corrective action. Through regular communication, disciplined recordkeeping, milestone tracking, and coordination with the full project team, we will identify administrative or compliance issues early and work with Medina County to resolve them before they affect project schedules, reimbursement eligibility, or grant funding.

For construction and non-construction projects alike, CED will coordinate grant administration with the professionals responsible for technical project delivery. This integrated approach is particularly important because Medina County's RFP calls for coordination among the recipient, engineers, environmental professionals, contractors, subcontractors, and state and federal agencies.

Our team will also maintain a clear schedule of reporting, reimbursement, monitoring, and other grant milestones and provide Medina County with timely requests for information.

This approach aligns directly with the County's evaluation criteria, which place particular emphasis on timely client requests and responses, completing projects on schedule, producing high-quality work with minimal errors, minimizing monitoring findings, and managing projects within budgetary constraints.

Grant Closeout

As the project approaches completion, CED will coordinate the administrative activities necessary for grant closeout. We will verify that required reports and documentation are complete, identify outstanding compliance or financial items, coordinate final submissions with Medina County and the funding agency, and organize the grant file for required record retention and future monitoring or audit purposes.

Our goal is to provide Medina County with comprehensive grant administration from award through closeout, protecting the County's funding while reducing the administrative burden on County staff and supporting the successful delivery of each grant-funded project.

Section 5

Resumes of Key Personnel

Our team is equipped to support Medina County throughout the full grant lifecycle, from funding research and competitive applications through grant administration, compliance, reporting, and closeout. Led by Kimberly Herndon, MCRP, CZO, our experienced grant professionals combine decades of experience with CED's multidisciplinary technical resources to provide responsive, comprehensive support.

Serving as an extension of County staff, CED has the capacity, experience, and resources to manage multiple assignments while maintaining quality, compliance, and schedule. Our goal is to help Medina County identify the right opportunities, secure funding, and successfully advance priority projects and activities from application through implementation.

STATE OF TEXAS
COUNTY OF MEDINA

Chris Otto, PE, CFM
Principal in Charge

Kimberly Herndon, MCRP, CZO
Project Manager

Grant Support

Kelsey A. Howard
Senior Grant Manager & QA/QC

Sean Scoggin, MPA
Grant Manager

Kelsey Ritner
Senior Grant Writer

Lauren V. Ewing, M.Ed
Grant Writer & Administrative Assistant

Anthony Kontogiannis
Grant Writer

Chris Otto, PE, CFM

Principal in Charge

Mr. Otto leads the Texas region for municipal services and is a subject matter expert on water, roadway, and drainage solutions for many of our projects. He boasts comprehension of HEC-RAS, dynamic storm sewer models, and dam breach analyses. Mr. Otto has experience working with the City of San Antonio, sitting on the advisory panel for the City of San Antonio's Atlas 14, assisting with development of grant applications for several municipalities, and more.

Education

BS, Mechanical Engineering Technology, Texas A&M University

Professional Registrations

Professional Engineer (PE), Texas: No. 113172

Certified Floodplain Manager (CFM), Texas: No. 0752-05N

Certifications

TxDOT Precertifications: 4.2.1, 8.1.1, 10.8.1, 11.1.1, 17.5.1, 18.3.1, 18.4.1, 18.6.1

Key Projects

On-Call Engineer & Engineering Planning Services

Cibolo, TX

The City of Cibolo awarded Colliers Engineering & Design the City's on-call professional engineering contract in 2017 and has since been tasked with various transportation, roadway, sanitary sewer, and water engineering design services for multiple projects within the City. Mr. Otto serves as the City's Floodplain Administrator and City Engineer, and as a result, has been responsible for a lift station with eight TPDES Storm Water Pollution Prevention Plans. He conducted a constructibility review of the 95% plans for the City's Town Creek Drainage project to verify completeness before bidding. He is also responsible for reviewing all CLOMR and LOMR submittals for accuracy and completion and reviews all drainage reports and models for new developments to confirm the development is compliant with the City's regulations and will not adversely impact adjacent properties.

On-Call City Engineering

Shavano Park, TX

Mr. Otto has been providing general engineering services for the City of Shavano Park. Since 2016, services included coordination with TxDOT for operational and drainage improvements of NW Military and the city-wide drainage master plan. Services provided under Mr. Otto's leadership include multiple low water crossings on rural roadways within Shavano Park.

COSA 2017 Bond - West Military and Ingram Rd Connectors

San Antonio, TX

As Project Manager, Mr. Otto worked on a master-planned, mixed use development with multi-modal transportation alternatives. This includes the upgrade of a regional inline detention pond, CLOMR, and underground storm drain. FEMA analysis was conducted using HEC-RAS and HEC-HMS. Underground storm drain was analyzed using XPStorm. The City of San Antonio and SAWS are financially participating with bond funds.

Kimberly Herndon, MCRP, CZO

Project Manager

Ms. Herndon brings a wealth of experience to her role as Grant Manager, with a proven track record in community development and resource management and effective grant writing. Having successfully identified and supported organizations and local government units, she has guided numerous localities through project development, grant applications, administration, and implementation. Her expertise spans contract negotiation, securing external funding, and crafting proposals tailored to specific community needs alongside long-range planning efforts such as developing NCGS 160D compliant unified development ordinances and comprehensive plans.

Education

Graduate Certificate, Higher Education Leadership, University of South Carolina

Master of City and Regional Planning (MCRP), Clemson University

BS, Interior Architecture, University of North Carolina

Professional Certifications

TxCDBG Certified Administrator

Certified Zoning Official, (CZO) NC School of Government/ Zoning Officials

Housing Code Official, North Carolina Association of Housing Code Officials

SC Notary Public

Affiliations & Memberships

American Planning Association (National and North Carolina Chapter)

NC Zoning Officials

North Carolina Flood Plain Managers Association

North Carolina Economic Developers Association

North Carolina Community Development Association

Key Projects

City of Gonzales TWDB WSIG Application

Gonzales, TX

Provided oversight of grant writing and coordination services for the City of Gonzales's Texas Water Development Board (TWDB) Water Supply Innovative Water Strategies Grant (WSIG) application to support improvements to the City's water infrastructure. Managed application requirements, supporting documentation, and deadlines to ensure a complete, accurate, and timely submittal.

Alman Street Water & Sewer Upgrade

Jonesville, SC

Implementation through close out. CDBG funds of $522,885 were used to replace 1,300 linear feet of gravity sewer line. The existing 8" line ran under a public school. The new line, routed around the school, was constructed of PVC and included 6 new manholes. Existing 2" galvanized water lines in the area were replaced with 6" PVC water lines to increase water pressure and available fire flow. The project serves 55 single family houses, 40 apartment units, one church and one school.

N. Pinckney & N. Gadberry Streetscape Improvements

Union, SC

Project Manager application through closeout. CDBG funds of $500,000 were used to upgrade sidewalks, install street lighting, install landscaping and irrigation, and redesign & resurface the city owned parking lot serving the central business district.

Paradise Neighborhood Revitalization - Phase I

Fort Mill, SC

Implementation through close out. CDBG funds of $500,000 were used to replace 2,400 linear feet of galvanized water line with 6" PVC water line and run new laterals to the residences in the neighborhood. Old laterals on parallel streets were connected to an existing, newer 12" water line. Sidewalks and new asphalt were installed, five blighted structures were demolished, two overgrown lots were cleared, and two neighborhood signs were installed. A total of 148 residences benefited from the improvements.

Kelsey A. Howard

Senior Grant Manager & QA/QC

Ms. Howard manages the preparation of grant and loan applications and the administration of awards for Colliers Engineering & Design. She communicates with funding program representatives on behalf of our clients, reviews program guidelines, and ensures that complete, competitive applications are submitted.

Ms. Howard has helped secure over $139 million for clients' projects, working with over 70 towns, counties, utility authorities and others. In 2021 alone, over $9.9 million was awarded for projects like water main relining and lead line replacement, public library renovations and additions, roadway reconstruction, bicycle sharrow treatments, streetscape corridor improvements, and park and recreation projects like skateparks, playgrounds, and pickleball courts. Some other projects previously funded include sanitary sewer improvements, ballfields, ADA facility upgrades, traffic signal optimization, and historic restoration and rehabilitation to carousels, monuments, train stations, and coast guard stations.

Education

BA, Political Science, University of Vermont

Grant Writing USA Workshop

Grant Management USA Workshops

Professional Registrations

Grant Professionals Association

Key Projects

Landis Avenue Streetscape Improvements

City of Sea Isle City, Cape May County, NJ

NJEDA program funded by HUD CDBG-DR. Awarded $1,000,000.00 for a multi-phase streetscape project in the main business district. Provided grant writing and management services.

Public Facilities Reconstruction

Township of Cranford, Union County, NJ

Awarded $500,000.00 through the NJDCA Small Cities CDBG-DR (Irene) program for municipal parking lot and detention basin reconstruction. Managed grant in compliance with procurement regulations, federal and state labor standards, fair housing and citizen participation rules, and general grant terms for project design and construction administration and observation.

Water Main Relining and Valve Replacement

Township of Belleville, Essex County, NJ

Secured multiple rounds of Essex County CDBG funds - $334,760.00 awarded October 2019, $540,257.00 awarded May 2020, $335,000.00 awarded October 2021. Requested additional $854,175.00 in December 2021.

Ocean Avenue Water Main Replacement (POB013)

Borough of Point Pleasant Beach, Ocean County, NJ

Secured $2,501,750 in EPA Drinking Water State Revolving Fund (CWSRS) low-interest and principal forgiveness financing through the NJDEP and NJWB. Project in construction.

Sean Scoggin

Grant Manager

Mr. Scoggin manages the preparation of grant and loan applications and the administration of awards for Colliers Engineering & Design. He communicates with funding program representatives on behalf of our clients, reviews program guidelines, and ensures that complete, competitive applications are submitted.

Mr. Scoggin's experience includes capital improvement grants for projects like downtown revitalizations, wastewater facilities construction, sanitary sewer improvements, bridge rehabilitation, water main relining and lead line replacement, roadway reconstruction, Solar Roadways and green infrastructure, pedestrian and bicycle safety, ADA facility upgrades, and park and recreation projects. As a former municipal urban renewal representative, he is experienced in managing capital improvement project funding through Tax Increment Financing. Additionally, Mr. Scoggin is experienced in FEMA funding, specifically the Hazard Mitigation Grant Program and preparedness programs such as Assistance to Firefighters.

Education

MPA, Master of Public Administration, University of Idaho

BA, Philosophy, Eastern Washington University

Affiliations & Memberships

National Grants Management Association

Key Projects

Bergen County 2022 Open Space Grant Services-Beechwood Park Nature Trail

Hillsdale, NJ

Assisted with grant administration and funding compliance for a nature trail accessibility improvement project funded through the Bergen County Open Space Grant Program and Community Development Block Grant (CDBG). Coordinated grant documentation, reporting, and reimbursement submissions to support funding requirements, while ensuring project milestones remained aligned with County grant guidelines. The project included accessible trail entrances, boardwalk connectivity improvements, and associated site restoration enhancements.

Congressionally Directed Spending

Lakewood, NJ

Community Project Funding program administered by the Department of Housing and Urban Development. Awarded $2,000,000.00 for improvements to local roads, sidewalks, and water systems. Providing grant writing and management services.

Community Development Block Grant

Sandpoint, ID

Awarded $500,000.00 through the Idaho CDBG program for a downtown revitalization project. Managed grant in compliance with procurement regulations, federal and state labor standards, fair housing and citizen participation rules, and general grant terms for project design and construction administration and observation.

Kelsey Ritner

Senior Grant Writer

Ms. Ritner facilitates the preparation of grant and loan applications and the administration of awards. She communicates with funding program representatives on behalf of our clients, reviews program guidelines, and ensures that complete, competitive applications are submitted. Ms. Ritner's current responsibilities include managing activities related to Municipal and Governmental Services projects.

Education

MA, Humanities, Hood College

BA, English, Hood College

Key Projects

Highlands Borough USDOT PROTECT Grant Application

Highlands, NJ

Assisted with the implementation of a United States Department of Transportation PROTECT grant program application for flood mitigation and green infrastructure to install and retrofit storm water infiltration basins, pump stations, and force mains, requested $16,205,280 in funding.

Sanitary Sewer Railroad Crossing Study and Improvements

Long Branch Sewer Authority, Long Branch, NJ

Submitted application for New Jersey Department of Environmental Protection (NJDEP)/ NJ Water Bank Clean Water State Revolving Fund (CWSRF) New Jersey Environmental Infrastructure Financing Program (NJEIFP) funds to evaluate and rehabilitate pipe at railroad/ sewer crossings, awarded $547,250 in principal forgiveness and loan funding. The Authority will receive $2,000,000 in principal forgiveness for sewer projects, some of which will be allocated to this project.

CDBG Reprogramming Application 2023

Belleville, NJ

Submitted application for Essex County Community Development Block Grant (CDBG) Reprogramming funds in August 2023 to reline water mains and replace valve and housing services, requested $520,000 in funding.

Route 138 Bike Path Crossing (WALL0023)

Wall Township, NJ

Submitted applications for New Jersey Department of Transportation Safe Routes to School (SRTS) and Local Transportation Project (LTPF) funds to construct an overpass for bicycle use over Route 138 to connect either side of the highway to future bike path extensions at street level and create new linear bike path mileage. Requested $4,446,060 in grant funding.

Lauren V. Ewing, BS, M.Ed

Grant Writer & Administrative Assistant

As a Grant Writer and Administrative Assistant with Colliers Engineering & Design, Ms. Ewing brings a unique combination of grant development expertise, attention to detail, and strong organizational skills to the team. During her time with the firm, she has taken an active role in preparing and writing grant applications, transforming complex project information into clear, compelling narratives that effectively communicate community needs, project benefits, and alignment with funding priorities. As a CDBG-certified professional in the State of Texas, Ms. Ewing also brings an understanding of grant requirements, compliance, and program administration, allowing her to approach funding opportunities with both the application process and successful implementation in mind.

Education

BS, Education, Oakland University

M.Ed, Instructional Design & Leadership, Concordia University

Professional Certifications

TxCDBG Certified Administrator

Key Projects

City of Gonzales TWDB WSIG Application

Gonzales, TX

Provided grant writing and coordination services for the City of Gonzales's Texas Water Development Board (TWDB) Water Supply Innovative Water Strategies Grant (WSIG) application to support improvements to the City's water infrastructure. Prepared and compiled the grant application, coordinated weekly with City representatives and the City's contracted engineer, and facilitated communication between the City and Colliers Engineering & Design. Managed application requirements, supporting documentation, and deadlines to ensure a complete, accurate, and timely submittal.

Borough of Hillsdale NJDEP Stop the Soot Application

Hillsdale, NJ

Provided grant writing and pre-funding coordination services for the Borough of Hillsdale's New Jersey Department of Environmental Protection (NJDEP) Stop the Soot grant application to support the purchase of a new electric street sweeper. Prepared and completed the grant application and associated pre-funding requirements, coordinating with Borough officials and street sweeper manufacturers to obtain required technical information and supporting documentation. Managed application requirements and deadlines to ensure a complete and timely submittal, ultimately resulting in a successful grant award for the Borough.

The Village of Gibsonburg Downtown Improvement Project

Gibsonburg, OH

Performed grant research to identify funding opportunities for the Village of Gibsonburg's Downtown Improvement Project, contributing to the Village securing a $500,000 flood mitigation grant from the Ohio EPA. Coordinated communication between Colliers Engineering & Design and Village representatives while supporting project schedules, budgets, and overall organization.

Anthony Kontogiannis

Grant Writer

Mr. Kontogiannis conducts funding research and facilitates the preparation of grant and loan applications. While working with clients and his team, he prepares funding proposals and presentations for client's projects to secure financial funding. He reviews program guidelines, communicates with funding program representatives on behalf of our clients, and makes certain that complete, competitive applications are submitted.

Mr. Kontogiannis' current responsibilities include operating activities related to Municipal and Governmental Services projects.

Education

BA, Business Administration, Florida Atlantic University

Key Projects

CSX 2025 NYSDOT PFRAP Grant Application

Buffalo, NY

Submitted application for New York State Department of Transportation Passenger and Freight Rail Assistance Program funds for a comprehensive reconnection of rails at CSX's Frontier Yard, that will increase yard capacity and improve car processing efficiency, requested $9,999,000 in funding.

Bergen County Municipal Park Improvement Application

Montvale, NJ

Assisted with the implementation of a Bergen County Municipal Improvement Application for the Borough of Montvale to get funding for improvement to three parks, inclusive of new park benches, picnic tables, new pathways, extensive ADA sidewalk improvements, that will make each park more accessible to everyone, requested $240,689 in funding.

Section 6

References

City of San Antonio, Texas

114 W Commerce St, Floor 6, San Antonio, TX 78205
Rolando Lerma, Jr., PE, Engineering Programs Manager
210 207 8022
rolando.lerma@sanantonio.gov

City of Cibolo

108 Cibolo Drive, Cibolo, TX 78108
Wayne Reed, City Manager
210 619 0003
wreed@cibolotx.gov

City of Shavano Park, Texas

900 Saddletree Ct, Shavano Park, TX 78231
Bill Hill, City Manager
210 493 3478
citymanager@shavanopark.org

City of Clear Lake Shores, Texas

1006 S. Shore Drive, Clear Lake Shores, TX 77565
Michael Kramm, City Administrator
281 595 1894
mkramm@clearlakeshores-tx.gov

City of Pflugerville, Texas

100 E Main Street, Ste 300, Pflugerville, TX 78660
Sereniah Breland, City Manager
512 990 6103
sereniahb@pflugervilletx.gov

Section 7

Cost Proposal

CED offers the following cost structure as requested by Medina County:

1. Research Services Hourly Rate

Grant Research services will be billed on an hourly basis. CED anticipates a majority of the research work to be completed at the Project Specialist rate highlighted below. The current CED rate schedule including hourly rates for all personnel expected to work on the research component is as follows:

Technical Staff Rates 2026	
Billing Titles	**Hourly Rates**
Executive Principal	370.00
Senior Principal	355.00
Principal	330.00
Senior Technical Director	300.00
Senior Project Manager	275.00
Technical Director	240.00
Project Manager	230.00
Senior Project Specialist	210.00
Project Specialist	195.00
Technical Professional	185.00
Technical Specialist	175.00
Specialist	165.00
Senior Data Technician	155.00
Senior Technical Assistant	145.00
Technical Assistant	130.00
Field Technician	120.00
Data Technician	120.00
Survey Crew – 1 Person w/Robotic Equipment	205.00
Additional Survey Crew Member	90.00
SUE Crew (designating) – 1 Person	170.00
Additional (designating) Member	90.00
SUE Crew (locating) – 2 Person	230.00
Additional (locating) Member	90.00
Expert Witness	440.00
Sr. LSRP	340.00
LSRP	300.00

Reimbursable Expenses	
General Expenses	Cost + 20%
Travel (Hotel, Airfare, Meals)	Cost + 20%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	4.70 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.20 / Each
Color Photocopies	2.20 / Each
Document Binding	4.50 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	95.00 / Each
Primary Plan Set Submission Digital Signature	325.00 / Set
Additional Plan Set Submission Digital Signature	100.00 / Set
Mileage Reimbursement*	0.70 / Mile
Field Vehicle	0.70 / Mile

*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Master Schedule

Rates are effective through December 31, 2026

2. Grant Application Services Flat Fee

It is our experience that grant applications and the complexity to prepare them varies greatly amongst funding sources and the type of project. Medina County has requested a flat fee for funding proposals. The CED Team is offering a flat fee based on the assumption that the applications being prepared for Medina County will be federal or state proposals for federal pass-through dollars and submitted through an electronic portal. The fixed fee does not included preliminary engineering reports, cost estimates, cost benefit analysis (if required for applications), environmental reports, completion of applications for SAM Registry, or other similar items often required for applications. Grant Application services include completion of standard forms, drafting of project description and narrative components, completion of budget forms and budget narrative, provision of templates for letters of support and resolutions, formatting for upload into portal based upon NOFO stated requirements, and delivery of components to client for review.

The application services will be billed as a flat fee of $14,250 as a single fixed price for each application.

3. Grant Administrative Services Percentage of Grant Award

CED provides grant administrative services throughout the life of a project. The length of a project is affected by the type of project and lead times for delivery of certain project components. Environmental clearance and permitting can also dramatically impact project implementation. Funding sources may also impose maximum administrative costs for administrative services while others prohibit the use of a percentage of awards as an allowable means to calculating fees.

The Medina County has indicated that Grant Administrative services must be billed as a percentage of the total grant award.

CED offers the following grant administrative fees:

- **Awards less that $500,000 will be administered based on the hourly rate schedule previously provided not to exceed $25,000.**
- **Awards of $500,000 will be administered at 10% or $50,000.**
- **Awards over $500,000 will be administered at a rate of 12.5% of award.**

These rates are for administrative services, attendance at milestone meetings scheduled through Teams, and assistance in preparation for monitoring.

This fee does not include planning services, preliminary engineering reports, engineering services, environmental services, permitting, site analysis, sample testing, and other services typically associated with project implementation. While CED offers these services through our full-service multidisciplinary firm, these services are provided for additional fee and typically covered by the project budget included in the application.

Task Orders:

It is our understanding Medina County will issue task orders under the resulting contract to assign specific scopes of work, timelines, and deliverables. Each task order will define the applicable pricing structure and terms consistent with the contract. Further, the County will negotiate pricing in compliance with the federal standard as outlined in 2 CFR 200.

Appendix

Submission Requirements

Colliers Engineering & Design

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency LLC
250 Pehle Avenue, Suite 400
Saddle Brook NJ 07663

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: jennifer.juarez@marshmma.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : NATIONAL UNION FIRE INSURANCE	19445
INSURER B : Travelers Property Casualty Co	25674
INSURER C : New Hampshire Insurance Compan	23841
INSURER D : NAVIGATORS INSURANCE COMPANY	42307
INSURER E : American Guarantee and Liabili	26247
INSURER F :	

INSURED COLLIENGIN4
Colliers Engineering & Design Inc
101 Crawfords Corner Rd, Suite 3400
Holmdel NJ 07733

COVERAGES CERTIFICATE NUMBER: 739285631 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			9925559	3/1/2026	3/1/2027	EACH OCCURRENCE	$ 5,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X Contractual Liab						MED EXP (Any one person)	$ 25,000
	X XCU						PERSONAL & ADV INJURY	$ 5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 10,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 10,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			4773685	3/1/2026	3/1/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			CUP1T66744426NF	3/1/2026	3/1/2027	EACH OCCURRENCE	$ 10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED X RETENTION $ 0							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC066656736	3/1/2026	3/1/2027	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: N	N / A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Excess Liabilty			NY26MXEZ07LHXIV	3/1/2026	3/1/2027	$10,000,000	
E	Excess Liability			SFX970401004	3/1/2026	3/1/2027	$10,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER

Colliers Engineering & Design Inc
101 Crawfords Corner Rd., Suite 3400
Homdel NJ 07733

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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COLLIER-01 CMURPHY

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER
Ames & Gough
859 Willard Street
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CONTACT NAME:
PHONE (A/C, No, Ext): (617) 328-6555 FAX (A/C, No): (617) 328-6888
E-MAIL ADDRESS: boston@amesgough.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : LLoyds of London/HCC (A-XV)	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Colliers Engineering & Design, Inc.
101 Crawfords Corner, Suite 3400
Holmdel, NJ 07733

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y / N					PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N / A				E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liab			RLUSP2600054	2/25/2026	2/25/2027	Per Claim	2,000,000
A	& Pollution Liab			RLUSP2600054	2/25/2026	2/25/2027	Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
*NAMED INSUREDS INCLUDE: Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C.; Colliers Engineering & Design/Maser Consulting Inc.; Colliers Land Services, LLC.; CED Architecture, Inc. *A Waiver of Subrogation and 30-Day Notice of Cancellation is provided in accordance with the policy terms and conditions.

Evidence of Insurance

CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Jared Maxwell

ACORD 25 (2016/03)

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COLLIERS ENGINEERING & DESIGN INC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
UKCTEVNYH6X8	**1FZF2**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Apr 9, 2027**	
Physical Address	Mailing Address	
101 Crawfords Corner RD STE 3400 **Holmdel, New Jersey 07733-1983** **United States**	**101 Crawfords Corner RD STE 3400** **Holmdel, New Jersey 07733-1983** **United States**	

Business Information

Doing Business as	Division Name	Division Number
MASER CONSULTING PA	**(blank)**	**(blank)**
Congressional District	State / Country of Incorporation	URL
New Jersey 03	**New Jersey / United States**	**https://colliersengineering.com/**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Apr 10, 2026	**Apr 9, 2026**	**Jun 4, 2001**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Oct 1, 1984	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: **1**. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?
Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?
No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than $10,000,000?
Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than $5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than $5,000 or reimbursement, restitution, or damages greater than $100,000, or other acknowledgment of fault?
Not Selected

Exclusion Summary

Active Exclusions Records?

N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**(blank)**

Profit Structure
For Profit Organization

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	**No**

EFT Indicator	CAGE Code
0000	**1FZF2**

Electronic Funds Transfer

Account Type	Routing Number	Lock Box Number
Checking	*********21**	**(blank)**

Financial Institution	Account Number
JPMORGAN CHASE BANK, NA	*********92**

Automated Clearing House

Phone (U.S.)	Email	Phone (non-U.S.)
3127328095	**curtis.zamfoti@jpmorgan.com**	**(blank)**

Fax
2195129324

Remittance Address

Colliers Engineering & Design, Inc.
101 Crawfords Corner RD STE 3400
Holmdel, New Jersey 07733
United States

Taxpayer Information

EIN	Type of Tax	Taxpayer Name
*******1610**	**Applicable Federal Tax**	**Colliers Engineering & Design Inc**

Tax Year (Most Recent Tax Year)	Name/Title of Individual Executing Consent	TIN Consent Date
2025	**President & Ceo**	**Apr 8, 2026**

Address	Signature
101 Crawfords Corner Road **Holmdel, New Jersey 07733**	**Kevin L Haney**

Points of Contact

Accounts Receivable POC

Peter Owino, Corporate Controller
peter.owino@collierseng.com
8776273772

Electronic Business

Stephanie Theard, Prequalifications & Certifications Manager
stephanie.theard@collierseng.com
8776273772

101 Crawfords Corner RD STE 3400
Holmdel, New Jersey 07733
United States

Government Business

Stephanie Theard, Prequalifications & Certifications Manager
stephanie.theard@collierseng.com
8776273772

101 Crawfords Corner RD STE 3400
Holmdel, New Jersey 07733
United States

Past Performance

Stephanie Theard, Prequalifications & Certifications Manager
stephanie.theard@collierseng.com
8776273772

101 Crawfords Corner RD STE 3400
Holmdel, New Jersey 07733
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**541330**	**Engineering Services**
	237310	**Highway, Street, And Bridge Construction**
	237990	**Other Heavy And Civil Engineering Construction**
	238910	**Site Preparation Contractors**
	541310	**Architectural Services**
	541320	**Landscape Architectural Services**
	541350	**Building Inspection Services**
	541360	**Geophysical Surveying And Mapping Services**
	541370	**Surveying And Mapping (Except Geophysical) Services**
	541380	**Testing Laboratories And Services**
	541490	**Other Specialized Design Services**
	541611	**Administrative Management And General Management Consulting Services**
	541618	**Other Management Consulting Services**
	541620	**Environmental Consulting Services**
	541690	**Other Scientific And Technical Consulting Services**
	561210	**Facilities Support Services**
	562910	**Remediation Services**

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
$674,881,951.00	**2814**

Location

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
$674,881,951.00	**2814**

Industry-Specific

Barrels Capacity	Megawatt Hours	Total Assets
(blank)	**(blank)**	**(blank)**

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.

No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	(blank)

States	Counties	Metropolitan Statistical Areas
Any	**(blank)**	**(blank)**

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

Colliers Engineering & Design, Inc.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

N/A

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☒ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Chris Otto, PE, CFM		9/28/26
Name of signatory	Signature	Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 8/14/2024

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Organization: Colliers Engineering & Design, Inc.

Street address: 3421 Paesanos Parkway

City, State, Zip: San Antonio, TX 78231

Chris Otto, PE, CFM
CERTIFIED BY: (type or print)

Regional Discipline Leader, Municipal Services
TITLE:

(signature)

9/28/26
(date)

Approved by OMB

0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**2. Status of Federal Action:** a. bid/offer/application ____ b. initial award c. post-award	**3. Report Type:** a. initial filing _____ b. material change **For material change only:** Year _____ quarter _____ Date of last report_____
4. Name and Address of Reporting Entity: ___ Prime _____ Subawardee Tier_____, if Known: N/A **Congressional District, if known:**	**5. If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime: N/A **Congressional District, if known:**	
6. Federal Department/Agency: N/A	**7. Federal Program Name/Description:** N/A CFDA Number, *if applicable*: _____	
8. Federal Action Number, *if known:* N/A	**9. Award Amount**, *if known:* $	
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):* N/A	**b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):* N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:** _____ **Print Name:** Chris Otto, PE, CFM **Title:** Regional Discipline Leader, Municipal Services **Telephone No.:** 726 223 4768 **Date:** 9/28/26	
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**	

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2026-1518475

Date Filed:
09/21/2026

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Colliers Engineering & Design, Inc.
San Antonio, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Medina County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFP GRANT MSA
Grant Research, Application, and Administrative Services Master Service Agreement

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Colliers Engineering & Design, Inc.	San Antonio, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is Chris Otto, PE, CFM, and my date of birth is 8/28/80.

My address is 3421 Paesanos Parkway _____, San Antonio (city), TX (state), 78231 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Bexar County, State of Texas, on the 21st day of Sept (month), 20 26 (year).

Signature of authorized agent of contracting business entity
(Declarant)

Forms provided by Texas Ethics Commission www.ethics.state.tx.us Version V4.1.0.4a4bf2cb

CHILD SUPPORT STATEMENT FOR
NEGOTIATED CONTRACTS AND GRANTS

Under Section 231.006, Family Code, the vendor, or applicant certifies that the individual or business entity named in this contract, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate.

List below the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application.

NAME	SOCIAL SECURITY NUMBER
N/A	

Section 231.006, Family Code, specifies that a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services; or receive a state-funded grant or loan.

A child support obligor or business entity ineligible to receive payments described above remains ineligible until all arrearage have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purposes of responding to a request for information from an agency operating under the provision of Parts A and D of Title IV of the federal Social Security Act (42 USC Section 601417 and 651-669).

Signature- Company Official

Colliers Engineering & Design, Inc.
Printed/Type Firm Name

Chris Otto, PE, CFM | Regional Discipline Leader, Municipal Services
Printed/Typed Name and Title

9/28/26
Date

REQUIRED CONTRACT PROVISIONS

2 CFR 200.327 Contract provisions. The non-Federal entity's contracts should contain applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable. ***Language as of January 3, 2025.**

THRESHOLD	PROVISION	CITATION
>$250,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>$10,000	All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." 41 CFR 60-1.4 Equal opportunity clauses. (b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The [recipient] hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: During the performance of this contract, the contractor agrees as follows: (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.	2 CFR 200 APPENDIX II C and 41 CFR §60-1.4(b)

	(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information. (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment. (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law. (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:	

	Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States. The [recipient] further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the [recipient] so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract. The [recipient] agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The [recipient] further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the [recipient] agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the [recipient] under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such [recipient]; and refer the case to the Department of Justice for appropriate legal proceedings.	
>$2,000	Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	2 CFR 200 APPENDIX II (D)

>$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.	2 CFR 200 APPENDIX II (F)
>$150,000	Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)
>$25,000	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
>$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303
	See 2 CFR §200.323.	2 CFR 200 APPENDIX II (J)
	See 2 CFR §200.216.	2 CFR 200 APPENDIX II (K)
	See 2 CFR §200.322.	2 CFR 200 APPENDIX II (L)
>$10,000	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The	2 CFR 200.323

	requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	
>$100,000	*§135.38 Section 3 clause* *All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):* A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i)	

	preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
None	Section 889(b)(1) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY2019 NDAA) and 2 C.F.R. § 200.216, as implemented by FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), prohibit the obligation or expending of federal award funds on certain telecommunication products or from certain entities for national security reasons. Effective August 13, 2020, FEMA recipients and subrecipients, as well as their contractors and subcontractors, may not obligate or expend any FEMA award funds to: Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to: (1) Procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance services provided by such entities or using such equipment. (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See Public Law 115-232, section 889 for additional information. (d) See also § 200.471.	2 CFR 200.216

None	As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	2 CFR 200.322(a)(b)(1)(2)
None	The Federal awarding agency must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.	2 CFR 200.112
None	The Federal awarding agency and the non-Federal entity should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper in accordance with applicable legislative requirements. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. The Federal awarding agency or pass-through entity must always provide or accept paper versions of Federal award-related information to and from the non-Federal entity upon request. If paper copies are submitted, the Federal awarding agency or pass-through entity must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.	2 CFR 200.336
None	Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administrative and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.	2 CFR 200.321
None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported	2 CFR 200.334

	to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following: (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission. (2) *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.	
None	CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 2270.0052, 2270.0102, or 2270.0152. In accordance with Texas Government Code, Chapter 2252, Subchapter F, **Respondent** hereby represents and warrants that it is not a company identified on the lists prepared and maintained under Texas Government Code §§ 2270.0052 (companies with business operations in Sudan), 2270.0102 (companies with business operations in Iran), or 2270.0152 (companies known to have contracts with or provide supplies or services to a foreign terrorist organization). Notwithstanding the foregoing, a company that the United States government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, Iran, or to a foreign terrorist organization, is not subject to contract prohibition under this clause. A company claiming such exemption must submit the official copy of the declaration.	Texas Government Code 2252.152
>$100,000	PROVISION REQUIRED IN CONTRACT. (a) This section applies only to certain solicitations and contracts. Section 2271.002 of the Texas Government Code states the following: (a) This section applies only to a contract that: (1) is between a governmental entity and a company with 10 or more full-time employees; and (2) has a value of $100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.	Texas Government Code 2271.002

	(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. Section 2271.001(2) of the Government Code defines "company" to be the meaning assigned by Section 808.001 of the Texas Government Code, except that the term does not include a sole proprietorship.	
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of federal funds. If no such funds are awarded, the contract shall terminate.	Optional
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201
	The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.	Section 504 of the Rehabilitation Act of 1973, as amended.

Received By:

Colliers Engineering & Design, Inc.

Chris Otto, PE, CFM
Regional Discipline Leader, Municipal Services

9/28/26

Medina County Contract Addendum

This MUST be a part of the contract with Vendor/Grantor

This addendum is made part of the [AGREEMENT] by and between [VENDOR LEGAL NAME,] hereafter "Vendor" and Medina County, Texas.

1. Pursuant to Section 2271.002, Texas Government Code, by executing this Agreement, Vendor verifies that Vendor and its employees: (1) do not boycott **Israel**; and (2) will not boycott Israel during the term of this agreement. Tex. Gov't. Code 2271.002.

2. Pursuant to Section 2252.152, Texas Government Code, by executing this Agreement, Vendor verifies that it and its employees are not engaged in business with **Iran, Sudan**, or any company identified on the list referenced in Section 2252.152, Texas Government Code. Tex. Gov't. Code 2252.152.

3. Vendor verifies that: (1) it does not, and will not, for the duration of this agreement, have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to this agreement. If circumstances relevant to this provision change during the course of this agreement, Vendor shall promptly notify Medina County, Texas.

4. Vendor represents and warrants that: (1) it does not, and will not for the duration of this agreement, boycott energy companies or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to this agreement. If circumstances relevant to this provision change during the course of this agreement, Vendor shall promptly notify Medina County, Texas.

5. Funds for payment of this contract have been provided through grant funds and/or the **County budget approved by Commissioners Court for this fiscal year only.** State of Texas law prohibits the obligations and expenditures of public funds beyond the fiscal year for which a budget has been approved. However, the performance of this contract may extend beyond the current fiscal year. The fiscal year for Medina County extends from October 1 of each calendar year to September 30 of the following calendar year. It is the expectation of Medina County that funding will be available to pay for the expenditures related to this contract. Notwithstanding anything to the contrary within this contract, if at any time during the term of this contract the Commissioners Court of Medina County, Texas (1) fails to provide funding for this contract during the following fiscal year at Medina County, Texas; (2) does not adopt a budget for expenditures; (3) or is only able to partially fund the expenditures required by this contract, then Medina County may, upon giving Vendor written notice of such failure to fund and termination, terminate this contract, or part thereof, without any further liability, effective thirty (30) days after Medina County notifies Vendor in writing of such failure to fund and termination. Medina County shall pay Vendor for work completed up to that date. There shall be no recourse for the Vendor as to sums beyond those for work performed to that date, including no recovery allowed for consequential damages, interruption of business, or lost profits anticipated being made hereunder.

6. If Contract is funded in part by the State of Texas, Vendor agrees to timely comply without additional cost or expense to County, unless otherwise specified herein, to any statute, rule, regulation, grant, contract provision or other State law, rule, regulation, or other similar restriction that imposes additional or greater requirements than stated herein and that is directly applicable to the services rendered under the terms of this Contract.

7. This agreement will be governed by and construed according to the laws of the State of Texas. **Venue** for any action or claim arising out of the agreement shall be Medina County, Texas. Tex. Civ. Prac. & Rem. Code §15.015. Vendor must comply with all applicable provisions of the Texas Government Code, including, but not limited to competitive bidding laws, the Public Information Act, conflicts of interest statutes, cybersecurity reporting, prohibited technologies, and nepotism rules.

8. To the extent, if any, that any provision in this agreement conflicts with Tex. Gov't. Code §552.001 *et seq.*, as amended (the "Public Information Act"), the same shall be of no force and effect. Furthermore, it is expressly understood and agreed that Medina County, its officers, and employees may request advice, decisions, and opinions of the Attorney General of the State of Texas in regard to the application of the Public Information Act to any software, or any part thereof, or other items or data furnished to Medina County whether or not the same are available to the public. It is further understood that Medina County, its officers and employees shall have the right to rely on the advice, decisions and opinions of the Attorney General, and that Medina County, its officers, and employees shall have no liability or obligations to Vendor for the disclosure to the public, or to any person or persons, of any information, or a part thereof, or other items or data furnished to Medina County by Vendor in reliance on any advice, decision or opinion of the Attorney General of the State of Texas. Vendor must promptly assist County, at Vendor's expense, in responding to County requests for Vendor-held County records, if any.

9. **Limitations** for the right to bring an action, regardless of form, shall be governed by the laws of the State of Texas, Texas Civil Practice and Remedies Code §16.070, as amended, and any provision to the contrary is hereby deleted.

10. It is understood and agreed that Medina County will not be subject to **arbitration;** therefore, clauses related to Arbitration are hereby deleted.

11. The parties agree that under the Constitution and laws of the State of Texas, Medina County cannot enter into an agreement whereby Medina County agrees to indemnify or hold harmless any other party; therefore, all references of any kind to indemnifying, holding, or saving harmless for any reason whatsoever are hereby deleted. Tex. Const. Article XI §7. Tex. Att'y Gen. Op. DM-467. Tex. Att'y Gen. Op. GA-0176.

12. Medina County shall be responsible for the acts or failure to act of its employees, agents, or servants, provided, however, its responsibility shall be subject to the terms, provisions and limitations of the Constitution and laws of the State of Texas, particularly the **Texas Tort Claims Act**. County officials, employees, and commissioners have no personal liability under this contract. Only the County can be held liable.

13. Vendor shall not assign this agreement unless Vendor receives the prior written consent of Medina County. Any **assignment** of this agreement by Vendor shall be made subject to all the rights and interests of Medina County.

14. **Payment for goods and services** under this contract shall comply with Chapter 2251 of the Texas Government Code, the Texas Prompt Payment Act.

15. The relationship between the parties is solely that of **independent contractors** and nothing in this agreement shall be construed or deemed to create any other relationship including one of employment, agency, or joint venture.

16. In no event shall any payment made by Medina County, or any act or omission of Medina County, constitute or be construed in any way **to be a waiver by Medina County** of any breach or default of this agreement. Neither shall any payment, act or omission in any manner impair or prejudice any right, power, privilege, or remedy available to Medina County to enforce its rights, as such rights, powers, privileges, and remedies are specifically preserved. No employee or agent of Medina County may waive the effect of this provision.

17. This agreement is expressly made subject to Medina County's **Sovereign Immunity,** Title 5, Texas Civil Practice and Remedies Code. This agreement and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas and venue shall lie exclusively in Medina County, Texas.

18. This agreement is expressly subject and contingent upon formal approval by the Medina County Commissioners Court.

19. Neither party shall be deemed to have breached any provision of this contract as a result of any delay, failure in performance, or interruption of service resulting directly or indirectly from acts of God, network failures, acts of civil or military authorities, civil disturbances, wars, energy crises, fires, transportation contingencies, interruptions in third-party telecommunications or internet equipment or service, other catastrophes, or any other occurrences which are reasonably beyond any party's control. The parties are required to use due caution and preventive measures to protect against the effects of force majeure, and the burden of proving that a force majeure event has occurred shall rest on the party seeking relief under this provision. The party seeking relief due to force majeure is required to promptly notify the other parties in writing, citing the details of the force majeure event and relief sought, and shall resume performance immediately after the obstacles to performance caused by a force majeure event have been removed, provided the contract has not been terminated. Delay or failure of performance by either party to this contract, caused solely by a force majeure event, shall be excused for the period of delay caused solely by the force majeure event.

20. Medina County is exempt from the payment of Texas state and local sales, excise, and use taxes pursuant to Tex. Tax Code § 151.309. Therefore, all clauses related to Medina County's payment of taxes are hereby deleted.

21. Vendor warrants that neither it nor any affiliate is currently on the State Debarred Vendors list maintained by the Texas Comptroller, or on any similar list maintained by any other state or the federal government.

Received By:

Colliers Engineering & Design, Inc.

Chris Otto, PE, CFM
Regional Discipline Leader, Municipal Services
9/28/26

Colliers Engineering & Design

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Submitted: 09/24/2026 13:33:51 CDT
Deliver: 9/25/2026 1:30:00 PM

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c/o RFP GRANT MSA
1300 AVENUE M RM 139
HONDO, TX 78861-1221
United States
972 750 1934
sarah.salcedo@collierseng.com

Colliers Engineering & Design is pleased to present our proposal to Medina County in response to RFP GRANT MSA. Thank you for your time and consideration.

04-1073-00500-08648

Contents:

Document	Description	Quantity
CED Branded Avery5164 ShippingLabels	Warehouse Item	1
CED_RFP GRANT MSA_Medina County	41 Page Mixed Color Spiral (Black, Small) Bound Document	4
CED_RFP GRANT MSA_Medina County_USB	59 Page Color Spiral (Black, Small) Bound Document	1
Proposal Transmittal Receipt_MedinaCo	1 Page Color Document	1
		7

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Colliers Engineering & Design

SEALED PROPOSAL
ATTN: RFP GRANT MSA
September 28, 2026

Medina County Auditor's Office
1300 Avenue M, Room 139
Hondo, TX 78861-1218

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GrantWorks.
PEOPLE FIRST PURPOSE-DRIVEN. HEART LED.

MEDINA COUNTY, TEXAS
SEPTEMBER 28, 2026

GRANT RESEARCH, APPLICATION, AND ADMINISTRATIVE SERVICES MASTER SERVICES AGREEMENT

MEDINA COUNTY, TEXAS

GRANT RESEARCH, APPLICATION, AND ADMINISTRATIVE SERVICES MASTER SERVICE AGREEMENT

SEPTEMBER 28, 2026

GrantWorks
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Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.

Bruce J. Spitzengel
President:
Cell: 713-252-5872
Email: bruce@grantworks.net

September 28, 2026

Rubi Gaucin
County Auditor
Medina County Auditor's Office
1300 Avenue M, Room 139
Hondo, Texas 78861-1218

Subject: Medina County, Texas Request for Proposals: Grant Research, Application, and Administrative Services Master Service Agreement

Dear Ms. Gaucin and Members of the Selection Committee:

GrantWorks respectfully submits this proposal to partner with Medina County in delivering comprehensive Grant Research, Application, and Administration Services. We recognize the County's need for a qualified provider capable of identifying competitive funding opportunities, developing high-quality applications, and managing complex compliance requirements across a wide range of federal and state programs. GrantWorks offers a proven, results-driven approach designed to maximize funding success while reducing administrative burden on County staff.

GrantWorks delivers significant value to Medina County through a combination of strategic insight, technical expertise, and full-service support, including:

- **Proactive Grant Research & Funding Strategy:** We actively identify, track, and evaluate funding opportunities aligned with the County's priority projects, providing clear assessments of eligibility, competitiveness, and timing so the County can make informed decisions.
- **High-Quality, Competitive Applications:** Our team develops data-driven, compliant applications that align with agency scoring criteria, increasing the likelihood of award. A team of 14 professional grant writers has a proven record of producing successful grant applications that routinely surpass average award rates. The team prepares and submits approximately 125 grant applications annually with an 80% success rate.
- **Full Lifecycle Grant Administration:** From award through closeout, we manage compliance, reporting, environmental review, procurement, and financial processes in accordance with 2 CFR Part 200 and program-specific requirements.
- **Reduced Administrative Burden:** We handle the technical and regulatory workload, allowing County staff to remain focused on operations and community priorities.
- **Risk Mitigation & Compliance Management:** Our structured processes reduce the risk of monitoring findings, delays, or funding recapture by maintaining strong documentation and adherence to all requirements.
- **Dedicated Project Management & Communication:** Our dedicated Program Manager will serve as the single point of contact for the County. Our Program Manager is supported by a full team, providing responsive communication, status updates, and coordination with all stakeholders.
- **Scalable Resources & Technical Expertise:** Our multidisciplinary team includes specialists in environmental compliance, procurement, labor standards, and financial management, allowing us to support a wide range of project types and funding sources.

GrantWorks' proposal is intentionally aligned with the County's evaluation criteria, experience, work performance, capacity, and cost-effectiveness. Our extensive experience across programs such as FEMA, HUD, USDA, EPA, TxDOT, TPWD, and others directly translates into stronger applications and more efficient administration. Our history of delivering projects on time, within budget, and with minimal compliance issues reflects our commitment to high-quality performance.

Our team brings the capacity and expertise required to manage the full grant lifecycle seamlessly. By integrating research, application development, and administration under one team, we eliminate gaps in service delivery and provide continuity from concept through project closeout. This approach increases efficiency, improves outcomes, and supports long-term success for the County.

GrantWorks is committed to providing cost-effective services that maximize return on investment. Our pricing structure is transparent and aligned with the County, delivering high-value services while remaining competitive. Ultimately, our goal is to help Medina County secure and successfully manage funding that advances critical community projects.

In selecting GrantWorks, the County gains a trusted partner with a proven ability to deliver results, manage risk, and provide responsive, high-quality service. We look forward to the opportunity to support Medina County in achieving its funding and project goals.

We appreciate your consideration of our firm.

Yours sincerely,
GRANTWORKS, INC.

Bruce J. Spitzengel
President

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SECTION 1

EXPERIENCE OF THE FIRM

SECTION 1 – EXPERIENCE OF THE FIRM

1.1 Proven Grant Partner for Local Governments

1.1.1 Background

GrantWorks, Inc. traces its origins to September 16, 1979, when the firm was established as Community Management Services to provide professional support services to local governments and public entities. In response to growth and expanded service offerings, the company was incorporated on August 29, 1994, as Housing Services, Inc. As its work broadened beyond housing and community development into comprehensive grant research, writing, and administration across multiple funding sources, the firm adopted the name GrantWorks, Inc. in 1998. The new name reflected its expanding statewide and national role as a full-service grant management and funding solutions firm.

Now in its 46th year of service, GrantWorks has built a strong record of accomplishment assisting hundreds of local governments and public entities in securing and managing more than $12 billion in federal and state grant-funded projects. These projects have supported critical infrastructure, disaster recovery, economic development, environmental improvements, public facilities, housing initiatives, and community revitalization efforts that improve quality of life across the country (**Figure 1**).

Figure 1: *GrantWorks has Depth and Breadth of Experience to Assist the County with All Funding Sources and Project Types.*

GrantWorks works side-by-side with communities to help fund and implement transformational programs that improve the quality of life in the areas where we live, work, and play. Collaboration, inclusivity, respect, responsiveness, and technical excellence are the hallmarks of our success and provide the foundation for the long-term relationships we enjoy with the communities we serve. We develop meaningful partnerships with our public-sector clients, always seeking collaborative and creative opportunities to solve complex community challenges.

1.1.2 Certified Experts Delivering Results

GrantWorks offers the County access to 225+ full-time grant administration and technical assistance professionals with extensive federal and state grant experience. GrantWorks hires and retains skilled and experienced employees, over 30% of our employees hold a master's degree in law, city planning, engineering, business administration, construction management, public administration, or fields relevant to implementing federal grant projects. With our strong connections in Texas communities, we have the capacity and expertise needed to execute these services immediately and completely. Look no further; our staff believes that implementing projects through collaboration is the key to realizing our shared vision.

Figure 2: *GrantWorks Staff Professional Accreditations and Certifications*

1.1.3 Experience Working with Federal/State Agencies

GrantWorks employs approximately 225+ experienced grant writers, grant administrators, financial specialists, and subject matter experts who provide comprehensive support throughout the full grant lifecycle. The firm's experience spans a wide range of federal and state agencies, including the following:

Federal Agencies

- Federal Emergency Management Agency (FEMA)
- U.S. Department of Agriculture (USDA)
- U.S. Department of Commerce, Economic Development Administration (EDA)
- U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Labor
- U.S. Department of Transportation
- U.S. Department of the Treasury
- U.S. Environmental Protection Agency (EPA)

State Agencies

- Texas Commission on Environmental Quality (TCEQ)
- Texas Department of Agriculture (TDA)
- Texas Department of Housing and Community Affairs (TDHCA)
- Texas Department of Transportation (TxDOT)
- Texas Division of Emergency Management (TDEM)
- Texas General Land Office (GLO)
- Texas Parks & Wildlife Department (TPWD)
- Texas Water Development Board (TWDB)

This depth and breadth of experience position the firm to navigate diverse regulatory frameworks and funding structures while tailoring services to the unique needs of each community.

GrantWorks' organizational capacity and multi-grant technical expertise allow the firm to support communities of varying sizes, including rapidly growing municipalities like Medina County. From funding needs assessments and grant research to proposal development, compliance oversight, and program closeout, GrantWorks provides integrated solutions designed to help communities pursue and manage funding effectively.

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With more than four decades of continuous service and a demonstrated commitment to strengthening public-sector capacity, GrantWorks stands ready to support the County's funding priorities and contribute to the continued growth and vitality of the community.

1.1.4 Comprehensive Grant Management Services:

GrantWorks' goal is to build stronger, smarter, and more resilient communities. We accomplish this by helping local governments maximize the transformative potential of grant funding. GrantWorks was founded to help communities navigate complex requirements and cumbersome paperwork associated with the federal grant process. We offer full-service grant writing through grant administration, encompassing the entire grant lifecycle from project development and application writing through planning, implementation, and fully compliant grant closeout (**Figure 3**).

GRANTWORKS COMPREHENSIVE SERVICES		
Funding Need Assessments	Grant Management	Contract Administration & Procurement
Grant Research	Stakeholder Engagement	Construction Management
Grant Writing	Policies & Procedures Review & Development	Labor Standards
Project Development & Scoping	IT Integration & Development	Compliance & Monitoring
Application Development	Financial Management	Records & Data Management
GIS/Mapping	Environmental Review & Clearance	Reporting
Project/Program Management	Acquisition	Audit & Closeout

Figure 3: *The County will Benefit from GrantWorks' High-Quality Grant Research, Application, and Administration Services*

GrantWorks brings a highly structured, scalable, and experienced platform for delivering full lifecycle grant services, with demonstrated capacity to manage concurrent projects, complex funding portfolios, and strict regulatory compliance requirements. Our approach is specifically aligned with Medina County's need for integrated grant research, application development, and administration services across a wide range of federal and state programs.

1.1.5 Capacity and Capability to Undertake Services

GrantWorks maintains a multidisciplinary team of 225+ grant professionals, project managers, financial specialists, and compliance experts who collectively support all phases of the grant lifecycle. Our organizational structure is designed to:

- Assign dedicated project managers to each client for continuity and accountability.
- Provide subject matter experts in federal programs, environmental compliance, procurement, and financial management.
- Support simultaneous task orders and multiple funding pursuits without degradation in service quality.
- Scale resources quickly based on project complexity, funding timelines, and application cycles.

This structure means that the County has access to both day-to-day support and specialized expertise as needed.

GrantWorks has extensive experience delivering services across all required functional areas outlined in the RFP, including:

Grant Research and Strategy

- Systematic identification of funding opportunities across federal, state, and regional agencies
- Strategic alignment of funding programs with municipal infrastructure, resilience, and community development priorities
- Development of prioritized funding pipelines and grant calendars

- Evaluation of eligibility, competitiveness, and readiness

Grant Application Development

- Preparation of highly competitive, compliant grant applications
- Coordination with engineers, environmental consultants, and County staff
- Development of narratives, budgets, schedules, and supporting documentation
- Management of stakeholder engagement and required public input processes

Grant Administration and Compliance

- Full-service administration in accordance with 2 CFR Part 200 Uniform Guidance and agency-specific requirements
- Financial management, reporting, and documentation systems
- Procurement support and contract compliance
- Environmental review coordination and labor standards compliance
- Monitoring, audit support, and grant closeout

This comprehensive experience enables GrantWorks to deliver seamless continuity from funding identification through project completion.

Regulatory and Compliance Capability

GrantWorks has deep expertise in managing federally funded programs and ensuring compliance with complex regulatory frameworks. Our team is proficient in:

- 2 CFR Part 200 (Uniform Guidance) requirements
- Federal labor standards (including Davis-Bacon)
- Environmental review processes
- Section 3, Fair Housing, and accessibility requirements
- Audit preparation and resolution of monitoring findings

We implement standardized compliance protocols and internal quality control processes to minimize risk and ensure all grant activities meet applicable requirements.

Systems, Processes, and Reporting Infrastructure

GrantWorks uses proven systems and workflows to support efficient project delivery and transparency, including:

- Centralized grant tracking and reporting systems
- Document management and audit-ready recordkeeping
- Financial tracking tools aligned with grant requirements
- Regular status reporting and performance monitoring
- Clear communication protocols with County staff and stakeholders

These systems ensure Medina County maintains full visibility into grant progress, compliance status, and financial performance always.

Capacity to Manage Diverse and Complex Projects

GrantWorks is equipped to manage a wide range of project types anticipated by the County, including:

- Infrastructure and transportation improvements
- Environmental and coastal resilience projects
- Economic development initiatives
- Public facilities and community development programs

Our experience includes both construction and non-construction projects, requiring coordination across multiple stakeholders, funding sources, and regulatory environments.

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Commitment to Responsiveness and Performance

GrantWorks emphasizes responsive service delivery and measurable performance outcomes. Our team:

- Maintains timely communication and rapid response to client needs
- Adheres to project schedules and funding deadlines
- Delivers high-quality work products with minimal errors
- Proactively identifies risks and implements mitigation strategies

This commitment ensures that the County receives reliable, consistent support throughout the grant lifecycle.

GrantWorks possesses the organizational depth, technical expertise, and operational systems necessary to successfully support Medina County in securing and managing grant funding. Our capacity to deliver integrated, compliant, and results-driven services positions us as a strong partner to advance the County's funding strategy and project implementation goals

1.1.6 Innovative Technology

GrantWorks' proprietary operating platform, GW 20/20, ensures structured data management, programmatic transparency, and continuous audit readiness for every project we manage. We customize the GW 20/20 interface for each program, aligning it with specific requirements, award conditions, and program components. Project and program data are accessible to the GrantWorks management team through a secure, credential-based online dashboard, which provides full insight into project milestones, documentation, expenditures, and reporting activities.

Through GW 20/20, we consolidate all relevant project data and workflows into a single platform, enabling customized interdepartmental use without disrupting existing systems. The platform supports comprehensive project tracking, automated workflows, real-time communication, and timely, accurate reporting. We use GW 20/20 to manage Medina County's projects, leveraging its tools for documentation, tracking, compliance, and overall program administration throughout the project lifecycle (**Figure 4**).

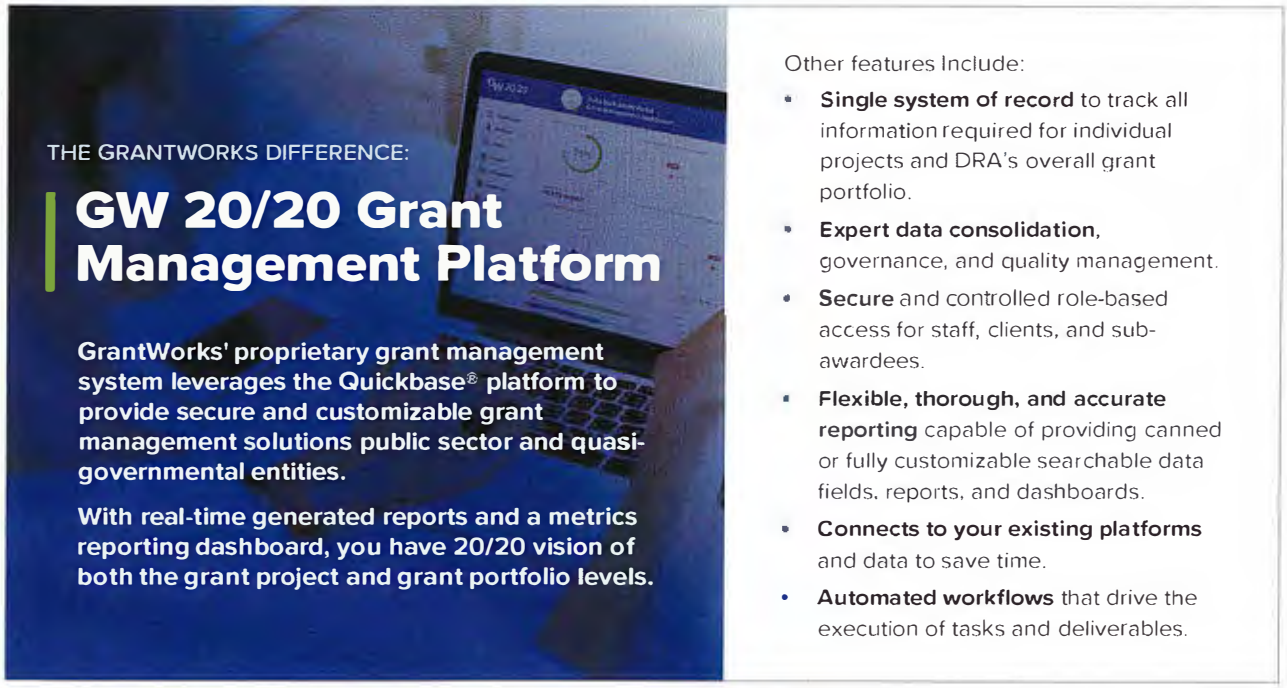

Figure 4: *Key Features of the GW 20/20 Grant Management System*

1.2 Related Background/Experience Applying for and Managing Federally Funded Local Projects

GrantWorks brings extensive experience supporting Texas municipalities in the successful pursuit and administration of federally funded projects, including communities comparable in size, structure, and infrastructure needs to Medina County (**Figure 5**). Our work spans a broad range of federal and state programs and reflects a deep understanding of the regulatory, administrative, and technical requirements associated with grant-funded project delivery.

Our team has managed the full lifecycle of federally funded projects in accordance with 2 CFR Part 200 and applicable agency-specific requirements, including project scoping, environmental review coordination, procurement and contract administration, financial management, labor standards compliance, reporting, monitoring support, and project closeout.

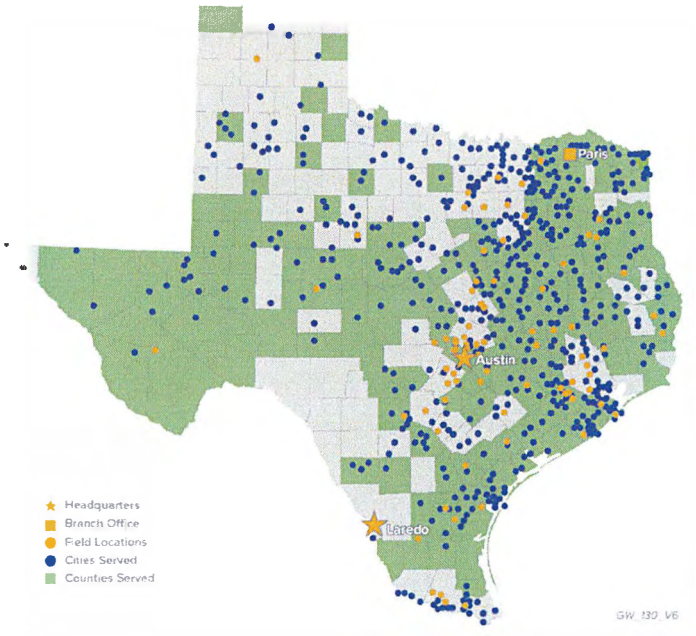

Figure 5: *GrantWorks City and County Clients.*

GrantWorks has supported infrastructure and community development initiatives such as water and wastewater system improvements, drainage and flood mitigation, street and transportation projects, public facility enhancements, and disaster recovery and mitigation programs. These efforts frequently involve coordination among local staff, engineers, contractors, and multiple funding agencies, requiring disciplined project management and thorough documentation practices.

For communities with limited internal capacity, GrantWorks functions as an extension of County staff, providing structured systems for grant tracking, compliance documentation, reporting, and public engagement. We assist clients in navigating monitoring reviews and audits, addressing findings through timely and well-documented corrective actions, and maintaining program integrity throughout implementation.

In addition to grant administration, GrantWorks supports proactive funding strategies by identifying competitive funding opportunities aligned with local priorities and capital improvement planning. Our recent experience demonstrates the ability to manage multiple funding sources concurrently while adapting to evolving federal requirements and program guidance.

GrantWorks has extensive expertise in securing funding and implementing projects funded through a wide range of federal and state programs. On many of the projects listed below, GrantWorks provided funding strategy development, grant research, application preparation, and full grant administration services.

Texas Department of Agriculture Grant Programs

- **Texas CDBG Infrastructure and Non-Rental Housing Program:** More than 2,500 local government projects funded and managed:
  - Community Development Fund: 1,683+ projects funded, $520+ million.
  - Main Street/Downtown Revitalization Program: 100+ projects totaling over $31 million.
  - Colonia Planning Fund: 50+ projects completed, $3+ million.
  - Disaster Relief Fund: 125+ projects funded, $35.6+ million.
  - Colonia Construction Fund: 137+ projects, $77.8+ million.
  - Texas Capital Fund (ED): 115+ projects, $61.4+ million.

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- Fire, Ambulance, and Services Truck (FAST) Program: 20+ projects, $11.4+ million.
- Planning Grants: 240+ projects funded, completed, or underway, $10+ million.

Texas General Land Office Grant Programs

- **CDBG-DR 2018 South Texas and 2019 Lower Rio Grande Valley Floods Program:** State-level Housing Assistance and Reimbursement Programs in South Texas counties, $79.9+ million.
- **CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:** 50+ local government infrastructure projects funded, $440+ million.
- **CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:** 65+ local government projects funded, $183+ million. Other projects include:
  - Buyouts and Acquisitions – 16 local government projects funded, $59+ million with no match required.
  - State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, $3.2+ billion.
  - State-level Housing Assistance Program in the Coastal Bend Council of Governments Region, the Golden Crescent Regional Planning Commission Region, and multiple central Texas counties, $565+ million.
- **CDBG-DR 2016 Floods Program:** 12+ local government projects funded, including multifamily and single-family housing, $43 million.
- **CDBG-DR 2015 Floods Program:** 24+ local government projects funded, including multifamily and single-family housing, $180+ million.
- **CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Program:** 90+ local government projects funded, $436 million, including:
  - $212 million City of Galveston infrastructure,
  - $155 million Galveston Housing Authority Multifamily Rebuild,
  - $26 million City of Houston infrastructure
  - $34 million Galveston Rental Housing Replacement Programs.

Texas Department of Housing & Community Affairs

- **HOME Investment Partnerships Program:** Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance, 700+ contracts awarded to cities, counties, and nonprofits for $228+ million.
- **CDBG-CV Community Resiliency Program:** 5 local government projects funded, $17.7+ million.

Texas Department of Transportation Grant Programs

- **2020 County Transportation Infrastructure Fund:** 400 individual projects for 36 clients, $83 million.
- **2014 County Transportation Infrastructure Fund:** 36 projects funded, $70.5 million.
- **Safe Routes to School Program:** 25+ projects funded, $14.5+ million.
- **Surface Transportation Environment and Planning:** $1 million.
- **Transportation Enhancement Act for the 21st Century:** $2.4 million

Texas Division of Emergency Management Grant Programs

- **Hazard Mitigation Construction Projects:** Homeowner Elevations and Reconstructions: 4 projects, $116.7+ million.
- **Hazard Mitigation Plans:** 36+ projects, $3.2+ million.
- **Critical Facility Generators:** 51+ projects, $32+ million.
- **Warning Sirens:** 8 contracts, $428,489.
- **Community Safe Rooms:** 3 projects, $6.8+ million.
- **Drainage/Infrastructure Improvements:** 2 projects, $3.3+ million.

Texas Parks & Wildlife Department Grant Programs

- **Outdoor/Indoor Recreation and Small Community Parks Program:** 70+ projects funded, $42+ million.

Texas Water Development Board Grant Programs

- **Flood Infrastructure Fund Program:** 7 projects funded, $5.8 million.
- **Clean Water State Revolving Fund Program:** 1 project funded, $59.4 million.

- **Drinking Water State Revolving Fund Program:** 1 project, $110,000.
- **Economically Distressed Area Program:** 1 project funded, $1 million.

Federal Emergency Management Agency Grant Programs

- **FEMA Public Assistance:** 25 contracts (Hurricanes Harvey, Laura, Ian, Idalia, Beryl, Debby, Helene, and Milton), $372+ million.

U.S. Economic Development Administration Grant Programs

- **Economic Adjustment Assistance, Public Works, and Disaster Supplemental Programs:** 17 local government projects funded, $41.2 million.

U.S. Environmental Protection Agency Grant Programs

- **Brownfield Site Assessment Grant Program:** 1 project, $500,000 in funds managed.
- **State and Tribal Assistance Grant Program, Drinking Water State Revolving Fund:** 1 project, $1.95 million in funds managed.

U.S. Department of the Treasury Grant Programs

- **American Rescue Plan Act of 2021 Program:** 200+ contracts awarded by cities and counties, 1,600 projects managed, $1 billion.
- **RESTORE Act Program:** 4 projects funded, $20.8 million.

U.S. Department of Transportation Grant Programs

- **Pipeline & Hazardous Materials Safety Administration (PHMSA), Natural Gas Distribution Infrastructure Safety & Modernization (NGDISM) Program:** 10 projects, $22 million.

National Oceanic & Atmospheric Administration Grant Programs

- **Coastal Management/Coastal Erosion Planning and Response Act Program:** 22 projects completed through 2015 ($3+ million)
- **Coastal Impact Assistance Program**
  - Matagorda County 2007-10 allocation, 11 projects completed through 2016 ($4+ million)
  - Refugio County 2007-10 allocation, 12 projects completed 2016 ($1+ million)
  - Kleberg County 2007-10 allocation, 10 projects completed 2016 ($2+ million

1.3 Related Experience/Background With Specific Project Type

Figure 6 demonstrates GrantWorks' long-standing and comprehensive history of supporting communities throughout the Alamo Area Council of Governments (AACOG) region, including Medina County. Our team has successfully partnered with 28 local governments and entities, delivering over 107 projects across a wide range of state and federal funding programs. This experience represents more than $108.3 million in grant funding, encompassing critical improvements such as water and wastewater systems, drainage and flood mitigation, street and transportation infrastructure, housing, and disaster recovery initiatives. Our deep familiarity with regional priorities, combined with extensive expertise in multiple funding sources, positions GrantWorks as a trusted partner in delivering compliant, efficient, and impactful project outcomes across the AACOG region.

Figure 6: *Our Relevant AACOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Atascosa County	2021	FEMA-DR	Generator Project	$3,196,828
Bandera	2017	PCB	Planning Studies	$41,700
	2002	PCB	Planning Activities	$12,650
Bandera County	2024	CDBG-MIT MOD	Public Facilities and Improvements	$1,317,100
	2021	CD	Water & Sewer Improvements	$350,000

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Figure 6: *Our Relevant AACOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2020	CD	Water Improvements	$275,000
	2016	CD	Water Improvements	$275,000
	2014	CD	Sewer Improvements	$275,000
	2013	PA	Water Improvements	$350,000
	2010	CD	Sewer Improvements & First-Time Sewer Service	$250,000
	2006	CD	Water System Improvements	$350,000
	2005	CD	Sewer System Improvements	$250,000
	2002	CD	Sewer System Improvements & Housing Rehabilitation	$250,000
	2001	CD	Sewer Service Improvements	$500,000
	2001	FAST	Water System Improvements	$350,000
	2000	CD	Water System Improvements	$269,000
Boerne	2015	CD	Trail Expansion Project	$2,056,753
	2014	DRP	Infrastructure Improvements	$750,000
	2013	DRP	Infrastructure Improvements	$400,000
	2011	DRP	Downtown Revitalization	$150,000
	2004	DRP	Real Estate Activities/Improvements	$750,000
	2000	CD	Carrington Place Apartments HIF Project	$306,000
Castroville	2023	CD	Water Improvements	$500,000
Christine	2025	CD	City Improvements	$750,000
Cibolo	2000	HOME HRA	Homeowner Rehabilitation Assistance	$55,760
Falls City	2001	HOME HRA	Homeowner Rehabilitation Assistance	$178,859
Floresville	2016	CD	Sewer Improvements	$275,000
Guadalupe County	2010	CD	First-Time Sewer Service Installation	$250,000
	2007	CD	On-Site Sewer Facilities Installation	$250,000
Ingram	2014	CD	Sewer Improvements	$275,000
	2009	CD	Sewer System Improvements	$250,000
	2008	PCB	Planning Studies	$36,800
	2008	CD	Sewer System Connections	$250,000
Jourdanton	2003	HOME HRA	Homeowner Rehabilitation Assistance	$286,000
	2003	HOME HRA	Homeowner Rehabilitation Assistance	$228,800
	2001	HOME HRA	Homeowner Rehabilitation Assistance	$286,000
Kendall County	2018	CD	Water Improvements	$275,000
	2016	CD	Water Improvements	$275,000
	2015	DRP	Infrastructure Improvements	$450,000

Figure 6: *Our Relevant AACOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2012	CD	Water System Improvements	$275,000
	2009	CD	Sewer System Improvements	$250,000
	2009	DRP	Infrastructure Improvements	$335,000
	2007	CD	Sewer System Improvements	$250,000
	2002	CD	Road Repairs & Housing Demolition	$350,000
	2001	CD	Water System Improvements	$250,000
Kenedy	2024	DRP	Sidewalk & ADA Improvements	$500,000
	2003	HOME HRA	Homeowner Rehabilitation Assistance	$514,800
	2003	HOME HRA	Homeowner Rehabilitation Assistance	$312,000
Kerr County	2021	ARPA	Administrative Services	$10,216,933
	2018	CEDAP	First-Time Sewer Improvements	$500,000
	2018	CD	First-Time Sewer Improvements	$500,000
	2015	TWDB	Wastewater Improvements	$59,404,391
	2014	CFC	Sewer Improvements & First-Time Sewer	$500,000
	2012	CFC	Sewer Improvements & First-Time Sewer	$500,000
	2010	CFC	On-Site Sewer Facilities Installation	$250,000
	2008	CFC	First-Time Sewer System	$500,000
	2007	PCB	Planning Studies	$30,000
	2004	CD	Sewer System Improvements	$250,000
	2003	CD	Sewer System Improvements	$500,000
	2002	CD	Sewer System Improvements	$250,000
	2001	CD	Sewer System Improvements	$500,000
Kerrville	2021	DRP	Sidewalk Improvements	$350,000
	2005	CD	Sewer System Improvements	$250,000
	2004	DRP	Economic Development	$750,000
Lacoste	2003	HOME HRA	Homeowner Rehabilitation Assistance	$343,152
	2002	HOME HRA	Homeowner Rehabilitation Assistance	$248.149
Lytle	2023	CD	Water Improvements on Main Street	$500,000
Marion	2024	CDBG-MIT MOD	Sewer Improvements	$2,134,800
	2021	CD	Water Improvements	$350,000
	2017	CDBG-MIT	Sewer Improvements	$9,946,174
	2013	PCB	Planning Studies	$36,810
	2008	CD	Water & Sewer System Improvements	$250,000
	2008	CD	Water System Improvements	$250,000

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Figure 6: *Our Relevant AACOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Medina County	2024	CD	Water System Improvements	$500,000
	2022	CD	Water and Sewer Improvements	$350,000
	2021	CTIF	Road Improvements	$206,307
	2020	CD	Water Improvements	$275,000
	2017	CD	Sewer Improvements	$258,500
	2016	CD	Water Improvements	$275,000
	2013	CD	Water Improvements	$250,000
	2012	CD	Water System Improvements	$275,000
	2011	PA	County Road Repairs	$350,000
	2009	TWDB	Water & Sewer System Improvements & First-Time Sewer Service	$250,000
	2008	PA	County Road Repairs	$350,000
	2008	CD	First-Time Sewer Services/Improvements	$250,000
	2008	PA	County Road Repairs	$350,000
	2006	CD	Water System Improvements	$250,000
	2005	CD	On-Site Sewer Facilities Installation	$250,000
	2003	CD	Housing Rehabilitation	$500,000
	2003	CD	Water System Improvements	$250,000
	2002	CD	Water System Improvements & Housing Rehabilitation	$500,000
	2000	CD	Water System Improvements	$250,000
Natalia	2019	CD	Sewer Improvements	$275,000
	2015	CD	Sewer Improvements	$275,000
Pearsall	2024	CDBG-MIT MOD	Water Improvements	$2,134,900
	2020	PCB	Planning Studies	$75,000
	2019	CD	Sewer Improvements	$275,000
	2017	CD	Sewer Improvements	$275,000
	2015	CD	Sewer Improvements	$275,000
Pleasanton	2021	CD	Infrastructure Improvements	$350,000
	2003	HOME HRA	Homeowner Rehabilitation Assistance	$312,000
Poteet	2013	HOME HRA	Homeowner Rehabilitation Assistance	$298,200
	2011	HOME HRA	Homeowner Rehabilitation Assistance	$356,263
Runge	2011	PCB	Planning Studies	$38,765
Sandy Oaks	2021	CD	Flood Drainage Improvements	$350,000

1.4 Grant Administrator of Federally Funded Programs

GrantWorks has extensive experience serving as the designated grant administrator for federally and state-funded projects across Texas, providing direct oversight of compliance, financial management, procurement, and project delivery in accordance with 2 CFR Part 200 and applicable agency regulations. In this role, GrantWorks is responsible for guiding projects from award through closeout, coordinating with local staff, engineers, contractors, and funding agencies to maintain alignment with program requirements and project objectives.

Our administrative approach emphasizes structured project management, accurate documentation, and proactive coordination to support timely implementation and successful completion. GrantWorks routinely manages complex, multi-faceted projects involving infrastructure construction, disaster recovery, hazard mitigation, and community development, many of which require navigating evolving federal guidance, environmental requirements, labor standards, and reporting obligations.

The following representative projects highlight GrantWorks' experience acting in the lead administrative role for federally funded initiatives across a diverse range of agencies and programs that are like those listed in Medina County's RFP. These engagements demonstrate our ability to manage varied funding sources, project types, and regulatory frameworks while supporting local governments in achieving compliant and effective project outcomes.

Key projects include:

- Texas Water Development Board, Clean Water State Revolving and Economically Disadvantaged Area Grant Programs: East Kerr County/Center Point Wastewater Collection System, Kerr County, Texas
- Texas Water Development Board, Flood Infrastructure Grant Program: Drainage and Flood Mitigation Program, Willacy County, Texas
- Texas Department of Transportation, County Transportation Infrastructure Fund Program: County Road and Bridge Improvement Projects, Andrews County, Texas
- Texas Parks And Wildlife Department, Local Parks Grant Program: Application Services for City Park All-Inclusive Playground Set, City of Henrietta, Texas
- Economic Development Administration, Disaster Supplement Grant Program: Regional Airport Perimeter Road Project, Granbury, Texas
- National Telecommunications and Information Administration, Broadband Equity, Access, And Deployment Grant Program: Southeast Texas Regional Planning Commission Broadband Improvement Study, Hardin, Jasper, Jefferson, and Orange Counties, Texas
- FEMA Hazard Mitigation Grant Program: Winter Storm Uri and COVID-19 Water Plant and Lift Station Generators, City of Sealy, Texas
- FEMA Hazard Mitigation Grant Program: Hurricane Harvey Single-Family Home Elevations and Reconstructions, Brazoria County, Texas
- U.S. Department of Housing and Urban Development, Community Development Block Grant Program, On-Call Grant Administration And Technical Assistance Services for HUD CDBG Projects, Brazoria County, Texas
- U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration, Natural Gas Distribution Infrastructure Safety and Modernization Grant Program: Gas Line Replacement, City of Reklaw, Texas
- U.S. Department of the Treasury, RESTORE Act Grant Program: Padre Balli/I.B. Magee Beach Park Renovation, Mustang and North Padre Islands, Nueces County, Texas

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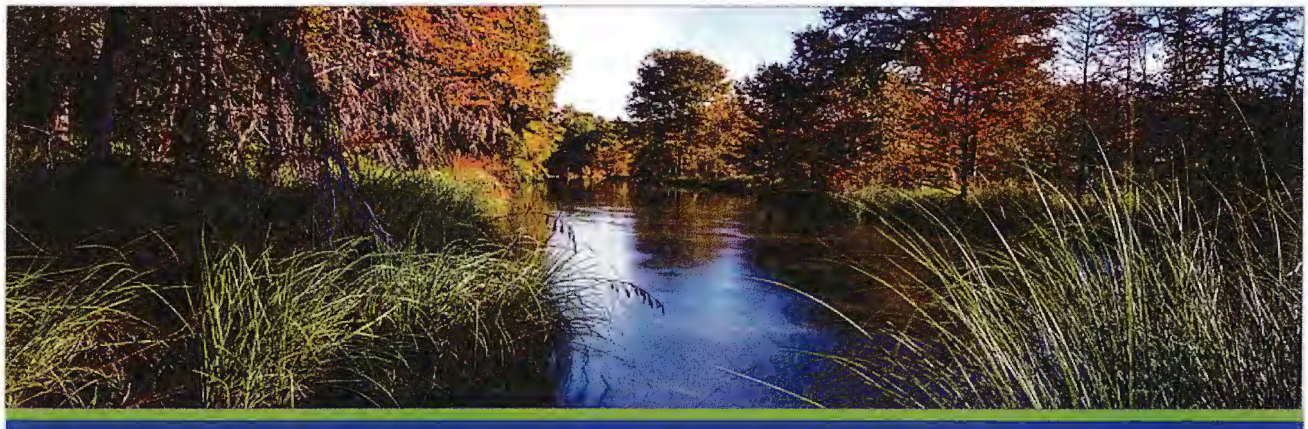

TEXAS WATER DEVELOPMENT BOARD, CLEAN WATER STATE REVOLVING AND ECONOMICALLY DISADVANTAGED AREA GRANT PROGRAMS: EAST KERR COUNTY/CENTER POINT WASTEWATER COLLECTION SYSTEM, KERR COUNTY, TEXAS

GrantWorks administered a $59.4 million, multi-funded infrastructure project for Kerr County involving the development of a regional wastewater collection system designed to protect the Guadalupe River by transitioning homes and businesses away from inadequate on-site sewage facilities. This project demonstrates GrantWorks' ability to manage complex, compliance-intensive grants involving engineering coordination, environmental review, procurement, construction-phase oversight, and multi-agency collaboration.

GrantWorks assisted Kerr County in securing funding from multiple sources. The project scope included construction of 27.3 miles of sewer lines, 11 lift stations, six miles of force mains, and up to 900 service connections, along with upgrades to the Comfort Wastewater Treatment Plant in Kendall County to accommodate increased flows.

The project was implemented in multiple phases. Phase 1 included upgrades to the treatment plant to increase peak flow capacity, while Phases 2 and 3 involved the construction of the wastewater collection system serving East Kerr County and Center Point. GrantWorks provided grant application and administration, project and financial management, environmental coordination, procurement support, construction management, compliance monitoring, and project closeout services.

Through implementation, GrantWorks coordinated closely with Kerr County, Kendall County WCID No. 1, engineers, contractors, and state agencies. The project team tracked construction progress, maintained detailed grant records, reviewed pay estimates and invoices, submitted reimbursement requests, and ensured compliance with federal and state requirements, including labor standards, disadvantaged business enterprise participation, American Iron and Steel provisions, and audit and monitoring standards. GrantWorks also supported public outreach and connection assistance activities, including income verification, eligibility reviews, and coordination of connection approvals for newly served households.

By successfully coordinating multiple funding sources, managing compliance requirements, and supporting construction-phase implementation, GrantWorks helped Kerr County deliver a large-scale infrastructure project that protects water quality and reduces environmental risk to the Guadalupe River. The administrative rigor, intergovernmental coordination, and compliance expertise demonstrated on this project directly translate to Floresville's needs for managing state and federal flood mitigation and watershed protection grants.

CLIENT:
Kerr County, Texas

GRANT PROGRAMS:
Clean Water State Revolving & Economically Disadvantaged Area Funds Administered by Texas Water Development Board and TxCDBG Colonia Construction Fund Administered by Texas Department of Agriculture

GRANT AMOUNT:
$59.404.391

PROJECT DATES:
Phase 1: December 2015 – May 2021
Phase 2 & 3: April 2019 – January 2024
Phase 4: December 2024 – January 2027

RELEVANT SERVICES:
- ☒ Grant Writing
- ☒ Application Development
- ☒ Grant Administration
- ☒ Project Management
- ☒ Financial Management
- ☒ Environmental Services
- ☒ Procurement
- ☒ Construction Management
- ☒ Labor Standards Monitoring
- ☒ Regulatory Compliance
- ☒ Data Management
- ☒ Audit & Monitoring
- ☒ Project Closeout

TEXAS WATER DEVELOPMENT BOARD, FLOOD INFRASTRUCTURE GRANT PROGRAM: DRAINAGE AND FLOOD MITIGATION PROGRAM, WILLACY COUNTY, TEXAS

GrantWorks' experience administering the Texas Water Development Board, Flood Infrastructure Fund (TWDB FIF) grant program demonstrates our direct experience managing flood mitigation projects. This experience includes coordinating engineering and construction activities, ensuring compliance with TWDB requirements, managing reimbursements and reporting, and supporting projects through closeout.

Under the TWDB FIF grant program, Willacy County was awarded $9,880,197, consisting of $4,130,000 in financing and $5,750,197 in grant funding, for planning, acquisition, design, and construction of drainage improvement projects. Before receiving the FIF award, Willacy County faced chronic flooding due to flat topography, undersized and aging drainage systems, and limited stormwater storage capacity. Heavy rainfall frequently overwhelmed existing infrastructure, resulting in property damage, road closures, and disruptions to essential services across several low-lying communities. The approved activities include construction of detention ponds; establishment of linear detention systems; expansion of drainage ditches; upgrading stormwater conveyance piping and pump stations; installation of drainage control gate structures; and other related improvements.

Serving as the dedicated grant administrator, GrantWorks coordinates between the County, consultants/engineers, contractors, TWDB, and other funding partners. GrantWorks ensures compliance with FIF program requirements (including eligibility, documentation, procurement, Davis-Bacon, reporting, and audits). GrantWorks also facilitates reimbursement requests, manages milestone tracking, monitors budget and draws, maintains project records, and supports close-out activities. The project team is helping the County integrate the flood mitigation infrastructure work into local planning and operations and helping to document community benefits and project outcomes.

Project initiation (planning/design) phases are already underway for several components of the program. Upcoming tasks include full engineering design, procurement of construction contracts, property acquisition (where required), and construction mobilization. GrantWorks is coordinating with Willacy County and TWDB to finalize project scopes, budgets, and schedule milestones, and ensure timely submission of reimbursement requests and regulatory reporting. In the coming months, the County will issue RFPs for major construction packages (detention pond, trunkline, lift station) and begin site preparation and construction activities. Monitoring, maintenance planning, and community outreach (public information on flood mitigation measures) will also be integral as projects move into implementation.

CLIENT:
Willacy County, Texas

GRANT PROGRAMS:
Flood Infrastructure Grant Program Administered by the Texas Water Development Board

GRANT AMOUNT:
$9,880,197

PROJECT DATES:
November 2021 – February 2027

RELEVANT SERVICES:
- ☒ Grant Writing
- ☒ Application Development
- ☒ Grant Administration
- ☒ Project Management
- ☒ Financial Management
- ☒ Environmental Services
- ☒ Stakeholder Coordination
- ☒ Procurement
- ☒ Construction Management
- ☒ Labor Standards Monitoring
- ☒ Regulatory Compliance
- ☒ Recordkeeping
- ☒ Data Management & Reporting
- ☒ Audit & Monitoring
- ☒ Project Closeout

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TEXAS DEPARTMENT OF TRANSPORTATION, COUNTY TRANSPORTATION INFRASTRUCTURE FUND PROGRAM: COUNTY ROAD AND BRIDGE IMPROVEMENT PROJECTS, ANDREWS COUNTY, TEXAS

This project demonstrates GrantWorks' experience managing large-scale, transportation-focused grant programs with strict funding caps, regulatory requirements, and defined timelines, conditions similar to those faced by Medina County. GrantWorks ability to coordinate stakeholders, control costs, and deliver infrastructure improvements efficiently is directly applicable to supporting TxDOT roadway priorities.

GrantWorks supported Andrews County, Texas, in the successful delivery of multiple roadway improvement projects funded through the Texas Department of Transportation's County Transportation Infrastructure Fund (CTIF) Grant Program. Established by the Texas Legislature, CTIF addresses the degradation of county-maintained roadways caused by oil and gas exploration, development, and production activities. Following the successful administration of Andrews County's 2014 CTIF award, the County again selected GrantWorks to administer its 2020 CTIF funding.

Andrews County faced the challenge of managing a large-scale, multi-precinct roadway program under a fixed, non-amendable grant allocation with a required local match. The program included numerous projects at varying stages of development and required compliance with TxDOT procurement, labor standards, and reporting requirements.

GrantWorks guided Andrews County through the complete grant lifecycle, including application preparation, grant administration, project management, and construction oversight. GrantWorks supported competitive bidding for materials exceeding $50,000, managed construction contracts compliant with labor standards requirements, and coordinated closely with the County's engineer. The program encompassed more than 38 individual roadway improvement projects, including shoulder rebuilds, seal coat and striping, hot mix overlays, cattle guards, and traffic signage. GrantWorks provided budget management, prepared change orders, reconciled pay applications, and processed reimbursements to support uninterrupted construction activity.

GrantWorks assigned a dedicated Project Manager and field representative to manage documentation, coordinate with County officials and engineers, and capture pre- and post-construction photographs. Despite the program's complexity and engineering staff turnover, all construction activities were completed by October 2022, well within TxDOT's five-year deadline. GrantWorks managed project budgets at the County, Precinct, and individual project levels using a detailed Excel-based ledger, maintaining fiscal control across 38 projects and four precinct budgets.

CLIENT:
Andrews County, Texas

PRIME CONSULTANT:
GrantWorks, Inc.

GRANT PROGRAM:
TxDOT County Transportation Infrastructure Fund (CTIF) Grant Program

GRANT AMOUNT:
$5,947,979 Grant + $1,486,994 Local Match = $7,434,974

PROJECT DATES:
August 2020 – June 2025

RELEVANT SERVICES:

- ☒ Application Services
- ☒ Grant Administration
- ☒ Project Management
- ☒ Financial Management
- ☒ Environmental Services
- ☒ Procurement
- ☒ Construction Management
- ☒ Labor Standards
- ☒ Compliance
- ☒ Recordkeeping
- ☒ Data Management & Reporting
- ☒ Audit & Monitoring
- ☒ Project Closeout

TEXAS PARKS AND WILDLIFE DEPARTMENT, LOCAL PARKS GRANT PROGRAM: APPLICATION SERVICES FOR CITY PARK ALL-INCLUSIVE PLAYGROUND SET, HENRIETTA, TEXAS

This project demonstrates GrantWorks' ability to successfully secure and develop competitive park and recreation funding through the Texas Parks & Wildlife Department, while aligning projects with community priorities such as accessibility, public amenities, and quality of life improvements.

City Park in Henrietta is a beloved community gathering space that serves families, children, and residents of all ages. However, the park's existing playground equipment has aged and no longer provides a safe, engaging environment for today's community needs. As a result, families with young children and individuals with disabilities have fewer opportunities for inclusive play and outdoor recreation in the heart of town. Without improvements, City Park's playground could fall further out of compliance with modern accessibility and safety expectations, limiting community engagement and hindering the park's potential as a vibrant, welcoming public space.

To address this community need, the City of Henrietta partnered with GrantWorks to develop and submit a competitive application to the Texas Parks & Wildlife Department's Local Parks Grant Program in August 2025. This state program provides matching reimbursements for park development projects that increase public access to outdoor recreation. The project includes removal and demolition of the existing, outdated playground set, design and construction of a new, modern, all-inclusive playground set that accommodates children of varying ages and abilities within the existing park footprint, and integration of accessible surfacing and features that invite participation from children with mobility challenges and sensory sensitivities, creating a park destination where all community members can play together.

By aligning with TPWD's priorities for quality outdoor recreation and by presenting a ready-to-implement plan, the City and GrantWorks positioned Henrietta's application for high evaluation in the competitive scoring process. This investment will transform City Park's playground into a contemporary, inclusive space that offers expanded recreational opportunities for children and families of all abilities, increased community use of public parkland contributes to health, social cohesion, and quality of life, and a welcoming outdoor amenity that reflects Henrietta's commitment to accessibility and outdoor living. Once completed, the upgraded playground will stand as a model of inclusive design in a small Texas community, fostering play, connection, and well-being for current residents and visitors for years to come.

CLIENT:
City of Henrietta, Texas

PRIME CONSULTANT:
GrantWorks, Inc.

GRANT PROGRAM:
Local Parks Grant Program Administered by the Texas Parks and Wildlife Department

GRANT AMOUNT:
$150,000 Grant + $150,000 Local Match = $300,000

PROJECT DATES:
August 2023 – August 2025

RELEVANT SERVICES:
☒ Grant Writing
☒ Application Development
☒ Technical Assistance

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ECONOMIC DEVELOPMENT ADMINISTRATION, DISASTER SUPPLEMENT GRANT PROGRAM: REGIONAL AIRPORT PERIMETER ROAD PROJECT, GRANBURY, TEXAS

This project illustrates GrantWorks' ability to deliver comprehensive grant strategy, administration, compliance oversight, and economic impact for a growing Texas community, capabilities that align closely with Medina County's needs and long-term objectives.

The City of Granbury initiated a 20-year Master Plan to expand and modernize the Granbury Regional Airport to accommodate larger aircraft, increase aviation services, and stimulate economic growth in Hood County and the surrounding region. Major milestones included the construction of a new 5,200-foot runway in 2022 and the opening of a 4,000-square-foot terminal facility in 2024 to support the City-owned Fixed Base Operator, which provides fueling, hangar space, and aviation services. Despite these improvements, the Airport Advisory Board reported a two- to three-year waiting list for hangar space. Although four additional hangars were under contract, full expansion was stalled due to insufficient roadways and infrastructure access to service the new facilities.

The final phase necessary to unlock the airport's economic potential was the construction of a 3,000-linear-foot perimeter road to provide vehicular access to new hangars and connect them to the terminal via Archer Court. Without this infrastructure, private development and job creation tied to the airport expansion would remain delayed. The City required substantial federal funding to implement the project and meet federal regulatory requirements, including 2 CFR Part 200 compliance, procurement standards, environmental review, Davis-Bacon labor standards, financial reporting, and EDA-specific performance measures. Complicating implementation, staffing transitions within the City created risk in meeting strict EDA deadlines and navigating Specific Award Conditions tied to the grant.

GrantWorks partnered with the City to align the Perimeter Road Project with the EDA's Economic Adjustment Assistance Disaster Supplemental program, which made funding available to Texas communities following the statewide disaster declaration related to Winter Storm Uri. GrantWorks secured an award representing 99.9% of the requested funding amount and provided ongoing compliance and administrative support when City staffing changes threatened timely performance.

The $1.54 million EDA investment is projected to create 80 jobs and leverage $43 million in private investment tied to hangar construction and aviation-related economic activity. The perimeter road project unlocked the next phase of airport development. Through disciplined grant administration, GrantWorks positioned the City to implement a complex, federally funded infrastructure project while protecting compliance and maintaining performance.

CLIENT:
City of Granbury, Texas

PRIME CONSULTANT:
GrantWorks, Inc.

GRANT PROGRAM:
Economic Adjustment Assistance FY2023 Disaster Supplemental Grant Program Administered by the Economic Development Administration

GRANT AMOUNT:
$1.54 million Grant + $405,000 Local Match

PROJECT DATES:
June 2024 – June 2029

RELEVANT SERVICES:
- ☒ Grant Writing
- ☒ Application Development
- ☒ Grant Administration
- ☒ Project Management
- ☒ Technical Assistance
- ☒ Financial Management
- ☒ Environmental Review
- ☒ Procurement
- ☒ Compliance
- ☒ Construction Management
- ☒ Documentation
- ☒ Data Management & Reporting
- ☐ Audit & Monitoring Support
- ☒ Project Closeout

NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION, BROADBAND EQUITY, ACCESS, AND DEPLOYMENT GRANT PROGRAM: SOUTHEAST TEXAS REGIONAL PLANNING COMMISSION BROADBAND IMPROVEMENT STUDY, HARDIN, JASPER, JEFFERSON, AND ORANGE COUNTY, TEXAS

This project is relevant because it demonstrates GrantWorks' experience supporting NTIA BEAD initiatives, one of the federal funding programs identified by the County, while delivering large-scale, multi-jurisdictional planning efforts that position communities for competitive infrastructure funding. It also reflects GrantWorks' ability to conduct comprehensive needs assessments, stakeholder engagement, and funding strategy development, which aligns with the County's need for strategic grant research, application preparation, and program implementation across federal funding opportunities.

Following the Bipartisan Infrastructure Law's $65 billion investment in broadband expansion, the Southeast Texas Regional Planning Commission (SETRPC) engaged CobbFendley and GrantWorks to conduct a regional Broadband Feasibility Study spanning Hardin, Jasper, Jefferson, and Orange Counties, Texas. The purpose of the study was to identify infrastructure gaps in underserved and unserved areas and develop actionable strategies to expand reliable high-speed internet access using NTIA BEAD and other funding sources. The project included a comprehensive evaluation of existing broadband conditions, identification of service gaps, development of network strategies, analysis of feasible technology solutions, creation of scalable business and delivery models, and identification of viable funding pathways.

A key component of the effort was extensive stakeholder engagement, which included coordination with more than 60 municipalities as well as internet service providers, anchor institutions, local officials, and community members. Through meetings, surveys, and data collection, the team gathered both quantitative and qualitative input to map broadband demand, assess adoption rates, and identify barriers to access. The study also incorporated prior planning efforts, including the integration of Jasper County's earlier broadband analysis, to create a unified regional strategy.

The resulting plan provided a detailed roadmap for broadband expansion, outlining priority infrastructure investments, recommended deployment approaches, and an implementation framework to guide future funding pursuits. It also positioned SETRPC to actively participate in the BEAD Challenge Process and to pursue additional funding through the Digital Equity Program and related initiatives. Completed on schedule and within budget, the project equipped the region with actionable, data-driven recommendations to improve broadband access, support economic development, and advance digital equity.

CLIENT:
Southeast Texas Regional Planning Commission (SETRPC)

SUBCONSULTANT:
GrantWorks, Inc.

GRANT AMOUNT:
$187,000

GRANT PROGRAM:
Broadband Equity, Access, & Deployment Program (BEAD) Administered by the National Telecommunications & Information Administration (NTIA)

PROJECT DATES:
November 2023 – April 2025

RELEVANT SERVICES:
- ☒ Comprehensive Reporting
- ☒ Project Management
- ☒ Financial Management
- ☒ 2 CFR 200 Compliance
- ☒ Procurement

FEMA HAZARD MITIGATION GRANT PROGRAM: WINTER STORM URI AND COVID-19 WATER PLANT AND LIFT STATION GENERATORS, CITY OF SEALY, TEXAS

This project is relevant because it demonstrates GrantWorks' experience securing and administering FEMA Hazard Mitigation Grant Program funding, one of the federal funding sources identified by Medina County, and delivering complex infrastructure resilience projects that protect critical public systems. It also highlights GrantWorks' ability to manage full lifecycle grant services, including compliance with 2 CFR 200, procurement, and project implementation, aligning with the County's need for comprehensive grant support.

In the wake of Winter Storm Uri and the COVID-19 pandemic, the City of Sealy identified critical vulnerabilities in its water and wastewater systems due to power outages, which threatened service continuity, equipment integrity, and public health. To address these risks, the City pursued the installation of five permanent backup generators; however, the project was complicated by extended agency review timelines, evolving procurement conditions, and supply chain disruptions that increased cost and schedule pressures.

GrantWorks was engaged to support both application development and full implementation of the FEMA HMGP award, providing comprehensive services including grant administration, project management, and regulatory compliance. The team coordinated closely with engineers and funding agencies to refine the scope, respond to review comments, and advance approvals, while managing procurement in accordance with 2 CFR Part 200 and overseeing financial tracking, reporting, and reimbursement processes. GrantWorks also maintained continuous stakeholder coordination and adjusted project strategies to mitigate delays and control costs in a volatile market environment.

Through these efforts, GrantWorks successfully guided the project to completion and closeout, resulting in the installation of five generators at critical facilities. The project was delivered within budget and ahead of anticipated delays, significantly improving the City's resilience and ability to maintain essential services during future disasters, while ensuring full compliance and audit-ready documentation.

CLIENT:
City of Sealy, Texas

PRIME CONSULTANT:
GrantWorks, Inc.

GRANT AMOUNT:
$648,510

GRANT PROGRAM:
FEMA HMGP Grant Program

PROJECT DATES:
March 2024 – January 2026

DISASTERS:
Winter Storm Uri and Texas COVID-19 Pandemic

RELEVANT SERVICES:
- ☒ Grant Writing
- ☒ Application Preparation
- ☒ Grant Administration
- ☒ Project Management
- ☒ Financial Management
- ☒ 2 CFR 200 Compliance
- ☒ Procurement
- ☒ Construction Management
- ☒ Recordkeeping
- ☒ Data Management & Reporting
- ☒ Project Closeout

FEMA HAZARD MITIGATION GRANT PROGRAM: HURRICANE HARVEY SINGLE-FAMILY HOME ELEVATIONS AND RECONSTRUCTIONS, BRAZORIA COUNTY, TEXAS

This project demonstrates GrantWorks' expertise in administering large-scale FEMA Hazard Mitigation Grant Program (HMGP) initiatives designed to reduce long-term flood risk for vulnerable communities. This experience is directly relevant to Medina County's flood mitigation and resilience priorities. The County faces ongoing flood risk, making projects related to drainage, resiliency, emergency response facilities, and hazard mitigation highly relevant.

Following Hurricane Harvey, catastrophic flooding inundated thousands of homes across Brazoria County, many of which were repetitive-loss properties. The County required an experienced FEMA consultant to manage a complex single-family home elevation and reconstruction program involving strict eligibility standards, detailed documentation, and extensive coordination with homeowners, engineers, contractors, FEMA Region VI, and the Texas Division of Emergency Management.

GrantWorks supported the program from pre-award through implementation, providing grant writing, application development, grant administration, and project management services for a $60 million HMGP award. GrantWorks led property identification and prioritization, homeowner outreach, eligibility verification, and compliance with FEMA requirements, including environmental and historic preservation, duplication of benefits, NFIP standards, and Benefit-Cost Analysis. The team prepared detailed scopes of work, cost estimates, and engineering documentation while coordinating permitting, inspections, and quality assurance throughout construction.

Brazoria County secured funding to elevate or reconstruct 300 flood-prone homes. To date, 100 homes have been completed, with an additional 136 in active development. These improvements significantly reduce future flood losses, lower NFIP claims, and provide long-term protection for residents. The program established a scalable model for residential mitigation and positioned the County as a leader in flood resilience, with experience directly applicable to Floresville's mitigation and recovery initiatives.

CLIENT:
Brazoria County, Texas

PRIME CONSULTANT:
GrantWorks, Inc.

GRANT PROGRAM:
FEMA HMGP Grant Program

GRANT AMOUNT:
$60 million

PROJECT DATES:
November 2018 – May 2026

RELEVANT SERVICES:
- ☒ Grant Writing
- ☒ Application Development
- ☒ Grant Administration
- ☒ Project Management
- ☒ Technical Assistance
- ☒ Financial Management
- ☒ Case Management
- ☒ Environmental Services
- ☒ Procurement
- ☒ Compliance
- ☒ Construction Management
- ☒ QA & Inspections
- ☒ Recordkeeping
- ☒ Data Reporting & Management
- ☒ Audit & Monitoring
- ☒ Project Closeout

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: ON-CALL GRANT ADMINISTRATION AND TECHNICAL ASSISTANCE SERVICES FOR HUD CDBG PROJECTS, BRAZORIA COUNTY, TEXAS

This project is relevant to Medina County as it demonstrates GrantWorks' ability to administer and provide technical assistance for HUD CDBG-funded public infrastructure, facility, and community development projects. The project required hands-on support with project scoping, procurement, coordination with engineers and contractors, regulatory compliance, and problem-solving in communities with limited staff capacity.

As a HUD entitlement jurisdiction, Brazoria County receives $1.4 million annually in CDBG funding to implement priorities identified in its Five-Year HUD Consolidated Plan. The County administers these funds through a rotating subrecipient process, awarding CDBG funds to participating cities approximately every three years based on population and LMI characteristics. While subrecipients are required to submit project applications and implement funded activities in compliance with HUD regulations, many participating cities have limited administrative capacity. These constraints resulted in delays related to procurement, project scoping, regulatory compliance, and coordination with engineering and construction professionals. To address these challenges, Brazoria County sought an on-call technical assistance provider to help subrecipients implement their projects.

GrantWorks was retained to provide on-call grant administration and technical assistance services for HUD CDBG projects implemented by Brazoria County subrecipients. GrantWorks delivered tailored, hands-on project management support, working closely with County staff and local governments to define project scope, budgets, and schedules; guide procurement methods and federal requirements; assist with procuring engineering and design services; develop and finalize construction bid packages; and support contract execution. GrantWorks also supported ongoing compliance with HUD, state, and local CDBG requirements; facilitated planning and progress meetings; provided regular project status updates to the County; and delivered targeted technical assistance to identify barriers and implement solutions that kept projects moving forward.

GrantWorks' involvement resulted in significant progress on multiple CDBG-funded projects previously stalled or faced implementation challenges. Overall, GrantWorks increased subrecipient capacity, reduced project delays, supported full regulatory compliance, and assisted Brazoria County and its cities in achieving timely, successful outcomes consistent with HUD CDBG program objectives.

CLIENT:
Brazoria County, Texas

PRIME CONSULTANT:
GrantWorks, Inc.

GRANT PROGRAM:
HUD CDBG Program

GRANT AMOUNT:
$1,300,000

PROJECT DATES:
August 2024 – Present

RELEVANT SERVICES:
- ☒ Grant Administration
- ☒ Project Management
- ☒ Technical Assistance
- ☒ Financial Management
- ☒ Procurement
- ☒ Compliance
- ☒ Subrecipient Monitoring
- ☒ Construction Management
- ☒ Labor Standards Monitoring
- ☒ Data Management & Reporting
- ☒ Project Closeout

U.S. DEPARTMENT OF TRANSPORTATION PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION, NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM: GAS LINE REPLACEMENT, CITY OF REKLAW, TEXAS

This project is directly relevant to Medina County because it demonstrates GrantWorks' ability to secure and administer U.S. Department of Transportation funding for critical infrastructure improvements, aligning with the County's emphasis on pursuing diverse federal funding sources and managing complex compliance requirements.

GrantWorks supported the City of Reklaw in securing and administering funding through the U.S. Department of Transportation's Pipeline & Hazardous Materials Safety Administration (PHMSA) Natural Gas Distribution Infrastructure Safety & Modernization (NGDISM) Grant Program to replace aging natural gas infrastructure throughout the City. The project focused on improving system safety, reliability, and long-term operational resilience by replacing 13.12 miles of aging 4-inch and 2-inch natural gas lines serving residential and commercial areas.

The City of Reklaw faced significant safety and reliability concerns associated with an aging natural gas distribution system. Older gas lines increased the risk of leaks, service interruptions, and maintenance challenges, while limited local resources constrained the City's ability to fund large-scale infrastructure replacement independently. Successfully pursuing federal funding required navigating a highly competitive grant program with complex technical, financial, environmental, and compliance requirements.

GrantWorks provided comprehensive, end-to-end grant services to support the City throughout the project lifecycle. Our team assisted with grant writing and application preparation, coordinating technical documentation, project narratives, cost estimates, and supporting materials to develop a competitive application. Following the award, GrantWorks supported grant administration and project management activities, including financial management, environmental review coordination, procurement support, compliance oversight, construction management assistance, and labor standards monitoring. Ongoing technical assistance and data management ensured accurate reporting, regulatory compliance, and alignment with PHMSA and USDOT requirements.

Through GrantWorks' support, the City secured federal funding to modernize its natural gas distribution system. Replacing gas lines across the City significantly improves system safety, reduces the risk of leaks and service disruptions, and enhances long-term reliability for residents and businesses. The investment strengthens public safety, supports infrastructure resilience, and positions the City to better manage and maintain its natural gas system.

CLIENT:
City of Reklaw, Texas

PRIME CONSULTANT:
GrantWorks, Inc.

GRANT PROGRAM:
PHMSA NGDISM Administered by U.S. Department of Transportation

GRANT AMOUNT:
$5,404,259

PROJECT DATES:
April 2025 – April 2030

RELEVANT SERVICES:
- ☒ Grant Writing
- ☒ Application Development
- ☒ Grant Administration
- ☒ Project Management
- ☒ Technical Assistance
- ☒ Financial Management
- ☒ Environmental Review
- ☒ Procurement
- ☒ Compliance
- ☒ Subrecipient Monitoring
- ☒ Construction Management
- ☒ Labor Standards Monitoring
- ☒ Data Management & Reporting
- ☒ Auditing & Monitoring Support
- ☒ Project Closeout

PROPRIETARY & CONFIDENTIAL I GRANTWORKS, INC

Reklaw
P.O. BOX 250, REKLAW TX 75784
PHONE: 936-369-4333 FAX: 936-369-4228

March 21, 2025
Gaylene Tubbe
City Secretary
City of Reklaw
P.O. Box 250
Reklaw, Texas 75784

Subject: Letter of Reference for GrantWorks Grant Research and Writing Services

To Whom It May Concern:

I am providing this letter to highly recommend GrantWorks for its exceptional grant research and writing services. As the City Secretary for the City of Reklaw, I worked closely with GrantWorks on a grant application for the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration's Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM) Grant Program. This grant funding allows municipalities like the City of Reklaw to repair, rehabilitate, or replace portions of its natural gas distribution pipeline systems under the Bipartisan Infrastructure Bill. With GrantWorks' application support, the City applied for and received $5.4 million to replace 13.12 miles of natural gas pipeline. I can confidently attest to their professionalism, expertise, and outstanding ability to secure funding for the City.

While working together, GrantWorks demonstrated a deep understanding of the complexities of crafting successful grant proposals. They possess a rare combination of strong research skills, the ability to clearly articulate a project's objectives and needs, and a keen eye for aligning an organization's mission with the priorities of potential funders.

One of the standout qualities of GrantWorks is its commitment to delivering high-quality work under tight deadlines. They took the time to fully understand our goals, programs, and challenges, ensuring that each proposal was tailored to our specific needs while maintaining a compelling narrative. Thanks to their skillful writing and strategic approach, we secured the funding necessary for our natural gas pipeline project.

Beyond their technical expertise, GrantWorks' subject matter experts are excellent collaborators and communicators. They worked seamlessly with our team, incorporating feedback and adjusting as needed to enhance the overall quality of the proposals. Their professionalism, attention to detail, and dedication to our success were evident at every step of the process.

I do not doubt that GrantWorks will continue to provide invaluable support to any organization seeking expert grant research and writing services. I highly recommend them for any future grant research and writing opportunities.

Don't hesitate to get in touch with me at (936) 369-4368 or secretary@reklawtexas.org if you have any questions or need further information.

Yours sincerely,

Gaylene Tubbe

Gaylene Tubbe
City Secretary
City of Reklaw

U.S. DEPARTMENT OF THE TREASURY, RESTORE ACT GRANT PROGRAM: PADRE BALLI/I.B. MAGEE BEACH PARK RENOVATION, MUSTANG AND NORTH PADRE ISLANDS, NUECES COUNTY, TEXAS

This project is relevant to Medina County as it demonstrates GrantWorks' ability to administer and provide technical assistance for public infrastructure, facility, and community development projects funded through the RESTORE Act. The project required hands-on support with project scoping, procurement, coordination with engineers and contractors, regulatory compliance, and problem-solving in communities with limited staff capacity. This experience highlights GrantWorks' ability to serve as an extension of municipal staff and support projects moving efficiently from award through completion.

An unprecedented surge in tourism along the Mustang and North Padre Barrier Island systems threatened the balance of social, environmental, and economic interests in this coastal community. Increased traffic at IB Magee and Padre Balli Parks exceeded facility and amenity capacities and challenged conservation efforts. The County's objective was to protect the parks' natural resources, while increasing public access and furthering Nueces County Coastal Parks System's (NCCPS) mission of providing outreach and education.

Nueces County found an answer in the RESTORE Act (the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act). Enacted in response to the Deepwater Horizon oil spill, the legislation directs 80% of the civil penalties collected to coastal restoration that will enable:

- Expansion of noninvasive access to areas identified as delineated wetlands to encourage public wildlife viewing
- Development of stormwater retention ponds to create freshwater habitats and groundwater recharge areas
- Construction of beach access dune walkovers and hike/bike trails
- Enhance ADA access throughout the parks and beachfronts
- Expand and upgrade recreational campsites, primitive tent camping areas, family day-use areas, restroom and shower facilities, public multi-use buildings, and interpretive educational outreach.

Nueces County hired GrantWorks in May 2022, and the state contract with TCEQ was executed in March 2023. While GrantWorks did not assist with application development, we devoted significant staff time to working with TCEQ and the County to assemble and submit required documents and facilitate meetings in preparation for the state contract award. GrantWorks attended bi-monthly meetings with TCEQ on behalf of the County to facilitate contract execution.

CLIENT:
Brazoria County, Texas

PRIME CONSULTANT:
GrantWorks, Inc.

GRANT PROGRAM:
Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act (RESTORE Act)

GRANT AMOUNT:
$7,500,000

PROJECT DATES:
May 2022 – October 2024

RELEVANT SERVICES:
- ☒ Grant Administration
- ☒ Project Management
- ☒ Technical Assistance
- ☒ Financial Management
- ☒ Procurement
- ☒ Compliance
- ☒ Subrecipient Monitoring
- ☒ Construction Management
- ☒ Labor Standards Monitoring
- ☒ Data Management & Reporting
- ☒ Project Closeout

1.5 References From Current/Past Clients

We take pride in our performance, helping implement projects on time, within budget, and in compliance with state and federal requirements. Speaking to our clients is the best way to evaluate our work performance. We have provided references for projects from past and present clients in **Figure 7**.

***Figure 7**: Grantworks References from Current/Past Clients*

CLIENT	PROJECT NAME	CLIENT REFERENCES
Kerr County, Texas	Texas Water Development Board, Clean Water State Revolving and Economically Disadvantaged Area Grant Programs: East Kerr County/Center Point Wastewater Collection System, Kerr County, Texas	Rob Kelly County Judge Kerr County 700 Main Street, Ste. 101 Kerrville, TX 78028 Telephone: (830) 792-2211 Email: cojudge@co.kerr.tx.us
Willacy County, Texas	Texas Water Development Board, Flood Infrastructure Grant Program: Drainage and Flood Mitigation Program, Willacy County, Texas	Aurelio Guerra County Judge Willacy County 576 W. Main Street, Room 152 Raymondville, TX 78580 Telephone: 956-689-3393 Email: aurelio.guerra@co.willacy.tx.us
Andrews County, Texas	Texas Department of Transportation, County Transportation Infrastructure Fund Program: County Road and Bridge Improvement Projects, Andrews County, Texas	Charlie Falcon County Judge Andrews County 201 North Main Street, Room 104 Andrews, TX 79714 Office: (432) 524-1401 Email: cfalcon@co.andrews.tx.us
City of Henrietta, Texas	Texas Parks And Wildlife Department, Local Parks Grant Program: Application Services for City Park All-Inclusive Playground Set, City of Henrietta, Texas	Todd Choate Co-City Administrator City of Henrietta P.O. Box 409 Henrietta, TX 76365 Telephone: (940) 538-4316 Email: tchoate@cohtx.com
City of Granbury, Texas	Economic Development Administration Disaster Supplement Grant Program: Regional Airport Perimeter Road Project, Granbury, Texas	Chris Coffman, CPM City Manager City of Granbury 116 W Bridge Street Granbury, TX 76048-2160 Office: (817) 573-1114 Email: ccoffman@granbury.org
City of Sealy, Texas	FEMA Hazard Mitigation Grant Program: Winter Storm Uri and COVID-19 Water Plant and Lift Station Generators, City of Sealy, Texas	Carolyn Bilski Mayor City of Sealy P.O. Box 517

***Figure 7**: Grantworks References from Current/Past Clients*

CLIENT	PROJECT NAME	CLIENT REFERENCES
		Sealy, Texas 77474-0517 Cell: (979) 256-7028 Office: (979) 885-3511 Email: cbilski@ci.sealy.tx.us
Brazoria County, Texas	FEMA Hazard Mitigation Grant Program: Hurricane Harvey Single-Family Home Elevations and Reconstructions, Brazoria County, Texas	Joe Ripple, CFM Floodplain Administrator Brazoria County 111 E. Locust Building A-29, Suite 210 Angleton, TX 77515 Office: (979) 864-1295 Email: joer@brazoriacountytx.gov
Brazoria County, Texas	U.S. Department of Housing & Urban Development, Community Development Block Grant Program: On-Call Grant Administration and Technical Assistance Services for HUD CDBG Projects, Brazoria County, Texas	Daphne Lamelle Director of Community Development Brazoria County 111 E Locust Angleton, TX 77515-4642 Office: 979-864-1860 Email: daphnel@brazoriacountytx.gov
Nueces County, Texas	U.S. Department of The Treasury, RESTORE Act Grant Program: Padre Balli/I.B. Magee Beach Park Renovation, Mustang and North Padre Islands, Nueces County, Texas	Scott Cross Director of Coastal Parks System Nueces County 901 Leopard Street Corpus Christi, Texas Office: 361-749-6117 Cell: 361-949-8122 Email: scott.cross@nueceso.com
City of Reklaw, Texas	U.S. Department of Transportation, Natural Gas Distribution Safety & Modernization, Pipeline & Hazardous Materials Safety Administration Grant Program: Gas Line Replacement Project, Reklaw, Texas	Gaylene Tubbe City Secretary City of Reklaw P.O. Box 250 Reklaw, TX 75784 Office: (936) 369-4368 Email: secretary@reklawtexas.org

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SECTION 2

WORK PERFORMANCE

SECTION 2 – WORK PERFORMANCE

2.1 Submits Requests to County/Funding Agency in a Timely Manner

GrantWorks' effective communication and management strategies help us promptly submit requests to Medina County and funding agencies. We employ tracking systems, weekly and biweekly portfolio reviews, and email management systems. We also allocate adequate staff and resources to implement each project successfully. As proactive grant managers, communicating with clients and funding agencies distinguishes GrantWorks in the marketplace. Being a proactive grant manager means we like to think, plan, and act ahead in anticipation of meeting the County's and funding agencies' needs.

Not only do these tools and strategies help us respond quickly to requests, but they also help staff identify potential project risks and anticipate future project needs. GrantWorks assigns project manager workloads in a way that allows capacity for meeting both project implementation and client needs. Our project managers maintain project calendars containing information on key dates for submittals of project documentation and milestone targets. We plan these dates to ensure that all steps needed to complete tasks or respond to requests are included and completed in a timely fashion.

GrantWorks' project managers will work closely with the County and the funding agency. Every project manager participates in no less than two monthly project portfolio management reviews, during which every aspect of performance is discussed, including anticipated requests from clients and funding agencies. We have developed project checklists to plan and send requests for information well in advance of any potential critical deadline. Additionally, every project manager receives ongoing training and weekly updates on agency requirements and submission deadlines, anticipating future requests. These measures mean no box is left unchecked, and no request is unanswered.

2.2 Responds to County/Funding Agency Requests in a Timely Manner

GrantWorks will respond to the County and funding agency's requests promptly, just as we will submit requests to you in a timely manner. We understand that the County and funding agency expect us to address and handle your concerns professionally, effectively, and swiftly.

With decades of experience, our team has a solid working knowledge of many funding agency program-specific requirements. We have used that experience to develop successful management strategies to respond to client requests quickly and accurately. Our broad knowledge base helps us effectively and efficiently support our clients, successfully implement all projects, and meet all federal and state requirements. Effective stakeholder communication and coordination allow us to respond quickly to requests without sacrificing quality. Project managers are assigned workloads that allow them to focus on project implementation and client needs. The GrantWorks management team oversees staff workload and ensures that the project team implements effective time management and communication strategies.

As part of the GrantWorks project management training, we teach our employees how to perform our services by providing excellent customer service. Our employees also learn how GrantWorks responds to clients regarding time management, prioritizing issues, and, in rare circumstances, dealing with upset clients. Our project management training helps employees better understand why responding to requests is essential from a client's perspective.

2.3 Facilitates Completion of Project Activities on Schedule

Using our extensive experience, we can predict and mitigate delays early in the project, charting critical paths to timely completion and sticking to the path (**Figure 8**).

- At the start of each project, our project managers meet with clients, engineers, and stakeholders to discuss potential alternative project activities.
- We quickly identify and obtain all necessary permits, easements, and rights-of-way to avoid delays caused by unforeseen amendments or acquisitions.
- At each project step, we work with stakeholders to meet the scheduled milestones and ensure procedures meet all federal and state requirements.
- Working closely with local governments, engineers, and other parties ensures that projects conform to project performance statements and schedules.

During engineering design and construction, we frequently identify changes. GrantWorks project managers implement eligible and environmentally cleared programs by communicating regularly with engineers and clients. Staff also work with clients to prepare and submit proposed contract amendments on time. GrantWorks clients benefit from our large team of specialized staff who can quickly complete any necessary environmental reviews, beneficiary surveys, and amendment requests. When we find that project revision is needed, we work closely with the state, engineers, and clients to evaluate options and amend contracts to comply with programmatic requirements and adhere to the milestones specified in the grant agreement.

Figure 8: *GrantWorks Strategies for Keeping Projects on Track.*

Our project management approach uses several powerful strategies to keep projects on track. Some of the most impactful strategies are:	
Experienced Program/Project Managers:	Keeping projects on schedule starts at the top. Project leaders can make or break success. Thus, selecting the best project manager for your specific project is the key to success for any project. Our experienced project managers can simplify the tasks required to deliver projects on schedule, making it easier for our project teams to understand and execute them.
Understand the Project Plan:	Our project managers take the time needed to develop robust project plans. They also coordinate with all relevant parties (i.e., County/City staff, engineers, and state agencies), incorporate input, ask questions, and consider potential issues.
Communication:	Communication is an essential attribute for keeping projects on track. The project will likely stay on track if all team members, supporters, sponsors, and clients are aligned. Most projects have scheduled check-in meetings (daily, weekly, and bi-weekly) to keep all stakeholders informed and updated on project progress. We take minutes at all meetings and add them to the project record.
Focus on the Critical Path:	GrantWorks understands that the secrets to success relate to focusing on the critical path. We focus on tasks integral to project progression, produce excellent results, and satisfy the contractual requirements of the funding agency and the client's needs.
Follow up with Task Owners:	Following up with task owners ensures success. Our project managers check in with task owners to remind them of upcoming tasks, especially critical path tasks. They do a quick check-in to ensure the owner is prepared to start on time and has all the necessary resources to complete the task. They also ask if the task owner has any concerns and address them before starting.
Embrace Project Supporters:	Project supporters are an often-overlooked asset. We identify supporters and keep them in the loop, ensuring they understand how to contribute to the project's success. Providing this information makes it easy for them to support the project.

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Figure 8: *GrantWorks Strategies for Keeping Projects on Track.*

Our project management approach uses several powerful strategies to keep projects on track. Some of the most impactful strategies are:	
Celebrate Successes:	An essential part of any project is celebrating small wins along the way. GrantWorks does not wait until we complete a project to celebrate success. We look at key performance indicators to see if the project is moving in the right direction. This allows us to recognize the project's progress and celebrate the team's contributions throughout the engagement.
Monitor Metrics:	GrantWorks does not wait until the end to evaluate project success. We identify milestones, keep an eye on critical path milestones, and monitor progress toward these milestones. We develop interim checkpoints for critical milestones to monitor progress along the way and adjust the schedule as needed.

2.4 Work Product is Consistent in High Quality with Low Levels of Errors

GrantWorks maintains and monitors project quality and technical accuracy by following the three critical steps shown in **Figure 9**.

Figure 9: *Critical Steps in GrantWorks Systematic Approach to Quality and Technical Accuracy.*

We proactively approach quality and performance management on each project, starting with initiation. GrantWorks' technical knowledge and industry experience allow us to detail the deliverables in the work scope and incorporate the appropriate level of monitoring and control to document compliance. We have used and enhanced this proven quality management program based on our performance on thousands of city and county projects in the last four decades.

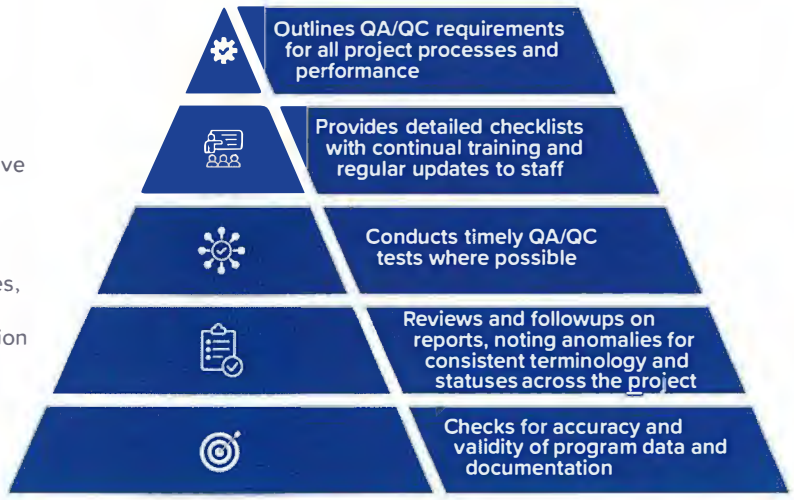
GrantWorks offers detailed and ongoing internal training to its staff. We educate employees on the latest state and federal regulations via weekly meetings and department- and company-wide emails. Senior management puts extra time and effort into contextualizing regulatory changes and program requirements so that all staff understand the implications of any programmatic change and can apply that knowledge effectively. Our project team develops and implements project-specific internal and external checklists, and employees meet with management regularly. Our staff also benefit from informal peer-to-peer learning and coaching opportunities.

GrantWorks staff also track and monitor subrecipient performance for each project and grant program, including tracking deliverables and compliance testing. We periodically evaluate client compliance with applicable state and federal rules, regulations, policies, and statutes. This information helps project managers anticipate and address past problems before they become issues for future projects.

Weekly departmental and one-on-one meetings keep GrantWorks staff updated on the latest state and federal regulations and provide a forum for identifying and discussing programmatic challenges and solutions. We assign project managers and support staff to learn from their more senior colleagues. We also continuously evaluate our processes for quality assurance with frequent checkpoints throughout a grant's lifecycle, ensuring high compliance with the project requirements.

Quality Program Features

- Establishes adequate measures and controls over projects and serves as a monitoring guide.
- Provides protocols for managing corrective actions and process improvements to correct and not repeat performance and compliance deficiencies.
- Tracks and monitors project trends, issues, and corrective actions continuously to update items across related documentation and training programs.
- Provides compliance and maximizes efficiencies with updated and clarified project requirements.



Quality Program Activities

DRRP 303 V1

Figure 10: *GrantWorks' Approach to Quality Management*

2.5 Past Projects Have a Low Level of Monitoring Findings/Concerns

The GrantWorks Team has followed thousands of grants from obligation through closeout and developed a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the County with fiscal monitoring by following established policies, procedures, and system controls to ensure documentation complies with relevant local, state, and federal regulatory terms. We have done this for past clients on specific funding agency projects, resulting in low levels of monitoring findings or concerns.

Our broad knowledge of federal and state program requirements ensures that our technical assistance is well researched and accurate, resulting in few monitoring findings and concerns. GrantWorks' overall approach is to identify and address problems before reaching each grant milestone, and to identify and address any potential issues long before the state funding agency audits the project.

When a project is monitored, we provide high-touch assistance to our clients regarding potential findings. We have helped grant recipients avoid and resolve their findings by assisting them in drafting and implementing best practices. We also help our clients with draft monitoring-related correspondence, helping them resolve their findings quickly and efficiently.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines, reducing the likelihood of findings during the grant monitoring process. Weekly departmental and one-on-one meetings keep GrantWorks staff updated on the latest state and federal regulations and provide a forum for identifying and discussing programmatic challenges and solutions. We co-locate the project and junior staff so that junior staff can easily access and learn from their more senior colleagues. We also continuously evaluate our processes for quality assurance with frequent checkpoints throughout a grant's life cycle, ensuring high compliance with the project requirements.

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We have identified some common compliance problems in the past when working with recipients of federal funds. These issues include procurement, contracting, labor standards, citizen participation, environmental compliance, ineligible or unreasonable costs, and recordkeeping. Our team will use this experience to implement and monitor any project developed with the County. We will work with the County to develop a risk-based monitoring and compliance strategy that is collaborative and consistent with state and federal frameworks. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise.

2.6 Manages Projects with Budgetary Constraints

During the application and project planning phase, GrantWorks staff work closely with the project engineer to ensure that the project budget closely reflects anticipated project costs. Then, during project implementation, project managers coordinate with local stakeholders and engineers to develop a bid schedule that allows for the flexibility needed to make a construction contract award that falls within budget. We do this by identifying alternatives and by updating cost estimates. This process helps ensure that each client can use every dollar of the construction budget without exceeding the available budget.

GrantWorks staff work with stakeholders to verify that all project elements are program-eligible and within budget. Our staff uses company-developed systems and processes to track project costs against budgetary constraints. Our project managers work directly with local officials and engineers to prepare project-specific budgets, track project implementation, and draw requests against those budgets. We create and maintain a grant ledger for each project and review the client's local financial policies and procedures. Our recordkeeping methods consistently receive high marks from state and federal monitors.

As shown in **Figure 11**, projects often run into three interrelated constraints:

- Budget
- Scope
- Schedule

GrantWorks' project managers proactively address areas where a project could face challenges at any point in the process and present them to clients and the project team. By setting realistic project goals and sharpening each project's scope, our project managers can prevent or successfully manage significant constraints later during implementation.

Our project managers do this by:

Using a Proven Project Management System: We train our project managers to use GrantWorks' project management system to schedule regular checkpoints. We understand that the best way to fix a problem is to identify it quickly.

Revisiting the Project Planning Phase: GrantWorks' project managers identify aspects of the project that could be re-assigned to staff members rather than contracting them out to subcontractors or vendors. We communicate budget constraints to our subcontractors and vendors to determine their flexibility. We often find that GrantWorks has positive and long-standing relationships with our vendors, and we can work with them to overcome any challenge.

Figure 11: Project Management Constraints. *The quality of a project is constrained by the project's budget, schedule, and scope. Our Project Managers know how to adjust the schedule and scope when faced with budget constraints to keep quality high.*

Reevaluating the Workflow: Our project managers understand that resolving inefficiencies in our basic grant management workflow can help alleviate time and cost. We ensure communication lines remain open, that a system of checks and balances is in place, and that our project managers track progress for future reference to optimize the workflow quickly.

Analyzing Root Causes: When our project managers identify a problem contributing to budgetary constraints, they meet with staff and identify the root cause that led to the problem and implement corrective actions.

Being Creative: Our project managers and project teams think outside the box to overcome challenges that individual projects may experience. Thinking outside the box is especially important for projects with budgetary constraints. If the project team cannot find a solution to a budget constraint, we will make it right by explaining the situation and developing a mutually beneficial solution together.

Documenting Lessons Learned: Once GrantWorks completes the project, we set aside time for our project managers and project teams to reflect on what went well and where there is room for improvement. We debrief and evaluate problem areas of the project, discuss how we can avoid such problems on future projects, and how we could better handle the situation moving forward.

SECTION 3

CAPACITY TO PERFORM

SECTION 3 – CAPACITY TO PERFORM

3.1 Qualifications of Professional Administrators/Experience of Staff

GrantWorks offers Medina County a highly qualified and experienced partner capable of delivering comprehensive grant research, application, and administration services aligned with the County's requirements. With a proven record supporting local governments across Texas, GrantWorks brings deep expertise in identifying competitive funding opportunities, developing successful applications, and managing complex regulatory and compliance requirements under 2 CFR 200 and various federal and state programs. Our team combines strategic insight with hands-on execution, providing responsive project management, technical guidance, and a structured approach that supports efficient project delivery from concept through closeout. This depth of experience, coupled with a strong commitment to client service and measurable results, positions GrantWorks to effectively support Medina County in securing and managing funding for its priority projects and long-term community goals (**Figure 12**).

Figure 12: *Why Medina County Should Select GrantWorks*

KEY STRENGTHS AND BENEFITS: WHY SHOULD MEDINA COUNTY SELECT GRANTWORKS?	
Proven Experience with Federal & State Grants – GrantWorks brings extensive experience working with a wide range of funding sources identified in the RFP, including federal and state agencies, demonstrating the ability to successfully secure and manage complex grants.	✓
Full Lifecycle Grant Services – The GrantWorks Team provides comprehensive support across grant research, application development, and administration, aligning directly with the County's need for end-to-end service delivery.	✓
Strong Track Record of Funding Success – GrantWorks has successfully secured and managed $12 billion in grant funding for local governments, reflecting a high level of effectiveness in competitive grant environments.	✓
Experienced and Qualified Staff – The team includes 225+ seasoned professionals with expertise in compliance, financial management, environmental review, and regulatory requirements, addressing key evaluation criteria for qualifications and capacity.	✓
Deep Understanding of Compliance Requirements – GrantWorks is well-versed in 2 CFR 200 and other federal and state regulations, supporting proper grant administration, reporting, and audit readiness.	✓
Strategic Grant Research Capabilities – The GrantWorks Team identifies and evaluates funding opportunities aligned with County priorities, assessing competitiveness and guiding strategic decision-making before application development.	✓
Responsive Project Management Approach – GrantWorks emphasizes communication, timeline management, and coordination with City staff and stakeholders to maintain efficient and transparent project execution.	✓

3.1.1 Organization Chart

Our Community Development Team leadership will identify the specific staffing needs of each project. As determined by the project's needs, we will designate fully trained support staff to assist the assigned Program Manager with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support. The organizational chart (**Figure 13**) and the short bios (**Figure 14**) describe only a few of our available staff who can provide support services to ensure that all projects comply with all state and federal requirements.

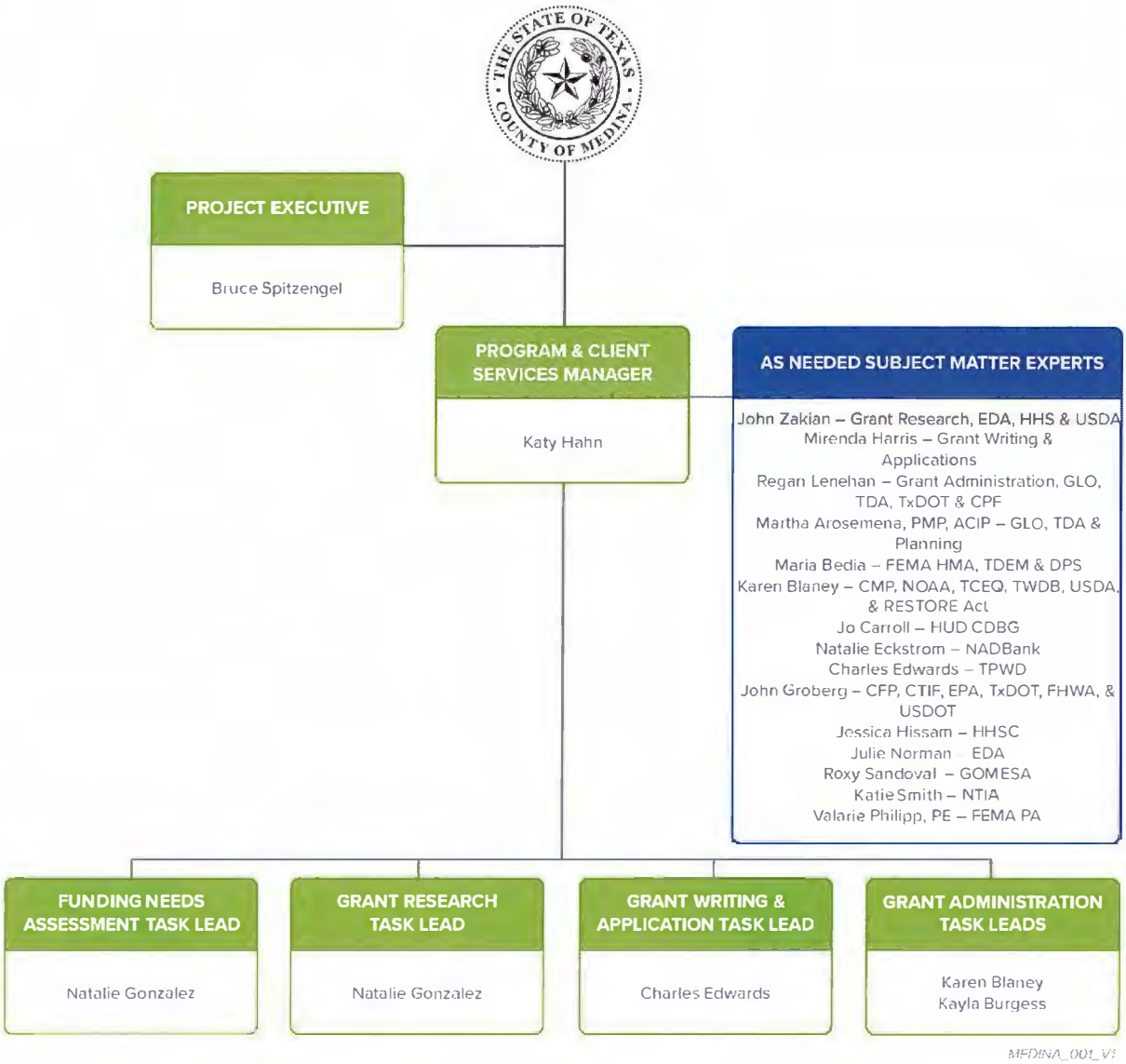

Figure 13: *GrantWorks Organizational Chart for Medina County Grant Research, Applications, and Administration Services*

3.1.2 Project Team

As shown in **Figure 14**, GrantWorks' proposed team is composed of highly qualified professionals with deep experience supporting complex municipal grant programs for counties similar in size and scope to Medina County. Team members bring a combination of grant professionals, including grant writers, project managers, compliance specialists, and subject matter experts with demonstrated success across federal, state, and other funding sources. Collectively, the team has extensive experience working with local governments on high-complexity grant initiatives. Their qualifications include professional certifications, advanced training in federal compliance requirements, and hands-on experience coordinating cross-departmental efforts, managing strict deadlines, and delivering competitive, fully compliant grant applications. This depth of expertise ensures the County is supported by a knowledgeable, low-risk team capable of executing strategic grant initiatives with confidence and consistency.

Figure 14: *The GrantWorks Team's Key Personnel Professional Qualifications*

PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel – Program Executive

MA, Urban Geography & City Planning, Kansas State University, Manhattan, KS

BA, Liberal Arts, Kansas State University, Manhattan, KS

Bruce Spitzengel will ensure that our Program & Client Services Manager has all the necessary resources to complete all assignments and tasks under this contract to the satisfaction of the County's leadership. Bruce has worked with grants since 1975. In 1979, he founded a Texas-based firm that eventually became GrantWorks. The firm has grown to include 225+ employees in office and field locations nationwide. GrantWorks provides local government with grant management and administrative services in Texas. Under Bruce's leadership, GrantWorks has grown to become a full-service grant management firm specializing in contract administration, application preparation, technical assistance, beneficiary documentation, planning, infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has managed over $12 billion in grant funding for 720+ local government clients.

Katy Hahn – Program & Client Services Manager

BS, Business Administration, Texas State University, San Marcos, TX

Katy Hahn serves as Program & Client Services Manager for the County, bringing over a decade of experience in client services, account management, and strategic project coordination across both public and private sectors. In this role, she is responsible for leading comprehensive grant research efforts, identifying and evaluating funding opportunities aligned with client priorities, assessing eligibility and competitiveness, and delivering actionable recommendations that guide application strategy. Katy works closely with client staff to translate project needs into viable funding pathways, while managing timelines, tracking opportunities, and coordinating across internal teams to support application readiness. Her background in managing complex, data-driven projects and building strong client relationships enables her to simplify the grant research process and provide clear, results-oriented guidance that supports successful funding outcomes.

Natalie Gonzalez – Funding Needs Assessment & Grant Research Task Lead

Coursework, Education & Political Science, Del Mar College, Corpus Christi, TX

Coursework, Business & Marketing, University of Texas at San Antonio, San Antonio, TX

Natalie Gonzalez brings more than 15 years of experience in client service, affordable housing, grant development, and public-sector program support. Since joining GrantWorks in 2019, she has helped local governments identify community needs, develop eligible projects, evaluate funding opportunities, and navigate state and federal program requirements. Her experience includes reviewing regulations, action plans, legislation, application guidance, program manuals, and Federal Register notices, as well as gathering data and preparing grant application materials. As Funding Needs Assessment & Grant Research Task Lead, Natalie coordinates stakeholder discussions, evaluates the County's priorities and project readiness, and translates identified needs into clear funding objectives. She also directs research into applicable grant programs, assesses eligibility and competitiveness, and provides practical recommendations regarding funding fit, timing, match requirements, and next steps.

Figure 14: *The GrantWorks Team's Key Personnel Professional Qualifications*

PROFESSIONAL QUALIFICATIONS

Charles Edwards – Grant Writing & Applications Task Lead

BS, Kinesiology, Texas A&M University, College Station, TX

Charles Edward provides strategic oversight and day-to-day operational leadership for GrantWorks Application Services. With 18 years of grant application and administration experience, he oversees data collection, deadline management, quality control, and preparation of complex federal and state grant applications. He works closely with municipalities, economic development corporations, chambers of commerce, and engineering teams to develop competitive community and economic development proposals. Prior to joining GrantWorks in 2022, Charles owned and operated a community development consulting firm, successfully securing and administering funding for more than 30 cities and counties across Texas. His experience includes GLO, FEMA, TDA, TDHCA, TDEM, TPWD, Treasury, and other federally funded programs. He has extensive expertise in project management, environmental review, financial management, labor standards compliance, civil rights, and contract closeout in accordance with state and federal regulations. Charles is a TDA TxCDBG Certified Administrator.

Karen Blaney – Grant Administration Task Lead & CMP, NOAA, TCEQ, TWDB, USDA & RESTORE Act Grant Programs

MA, English, Pennsylvania State University, State College, PA

BA, English, Austin College, Sherman, TX

As a Grant Administration Task Lead, Karen Blaney brings over 20 years of experience leading complex disaster recovery, mitigation, and sustainability programs. She specializes in managing large-scale infrastructure projects, including wastewater treatment, stormwater drainage, coastal restoration, and utility resilience initiatives, with a cumulative portfolio exceeding $300 million in CDBG-DR and CDBG-MIT-funded projects. Karen oversees a team and provides administrative and compliance guidance on environmental review, acquisition, budget, and scope amendments, procurement, and construction, ensuring adherence to 2 CFR 200 requirements. Her career highlights include managing $5.8 million TWDB FIF projects for Willacy County, $90.8 million Hurricane Ike/Dolly CDBG-DR program for the City of Galveston, FEMA PA and HMA projects across Texas, and TCEQ RESTORE Act-funded ecosystem restoration and recreational tourism efforts.

Kayla Burgess – Grant Administration Task Lead

BS, Chemistry, University of Texas, San Antonio, TX

Kayla Burgess is a skilled Project Manager and Grant Administrator. She has eight years of diverse project management experience across community development, property management, and customer service industries. Kayla combines strong analytical skills with exceptional communication and interpersonal abilities, enabling her to deliver accurate, timely, and solution-focused results that ensure community development and public infrastructure projects meet all regulatory requirements. Kayla provides comprehensive administrative oversight for TxCDBG, CDBG-DR, CDBG-MIT, and other post-award grants. She reviews and proofs all draft contracts and grant documentation for compliance with federal, state, and local regulations, leads communication with the Texas Department of Agriculture, Texas General Land Office, and Texas Water Development Board on behalf of clients, ensures proper filing of grant documents, oversees fund draws according to approved schedules, and maintains clear communication with vendors while providing regular project updates to clients. Kayla is currently working with Medina County on its TDA 23-24 TxCDBG CD grant program.

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Figure 14: *The GrantWorks Team's Key Personnel Professional Qualifications*

PROFESSIONAL QUALIFICATIONS

John Zakian, CEcD – As Needed Subject Matter Expert: Grant Research, EDA, HHS & USDA
MPA, Public Administration, Pace University, New York, NY
BA, Government, Bates College, Lewiston, ME

With 40 years of experience, John Zakian has held top executive positions in city and county government administration, grant consultancy, and nonprofit management. He specializes in local government operations, grant application, research, and management, capital project management and financing, post-disaster economic development strategy implementation, and nonprofit capacity-building action and business plan development. John is a qualified and approved outside grant reviewer for five federal agencies and ten different grant programs, including the U.S. Department of Health & Human Services, U.S. Department of Labor, U.S. Department of Agriculture, U.S. Department of the Treasury, and Small Business Administration. John is a Certified Economic Developer by the IEDC.

Mirenda Harris – As Needed Subject Matter Expert: Grant Writing & Applications
BS, Sociology, University of Texas, Tyler, TX

Mirenda Harris has more than 22 years of experience in grant writing, application development, and grant management. She has extensive expertise in navigating complex funding requirements, developing structured checklists to guide applicants, creating template policy documents, and coordinating closely with elected officials, key staff, and engineers throughout the application process. Since beginning her career in 2003, Mirenda has managed projects for numerous state and federal agencies, including TDA, GLO, TDHCA, TWDB, SECO, and EDA. Her experience spans a wide range of grant programs, including TDA Community Development Block Grant, Colonia Fund Construction, Downtown Revitalization Program/Main Street, Fire Ambulance & Service Truck, Texas Capital Fund, GLO CDBG-DR, and CDBG-MIT; TDHCA HOME, among others. Mirenda joined GrantWorks in 2013 and continues to lead application development efforts. She is also a TDA TxCDBG Certified Administrator.

Regan Lenehan – As Needed Subject Matter Expert: Grant Administration & CPF, GLO, TDA, & TxDOT Grant Programs
MS, City/Urban, Community & Regional Planning, University of Texas, Austin, TX
BA, Latin American Studies, Vassar College, Poughkeepsie, NY

Regan Lenehan has 21 years of project management experience and deep expertise in federal and state community development programs. She oversees a team of Project Managers who manage a portfolio exceeding $100 million in CDBG-funded projects, including public infrastructure, private property rehabilitation, economic development, downtown revitalization, and disaster recovery/mitigation initiatives. Regan provides technical assistance on grants administered through the Texas Department of Agriculture, specializing in colonia construction, main street, and Texas General Land Office complex disaster recovery projects. She has successfully managed over 75 federally funded projects from contract execution through closeout and has developed departmental policies, training programs, and quality control procedures to ensure project compliance and efficiency. Regan is a TDA TxCDBG Certified Administrator and has TxDOT Local Government Project Procedures (LGPP) Certification.

Figure 14: *The GrantWorks Team's Key Personnel Professional Qualifications*

PROFESSIONAL QUALIFICATIONS

Martha Arosemena, PMP, AICP – As Needed Subject Matter Expert: GLO, TDA & Planning Grant Programs

MS, Community & Regional Planning, University of Texas, Austin, TX

BA, Anthropology & Spanish, University of Texas, Austin, TX

Martha Arosemena, AICP, PMP, has over 28 years of experience advising state and local governments on a wide range of regulatory compliance and program delivery matters. She has extensive experience in federal and state grant program management, with a focus on CDBG and planning program development and implementation. With over 20 years of experience, Martha provides vital consultative, project, and program implementation, as well as technical assistance services to communities engaged in the design and delivery of wide-ranging HUD-funded programs. Martha was instrumental in managing a $3.2 billion portfolio of 24 Hurricane Harvey CDBG-DR programs, which involve housing, infrastructure, economic revitalization, public services, and planning. Her experience encompasses federal policies and regulations, including 2 CFR 200, and she has successfully overseen a diverse portfolio of HUD-funded projects and programs.

Maria Bedia – As Needed Subject Matter Expert: FEMA, TDEM, & DPS Grant Programs

MBA, University of the Incarnate Word, San Antonio, TX

BBA, University of the Incarnate Word, San Antonio, TX

Maria Bedia is an experienced leader in FEMA Hazard Mitigation Assistance (HMA) programs, with expertise in the development, administration, and management of federally funded mitigation initiatives, including HMGP, BRIC, and FMA. She has a strong record of coordinating complex projects across multiple stages of implementation, from application development through project closeout. Maria has successfully prepared and submitted HMGP applications that resulted in awarded funding and has led efforts related to project implementation, management, reporting, and closeout. She is proficient in both FEMA's Grants Portal and TDEM's Grants Management System (GMS), allowing her to effectively navigate federal and state systems throughout the grant lifecycle. Maria provides strategic guidance to state and local clients on mitigation planning and funding opportunities, while also serving as a key liaison with FEMA and other stakeholders.

Jo Carroll – As Needed Subject Matter Expert: HUD CDBG Grant Programs

BS, Psychology, Texas A&M University, College Station, TX

Jo Carroll is a nationally acclaimed HUD ESG, CDBG, CDBG-CV, CDBG-DR, and CDBG-MIT expert with over 40 years of extensive leadership experience in local, state, and federal recovery programs. Jo is a pioneer in CDBG-DR programs, providing executive and senior leadership for the first-ever CDBG-DR construction program in 2009 and 12 major federal recovery programs since. Jo has specialized in redeveloping housing, infrastructure, and public facilities, as well as developing and managing public service programs, and assisting low-income and special-needs families. She earned recognition from HUD for "Best Practices" for housing, public services, and minority business participation. Beginning in 2009, Jo developed many processes, procedures, and documentation that are still used in recovery programs today. Under her leadership, more than 10,000 disaster-impacted homeowners have returned to their homes. Jo has specialized experience in city, county, and state government functions, plans, and strategies, as well as sub-recipient and program management.

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Figure 14: *The GrantWorks Team's Key Personnel Professional Qualifications*

PROFESSIONAL QUALIFICATIONS

Natalie Eckstrom – As Needed Subject Matter Expert: NADBank Grant Programs

BBA, Business Administration, Texas A&M, Corpus Christi, TX

Natalie Eckstrom has more than 10 years of local government experience, including over eight years in grant research, application development, administration, financial management, environmental clearances, and closeout. Her experience spans federal and state programs supporting infrastructure, emergency management, disaster recovery and mitigation, social services, veterans' services, parks and recreation, and criminal justice. As Subject Matter Expert for NADBank Grant Programs, Natalie will advise the project team on program requirements, applicant and project eligibility, supporting documentation, and application development. She will also coordinate with the County and engineering team to develop project budgets, prepare required resolutions and agenda language, review application materials for completeness, and support timely submission. Natalie is a TDA TxCDBG Certified Administrator.

Charles Edwards – As Needed Subject Matter Expert: TPWD Grant Programs

BS, Kinesiology, Texas A&M University, Commerce, TX

With 18 years of grant application and administration experience, Charles Edwards oversees data collection, deadline management, quality control, and preparation of complex federal and state grant applications. He works closely with municipalities, economic development corporations, chambers of commerce, and engineering teams to develop competitive community and economic development proposals. Prior to joining GrantWorks in 2022, Charles owned and operated a community development consulting firm, successfully securing and administering funding for more than 30 cities and counties across Texas. Although he specializes in TPWD grant applications, his experience includes GLO, FEMA, TDA, TDHCA, TDEM, Treasury, and other federally funded programs. He has extensive expertise in project management, environmental review, financial management, labor standards compliance, civil rights, and contract closeout in accordance with state and federal regulations. Charles is a TDA TxCDBG Certified Administrator.

John Groberg – As Needed Subject Matter Expert: CPF, CTIF, EPA, TxDOT, FHWA & USDOT Grant Programs

BS, Psychology, University of Texas, Austin, TX

John Groberg brings 19 years of project and program management experience, including leadership of federally and state-funded infrastructure, transportation, community development, and capital improvement projects. As a Subject Manager Expert, he oversees Community Project Funding (CPF) projects from procurement through closeout, with responsibilities encompassing budgeting, reimbursement, contracting, construction coordination, internal controls, and compliance with 2 CFR Part 200. John previously served as Program Manager for the County Transportation Infrastructure Fund (CTIF), where he coordinated with counties, engineers, state agencies, and contractors to identify and prioritize roadway improvements, manage procurement and construction, monitor budgets and schedules, and complete required reporting and closeout activities. As Medina County's As-Needed Subject Matter Expert for CPF, CTIF, EPA, TxDOT, FHWA, and USDOT grant programs, John will support funding assessments, scope development, application planning, implementation, and regulatory compliance for transportation, environmental, and community infrastructure projects.

Figure 14: *The GrantWorks Team's Key Personnel Professional Qualifications*

PROFESSIONAL QUALIFICATIONS

Jessica Hissam – As Needed Subject Matter Expert: HHSC Grant Programs
BA, Psychology, St. Edwards University, Austin, TX

Jessica Hissam brings 11 years of project management and program administration experience, including five years in leadership and subject matter expert roles with the Texas Health and Human Services Commission. At HHSC, she managed multimillion-dollar behavioral health and supportive housing portfolios, provided technical assistance to contracted providers and local mental and behavioral health authorities, developed policies and procedures, analyzed legislation and administrative requirements, monitored performance measures, and supported contract procurement and oversight. Her experience includes managing a $9.6 million coordinated specialty care portfolio, a $12 million rental assistance portfolio, and technical support for more than 170 contracted providers. Jessica will assist with funding research, program eligibility, scope development, application planning, contract and grant requirements, performance monitoring, reporting, and implementation.

Julie Norman, PhD, CEcD – As Needed Subject Matter Expert: EDA Grant Programs
EdD, Educational Leadership, West Virginia University, Morgantown, WV
MBA, Human Resources, Marshall University, Huntington, WV
BBA, Business Administration, Marshall University, Huntington, WV

Dr. Julie Norman, CEcD, is a seasoned economic and workforce development executive with more than 25 years of experience. As a Certified Economic Developer, she has been instrumental in leading complex, multi-sector initiatives at the local, regional, and state levels. She provides expertise and strategic oversight for economic development grant procurement, project delivery, administration, and compliance, while supporting clients in planning and funding impactful development projects. Julie has worked closely with local governments, nonprofit organizations, and private sector partners to develop comprehensive economic development strategies tailored to meet the unique needs and opportunities of communities. Her expertise spans workforce development, downtown revitalization, small business, infrastructure, and planning efforts.

Roxy Sandoval – As Needed Subject Matter Expert: GOMESA Grant Programs
MS, Health & Kinesiology, Texas A&M University, Kingsville, TX
BS, Kinesiology, Texas A&M University, Kingsville, TX

Roxana "Roxy" Sandoval brings 23 years of grant development and project management experience, including the management of more than 100 state and federal grant projects. As an Application Specialist with GrantWorks, she assists local governments with project development, funding assessments, and applications for programs administered by the Texas General Land Office and other state and federal agencies, including the Coastal Management Program, RESTORE Act, CDBG, and disaster recovery programs. Before joining GrantWorks, Roxy served Nueces County for 16 years as Grants Administrator and Coordinator, where she developed, administered, and monitored grant-funded projects, including $3.5 million in coastal projects. She is knowledgeable about GOMESA grant programs and can advise on program eligibility, project alignment, scope development, application requirements, and administrative compliance while coordinating with County staff, engineers, funding agencies, and other project stakeholders. Roxy is a TDA Certified TxCDBG Administrator.

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Figure 14: *The GrantWorks Team's Key Personnel Professional Qualifications*

PROFESSIONAL QUALIFICATIONS

Katie Smith – As Needed Subject Matter Expert: Broadband & NTIA Grant Programs

BS, Psychology, Florida State University, Tallahassee, FL

Katie Smith brings four years of executive-level broadband and NTIA program experience. As Director of the Florida Office of Broadband, she expanded the office from one employee with no program funding to 13 employees administering nearly $2 billion, including the $1.16 billion NTIA Broadband Equity, Access, and Deployment Program and the $60 million Digital Equity Act Program. She oversaw development of Florida's Strategic Plan for Broadband, BEAD Five-Year Action Plan, Digital Adoption and Use Plan, statewide broadband maps, and county-level Local Technology Planning Teams, helping more than 270,000 Floridians gain broadband access. As Medina County's As-Needed Subject Matter Expert for Broadband and NTIA programs, Katie will advise on funding opportunities, eligibility, broadband needs and mapping data, project prioritization, application strategy, stakeholder engagement, program compliance, and grant implementation.

Valarie Philipp, PE – As Needed Subject Matter Expert: FEMA PA Grant Programs

ME, Structural Engineering, University of Florida, Gainesville, FL

BS, Civil Engineering, University of Florida, Gainesville, FL

Valarie Philipp, PE, is an experienced program management professional who leads, consults, and provides expertise to government and private non-profits through the FEMA Public Assistance cycle to secure successful outcomes from events and ensure resilience in the future. Valarie has over 20 years of experience supporting state, county, and municipal governments, healthcare providers, educational institutions, and non-governmental organizations with disaster preparedness, response, and disaster recovery, managing over $1 billion in FEMA PA projects and coordinating FEMA HMS, CRF, ARPA, and U.S. Department of Health & Human Services funding streams. She is a subject matter expert in grants management, debris management, cost recovery, closeouts, procurement compliance, appeals audit resolution, and planning and training initiatives. Valarie is a licensed PE in Florida and Georgia.

3.1.3 Roles, Responsibilities, and Present Workloads

GrantWorks has established a clearly defined management structure to support the County's grant management and administrative needs. **Figure 6** outlines the key roles assigned to this engagement, along with their core responsibilities and level of availability. This structure promotes accountability, coordinated service delivery, and consistent communication while providing the County with both dedicated leadership and access to specialized RFP across all phases of the grant lifecycle.

GrantWorks understands the requirements of the RFP and has adequate staff and resources to carry out the scope of work requested in a timely manner. We have been committed to helping cities and counties apply for and manage grants for over 47 years. We have built a reputation as a trusted partner with a long history of supporting small and rural communities. Our deep and mutually respectful relationships with our clients and project teams are key to our success. We work to understand each client's internal capacity and the impact each project will have on their community. We work closely with key stakeholders to understand how each task impacts the project team's ability to complete it on schedule. Our project managers provide the highest service quality by carefully balancing their workloads and receiving robust support from GrantWorks' leadership, subject matter experts, compliance, environmental, data management and reporting, procurement, construction management, and quality assurance specialists.

Figure 15: *GrantWorks Roles, Responsibilities, and Availability for Medina County*

ROLES	RESPONSIBILITIES	AVAILABILITY
Program Executive	▶ Provide executive oversight and strategic direction for the engagement. ▶ Serve as senior-level support to the County and to the GrantWorks project team, monitoring overall performance, resource allocation, and client satisfaction. ▶ Available to County leadership for high-level coordination, issue resolution, and strategic guidance related to funding strategy and program performance.	10%
Program & Client Services Manager	▶ Serve as the County's primary point of contact, manage the overall client relationship, and oversee day-to-day contract performance and service quality. ▶ Direct project activities, coordinate GrantWorks team members and subject matter experts, and manage schedules, deliverables, and assigned task orders. ▶ Monitor grant and contract compliance, track progress across active funding initiatives, and provide timely status updates that support County decision-making. ▶ Maintain proactive communication with County staff, address service or performance concerns, serve as an escalation point when needed, and align GrantWorks' services with the County's evolving priorities.	80%
As-Needed Subject Matter Expert	▶ Provide specialized technical expertise in specific funding programs and regulatory areas. ▶ Support the team on an as-needed basis in areas such as funding needs assessments, state and federal agency programs, FEMA public assistance and hazard mitigation, economic development, infrastructure funding, environmental compliance, labor standards, procurement requirements, and financial management. ▶ Provide technical review, strategic guidance, and program-specific insight to strengthen applications and support compliant grant administration.	50%
Task Leads	▶ Manage specific functional components of the engagement and report to the Program Manager. ▶ Oversee respective service area, coordinate staff assignments, and deliver high-quality work products within established timelines.	80%

3.1.4 Resumes

GrantWorks has provided resumes of key employees in **Attachment 1 – Resumes of Key Personnel**. Other resumes are available upon request.

3.1.5 In-House Project Delivery Support Services

In-house experts and specialists support GrantWorks project management teams in grant-relevant disciplines such as GIS/mapping, environmental services, procurement, labor standards, URA/acquisition, construction management, and business technology. This approach to project delivery promotes efficiency throughout our operations, allowing project managers and field teams to focus on technical and administrative grant complexities with confidence that they will execute deliverables to GrantWorks' exacting standards for quality (**Figure 16**).

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Figure 16: *In-House Project Delivery Support Services*

Geographic Information System/Mapping

GIS/MAPPING

GrantWorks provides in-house GIS and mapping services to support data-driven decision-making across the full grant lifecycle, aligning with Medina County's need for comprehensive research, application, and administration support. Our GIS team assists with planning, application development, needs assessments, eligibility determination, impact analysis, and demographic evaluations, including low-to-moderate income (LMI) analysis. GrantWorks produces high-quality maps, graphics, and spatial analyses, such as city limits, land use, zoning, and infrastructure mapping, to support project development and funding justification. The team also conducts fieldwork, digitizes and updates existing mapping resources, and develops centralized spatial databases, working closely with the County to tailor mapping deliverables to project-specific needs and requirements.

Procurement

PROCUREMENT

GrantWorks provides comprehensive procurement support grounded in extensive experience with 2 CFR Part 200 requirements, aligning with the County's need for compliant and well-coordinated project delivery under federally and state-funded programs. Our team reviews existing procurement policies and offers guidance to align practices with applicable grant requirements, while our in-house specialists assist in developing detailed, compliant bid packages that attract qualified contractors across a range of disciplines. Drawing on decades of experience, GrantWorks uses standardized procedures to promote transparency and consistency, including structured procurement timelines, coordination of bid milestones, and thorough review of contractor qualifications. Our team also performs required eligibility verifications, including debarment and SAM checks, and integrates procurement activities into overall grant management to support compliance, mitigate risk, and facilitate successful project implementation.

Environmental Services

ENVIRONMENTAL

GrantWorks' in-house Environmental Services team provides comprehensive environmental and historic preservation support aligned with Medina County's requirement to deliver full lifecycle grant services, including environmental compliance and project delivery for federally and state-funded projects. With experience completing thousands of environmental reviews, our team supports both pre-award and post-award phases by conducting preliminary assessments to determine appropriate levels of review under applicable regulations, coordinating with regulatory agencies, performing site visits, preparing public notices, and compiling required documentation. We integrate environmental compliance seamlessly into grant research, application development, and administration activities, while also coordinating advanced environmental services when needed, helping the County reduce risk, maintain compliance, and efficiently advance projects from concept through implementation.

Real Property Acquisition

BUYOUTS/
ACQUISITIONS

GrantWorks provides in-house Uniform Relocation Assistance and Real Property Acquisition Act (URA) services to support projects involving property acquisition, consistent with Medina County's need to deliver compliant grant-funded activities across the full project lifecycle. As acquisition strategies become an increasingly effective approach for long-term risk reduction and project implementation, our URA specialists work alongside grant application and administration teams to evaluate eligibility, feasibility, cost-effectiveness, and benefit-cost considerations. GrantWorks supports the design and implementation of acquisition programs that meet all applicable federal and state requirements, including real property acquisition standards, relocation considerations, and documentation protocols, while integrating these activities into overall grant management to reduce risk and support efficient project delivery.

Figure 16: *In-House Project Delivery Support Services*

Construction Management

CONSTRUCTION MANAGEMENT

GrantWorks provides construction management support as part of its comprehensive grant administration services, aligning with Medina County's need for coordinated project delivery and compliance across federally and state-funded projects. GrantWorks has assembled a bench of subject matter experts who support project management teams with compliance assurance, contractor performance monitoring, issue resolution, and scope or budget modifications as needed. While dedicated grant managers oversee day-to-day construction-related activities, this additional layer of technical expertise strengthens oversight, supports adherence to applicable requirements, and helps facilitate efficient, well-managed project implementation.

Business Technology

BUSINESS TECHNOLOGY

GrantWorks' proprietary grant management operating platform—GW 20/20—ensures the County will enjoy sound data management and programmatic transparency. Our GW 20/20 Business Technology team can customize a secure, credential-based online dashboard that provides comprehensive project and performance data insight. Grant requirements, project types, and award financials trigger powerful tools such as reporting schedules, compliance guidelines, eligibility criteria, economic impact intelligence, and potential risks and hazards.

Labor Standards

LABOR STANDARDS

Under the Davis-Bacon and Related Acts (DBRA), GrantWorks provides in-house labor standards support to address compliance requirements that may arise when multiple funding sources are used to implement projects, aligning with Medina County's need to manage complex, multi-funded grant activities. While not all grant programs require labor standards monitoring, certain funding combinations may trigger wage compliance and reporting obligations, and GrantWorks has a dedicated team of specialists prepared to support these requirements. Our team monitors certified payrolls, conducts and analyzes on-site employee interviews, and prepares all necessary state and federal labor documentation and reports, integrating these activities into overall grant administration to maintain compliance and support efficient project delivery.

Stakeholder Engagement

STAKEHOLDER ENGAGEMENT

GrantWorks provides comprehensive stakeholder engagement services to support Medina County's need for coordinated outreach and public involvement throughout the grant lifecycle, from planning through project closeout. Our team facilitates public meetings, workshops, and hearings to gather input, define community priorities, and support informed decision-making, while also preparing presentations, handouts, talking points, and required public notices. We assist with risk communication, manage public comment processes, and provide follow-up surveys and summary reporting to document outcomes. By integrating stakeholder engagement into overall grant research, application, and administration activities, GrantWorks helps the County build community support, meet program requirements, and advance projects that reflect local needs and goals.

3.2 Scope of Services and Project Understanding

GrantWorks understands that Medina County is seeking a qualified partner to support a comprehensive, long-term grant development strategy that includes grant research, application preparation, and full lifecycle grant administration across a wide range of federal, state, and regional funding programs.

The County's objective is to identify and secure funding to advance priority projects and community initiatives, while maintaining full compliance with applicable regulations and maximizing funding success. This effort requires

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The County's objective is to identify and secure funding to advance priority projects and community initiatives, while maintaining full compliance with applicable regulations and maximizing funding success. This effort requires

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a consultant capable of aligning County-identified projects with competitive funding opportunities and managing the administrative and regulatory complexity associated with those programs.

3.2.1 Comprehensive Grant Lifecycle Support

GrantWorks recognizes that County requires support across the entire grant lifecycle, beginning with proactive identification of funding opportunities and continuing through application development and post-award administration. The selected provider must not only identify viable funding sources but also evaluate eligibility requirements, competitiveness, and alignment with County priorities to guide strategic decision-making.

Following grant identification, the consultant is expected to lead the preparation and submission of complete, compliant applications, including coordination with technical professionals such as engineers or environmental specialists when required. This includes managing data collection, stakeholder coordination, and any outreach efforts necessary to support successful applications.

3.2.2 Strategic Resource Development Approach

The RFP emphasizes the need for a structured and ongoing resource development strategy, not just one-time grant pursuits. GrantWorks understands that this includes:

- Developing scopes of work aligned with County priorities
- Evaluating funding feasibility and the likelihood of an award
- Providing ongoing status reporting and funding recommendations
- Positioning the County to pursue multiple funding streams simultaneously

This strategic approach is critical given the broad range of potential funding sources identified in the RFP, including federal agencies (FEMA, HUD, EPA, DOT), state programs (TCEQ, TxDOT, GLO), and specialized coastal and environmental funding opportunities.

3.2.3 Regulatory Compliance and Administrative Complexity

GrantWorks understands that all services must be delivered in accordance with 2 CFR Part 200 and the specific requirements of each funding agency. This includes managing:

- Procurement and contract compliance
- Environmental reviews and permitting
- Labor standards (e.g., Davis-Bacon, if applicable)
- Financial management and reporting systems
- Recordkeeping and audit readiness
- Monitoring, closeout, and resolution of findings

The County requires a partner that can navigate these requirements while minimizing administrative burden on County staff and reducing the risk of compliance issues.

3.2.4 Flexible, Task Order–Driven Implementation

GrantWorks recognizes that the County intends to implement services through task orders, allowing flexibility to assign specific scopes, timelines, and deliverables as funding opportunities arise. This requires a consultant with sufficient capacity and responsiveness to support multiple concurrent projects at varying stages of development.

3.2.5 Outcome-Oriented Performance Expectations

The evaluation criteria highlight the County's emphasis on:

- Proven experience with federally funded projects
- High-quality work products with minimal errors
- Timely communication and responsiveness

- Ability to manage projects within budget and schedule constraints

GrantWorks understands that success under this contract will be measured not only by the number of grants secured, but also by the quality of administration, compliance performance, and the County's ability to successfully implement funded projects.

GrantWorks understands that Medina County is seeking a highly capable partner to deliver a strategic, end-to-end grants program that connects County priorities to funding, develops competitive applications, and administers awarded funds in full compliance with federal and state requirements. This engagement requires technical expertise, regulatory knowledge, and a proactive approach to identifying and securing funding opportunities that support the County's long-term goals.

3.3 Project Approach

GrantWorks delivers a structured, full lifecycle approach to grant research, application, and administration. Our approach aligns the County's priorities with the right funding opportunities, strengthens application competitiveness, and supports disciplined implementation from award through closeout. We operate as an extension of County staff, bringing the structure, expertise, and coordination needed to move projects forward while maintaining compliance, accountability, and clear program visibility.

3.3.1 Project and Task Management

Program Manager Kevin Pell will serve as the primary point of contact for the County and coordinate with County representatives to provide appropriate resources and the most highly qualified personnel to meet individual project needs. Kevin will manage each assigned task, from grant research and project development through efficient grant writing and application assistance. GrantWorks applies its structured task order management to enable efficient execution while maintaining consistency and control across multiple assignments.

Meeting Goals and Objectives

Our ability to perform the services and deliver a high-quality project is based on four foundational principles:

- **Clear Communication:** Direct and consistent coordination with County staff and stakeholders
- **Right-Sized Expertise:** Assigns appropriate technical resources based on task needs.
- **Responsiveness:** Provides timely support throughout each assignment.
- **Disciplined Project Controls:** Maintains scope, schedule, and budget accountability.

Holding Project Kickoff Meeting

At the beginning of the contract, a project kickoff meeting will allow the County and GrantWorks Program Manager to define the project, set clear expectations, and align the team within the scope, schedule, and budget. We will identify coordination needs, develop a coordination plan, and ensure appropriate County representatives attend to vet issues before work begins. We will provide meeting minutes for attendees documenting decisions and action items and hold team members with assigned action items accountable for progress at subsequent meetings.

Conducting Task Scoping Meetings

With every task order assignment, our team will work quickly and efficiently with the County to define the scope of work and execute a project work plan to meet task requirements. As stated above in our first foundation principles, coordination and communication are critical, and we plan on developing a strong bond with County staff that will allow us to work in an integrated fashion and anticipate your needs. Key project personnel will be committed to being accessible and available on short notice to respond to the County's needs. Our work activities are coordinated and managed by implementing several key steps **(Figure 17)**.

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Before developing a task order, our Program Manager will meet with key County staff to review the proposed scope, fully understand the project dynamics, including the known and unknown factors that may influence the project's success, and identify the technical specialties required to complete the project. We will also thoroughly discuss and clearly define the schedule and budget constraints. This information will be the foundation for creating the Project Work Plan. We will quickly develop a comprehensive task order scope and fee to meet the needs and satisfaction of the County so that notices to proceed can be issued quickly.

Developing Task Orders

We will refine the Project Work Plan containing the project scope, schedule, and budget, definition of project roles and contact information, and project documentation and closeout procedures. The Project Work Plan is an essential project management tool and an excellent resource for project stakeholders. The Project Work Plan will be updated regularly with input from the County.

Managing Task Orders

We will work with the County to manage tasks and meet all deadlines. Individual work plans for each task will define scope, budget, schedule, communication protocol, and technical assignments. The proposed Leads have broad-based backgrounds in their respective service categories. In consultation with the County, the Program Manager's responsibility is to work with the Program Leads to select the project support team to work on each task order and develop the scope of work, budget, schedule, and deliverables with input from the County.

Figure 17: *Task Order Management Process*

Our Program Manager will perform the critical function of ensuring the right expertise within the team is delivered to the project and securing additional technical knowledge outside the team, if necessary. The Program Manager and Leads assign work and develop performance measures to support adherence to the project scope, budget, and schedule. The Program Manager is also responsible for producing project deliverables in accordance with the County's requirements and applying established quality control procedures. The Program Manager is also responsible for producing project deliverables in accordance with Medina County's requirements and ensuring quality control procedures are followed.

Weekly progress reports will be provided to the Program Manager for inclusion in the project progress meetings. Continuous communication among the Program Manager, Leads, and key County staff will help resolve any technical or project management conflicts that may arise. Our team will help you create well-run, efficient, and successful projects that comply with all state and federal reporting requirements. The GrantWorks Team understands that communication is vital to any successful project. We can provide the County's elected officials, staff, and the public with regular updates. Consistent communication and transparency help stakeholders understand the program's status, helping them feel more confident about the overall process.

3.4 Approach to Grant Funding Research and Readiness, If Required

GrantWorks takes a strategic, data-driven approach to identifying and pursuing funding opportunities that align with a community's priorities, capacity, and long-term goals. Our process combines in-depth research, stakeholder collaboration, and expert analysis so that each opportunity pursued is both achievable and impactful. The GrantWorks Team's grant research services are described below.

3.4.1 Funding Needs Assessment

GrantWorks begins each engagement with a comprehensive Funding Needs Assessment conducted in close collaboration with County leadership and department staff. This process identifies and evaluates the community's specific needs, challenges, and opportunities to align them with the most appropriate funding initiatives and program sources.

Local knowledge plays a critical role in this assessment. The GrantWorks Team works alongside County staff, local officials, community organizations, and other stakeholders to gain valuable insight into community priorities, ensuring engagement, credibility, and an accurate understanding of local conditions. We review existing planning documents, studies, and strategic plans to identify challenges, service gaps, and areas requiring targeted investment. Together with the County, we define clear goals and objectives, determine project scope, establish a timeline, and identify resources available to support the assessment process.

The assessment also identifies priority projects, estimated costs, funding gaps, and grant readiness levels. Our research specialists then use multiple verified data sources, including Grants.gov, TCEQ, TDA, TDHCA, TDEM, GLO, TPWD, TWDB, HUD, EDA, among others, to identify active and upcoming grant opportunities that best match the County's needs and capacity.

As part of this process, the team analyzes demographic and economic data, including population distribution, income levels, employment rates, and growth trends, to establish a data-driven understanding of community conditions. We supplement this with surveys, interviews, focus groups, and public meetings as appropriate. Once a cross-analysis of needs, priorities, and eligibility is complete, the team leverages existing research, reports, and studies to validate findings and propose actionable, data-supported solutions. Findings, methodology, and proposed actions are then clearly communicated to stakeholders to build consensus and guide decision-making.

Each potential funding opportunity is evaluated based on eligibility, cost-share or match requirements, competitiveness, project timing, and long-term compliance expectations. This approach provides the County with a focused list of realistic, well-matched funding sources rather than an overwhelming catalog of unrelated programs.

Our grant researchers remain fully apprised of Medina County's project priorities and continuously monitor relevant federal and state grant databases and funding announcements to identify programs that support those objectives. As new opportunities arise, the GrantWorks Team will compile and deliver a Grant Funding Report summarizing available funding sources, eligibility requirements, and recommended next steps, providing the County with timely, actionable information to advance its goals.

The Grant Funding Report is a living document, updated regularly as new funding opportunities are released or as the County priorities evolve. GrantWorks continually monitors federal and state grant announcements, ensuring that Medina County remains informed of emerging programs and shifting funding trends throughout the term of the agreement.

3.4.2 Grant Funding Report

Within two to three weeks, the team compiles findings, verifies eligibility requirements, and prepares the draft Grant Funding Report for County review. The Grant Funding Report is the key deliverable produced by GrantWorks' comprehensive grant research and assessment process. This customized report serves as a strategic roadmap for Medina County, summarizing all active and upcoming funding opportunities that align with

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the County's identified priorities, project needs, and organizational capacity. Designed to be both practical and actionable, the report will help County leadership make informed decisions about which programs to pursue and when.

The Grant Funding Report provides County officials with a clear, data-driven overview of available grant opportunities at the federal, state, and regional levels. It allows decision-makers to quickly compare options, understand program requirements, and plan for funding cycles. By distilling complex funding information into a concise, easy-to-navigate format, the report saves staff time and helps direct resources toward the most promising and attainable opportunities.

3.4.3 Grant Readiness Evaluation

Once a relevant funding opportunity is identified, GrantWorks conducts a structured Grant Readiness Evaluation to determine the County's competitiveness and capacity to successfully pursue the grant. This evaluation focuses resources on the most promising and attainable programs.

Step 1: Review of Grant Guidelines

Our team begins by carefully reviewing the grant program guidelines, including eligibility criteria, application instructions, and evaluation or scoring methodology. We analyze all key program components, such as project eligibility, applicant requirements, match obligations, and timeline constraints, to confirm that the County meets all baseline qualifications before investing time in the application process.

Step 2: Preliminary Scoring and Competitiveness Analysis

Next, we perform a preliminary scoring assessment based on the grant's published evaluation criteria. This pre-scoring process helps forecast the County's likelihood of success and identifies ways to strengthen the application. For competitive programs, the analysis may include:

- Review of public notice and hearing requirements.
- GIS mapping of low- to moderate-income populations or target areas.
- Assessment of environmental considerations, such as wetlands or floodplain impacts.
- Comparison of project characteristics to known funding priorities.

This pre-scoring allows GrantWorks and the County to refine project design and documentation in ways that will maximize scoring potential while remaining aligned with the County's goals.

Step 3: Grant Readiness Review

Before finalizing a recommendation to proceed, GrantWorks performs a comprehensive readiness review that evaluates:

- Project design completion and engineering status.
- Budget accuracy and cost estimates.
- Environmental and permitting requirements.
- Community support or stakeholder engagement.
- Capacity to meet matching funds and reporting obligations.

If any element is not yet ready, GrantWorks provides specific recommendations to strengthen readiness, such as completing preliminary engineering, refining cost estimates, or developing interagency partnerships.

Step 4: County Consultation and Decision Point

After completing the pre-scoring, our team will meet with the County to review findings, discuss potential risks, and determine whether to move forward. If the preliminary results indicate a strong likelihood of funding, GrantWorks will request the County's approval to proceed with full application development. Conversely, if the

pre-score indicates a low probability of success, the County can make an informed decision to redirect efforts toward more competitive programs, saving time and resources.

Step 5: Recommendation and Strategic Guidance

If the County's project is determined to be not yet grant-ready, GrantWorks offers candid guidance and actionable next steps to position Medina County for future success. We may advise postponing or declining to apply if:

- Program eligibility or match requirements cannot be met.
- The application window is too short to prepare a competitive proposal.
- The project does not align with the County's strategic or capital priorities.
- Post-award administrative obligations would pose an undue burden or risk.

This transparent and strategic approach is one of the reasons Texas communities continue to rely on GrantWorks as a trusted long-term partner. Our goal is not only to help Medina County secure funding but to pursue opportunities that are well-timed, well-matched, and positioned for successful implementation and compliance.

3.5 Approach to Grant Writing and Application Development

GrantWorks brings extensive, proven expertise in grant writing and administration for municipalities across Texas. Our team has successfully developed and submitted hundreds of grant applications on behalf of cities, counties, and special districts, securing funding for a wide range of initiatives, including infrastructure improvements, public safety and emergency services, parks and recreation, economic development, historic preservation, and community revitalization.

We understand that effective grant writing requires more than technical proficiency; it demands a strategic approach that aligns the County's priorities with funder objectives, demonstrates community impact, and supports compliance with all program requirements. Our team excels at crafting compelling narratives, developing accurate budgets, and assembling supporting documentation that meets the expectations of federal, state, and local funding agencies.

GrantWorks' experience spans highly competitive federal programs such as EDA, FEMA, and HUD funding, as well as state-level initiatives through agencies such as GLO, TDEM, TWDB, TPWD, and TDHCA. We have a strong record of success, with millions of dollars in grant awards achieved for cities comparable to Medina County.

Beyond individual applications, GrantWorks provides ongoing support and technical assistance, including grant readiness assessments, research on funding opportunities, application reviews, and post-award management. This end-to-end experience allows our clients not only to secure funding but also to effectively administer grants, comply with reporting requirements, and achieve measurable results for their communities.

3.5.1 Application Initiation

Upon identifying the grant program, GrantWorks grant writers will collaborate with the appropriate County staff/department to develop a comprehensive project plan that addresses identified community needs and aligns with the objective of the grant program. GrantWorks will organize an application initiation meeting where County staff, the project engineer, and other stakeholders will meet to define roles and responsibilities, prepare a communication plan, and develop a project plan and schedule. GrantWorks will assist with defining project goals, objectives, activities, timelines, and expected outcomes.

3.5.2 Optimize Project

During project optimization, grant writers facilitate scope meetings with all stakeholders to develop a detailed project proposal that meets the community's needs. The detailed project proposal outlines the scope, objectives, and expected outcomes, including an estimated budget and schedule. For HUD grants, we describe the project's intended beneficiaries and explain how the project will benefit low- to moderate-income individuals or address the needs of disadvantaged communities. We also detail the specific work to be performed as part of the project.

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including construction, engineering and design work, permit acquisition, and other activities needed to complete the project successfully. Our grant writers will also tailor project parameters to maximize scoring on a competitive pursuit and engage with the community to gather input and conduct public hearings or meetings, as required.

3.5.3 Prepare Budget

GrantWorks grant writers will work with the County, project engineers, and other stakeholders to prepare a detailed project budget that accurately reflects the costs associated with implementing the proposed activities. This includes estimating expenses for personnel, supplies, equipment, and other resources and ensuring compliance with program budgetary requirements.

3.5.4 Develop Application

Our grant writers will craft a compelling narrative that effectively communicates the significance of the proposed project, its potential impact on the community, and the County's capacity to implement it successfully. This includes addressing all grant application components, including project description, goals and objectives, methodology, evaluation plan, and sustainability strategy. They will research and compile relevant data, statistics, and supporting documentation to strengthen the grant proposal. They will outline the scope details, budget, and expected outcomes by addressing each application component, including a clear and compelling project description. In addition, the team will develop maps, exhibits, and graphics to support the application. They will also create templates for letters of support and encourage collaboration from relevant stakeholders to support competitive applications.

3.5.5 Review and Edit

Our grant writers review and edit grant applications for clarity, accuracy, completeness, formatting, and adherence to submission requirements. We will also thoroughly proofread the application to eliminate errors and inconsistencies and improve the overall quality and effectiveness of the proposal. During the review cycle, our grant writers conduct a three-tier review of the application and data collected during engineering and beneficiary surveys.

3.5.6 Submission and Follow-Up

GrantWorks will assist the County in submitting the grant application to the appropriate funding agency through the designated application process. We will submit all grant applications according to the specified guidelines and request confirmation of the application's timely submittal.

Our grant writers also provide support during the agency review process by working with the County to respond to inquiries from the funding agency, providing additional information or clarifications as needed. The project team will inform the County of all activities and information exchanges with the funding agency.

3.6 Approach to Grant Administration Services for Awarded Grants

GrantWorks is able and ready to provide comprehensive administration and fully compliant implementation of the County's grant-funded construction activities. Based on the qualifications and experience we provide in this section, we respectfully request the County's consideration of GrantWorks to provide grant administration services under all identified programs and project types. Program setup steps include:

- Establish an administrative framework (i.e., Communication Protocols, Policies and Procedures, Recordkeeping and Document Management System, GW20/20 Grant Management Platform)
- Assess internal procedures and processes related to financial management, recordkeeping/document management, and procurement for capacity and compliance, and help establish and maintain financial processes that comply with state and federal regulations.
- Review the existing Procurement Policy (2 CFR 200.318(a)) and make any updates accordingly.

- Provide policy guidance and operational templates (as needed) for key compliance considerations such as procurement, financial management, labor standards, environmental clearance, and URA/acquisition procedures.
- Develop compliance and monitoring procedures and protocols that are risk-based, collaborative, and consistent with state/federal requirements.

Throughout the grant management process, it is essential to maintain open communication among the project team and the administering agency, adhere to all regulatory requirements, and diligently document all activities and expenditures related to the grant-funded projects. Failure to comply with regulations and reporting requirements can result in compliance issues and potential funding disallowance or recapture.

We strive to be communicative, cooperative, informed, and active members of your project team. We use detailed document tracking systems and collaborate daily to keep activities on track, on time, and within budget. GrantWorks will guide and assist with financial management, recordkeeping, procurement, environmental clearance, reporting, compliance monitoring, construction oversight, labor standards monitoring and documentation, contract closeout, and other aspects of implementation. Our administrative support includes preparing all required forms, notices, and agenda items. Core tasks associated with grant management and funding administration include the following:

3.6.1 Project Management

The project management team includes experts in procurement and bidding, contractor coordination, financial management, regulatory compliance, and other disciplines relevant to the specific funding type. We use detailed document tracking systems and collaborate daily to keep projects on track. GrantWorks will guide and assist the County with financial management, recordkeeping, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We support scope changes and reporting, and prepare and provide all forms, notices, and agenda items in advance.

Our team will help you create a well-run, efficient, and successful grant program that complies with all state and federal reporting requirements. The GrantWorks Team understands that communication is vital to any successful project. We can regularly update County officials, staff, and the public. Consistent communication and transparency help stakeholders understand the program's status, helping them feel more confident about the overall process.

- Manage and coordinate the completion of all project activities, including recordkeeping and administration, financial management, procurement, compliance assurance, environmental review, construction oversight, labor standards monitoring, and project closeout.
- Maintain regular contact with the project team, including project engineers, local points of contact, construction contractors, the County, and other relevant parties.
- Track and document all grant expenditures, ensuring compliance with budgetary guidelines and allowable costs.
- Regularly monitor project progress and outcomes to assess adherence to established timelines and performance targets.
- Coordinate and prepare progress reports and other required updates regarding project status.
- Prepare and submit quarterly reports and other required updates.
- Track inquiries regarding grant progress and completion dates.
- Provide dashboard reports as needed.

3.6.2 Financial Management

We support local government recipients in establishing and maintaining financial processes that comply with state and federal regulations. As part of that, we create and maintain a grant ledger and help the County establish and maintain a reporting and recordkeeping system so that you can keep physical and digital copies of all documents locally. Our recordkeeping methods consistently receive high marks from state and federal monitors.

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We initially review invoices and supporting draw documentation for program eligibility and benchmark conformance, determine whether contract budget revisions are needed, and confirm that quantities match contracts. We work proactively with all stakeholders to avoid issues that may result in questioned costs or audit concerns and to resolve any identified problems as quickly as possible.

- Help manage grant funds, including submitting required forms and letters to the administering agency.
- Assist with financial management, including reviewing and processing all invoices, contracts, and change orders from the project engineer and construction contractors.
- Review invoices and support documentation for program eligibility and benchmark conformance and confirm that quantities match contracts.
- Assist in reviewing solutions to resolve unexpected cost overruns, construction activities, or location changes, or other issues affecting the project's eligibility and status.
- Facilitate milestone payments and verify milestones are met before payment is made.
- Track invoice submittal and payment processing.
- Assist with developing fraud prevention and abuse practices.
- Maintain audit-ready financial documentation of project-associated pay requests.

3.6.3 Recordkeeping and Administration

Establish project files in the GW20/20 grant management system to track and report ongoing grant administration activities following award terms. This includes tailoring the interface to accommodate project scope, schedule, and budget details, County operating conventions, and specific grant requirements such as financial, recordkeeping, procurement, and compliance protocols.

- Establish and implement a project closeout plan that supports maintaining audit-ready project files.
- Prepare forms, notices, agendas, etc.
- Assist in responding to Requests for Information and other correspondence.
- Submit contract extensions and/or amendment requests when needed.
- Maintain contracts. files, correspondence, etc., in the document management system.
- Maintain and update the GW20/20 database and data management system.
- Collect and compile data from various sources to create comprehensive datasets.
- Create, generate, and distribute required reports to the County, the administering state or federal agency, and relevant stakeholders.

3.6.4 Environmental Review

- Determine the necessary level of review.
- Coordinate with local officials, engineers, and other project team members.
- Participate in progress meetings.
- Consult with regulatory agencies.
- Attend site visit(s) as necessary.
- Complete required environmental review forms and supporting documentation.
- Prepare and publish public notices.
- Draft responses to public comments.
- Coordinate the procurement of specialized services, if necessary.
- Perform and/or oversee any required re-evaluations.

3.6.5 Procurement and 2 CFR 200 Support

The GrantWorks Team has a wealth of institutional knowledge and well-established procurement and contracting procedures compliant with 2 CFR 200. GrantWorks has experience in all aspects of the procurement process. Our procurement specialists can guide County staff to develop procurement packages that meet program specifications and comply with local, state, and federal requirements.

Our staff develop compliant procurement documents to assist clients in securing engineers, environmental firms, specialized environmental services, multiple construction contractors, IT specialists, and other services needed to complete grant management requirements successfully. Services include:

- Analyze grant-related purchase requirements and recommend the appropriate procurement method and contract type in conformance with 2 CFR 200.317.326 requirements.
- Review the County's procurement policies and any project-related procurements performed to date (engineering, etc.) and offer advice on where findings may conflict with federal or state standards for eligibility, allowability, allocability, and compliance.
- Assist in developing appropriate solicitation(s) for grant-related services (architect, engineer, environmental, construction, surveying, etc.).
- Coordinate with the County and engineer to establish, implement, and document the contractor selection process, including documenting state clearances and federal debarment checks, and review of bid alternates.
- Assist with the preparation of bid documents and monitoring of the bid process for state and federal compliance, including bid advertising, tabulation, and award procedures.
- Support the bid opening and review process.
- Provide input on award recommendations.
- Help draft and issue Notice to Proceed to selected contractors.
- Review contracts for federal and state grant compliance.

3.6.6 Compliance and Monitoring

- Oversee the disbursement of funds, adhering to all relevant federal regulations, guidelines, and requirements.
- Keep current with all state and federal regulations and agency guidance governing the use and administration of grant funds.
- Support subrecipients in understanding and adhering to regulations and requirements.
- Monitor and verify the accuracy and completeness of documentation related to grant-funded activities, including budgets, financial records, progress reports, and compliance with income eligibility requirements.
- Attend on-site monitoring visits by state or federal agencies.
- Draft written responses to monitoring activities as needed.

3.6.7 Construction Management

Our project managers have extensive experience reviewing contract/bid packages for compliance, monitoring contractor performance, reviewing change orders, and processing construction pay estimates. The GrantWorks Team also has a long history of providing our clients with contract development assistance. We will use this expertise to review construction contracts, support compliance with state and federal requirements, and verify inclusion of required contract provisions.

- Working backward from the targeted construction package Notice to Proceed (NTP) dates, we coordinate with all parties to set the targeted dates for contract award, bid opening, pre-bid meeting, bid advertisement, and the issuance of advance bid notices. These milestone dates are captured in our master schedule and are updated to reflect progress.
- Schedule and facilitate a Pre-Construction Conference, if requested, with the project team to review project details, define expectations, clarify project roles, identify and mitigate potential risks, review schedules and budgets, and prepare minutes.
- Provide project engineers with instructions and form packets so they know upfront what information the administering agency requires.
- Review plans, bid documents, and change orders for compliance with regulations and conformance with the state or federal contract.
- Process change orders, get approval from the County and the project engineer, and submit them before execution by the construction contractor.
- Participate in bid analysis and review of contract documents.

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- Evaluate construction progress activities against the established budget, scope, schedule, and 2 CFR 200.
- Provide advice and technical assistance to County personnel on project implementation and regulatory matters.
- Verify milestone payment requests.
- Obtain the Certificate of Construction Completion/Final Wage Compliance Report and submit it to the administering state or federal agency.

3.6.8 Labor Standards

GrantWorks can monitor compliance with equal opportunity and labor standards provisions (including on-site employee interviews, review of all contractor payrolls, wage determination, calculation of wage restitution, etc.). We will accomplish construction monitoring through routine but random visits to work sites, interviewing on-site staff, filing reports, and reporting to the County. We will achieve much of this compliance monitoring during visits to monitor, evaluate, and report the contractor's performance. In addition to unscheduled site visits, the team will complete on-site progress inspections for quality assurance compliance, certify partial payment requests, and review, recommend, and process any change orders as needed.

- Assist or function as a local labor standards officer.
- Establish the appropriate wage determination and include it in the bid documents and specifications.
- Obtain any additional classification and/or wage rates.
- Resolve any discrepancies found through the interviews.
- Document records of employee interviews.
- Initiate actions required for any wage restitution actions, including notifications, computations, and certified payroll corrections.
- Support the contractor in making appropriate corrections to payroll documents.
- Prepare final labor reports.
- Monitor construction contractors, track compliance with Section 3, DBE, and other equal opportunity requirements, and prepare contractor and subcontractor reports.
- Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).

3.6.9 Project Closeout and Audit Support

- Provide audit technical assistance and general support.
- Provide the auditors with audit guidelines and attend any scheduled state or federal audit visits.
- Prepare all documentation to respond to any audit or closeout inquiries.
- Assist in working with state or federal agencies to resolve monitoring audit findings.
- Perform internal reconciliation of project files and records.
- Assist the County in closing out grants and third-party claims within 90 days of completion.
- Confirm all grant funds are expended and accounted for at the end of the project.
- Validate completion of all project milestones and deliverables by performing a thorough file audit and finalizing project checklists utilizing the GW20/20 grant management system.
- Prepare the final Project Completion Report, which includes the Minority Business Report, Monthly Employment Utilization Report, Private Business Employment Report (if applicable), documentation of Fair Housing activities, and Certificate of Completion.
- Prepare the full Closeout Report package, including final cross-cutting reports, financial and performance metrics, and all required environmental, acquisition, procurement, construction, labor monitoring, and expenditure documentation.
- Archive hard copy and electronic files and maintain records.

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SECTION 4

PROPOSED COST OF SERVICES

SECTION 4 – PROPOSED COST

4.1 Grant Consulting & Research – Hourly Rates

Figure 12 outlines the hourly rates for GrantWorks personnel providing grant research for Medina County. These rates reflect the expertise and experience of each role in delivering comprehensive, compliant, and high-quality grant research services.

***Figure 12**: Hourly Fee for Funding Needs Assessment and Grant Research*

STAFF TITLE/ CLASSIFICATION	HOURLY RATE ($/HOUR)
Program Executive	$0.00
Subject Matter Expert	$195.00
Program & Client Services Manager	$165.00
Funding Needs Assessment Task Lead	$150.00
Grant Research Task Lead	$150.00

4.2 Grant Application Preparation – Flat Fee

Figure 13 presents flat fees for GrantWorks' grant application preparation services for Medina County. These fees are designed to provide a clear, predictable cost structure for preparing complete, competitive grant applications across federal, state, and local funding programs. GrantWorks leverages extensive experience in municipal grant writing and administration to deliver high-quality applications that meet all program requirements. The flat fee approach ensures transparency, facilitates budgeting, and allows the County to efficiently plan for grant opportunities while benefiting from expert guidance and strategic support throughout the application process.

***Figure 13:** Flat Fee for Grant Application Preparation*

GRANT MINIMUM	GRANT MAXIMUM	FLAT FEE PER APPLICATION
Tier 1 – Small Grant Application (Planning/Small)		
$0.00	$150,000.00	$1,950.00
$150,001.00	$250,000.00	$3,460.00
Tier 2 – Medium Grant Application (Medium Infrastructure/Equipment Grant)		
$250,001.00	$1,000,000.00	$5,830.00
$1,000,001.00	$3,000,000.00	$9,950.00
Tier 3 – Large or Complex Grant Application (Large/Multi-Phase Project)		
$3,000,001.00	$5,000,000.00	$11,890.00
$5,000,001.00	$10,000,000.00	$14,920.00
>$10,000,000.00		Negotiable, based on grant type

Condition: Flat fees for grant application preparation exclude any third-party services, including engineering.

For **Tier 1**, GrantWorks provides support for straightforward grant opportunities that have minimal complexity. This includes preparing the grant narrative, a basic budget, and standard supporting documentation, while

coordinating with County staff and project engineers to gather all necessary project information. Tier 1 services are designed for smaller grants or programs with limited requirements.

For **Tier 2**. GrantWorks addresses moderate-complexity grants that require more detailed technical, financial, or demographic information. Services include developing comprehensive narratives, detailed budgets, and multiple supporting attachments. Tier 2 may also involve consultation with subject matter experts and coordination with multiple County departments and project engineers, making it ideal for mid-sized grants or projects with moderate administrative and compliance requirements.

For **Tier 3**, GrantWorks provides full support for highly complex or large-scale grants with extensive regulatory, technical, or compliance requirements. This tier includes development of complete narratives, detailed multi-year budgets, sophisticated supporting documentation, and full compliance assurance. Tier 3 often requires extensive coordination with subject matter experts, engineers, and multiple County departments, and is appropriate for high-dollar or multi-jurisdictional grants that demand a turnkey application solution.

4.3 Grant Administration – Percentage and/or Hourly – Percentage of Award (Where Allowable)

Figure 14 outlines GrantWorks' proposed fees for grant administration services, calculated as a percentage of the total grant award, for Medina County. This approach provides a transparent, performance-based structure that aligns GrantWorks' compensation with the scope and scale of each awarded grant. GrantWorks brings extensive experience in managing municipal grant-funded projects, including compliance monitoring, reporting, budget management, and coordination with stakeholders. By using a percentage-of-award fee structure, the County benefits from predictable, scalable costs that reflect the level of effort required to ensure successful grant execution, full compliance, and optimal utilization of awarded funds.

Figure 14: *Percentage for Grant Administration for Federal or State Grants*

GRANT MINIMUM	GRANT MAXIMUM	PERCENTAGE
$0.00	$10,000,000.00	6.79%
>$10,000,000.00		Negotiable

Conditions:

1. Flat fees for grant administration exclude any third-party services, including engineering.
2. Grants subject to programmatic fee caps will be adjusted accordingly.

4.2.1 Hourly Rates for Grant Administration

Figure 15 outlines GrantWorks' hourly rates for grant administration services for Medina County.

Figure 15: *Hourly Rate Schedule for Grant Administration*

STAFF TITLE/CLASSIFICATION	HOURLY RATE FOR ADMINISTRATION ($/HOUR)
Program Executive	$0.00
Program and Client Services Manager	$165.00
Subject Matter Expert	$195.00
Funding Needs Assessment Task Lead	$150.00
Grant Research Task Lead	$150.00
Grant Writing & Application Task Lead	$145.00
Grant Administration Task Lead	$140.00

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ATTACHMENT 1

RESUMES OF KEY PERSONNEL

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided resumes for the following key personnel.

- Bruce Spitzengel – Program Executive
- Katy Hahn – Program & Client Services Manager
- Natalie Gonzalez – Funding Needs Assessment & Grant Research Task Lead
- Charles Edwards – Grant Writing & Applications Task Lead
- Karen Blaney – Grant Administration Task Lead
- Kayla Burgess – Grant Administration Task Lead

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BRUCE SPITZENGEL

PROGRAM EXECUTIVE

PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 250+ employees in 2 primary offices and 79 field locations, with headquarters in Austin, Texas. GrantWorks is the most successful local government grant services provider in Texas due to Bruce's expertise in HUD CDBG, CDBG-DR, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has managed over $12 billion in grant funding for 720+ local government clients.

In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and multi-family affordable housing. Bruce has helped countless communities develop complicated CDBG projects. He gained his significant knowledge base from over 47 years of grant and CDBG experience.

Bruce is incredibly proud that in 2014, GrantWorks was designated by HUD as a Technical Assistance Provider resource for Texas.

EMPLOYMENT HISTORY

- President and Principal-in-Charge, GrantWorks, Inc., Austin, Texas, September 1979 – Present

45+ YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Geography, Kansas State University, Manhattan, Kansas, 1975

Bachelor of Arts, Liberal Arts, Kansas State College, Manhattan, Kansas, 1973

HIGHLIGHTS

Over 45 years of experience with HUD and CDBG grants

An expert in CDBG project development needs identification and infrastructure projects

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KATY HAHN

PROGRAM AND CLIENT SERVICES MANAGER

PROFESSIONAL QUALIFICATIONS

In addition to serving as a Client Services Manager, Katy Hahn serves as Program Manager for GrantWorks on Master Services Agreements. She brings over a decade of experience in client services, account management, and strategic project coordination across both public and private sectors. In this role, she is responsible for leading comprehensive grant research efforts, identifying and evaluating funding opportunities aligned with client priorities, assessing eligibility and competitiveness, and delivering actionable recommendations that guide application strategy. Katy works closely with client staff to translate project needs into viable funding pathways, while managing timelines, tracking opportunities, and coordinating across internal teams to support application readiness. Her background in managing complex, data-driven projects and building strong client relationships enables her to simplify the grant research process and provide clear, result-oriented guidance that supports successful funding outcomes.

RELEVANT EXPERIENCE

CLIENT SERVICES MANAGER, GRANTWORKS INC., AUSTIN, TEXAS, SEPTEMBER 2025 – PRESENT

Katy partners with city and county governments to help them manage and navigate their grant funding needs. She supports local agencies through the key stages of the grant process, from identifying opportunities to understanding requirements and staying compliant. Katy specializes in simplifying the complex world of federal and state grants, helping local governments access funding and use it effectively. Her focus is on building strong, responsive relationships and making sure our clients have the tools and guidance they need to move their projects forward.

SENIOR BRAND ACCOUNT MANAGER, KATALYS MARKETPLACE, SAN DIEGO, CALIFORNIA, AUGUST 2023 – AUGUST 2025

Katy engineered and scaled affiliate programs for digitally native brands, generating over $400K, $86K, and $251K in commissions through data-driven segmentation, platform automation, and performance optimization. Serving as both a technical and strategic liaison for clients, Katy troubleshot platform issues, integrated tracking pixels, and ensured seamless campaign execution across multiple Martech ecosystems. She drove $183.5K in affiliate revenue for an emerging DTC brand through iterative testing, attribution model refinement, and strategic channel diversification, achieving $93K in a single quarter.

Katy led product demos and performance reviews to highlight affiliate program insights and platform capabilities, directly influencing renewals and expansion opportunities. By building and managing cross-functional relationships with brand, tech, and analytics stakeholders, she aligned affiliate growth initiatives with overarching business goals and integrated CRM and analytics feedback loops to enable smarter campaign optimization.

10+ YEARS

CLIENT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Business Administration, Texas State University, San Marcos, Texas, 2011

HIGHLIGHTS

Business Development

People Management

Global Team Leadership

Strategic Planning

REGISTRATIONS/ CERTIFICATIONS

Google Advertising Certification, Google, September 2017

Search Engine Optimization Fundamentals Certification, UC Davis, September 2017

PROFESSIONAL AFFILIATIONS

Member, American Marketing Association, 2025

Member, Texas Young Professionals, 2025

Through deep-dive performance analyses using Excel, SQL exports, and BI dashboards, Katy monitored key performance indicators such as ROAS, LTV, and CAC, translating insights into measurable program improvements. Additionally, she identified and escalated technical issues related to tracking, API integrations, and platform discrepancies, collaborating closely with engineering and support teams to ensure rapid resolution and minimize campaign disruption.

SENIOR CUSTOMER SUCCESS CLIENT PARTNER, INSTAPAGE, SAN FRANCISCO, CALIFORNIA, NOVEMBER 2021 – APRIL 2023

Kay engineered and scaled affiliate programs for digitally native brands, generating over $400K, $86K, and $251K in commissions through data-driven segmentation, platform automation, and performance tuning. Managing a $5M+ ARR SaaS book of business, Kay oversaw contract lifecycles, revenue forecasting, usage analytics, and customer health using tools such as Salesforce, Gainsight, and Looker. She drove operational efficiency and product adoption by strategically cross-selling platform modules and configuring workflows to streamline client processes and accelerate time-to-value. Leading data-driven quarterly business reviews (QBRs) with executive stakeholders, she leveraged customer analytics and performance metrics to guide product roadmap alignment, reduce churn risk, and drive account expansion. Katy also designed and executed client-specific strategic plans, managing both technical implementation, such as landing page development and conversion tracking, and creative delivery.

Additionally, Katy founded and scaled a new client delivery team, hiring and managing four direct reports, establishing standard operating procedures, and achieving operational KPIs aligned with engineering and product goals. By streamlining onboarding workflows and improving collaboration across product, customer experience, and engineering teams, Katy reduced implementation time by 25%. She built and maintained customer health monitoring systems through CRM and behavioral analytics tools, proactively addressing usage gaps and reducing churn, resulting in a 60% boost in client retention. Through weekly agile-style standups with clients, she aligned sprint priorities, surfaced technical blockers, and maintained transparency across development cycles. Her efforts to enhance the landing page experience through relevance optimization, deep linking, and dynamic content integration across paid social and search channels increased conversion rates by more than 10%.

SENIOR DIGITAL ACCOUNT MANAGER, TOOLBOX STUDIOS, SAN ANTONIO, TEXAS, AUGUST 2014 – APRIL 2023

Katy directed digital marketing campaigns across Meta, Google, Klaviyo, and HubSpot. She used analytics and CRM data to increase customer lifetime value through targeted cross-sell and feature promotion. She also led technical project delivery between agency and client teams. Katy managed print and digital ad placements, tracking performance with Google Tag Manager and Segment. She built scalable, automated campaign frameworks with API integrations. She also delivered campaign proposals and dashboards using Looker Studio and Figma and deployed Facebook Pixel and A/B tests to improve targeting, bidding, and funnel efficiency.

EMPLOYMENT HISTORY

- Client Services Manager, GrantWorks, Inc., Austin, Texas, September 2025 – Present
- Senior Brand Account Manager, Katalys Marketplace, San Diego, California, August 2023 – August 2025
- Senior Customer Success Client Partner, Instapage, San Francisco, California, November 2021 – April 2023
- Senior Digital Account Manager, Toolbox Studios, San Antonio, Texas, August 2014 – April 2023

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NATALIE GONZALEZ

FUNDING NEEDS ASSESSMENT & GRANT RESEARCH TASK LEAD

PROFESSIONAL QUALIFICATIONS

Natalie Gonzalez is the Associate Vice President of Client Services at GrantWorks, bringing over 15 years of customer service and housing program experience to her role. Since joining GrantWorks in 2019, she has advanced through key positions—including Client Services Manager and Director—where she has built strong client relationships, overseen complex grant-funded projects, and led teams to deliver high-quality results. In her current role, Natalie manages client accounts, directs outreach and marketing initiatives, and ensures local governments receive the technical support needed to access and effectively manage state and federal funding opportunities.

As Funding Needs Assessment & Grant Research Task Lead, Natalie coordinates stakeholder discussions, evaluates the County's priorities and project readiness, and translates identified needs into clear funding objectives. She also directs research into applicable grant programs, assesses eligibility and competitiveness, and provides practical recommendations regarding funding fit, timing, match requirements, and next steps.

RELEVANT EXPERIENCE

VICE PRESIDENT/ASSOCIATE VICE PRESIDENT OF CLIENT SERVICES, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, APRIL 2024 – PRESENT

Natalie leads the firm's client services department, overseeing a team of client services managers responsible for maintaining strong, long-term relationships with local government clients across Texas and beyond. She directs the development and execution of client service strategies, ensuring high levels of client satisfaction, retention, and program success. Natalie manages all aspects of client accounts, including communications, problem resolution, and performance tracking, while also guiding outreach and marketing initiatives to expand GrantWorks' impact. In addition, she develops and implements policies, procedures, and process improvements that strengthen service delivery and ensure compliance with complex federal and state funding requirements. Through her leadership, Natalie ensures that communities receive the technical expertise and support needed to plan, access, and administer grant-funded programs successfully.

CLIENT SERVICES DIRECTOR, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, OCTOBER 2022 – MARCH 2024

Natalie oversees a team of Client Services Managers and GrantWorks' relationship with its clients. She maintains high retention rates, developing long-term relationships with repeat clients. She also manages the company's accounts and communicates with clients to ensure their satisfaction. Her responsibilities include tracking data about accounts and intervening when problems occur. Natalie leads marketing efforts and outreach and manages staff, clients, and processes and policies for all accounts.

15+ YEARS

CUSTOMER SERVICE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Coursework, Education and Political Science, Del Mar College, Corpus Christi, Texas

Coursework, Business and Marketing, University of Texas at San Antonio, San Antonio, Texas

HIGHLIGHTS

15+ years of customer service experience

TRAINING

Homeownership Counselor, NeighborWorks America, 2015

Grant Writing Certificate, NeighborWorks America, 2015

How To Develop A Business Plan, Neighbor Works America, 2015

Affordable Housing Development Finance, Neighbor Works America, 2016

Asset Management Finance, Neighbor Works America, 2016

Real Estate Development Finance, Neighbor Works America, 2016

Credit Counseling for Maximum Results, NeighborWorks America, 2017

APPLICATION ASSISTANT, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, OCTOBER 2021 – OCTOBER 2022

Natalie gathers data, monitors the progress of deadlines, and prepares application materials.

CLIENT SERVICES MANAGER, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, OCTOBER 2019 – OCTOBER 2021

Natalie is responsible for establishing and maintaining relationships with clients. She is also involved in developing new market opportunities for GrantWorks. Natalie assists communities in developing eligible projects, attending meetings with local elected officials, completing employee interviews, and completing site visits. She reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers as needed to keep abreast of grant funding opportunities and program changes. She also identifies and reviews local government needs and priorities that may be addressed through various funding opportunities, coordinates project development meetings, and attends applicable stakeholder meetings.

RESIDENTIAL APPRAISER, NUECES COUNTY APPRAISAL DISTRICT, NUECES COUNTY, TEXAS, JUNE 2017 – OCTOBER 2019

As a Property Appraiser specializing in residential real estate and condominium/townhome properties, Natalie was responsible for conducting annual field inspections to assess and determine property values. Her work involved researching and analyzing residential property sales to establish accurate sales ratios and set neighborhood factors, as well as applying cost approach methods to determine fair market value. Natalie regularly reviewed building blueprints and permits to sketch new single-family and multifamily improvements and interpreted homeowners' association (HOA) declarations to calculate ownership percentages and allocate value to common areas based on General Common Element (GCE) interests.

Throughout the construction process, Natalie collaborated closely with contractors and developers to ensure accurate creation of condominium and townhome accounts. During the annual protest season, she assisted property owners with valuation disputes, reviewed supporting evidence, and adjusted property values when appropriate. She also defended district valuations before the Appraisal Review Board and worked with tax agents representing homeowners to ensure equitable outcomes. Her appraisal work adhered to the ethical standards and professional practices set forth by the State Comptroller's Office of Appraisal and followed all Uniform Standards of Professional Appraisal Practice (USPAP) guidelines.

EMPLOYMENT HISTORY

- Vice President/Associate Vice President of Client Services, GrantWorks, Inc., Corpus Christi, Texas, March 2024 – Present
- Client Services Director, GrantWorks, Inc., Corpus Christi, Texas, October 2022 – March 2024
- Application Assistant, GrantWorks, Inc., Corpus Christi, Texas, October 2021 – October 2022
- Client Services Manager, GrantWorks, Inc., Corpus Christi, Texas, October 2019 – October 2021
- Residential Appraiser, Nueces County Appraisal District, Nueces County, Texas, June 2017 - October 2019
- Property Management Coordinator, Nueces County Community Action, Nueces County, Texas, February 2015 - May 2017
- Property Manager, Asset Plus Companies, Corpus Christi, Texas, March 2011 - October 2014
- Assistant Manager and Property Manager, Property Management, Corpus Christi, Texas, January 2009 - September 2010

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CHARLES EDWARDS

GRANT WRITING & APPLICATION TASK LEAD

PROFESSIONAL QUALIFICATIONS

Charles Edwards has 18 years of grant application and administration experience. He has an additional six years in residential construction project management. Charles joined GrantWorks as a Director of Application Services after owning and operating a community development consulting firm where he applied for and managed state and federal funding for municipal and county governments. Charles has successfully received funding for hundreds of applications through multiple Federal and State agencies.

RELEVANT EXPERIENCE

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., RENO, TEXAS, MARCH 2022 – PRESENT

Charles is a Director of Application Services and provides day-to-day operational support for the Application Specialists. Charles is responsible for gathering data, monitoring the progress of deadlines, and overseeing the preparation of application materials. He continues writing grants for community and economic development projects and coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other entities to develop application projects.

Application Specialist, Texas Department of Agriculture 2022-2023 Downtown Revitalization Grant Program Application, City of Paris, Paris, Texas, Grant Amount: $500,000

Paris, a Main Street City, received a $500,000 grant from the Texas Department of Agriculture. Charles assisted the City with achieving funding to address deteriorated sidewalks and roadways identified as areas of need by the City and Toole Design. The project will reconstruct an area on 1st Street and install ADA-compliant brick pavers, ADA-compliant ramps, and new lighting. This updated corridor will encourage business growth and development primarily for pedestrians and those needing ADA-compliant access.

OWNER/CONSULTANT, RESOURCE MANAGEMENT & CONSULTING CO., PARIS, TEXAS, AUGUST 2007 – MARCH 2022

Charles owned and operated Resource Management & Consulting Co., a community development consulting firm, managing multiple grant programs for 30+ cities and counties in the Northeast Texas region. His experience includes the successful writing and administration of programs offered by the Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Parks and Wildlife (TPWD), Bureau of Justice Assistance (BJA), Federal Emergency Management Agency (FEMA), Department of the Treasury, and many others. Program management included preparing environmental assessments, labor standards monitoring, financial management, civil rights, fair housing, and Section 3 compliance.

18 YEARS

APPLICATION AND GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Kinesiology, Texas A&M University, College Station, Texas, 1999

HIGHLIGHTS

Knowledgeable of Federal and State program guidelines

Excellent communication skills

Understanding of all aspects of a project, from concept to development to management and completion

REGISTRATIONS/ CERTIFICATIONS

Residential Mortgage Loan Originator, NMLS License No. 630161, Non-Active

TxCDBG Certified Administrator, Texas Department of Agriculture, Active

WARRANTY MANAGER, CONSTRUCTION MANAGER, SENIOR CONSTRUCTION MANAGER-DFW SOUTH, KIMBALL HILL HOMES, DALLAS, TEXAS, 2001 – AUGUST 2007

Charles began his career with Kimball Hill Homes as a warranty manager, attending to warranty requests submitted by homeowners. He coordinated with the homeowners and subcontractors to quickly and professionally complete repairs. He was promoted to construction manager in 2002, where he managed the construction of dozens of homes, working closely with sales consultants and homebuyers to ensure homes were built above standards to a timely completion under budget. In 2005, Charles was promoted to Senior Construction Manager of DFW South, overseeing five subdivisions containing over 1,000 lots and 12 construction managers.

EMPLOYMENT HISTORY

- Director of Application Services, GrantWorks, Inc., Reno, Texas, March 2022 – Present
- Owner/Consultant, Resource Management & Consulting Co., Paris, Texas, August 2007 – March 2022
- Senior Construction Manager, Kimball Hill Homes, Dallas, Texas, 2005 – 2007
- Construction Manager, Kimball Hill Homes, Dallas, Texas, 2002 – 2005
- Warranty Manager, Kimball Hill Homes, Dallas, Texas 2001 – 2003

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC.

KAREN BLANEY

GRANT ADMINISTRATION TASK LEAD

PROFESSIONAL QUALIFICATIONS

Karen Blaney is a seasoned Grant Administration Task Lead with over 20 years of experience leading complex disaster recovery, mitigation, and sustainability programs and initiatives for local governments, universities, and nonprofit organizations. Her technical expertise and ability to coordinate multidisciplinary teams have made her a trusted leader in managing large-scale infrastructure projects funded through CMP, CDBG, CDBG-DR, CBG-MIT, FEMA Public Assistance and Hazard Mitigation, and RESTORE Act programs.

Karen currently manages over $200 million in CDBG-MIT infrastructure projects, including wastewater treatment plant upgrades and comprehensive stormwater drainage improvements. Her responsibilities span environmental and acquisition compliance, budget and scope amendments, procurement guidance, and construction oversight. Karen also leads several high-impact RESTORE Act projects, including beach park revitalization and coastal ecosystem restoration.

Karen has successfully managed infrastructure programs across multiple jurisdictions, including the City of Galveston's $90.8 million Hurricane Ike/Dolly CDBG-DR recovery initiative, FEMA-funded road and facility repairs in coastal communities, and city-wide utility resilience projects successfully. Her expertise in compliance, construction management, and strategic planning ensures the effective delivery of infrastructure programs that build long-term community resilience.

RELEVANT EXPERIENCE

TEAM MANAGER – SOUTH TEXAS REGION, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2022 – PRESENT

Karen provides administrative and compliance oversight for a team of eight project managers covering $208,155,351 in competitive CDBG-MIT grants throughout South Texas. Projects range from upgrades and improvements to wastewater treatment plants to extensive drainage throughout county and city stormwater infrastructure. Compliance items include environmental review, acquisition, preliminary design review, advisement on budget and scope amendments, and guidance through the 2 CFR 200 competitive bid process.

Regional Manager/Senior Project Manager, Recreational Tourism and Ecotourism Restoration, Coastal Bend Region and Padre Balli and I.B. Magee Beach Parks, RESTORE Act Program, U.S. Department of the Treasury and Texas Commission on Environmental Quality, Nueces County, Texas, Grant Amount: $7.5 million, May 2022 – April 2025

Karen provided administrative and compliance oversight for two complementary RESTORE projects in Nueces County. These projects addressed recreational and conservation priorities in Padre Balli and I. B. McGee Beach Parks.

20 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, English, Pennsylvania State University, State College, Pennsylvania, 1999

Bachelor of Arts, English, Austin College, Sherman, Texas, 1997

HIGHLIGHTS

$300M+ in CDBG-DR and CDBG-MIT Funded Infrastructure Projects

Extensive infrastructure, water/wastewater, drainage, and coastal restoration project experience

Disaster recovery, mitigation, and sustainability program delivery expert

2 CFR 200 Technical Acumen

REGISTRATIONS/ CERTIFICATIONS

Senior Fellow, Environmental Leadership Program

TxCDBG Certified Administrator, Texas Department of Agriculture, Non-Active

SENIOR PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, DECEMBER 2018 – JANUARY 2022

Karen managed all aspects of over a dozen federal and state projects, including compliance with Davis-Bacon labor standards, acquisition under the Uniform Act, financial management, and closeout reviews with federal and state program staff. She has experience with CDBG-DR, CDBG-MIT, FEMA Public Assistance, and FEMA Hazard Mitigation projects. A summary of key projects is as follows.

Senior Project Manager, Lower San Bernard River Ecosystem Restoration Project, RESTORE Act Program, U.S. Department of the Treasury and Texas Commission on Environmental Quality, Brazoria County, Texas, Grant Amount: $10.8 million, November 2019 – October 2023

Karen assisted Brazoria County with budgeting and project management for this program, which supported recovery from the Deepwater Horizon disaster in the Gulf of Mexico. The Texas Commission on Environmental Quality (TCEQ) awarded Brazoria County RESTORE funds for the environmental restoration of a large-scale dredging project at the mouth of the Lower San Bernard River. Karen created a Work Plan for TCEQ and coordinated engineering and construction activities throughout the project.

Senior Project Manager, Texas CDBG-DR Hurricane Harvey, Multiple Clients, Multiple Locations, Texas, Grant Amount: $3.5 million, January 2020 – Present

The combined budget for these projects totals $3.5 million. Karen manages a $1.5 million grant for Calhoun County, specifically for the City of Seadrift, with nine project sites. She previously worked on two projects in Refugio County for the Towns of Woodsboro and Bayside. The projects include road and drainage improvements, public facility enhancements, fire safety upgrades, and water and wastewater infrastructure improvements. The projects in Seadrift began construction in the spring and summer of 2021.

Senior Project Manager, Texas CDBG-DR Ike/Dolly Round 2.2 Infrastructure Improvement Program, City of Galveston, Galveston, Texas, Grant Amount: $90.8 million, March 2019 – Present

The City of Galveston received funding to provide reliable and continuous potable water, ensure the function of roadways, demolish and remediate a defunct municipal incinerator site, maintain the operation of city services, and provide safe and efficient wastewater treatment. Karen assists the City through the remaining project implementation, including construction management, budgets, amendments, labor standards, review of change orders and construction payments, and grant closeout.

Senior Project Manager, FEMA Public Assistance and Hazard Mitigation, Multiple Clients, Multiple Locations, Texas, Grant Amount: $15 million, March 2019 – December 2020

GrantWorks clients, including Galveston County, Seadrift, Woodsboro, Bayside, Victoria, and Refugio (Town), received FEMA Public Assistance funding to repair damage caused by Hurricane Harvey. Projects include road, bridge, and facility (buildings and parks) repairs, as well as emergency vehicle replacement. Karen assisted the clients with qualifying projects by monitoring grant requirements, preparing funding requests for TDEM, reporting, and responding to RFIs. Karen also facilitated periodic conference calls to coordinate with staff members in the localities, TDEM, and FEMA, and assisted in strategizing the next steps in the projects.

EMPLOYMENT HISTORY

- Team Manager, GrantWorks, Inc., Austin, Texas, January 2022 - Present
- Senior Project Manager, GrantWorks, Inc., Austin, Texas, December 2018 – January 2022
- Program Coordinator, City of Austin Watershed Planning Department, Austin, Texas, June – November 2018
- Austin 2030 District Director, SPEER South-Central Partnership for Energy Efficiency as a Resource, Austin, Texas, July 2016 – May 2018
- Assistant Manager for Grant Programs, Office of Sustainability, University of Texas at Austin, Texas, July 2011 – July 2016
- Staff Advisor/Program Coordinator, Campus Environmental Center at University of Texas at Austin, Texas, August 2007 – July 2011
- Information Specialist, National Hospice and Palliative Care Organization, Austin, Texas, November 2006 – May 2007

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KAYLA BURGESS

GRANT ADMINISTRATION TASK LEAD

PROFESSIONAL QUALIFICATIONS

Kayla Burgess is a skilled Community Development Project Manager II and has eight years of diverse project management experience across community development, property management, and customer service industries. Kayla combines strong analytical skills with exceptional communication and interpersonal abilities, enabling her to deliver accurate, timely, and solution-focused results that ensure projects meet all regulatory requirements.

Kayla provides comprehensive administrative oversight for Texas CDBG, CDBG-DR, and CDBG-MIT grants post-award. She reviews and proofs all draft contracts and grant documentation for compliance with federal, state, and local regulations, leads communication with the Texas Department of Agriculture, Texas General Land Office, and Texas Water Development Board on behalf of clients, ensures proper filing of grant documents, oversees fund draws according to approved schedules, and maintains clear communication with vendors while providing regular project updates to clients.

Prior to joining GrantWorks, Kayla held leadership roles in community management and development. As Director of Development at Alamo Management Group, she supervised daily community operations, led Community Managers to ensure compliance with Texas Property Code Chapter 209, facilitated community meetings, managed vendor relationships, and prepared financial and project progress reports. She also served as Community Manager and Senior Community Administrator at FirstService Residential, overseeing operations for thousands of residential lots, managing board communications, facilitating community meetings, monitoring vendor relations, preparing budgets, and maintaining resident engagement and compliance with state regulations.

RELEVANT EXPERIENCE

COMMUNITY DEVELOPMENT PROJECT MANAGER, GRANTWORKS INC., AUSTIN, TEXAS, JULY 2022 – PRESENT

Kayla provides administrative oversight for all stages of TxCDBG, CDBG-DR, and CDBG-MIT grants post-award. She reviews and proofs all draft contracts and grant documentation to ensure compliance with federal, state, and local regulations, facilitates and leads communication with the Texas Department of Agriculture on behalf of clients, and ensures proper filing of all grant-related documents. Additionally, she oversees and facilitates fund draws according to the approved schedule, maintains open communication with vendors, and provides regular status updates to clients.

DIRECTOR OF DEVELOPMENT, ALAMO MANAGEMENT GROUP, SAN ANTONIO, TEXAS, SEPTEMBER 2021 JULY 2022

Kayla oversaw the day-to-day operations of community development. She led Community Managers to ensure full compliance with Chapter 209 of the

8 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY
GrantWorks, Inc.

EDUCATION
Bachelor of Science, Chemistry, University of Texas, San Antonio, Texas, 2014

HIGHLIGHTS
Data Entry

Interpersonal Skills

Highly Proficient Communication Skills

CERTIFICATIONS/ REGISTRATIONS
Certified TxCDBG Administrator, Texas Department of Agriculture, Active

Texas Property Code, planned and facilitated all community meetings, and maintained positive relationships with vendors. Kayla reviewed and verified work before processing invoices for payment and created weekly reports to provide updates on the financial standing of communities and project timelines.

COMMUNITY MANAGER, FIRSTSERVICE RESIDENTIAL, SAN ANTONIO, TEXAS, OCTOBER 2020 – SEPTEMBER 2021

Kayla oversaw both customer-facing and operational aspects for approximately 5,000 residential lots. She managed all board communications and resolved board-related issues, created and proofed community correspondence, and monitored vendor relations, including conducting extensive selection processes. She reviewed and followed up on customer feedback, scheduled and facilitated community meetings, and drafted and finalized the annual community budget while reviewing and processing all invoices. Additionally, Kayla welcomed new homeowners to the community and ensured compliance with state laws, including Chapter 209, Chapter 82, and regulations governing non-profit businesses.

SENIOR COMMUNITY ADMINISTRATOR, FIRSTSERVICE RESIDENTIAL, SAN ANTONIO, TEXAS, JUNE 2019 – OCTOBER 2020

Kayla oversaw all aspects of community communication and administration. She created and proofread all correspondence to ensure compliance with state law, managed the administration team including hiring, training, and scheduling, and coordinated vendor relations by placing orders and procuring bids. She facilitated resident communications, resolved inquiries, and monitored workflow and project progress using company-approved software. Additionally, she scheduled and conducted Annual and Special Meetings, prepared Board Meeting packets, responded to account and community access questions, and provided Welcome Packets to all new homeowners, while reviewing and following up on customer feedback to maintain high standards of service.

LEAD MEDICATION TECHNICIAN, CARDINAL SENIOR CARE, SAN ANTONIO, TEXAS, FEBRUARY 2013 – AUGUST 2019

Kayla assisted with hygiene and dressing, prepared meals, and administered medications. She also assisted with mobility as needed, maintained household cleanliness, and supplied stocking,

STORE MANAGER, STARBUCKS, SAN ANTONIO, TEXAS, JANUARY 2014 – MAY 2019

Kayla oversaw both daily operations and long-term goals for the store while collaborating closely with the store team and district peers. She analyzed daily, weekly, monthly, and quarterly performance reports to guide operational decisions and promoted partner-to-customer engagement to enhance overall customer service scores. In addition, she facilitated district-wide events to encourage partner engagement and development across all levels, while overseeing and implementing comprehensive partner training programs. Kayla also managed inventory control, minimized waste, and created and maintained the store budget to ensure financial efficiency and operational success.

EMPLOYMENT HISTORY

- Community Development Project Manager II, GrantWorks, Inc., Austin, Texas, July 2024 – Present
- Community Development Project Manager, GrantWorks, Inc., Austin, Texas, July 2022 – July 2024
- Director of Development, Alamo Management Group, San Antonio, Texas, September 2021 – July 2022
- Community Manager, FirstService Residential, San Antonio, Texas, October 2020 – September 2021
- Senior Community Administrator, San Antonio, Texas, June 2019 – October 2020
- Lead Medication Technician, Cardinal Senior Care, San Antonio, Texas, February 2013 – August 2019
- Store Manager, Starbucks, San Antonio, Texas, January 2014 – May 2019

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ATTACHMENT 2

REQUIRED FORMS

ATTACHMENT 2 – REQUIRED FORMS

GrantWorks has completed, signed, and attached the following Medina County required forms.

- Certificate of Insurance
- Statement of Conflicts of Interest
- System Award Management Verification
- Conflict of Interest Questionnaire (CIQ Form)
- Certification of Lobbying
- Certificate of Interested Parties (Form 1295)
- Child Support Form
- Required Contract Provisions

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC

Certificate of Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/08/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Galloway Insurance Agency
PO Box 8
1310 S Water
Burnet TX 78611

CONTACT NAME: Ben Gillihan
PHONE (A/C, No, Ext): (512) 756-2988 FAX (A/C, No): (512) 756-7308
E-MAIL ADDRESS: Ben@gallowayinsurance.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Cincinnati Insurance	10677
INSURER B:	Cincinnati Casualty	28665
INSURER C:	Travelers Property Casualty Co of America	25674
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
Grant Works INC
2201 Northland Dr
Austin TX 78756-1117

COVERAGES CERTIFICATE NUMBER: 26/27 Master COI REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER X POLICY / PROJECT / LOC OTHER	Y	Y	EPP 0716461	05/22/2026	05/22/2027	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	Y	Y	EPP 0716461	05/22/2026	05/22/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB / X OCCUR X EXCESS LIAB / CLAIMS-MADE DED / RETENTION $	Y	Y	EPP 0716461	05/22/2026	05/22/2027	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	EWC 0716460	05/22/2026	05/22/2027	X PER STATUTE / OTHER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	EXCESS LIABILITY			EX-4Y410176-26-NF	05/22/2026	05/22/2027	Each Occurance	$5,000,000
							Aggregate	$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Cyber: Insurer: The Hartford Insurance Company. (NAIC #37273) - Pol #65 MB 0559203-24 - Policy Period. 8/6/2025 to 8/6/2026 -Aggregate Limit:$3,000,000
Crime: Insurer: The Hartford Insurance Company. (NAIC #37273) - Pol #65KB0358789-25 - Policy Period: 01/01/2026 to 01/01/2027 -Aggregate Limit: $2,000,000
D&O/EPLI: Insurer: The Hartford Insurance Company Pol #: 65KB0282050-24 Pol Period: 12/01/2025-12/01/2026-Aggregate Limite: $2,000,000

Certificate Holder is listed as additional insured with a waiver of subrogation on liablity policy, but only as required by written contract

CERTIFICATE HOLDER

For Bid Purposes Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Van Dyke Rankin & Company, Inc.
211 S Austin St
Brenham TX 77833

CONTACT NAME: Grace Gillson, CISR
PHONE (A/C, No, Ext): 979-836-5636 FAX (A/C, No): 979-836-5059
E-MAIL ADDRESS: grace@vandykerankin.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE Fire Underwriters Insurance Co.	20702
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED GRANINC-01
GrantWorks, Inc.
Cecelia Johnson
2201 Northland Drive
Austin TX 78756

COVERAGES CERTIFICATE NUMBER: 1162472044 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N / N/A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Errors & Omissions		Y	G28235768 009	7/30/2026	7/30/2027	Each Claim Aggregate Retention	$5,000,000. $5,000,000. $25,000.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is shown as Additional Insured per written contract.

CERTIFICATE HOLDER

Informational Purposes for
GrantWorks, Inc.
2201 Northland Dr
Austin TX 78756

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Statement of Conflict of Interest

GrantWorks has identified no potential and/or conflicts regarding the company or with key employees.

Authorized Signature

September 28, 2026

Date

Bruce J. Spitzengel, President

Print Name & Title

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC

System Award Management Verification

SAM.GOV

Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL)	Status
uz9nmvf8sgd8	Active,Inactive

GRANTWORKS, INC. Active Registration

Entity

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:
2201 NORTHLAND DR
AUSTIN , TX
78756 USA

Expiration Date:
Jun 03, 2027

Purpose of Registration:
All Awards

Sep 21, 2026 06:25:08 PM GMT

SAM.GOV

Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL)	Status
"Bruce Spitzengel"	Active,Inactive

GRANTWORKS, INC. ● Active Registration

Entity

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:
2201 NORTHLAND DR
AUSTIN , TX
78756 USA

Expiration Date:
Jun 03, 2027

Purpose of Registration:
All Awards

Sep 21, 2026 06:48:18 PM GMT

Last updated by HSSAMHIERARCHYPROCESSV2 on Jun 3, 2026 at 02:11 PM *GRANTWORKS, INC*

SAM.GOV®

GRANTWORKS, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
UZ9NMVF8SGD8	**5JH22**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jun 3, 2027**	
Physical Address	Mailing Address	
2201 Northland DR **Austin, Texas 78756-1117** **United States**	**2201 Northland DR** **Austin, Texas 78756-1117** **United States**	

Business Information

Doing Business as	Division Name	Division Number
GRANTWORKS INC	**Grantworks**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Texas 37	**Texas / United States**	**http://www.grantworks.net**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jun 5, 2026	**Jun 3, 2026**	**Jun 3, 2026**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Sep 16, 1979	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results.

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**(blank)**
Profit Structure		
For Profit Organization		

Sep 21, 2026 06:25:17 PM GMT
https://sam.gov/entity/UZ9NMVF8SGD8/coreData?status=active

Page 1 of 2

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	**No**
EFT Indicator	CAGE Code
0000	**5JH22**

Points of Contact

Electronic Business

Cecelia Johnson, Sr Vice President	**2201 Northland Drive Austin, Texas 78756 United States**
Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States

Government Business

Bruce Spitzengel, President	**2201 Northland Drive Austin, Texas 78756 United States**
Cecelia Johnson, Sr Vice President	2201 Northland Drive Austin, Texas 78756 United States

Past Performance

Cecelia Johnson, CFO	**2201 Northland Drive Austin, Texas 78756 United States**
Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**541611**	**Administrative Management And General Management Consulting Services**

Disaster Response

Yes, this entity appears in the disaster response registry.

No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	(blank)

States	Counties	Metropolitan Statistical Areas
All of the United States	**(blank)**	**(blank)**

Conflict of Interest Questionnaire (Form CIQ)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

N/A

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

N/A

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Bruce J. Spitzengel — Name of signatory

Bruce J. Spitzengel — Signature

September 28, 2026 — Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 8/14/2024

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 8/14/2024

PROPRIETARY & CONFIDENTIAL | GRANTWORKS INC

Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Organization: GrantWorks, Inc.

Street address: 2201 Northland Drive

City, State, Zip: Austin, Texas 78756

Bruce J. Spitzengel
CERTIFIED BY: (type or print)

President
TITLE:

(signature)

September 28, 2026
(date)

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC

Certificate of Interested Parties (Form 1295)

To be completed by the awarded vendor

CERTIFICATE OF INTERESTED PARTIES FORM **1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4

Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 5/14/2025

Must file online at https://prd.tecprd.ethicsefile.com/File/

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC

Disclosure of Lobbying Activities

Approved by OMB

0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**2. Status of Federal Action:** a. bid/offer/application ____ b. initial award c. post-award	**3. Report Type:** a. initial filing ____ b. material change **For material change only:** Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier ____, if Known: **Congressional District, if known:**	**5. If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime. **Congressional District, if known:**	
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable:* _____	
8. Federal Action Number, *if known:*	**9. Award Amount**, *if known:* $	
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:** Bruce J. Spitzengel **Print Name:** Bruce J. Spitzengel **Title:** President **Telephone No.:** 713 252 5872 **Date:** 09/28/2026	
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

PROPRIETARY & CONFIDENTIAL I GRANTWORKS, INC

Child Support Form

CHILD SUPPORT STATEMENT FOR
NEGOTIATED CONTRACTS AND GRANTS

Under Section 231.006, Family Code, the vendor, or applicant certifies that the individual or business entity named in this contract, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate.

List below the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application.

NAME	SOCIAL SECURITY NUMBER
Bruce J. Spitzengel	[redacted]

Section 231.006, Family Code, specifies that a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services; or receive a state-funded grant or loan.

A child support obligor or business entity ineligible to receive payments described above remains ineligible until all arrearage have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purposes of responding to a request for information from an agency operating under the provision of Parts A and D of Title IV of the federal Social Security Act (42 USC Section 601417 and 651-669).

Bruce J. Spitzengel
Signature- Company Official

GrantWorks, Inc.
Printed/Type Firm Name

Bruce J. Spitzengel, President
Printed/Typed Name and Title

September 28, 2026
Date

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC

Required Contract Provisions

GrantWorks acknowledges and will comply with the required contract provisions.

UNITED STATES US
TO RFP GRANT MSA
MEDINA COUNTY AUDITOR'S OFFICE
1300 AVENUE M
ROOM 139
HONDO TX 78861
(830) 741-6090 REF: GENERIC PROPOSAL
INV:
PO: DEPT: 675

FedEx Express

FRI - 25 SEP 12:00P
PRIORITY OVERNIGHT

TRK# 0201 8777 0990 9402

AR SVZA

78861
TX-US SAT

855-2046

RECEIVED
SEP 25 2026
MEDINA COUNTY
AUDITORS OFFICE
11:02 am

Align bottom of peel-and-stick airbill or

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 16.

Meeting Date: 10/02/2026
Item Title: Bid Acceptance & Award
Submitted By:

Summary of Request/Problem

Discuss and take possible action to accept and award sealed bids received for the purchase of County Precinct materials to include crushed base material, patching materials (coated aggregate & asphaltic), and paving rock (uncoated & pre-coated material) (Auditor)

Recommendation/Action Requested and Justification

Attachments

Asphalt Patch
Bobcat Materials
Capitol Aggregates
Colorado Materials
Cuatro T
GCC Aggregates
Martin Marietta
Medina Aggregates
Vulcan Construction

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Bid award is for a one-year contract for the following **Medina County Precinct Materials:**

1. Crushed base material
2. Patching Material (Coated Aggregate & Asphaltic)
3. Paving Rock (Uncoated & Pre-coated Aggregate)

Fuel Surcharges (if any):

1. Fuel surcharges must be supported by your company's Fuel Surcharge Chart. If not included, the County **will not** be liable to pay additional fuel costs due to increased fuel prices.
2. Please state at what price per gallon a fuel surcharge would be engaged. The County will verify the weekly fuel price as per the U.S. Energy Information Administration Gulf Coast Pricing chart.

The company's general information below **must** be completely filled out. You may use the rate specifications sheet attached hereto or submit your own version, so long as all rate specifications are included.

All completed bid packets must be **COMPLETELY SEALED** and **received no later than 10:00 am CST, Friday, September 25, 2026**.

You may hand deliver or mail your bid packet to:

Medina County Auditor's Office
1300 Avenue M, Room 139
Hondo, Texas 78861
Office (830) 741-6090
Hours of Operation: Monday-Thursday: 7:30 am to 5:00 pm; Friday: 8:00 am to 12:00 pm

Please indicate which product(s) or service(s) your bid is for on the outside of the packet. Bids will be publicly opened and reviewed in the Auditor's Office at **10:15 am CST on Friday, September 25, 2026**. Commissioners Court will discuss and take possible action on this item during its regular scheduled meeting on Monday, October 5, 2026. **Medina County reserves the right to accept or reject any and all bids.**

*If awarded, I agree that this Materials bid form for Medina County Precincts will serve as a true and binding contract **starting October 5, 2026 and ending September 30, 2027**. Either party may terminate this agreement upon thirty (30) days written notice to the other party.*

Company Name	Asphalt Patch Enterprises, Inc.
Mailing Address	1332 Azalea Ln
City, State, Zip	New Braunfels, TX 78130
Email	sales@asphaltpatchhp.com
Office Phone	(830)606-5723
Fax Number	(830)606-6346
Submitted by (Signature)	Glenn R Wenzel
Submitted by (Print Name)	Glenn R Wenzel

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 5, 2026 to September 30, 2027

Company Name and Contact Name: Asphalt Patch Enterprises, Inc. Kade Wenzel

Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Delivered Price to: Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								
Asphalt Patch HP		$155.86 /Ton		$184.86 /Ton	$180.86 /Ton	$184.86 /Ton	$180.86 /Ton	New Braunfels
Asphalt Patch HP	60# Bag	$10.79 /Bag		$14.89 /Bag	$14.89 /Bag	$14.89 /Bag	$14.89 /Bag	New Braunfels

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Bid award is for a one-year contract for the following **Medina County Precinct Materials:**

1. Crushed base material
2. Patching Material (Coated Aggregate & Asphaltic)
3. Paving Rock (Uncoated & Pre-coated Aggregate)

Fuel Surcharges (if any):

1. Fuel surcharges must be supported by your company's Fuel Surcharge Chart. If not included, the County **will not** be liable to pay additional fuel costs due to increased fuel prices.
2. Please state at what price per gallon a fuel surcharge would be engaged. The County will verify the weekly fuel price as per the U.S. Energy Information Administration Gulf Coast Pricing chart.

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You may hand deliver or mail your bid packet to:

Medina County Auditor's Office
1300 Avenue M, Room 139
Hondo, Texas 78861
Office (830) 741-6090
Hours of Operation: Monday-Thursday: 7:30 am to 5:00 pm; Friday: 8:00 am to 12:00 pm

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Company Name	Bobcat Materials, LLC
Mailing Address	5255 FM 482
City, State, Zip	New Braunfels, TX
Email	estimating@bobcatmaterials.com
Office Phone	210-998-0188
Fax Number	N/a
Submitted by (Signature)	MS
Submitted by (Print Name)	Mikaela Sorsby

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 5, 2026 to September 30, 2027

Company Name and Contact Name: Bobcat Materials, LLC mikaela Sorsby

Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Delivered Price to: Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								
TYD64-22		$64		71.80	68.75	73.75	70.40	9630 Cagnon Rd. San Antonio, TX
TyB64-22		$60		67.80	64.75	69.75	66.40	↓
Coldmix TYD		$78		85.80	82.75	87.75	84.40	↓
PB GR 4		$50		57.80	54.75	59.75	56.40	↓
PB GR 5		$50		57.80	54.75	59.75	56.40	↓

September 16th, 2026

To our valued customers:

Due to continued increases in fuel costs, we have updated our fuel surcharge chart to reflect current market conditions.

Cost of Diesel	Fuel Surcharge
$4.00	7.00%
$4.25	10.50%
$4.50	14.00%
$4.75	17.50%
$5.00	21.00%
$5.25	24.50%
$5.50	29.00%
$5.75	32.50%
$6.00	35.00%

A fuel surcharge will apply to all deliveries.
The surcharge is based on the Gulf Coast (PADD 3) Weekly Retail Gasoline and Diesel Prices.

Thank you for choosing Bobcat Trucking Inc. We value the opportunity to be part of your business. If you have any questions or concerns, please let us know.

Sincerely,

Brandon Eagan
President
713-410-1937
brandonbobcattrucking@gmail.com

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

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Company Name	Capitol Aggregates, Inc
Mailing Address	PO Box 33240
City, State, Zip	San Antonio, TX 78265-3240
Email	Bubba.Montalvo@CapitolAggregates.com
Office Phone	210.289.1730
Fax Number	210.871.6924
Submitted by (Signature)	Raul (Bubba) Montalvo
Submitted by (Print Name)	Raymond "Bubba" Montalvo

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 5, 2026 to September 30, 2027

Company Name and Contact Name: **Capitol Aggregates, Inc** **Raymond "Bubba" Montalvo**

Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Delivered Price to: Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								
#2 Commercial Base		$7.75	1.5	$17.59	$17.39	$19.17	$22.12	1576 CR 265 Hondo, TX 78861
Grade 5 Modified		$18.75	1.5	$28.59	$28.39	$30.17	$33.12	1576 CR 265 Hondo, TX 78861
Truck Routes to be determined by the Trucking Company. Fuel Surcharge is included in the Freight Rate.								
Loads under 22 tons will be subject to Short Load Fee. Return Load Fee of $175.00 per load is in effect. In addition to Inbound Freight. After 30 minutes of wait time, Wait Time Fee of $75.00 per hour is in effect.								
For delivery to County Roads: 0 - 10 miles $8.91 per ton, then $0.24 per ton mile thereafter.								

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

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3. Paving Rock (Uncoated & Pre-coated Aggregate)

Fuel Surcharges (if any):

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Company Name	Colorado Materials, Ltd.
Mailing Address	P.O. Box 2109
City, State, Zip	San Marcos, TX 78667
Email	rsalinas@hunterind.com
Office Phone	512-558-1648
Fax Number	N/A
Submitted by (Signature)	Ramón Salinas Jr.
Submitted by (Print Name)	Ramón Salinas, Jr.

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 5, 2026 to September 30, 2027

Company Name and Contact Name: Colorado Materials, Ltd. - Ramón Salinas, Jr.

Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Delivered Price to: Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								
1 3/4" Crushed Limestone Base	2" minus	$6.75	1.50	$23.45	$27.90	$20.85	$29.00	7528 West US Highway 90 Uvalde, TX 78801
3/4" Crushed Limestone Base	1" minus	$7.75	1.50	$24.45	$28.90	$21.85	$30.00	
Grade 3 Rock	5/8"	$40.00	1.20	$56.20	$60.65	$53.60	$61.75	
Grade 4 Rock	3/8"	$45.00	1.20	$61.20	$65.65	$58.60	$66.75	
Grade 5 Rock	1/4"	$30.00	1.20	$46.20	$50.65	$43.60	$51.75	
Grade 3 Precoat	5/8"	$62.00	1.20	$78.20	$82.65	$75.60	$83.75	
Grade 4 Precoat	3/8"	$70.00	1.20	$86.20	$90.65	$83.60	$91.75	
Grade 5 Precoat	1/4"	$55.00	1.20	$71.20	$75.65	$68.60	$76.75	
Crushed 57 Rock	1" minus	$21.00	1.20	$37.20	$41.45	$34.60	$42.55	
Uncrushed Washed 57 Rock	1" minus	$21.00	1.20	$37.20	$41.45	$34.60	$42.55	
Uncrushed Washed Pea Gravel	3/8" minus	$21.00	1.20	$37.20	$41.45	$34.60	$42.55	
Type D Cold Mix	1/2" minus	$89.00	1.20	$106.20	$110.65	$103.60	$111.75	

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

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Company Name	Cuatro T Const Inc
Mailing Address	PO Box 269 - 1241 CR 251
City, State, Zip	Hondo TX 78861
Email	cuatrotconstruction@gmail.com
Office Phone	830 426 2333
Fax Number	—
Submitted by (Signature)	[signature]
Submitted by (Print Name)	Charles A Tondy

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 5, 2026 to September 30, 2027

Company Name and Contact Name:

Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Delivered Price to: Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								
1 3/4	1 3/4	$7.00	1.75					
Commercial Base								
Commercial Base	3/4	$8.00	1.7					

Medina County Commissioners Court

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Company Name	GCC Aggregates
Mailing Address	778 CR 1234
City, State, Zip	Nemo, Texas 76070
Email	bevans@gcc.com
Office Phone	210-323-5005
Fax Number	
Submitted by (Signature)	
Submitted by (Print Name)	William Evans

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 5, 2026 to September 30, 2027

Company Name and Contact Name: GCC Aggregates William "Bill" Evans

Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Delivered Price to: Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								
1 3/4" Commercial Base	1 3/4"	$ 8.00	1.75	$14.60 per ton	$15.50 per ton	$15.75 per ton	$16.85 per ton	Hondo Quarry
3/4" Commercial Base	3/4"	$ 8.50	1.7	$15.10 per ton	$16.00 per ton	$16.25 per ton	$17.35 per ton	Hondo Quarry
1" Washed Stone	1"	$ 14.50	1.3	$21.10 per ton	$22.00 per ton	$22.25 per ton	$23.35 per ton	Hondo Quarry
1/4" Washed Stone	1/4"	$ 15.00	1.3	$21.60 per ton	$22.50 per ton	$22.75 per ton	$23.85 per ton	Hondo Quarry
3/8" Washed Stone	3/8"	$ 15.00	1.3	$21.60 per ton	$22.50 per ton	$22.75 per ton	$23.85 per ton	Hondo Quarry
Commercial D/F Blend	3/8" to 1/4"	$ 14.00	1.3	$20.60 per ton	$21.50 per ton	$21.75 per ton	$22.85 per ton	Hondo Quarry
Screenings	1/4" Minus	$ 5.00	1.7	$11.60 per ton	$12.50 per ton	$12.75 per ton	$13.85 per ton	Hondo Quarry
3"x5"	3"x5"	$13.00	1.3	$19.60 per ton	$20.50 per ton	$20.75 per ton	$21.85 per ton	Hondo Quarry

Medina County Commissioners Court

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Company Name	Martin Marietta - Eduardo Aldape
Mailing Address	4949 N. LOOP 1604 W., SUITE 135
City, State, Zip	SAN ANTONIO TX 78249
Email	eduardo.aldape@martinmarietta.com
Office Phone	(210) 208-4201
Fax Number	(210) 208-4096
Submitted by (Signature)	
Submitted by (Print Name)	EDUARDO ALDAPE

Contact:
Eduardo Aldape
(210) 208-4201
eduardo.aldape@martinmarietta.com

Medina County Bid 2026

				Delivered Price To:					
Product Name	Product Type/Size	Plant Price/Ton	Conversion to CY	Hondo	Castroville	D'Hanis	Devine	Plant	Plant Location
5X3 Rock	Gabion	$ 29.00	1.3 TONS/CY	$ 37.11	$ 41.35	$ 37.70	$ 43.10	MEDINA ROCK & RAIL	2004 CR 421, HONDO, TEXAS 78861
Type A Grade 2 Base	Commercial Base	$ 9.50	1.89 TONS/CY	$ 15.86	$ 20.10	$ 16.45	$ 21.85	MEDINA ROCK & RAIL	2004 CR 421, HONDO, TEXAS 78861
Type A Grade 2 Base	Commercial Base	$ 9.50	1.89 TONS/CY	$ 20.80	$ 19.23	$ 24.44	$ 21.15	RIO MEDINA QUARRY	9555 TX-211, SAN ANTONIO, TEXAS 78253
3/4 MAT (3/4" Base)	Commercial Base	$ 10.00	1.89 TONS/CY	$ 21.30	$ 19.73	$ 24.94	$ 21.65	RIO MEDINA QUARRY	9555 TX-211, SAN ANTONIO, TEXAS 78253
LIMESTONE ROCK ASPHALT PREMIX PLUS	Type I - AA	$ 83.00	1.15 TONS/CY	$ 106.80	$ 110.09	$ 103.65	$ 110.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
LIMESTONE ROCK ASPHALT PREMIX PLUS	Type I - B	$ 88.00	1.15 TONS/CY	$ 111.80	$ 115.09	$ 108.65	$ 115.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
LIMESTONE ROCK ASPHALT PREMIX PLUS	Type I - CC	$ 88.00	1.15 TONS/CY	$ 111.80	$ 115.09	$ 108.65	$ 115.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
LIMESTONE ROCK ASPHALT PREMIX PLUS	Type I - D	$ 88.00	1.15 TONS/CY	$ 111.80	$ 115.09	$ 108.65	$ 115.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
LIMESTONE ROCK ASPHALT PREMIX PLUS	Type II - CS	$ 88.00	1.15 TONS/CY	$ 111.80	$ 115.09	$ 108.65	$ 115.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
LIMESTONE ROCK ASPHALT PREMIX PLUS	Type II - DS	$ 88.00	1.15 TONS/CY	$ 111.80	$ 115.09	$ 108.65	$ 115.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
LIMESTONE ROCK ASPHALT PRECOAT	PB GRADE 3	$ 52.00	1.05 TONS/CY	$ 75.80	$ 79.09	$ 72.65	$ 79.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
LIMESTONE ROCK ASPHALT PRECOAT	PB GRADE 4	$ 52.00	1.05 TONS/CY	$ 75.80	$ 79.09	$ 72.65	$ 79.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
LIMESTONE ROCK ASPHALT PRECOAT	PB GRADE 5	$ 54.00	1.05 TONS/CY	$ 77.80	$ 81.09	$ 74.65	$ 81.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
TRAP ROCK AGGREGATE (UNCOATED)	GRADE 3	$ 55.00	1.30 TONS/CY	$ 78.80	$ 82.09	$ 75.65	$ 82.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
TRAP ROCK AGGREGATE (UNCOATED)	GRADE 4	$ 57.00	1.30 TONS/CY	$ 80.80	$ 84.09	$ 77.65	$ 84.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801
TRAP ROCK AGGREGATE (UNCOATED)	GRADE 5	$ 60.00	1.30 TONS/CY	$ 83.80	$ 87.09	$ 80.65	$ 87.73	BLACK SPUR ASPHALT	4483 RANCH ROAD 1022, UVALDE, TEXAS 78801

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 5, 2026 to September 30, 2027

Company Name and Contact Name: Martin Marietta - Eduardo Aldape

				Delivered Price to:				
Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Martin Marietta Materials, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) D

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

4123 Parklake Avenue

Requester's name and address (optional)

6 City, state, and ZIP code

Raleigh, NC 27612

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

5 6 – 1 8 4 8 5 7 8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person [signature] Date 01/07/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Bid award is for a one-year contract for the following **Medina County Precinct Materials:**

1. Crushed base material
2. Patching Material (Coated Aggregate & Asphaltic)
3. Paving Rock (Uncoated & Pre-coated Aggregate)

Fuel Surcharges (if any):

1. Fuel surcharges must be supported by your company's Fuel Surcharge Chart. If not included, the County **will not** be liable to pay additional fuel costs due to increased fuel prices.
2. Please state at what price per gallon a fuel surcharge would be engaged. The County will verify the weekly fuel price as per the U.S. Energy Information Administration Gulf Coast Pricing chart.

The company's general information below **must** be completely filled out. You may use the rate specifications sheet attached hereto or submit your own version, so long as all rate specifications are included.

All completed bid packets must be **COMPLETELY SEALED** and **received no later than 10:00 am CST, Friday, August 14, 2026**.

You may hand deliver or mail your bid packet to:

Medina County Auditor's Office
1300 Avenue M, Room 139
Hondo, Texas 78861
Office (830) 741-6090
Hours of Operation: Monday-Thursday: 7:30 am to 5:00 pm; Friday: 8:00 am to 12:00 pm

Please indicate which product(s) or service(s) your bid is for on the outside of the packet. Bids will be publicly opened and reviewed in the Auditor's Office at **10:15 am CST on Friday, August 14, 2026**.
Commissioners Court will discuss and take possible action on this item during its regular scheduled meeting on Monday, August 24, 2026. **Medina County reserves the right to accept or reject any and all bids.**

If awarded, I agree that this Materials bid form for Medina County Precincts will serve as a true and binding contract ***starting October 1, 2026 and ending September 30, 2027****. Either party may terminate this agreement upon thirty (30) days written notice to the other party.*

Company Name	Medina Aggregates, LLC.
Mailing Address	PO Box 717
City, State, Zip	Hondo, Texas 78861
Email	tiffany@medinaaggregates.com
Office Phone	830-426-5500
Fax Number	
Submitted by (Signature)	Tiffany Jordan
Submitted by (Print Name)	Tiffany Jordan

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 1, 2026 to September 30, 2027

Company Name and Contact Name:

Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Delivered Price to: Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								
Type A GR1 Crushed Limestone		$14.75	1.87 CY					All prices FOB the plant:
Type A GR2 Crushed Limestone		$10.25	1.87 CY					2841 SH 173 N Hondo, Texas 78861
Grade 3 Aggregate Washed		$22.00	1.2 CY					
Grade 4 Aggregate Washed		$22.00	1.2 CY					
Grade 5 Aggregate Washed		$22.00	1.2 CY					
Rock Sand		$16.00	2.2 CY					
4x8 Rock		$17.50	1.2 CY					
3x5 Rock		$17.50	1.2 CY					
3x1 Rock		$18.50	1.2 CY					
57 Stone		$22.00	1.2 CY					
Landscaping Boulders	12" up to 30"	$48.00	1.0 CY					
Landscaping Boulders	Over 30"	$68.00	1.0 CY					
Washed Concrete Sand		$25.00						

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Bid award is for a one-year contract for the following **Medina County Precinct Materials:**

1. Crushed base material
2. Patching Material (Coated Aggregate & Asphaltic)
3. Paving Rock (Uncoated & Pre-coated Aggregate)

Fuel Surcharges (if any):

1. Fuel surcharges must be supported by your company's Fuel Surcharge Chart. If not included, the County **will not** be liable to pay additional fuel costs due to increased fuel prices.
2. Please state at what price per gallon a fuel surcharge would be engaged. The County will verify the weekly fuel price as per the U.S. Energy Information Administration Gulf Coast Pricing chart.

The company's general information below **must** be completely filled out. You may use the rate specifications sheet attached hereto or submit your own version, so long as all rate specifications are included.

All completed bid packets must be **COMPLETELY SEALED** and **received no later than 10:00 am CST, Friday, September 25, 2026**.

You may hand deliver or mail your bid packet to:

Medina County Auditor's Office
1300 Avenue M, Room 139
Hondo, Texas 78861
Office (830) 741-6090
Hours of Operation: Monday-Thursday: 7:30 am to 5:00 pm; Friday: 8:00 am to 12:00 pm

Please indicate which product(s) or service(s) your bid is for on the outside of the packet. Bids will be publicly opened and reviewed in the Auditor's Office at **10:15 am CST on Friday, September 25, 2026**. Commissioners Court will discuss and take possible action on this item during its regular scheduled meeting on Monday, October 5, 2026. **Medina County reserves the right to accept or reject any and all bids.**

If awarded, I agree that this Materials bid form for Medina County Precincts will serve as a true and binding contract ***starting October 5, 2026 and ending September 30, 2027****. Either party may terminate this agreement upon thirty (30) days written notice to the other party.*

Company Name	Vulcan Construction Materials, LLC
Mailing Address	10101 Reunion Place Ste. 500
City, State, Zip	San Antonio, TX 78216
Email	Federmaa@vmcmail.com
Office Phone	210-547-6846
Fax Number	
Submitted by (Signature)	Anally Federma
Submitted by (Print Name)	Anally Federma

Medina County Commissioners Court

1300 Avenue M (Courthouse Annex)
Hondo, Texas 78861

Medina County Precinct Materials Bid Form

Contract Term: October 5, 2026 to September 30, 2027

Company Name and Contact Name: vulcan construction materials, LLC

Product name	Product Type / Size	Plant Price / Ton	Conversion to Cubic Yard	Delivered Price to: Hondo	Castroville	D'Hanis	Devine	Plant Location
{Attach your Company's Product List, if one is available, include hauling charges. Please include delivery rate per mile to County Roads, if this is an option. Subject to Bid}								

Medina County RFP

PRODUCT NAME	PRODUCT TYPE/SIZE	Plant FOB	CONVERSION TO CY	DELIVERED PRICE TO: HONDO	CASTROVILLE	D'HANIS	DEVINE	PLANT LOCATION	NOTES
TRAPROCK AGGREGATE	GR 3	$ 55.50	1.35 tons/cyd	$ 75.17	$ 78.41	$ 73.06	$ 79.41	CANTRELL	
TRAPROCK AGGREGATE	GR 4	$ 54.50	1.35 tons/cyd	$ 74.17	$ 77.41	$ 72.06	$ 78.41	CANTRELL	
TRAPROCK AGGREGATE	GR 5	$ 54.50	1.35 tons/cyd	$ 74.17	$ 77.41	$ 72.06	$ 78.41	CANTRELL	FSC will apply. Table attached
LIMESTONE ROCK ASPHALT PRECOAT	PB 3	$ 45.50	1.05 tons/cyd	$ 63.74	$ 66.41	$ 60.83	$ 67.38	DABNEY	
LIMESTONE ROCK ASPHALT PRECOAT	PB 4	$ 44.50	1.05 tons/cyd	$ 62.74	$ 65.41	$ 59.83	$ 66.38	DABNEY	
LIMESTONE ROCK ASPHALT PRECOAT	PB 5	$ 44.50	1.05 tons/cyd	$ 62.74	$ 65.41	$ 59.83	$ 66.38	DABNEY	FSC will apply. Table attached
LIMESTONE ROCK ASPHALT PREMIX PLUS	AA	$ 79.00	100lbs/SqYd/Inch	$ 96.24	$ 98.91	$ 93.33	$ 99.88	DABNEY	
LIMESTONE ROCK ASPHALT PREMIX PLUS	A	$ 79.00	100lbs/SqYd/Inch	$ 96.24	$ 98.91	$ 93.33	$ 99.88	DABNEY	
LIMESTONE ROCK ASPHALT PREMIX PLUS	D	$ 80.00	100lbs/SqYd/Inch	$ 97.24	$ 99.91	$ 94.33	$ 100.88	DABNEY	FSC will apply. Table attached
LIMESTONE ROCK ASPHALT PREMIX PLUS	CC	$ 79.00	100lbs/SqYd/Inch	$ 96.24	$ 98.91	$ 93.33	$ 99.88	DABNEY	
LIMESTONE ROCK ASPHALT PREMIX PLUS	BLACK BASE	$ 79.00	100lbs/SqYd/Inch	$ 96.24	$ 98.91	$ 93.33	$ 99.88	DABNEY	
LIMESTONE ROCK ASPHALT PREMIX PLUS	CS	$ 80.00	100lbs/SqYd/Inch	$ 97.24	$ 99.91	$ 94.33	$ 100.88	DABNEY	FSC will apply. Table attached
LIMESTONE ROCK ASPHALT PREMIX PLUS	DS	$ 81.00	100lbs/SqYd/Inch	$ 98.24	$ 100.91	$ 95.33	$ 101.88	DABNEY	
LIMESTONE ROCK ASPHALT PATCH PRO		$ 130.00	110lbs/SqYd/Inch	$ 141.24	$ 143.91	$ 138.33	$ 144.88	DABNEY	
LIMESTONE AGGREGATE	MANSAND	$ 13.00	1.20 tons/cyd	$ 20.18	$ 20.95	$ 21.42	$ 23.89	MEDINA	FSC will apply. Table attached
	TY F AGGREGATE	$ 13.00	1.20 tons/cyd	$ 20.18	$ 20.95	$ 21.42	$ 23.89	MEDINA	
	TY D AGGREGATE	$ 15.00	1.20 tons/cyd	$ 22.18	$ 22.95	$ 23.66	$ 25.89	MEDINA	
CRUSHED BASE	A2 BASE	$ 9.25	1.82 tons/cyd	$ 20.91	$ 19.38	$ 22.50	$ 23.50	MICO	FSC will apply. Table attached
CRUSHED BASE	A2 BASE	$ 9.25	1.82 tons/cyd	$ 16.43	$ 17.20	$ 17.67	$ 20.14	MEDINA	
HOTMIX TYPE D	HMA TYPE D	$ 67.00	1.94 tons/cyd	$ 77.65	$ 74.42	$ 79.37	$ 77.27	MASTERSON	
HOTMIX COLD LAID - TYPE D	HMCL TYPE D	$ 88.00	1.94 tons/cyd	$ 106.08	$ 102.08	$ 107.98	$ 104.99	1604	FSC will apply. Table attached
HOTMIX TYPE B	TYPE B	$ 66.00	1.94 tons/cyd	$ 76.65	$ 73.42	$ 78.37	$ 76.37	MASTERSON	FSC will apply. Table attached

Truck Fuel Surcharge

As we start the 2022 year, our industry continues to work through many different challenges. One of the major challenges we are facing is the availability and rising costs of trucking. Accordingly, we are implementing the below trucking fuel surcharges that will go into effect March 1, 2022 for Texas.

The fuel surcharge will go into effect when the price of on-road diesel surpasses the $3.24 mark on the EIA Gulf Coast PADD 3 index. The freight rate will be increased by 1% for every $.10 move in the price of fuel, starting at $3.25 per gallon. The surcharge will be updated on the last Tuesday of every month.

Note: The fuel surcharge will be a 100% pass through to the hauler

To check the current price please go to http://www.eia.gov/petroleum/gasdiesel and check the Gulf Coast region table.

SWD Fuel Surcharge Table					
Fuel Price					
$3.25 - $3.34	1%	$4.75 - $4.84	16%	$6.25 - $6.34	31%
$3.35 - $3.44	2%	$4.85 - $4.94	17%	$6.35 - $6.44	32%
$3.45 - $3.54	3%	$4.95 - $5.04	18%	$6.45 - $6.54	33%
$3.55 - $3.64	4%	$5.05 - $5.14	19%	$6.55 - $6.64	34%
$3.65 - $3.74	5%	$5.15 - $5.24	20%	$6.65 - $6.74	35%
$3.75 - $3.84	6%	$5.25 - $5.34	21%	$6.75 - $6.84	36%
$3.85 - $3.94	7%	$5.35 - $5.44	22%	$6.85 - $6.94	37%
$3.95 - $4.04	8%	$5.45 - $5.54	23%	$6.95 - $7.04	38%
$4.05 - $4.14	9%	$5.55 - $5.64	24%	$7.05 - $7.14	39%
$4.15 - $4.24	10%	$5.65 - $5.74	25%	$7.15 - $7.24	40%
$4.25 - $4.34	11%	$5.75 - $5.84	26%	$7.25 - $7.34	41%
$4.35 - $4.44	12%	$5.85 - $5.94	27%	$7.35 - $7.44	42%
$4.45 - $4.54	13%	$5.95 - $6.04	28%	$7.45 - $7.54	43%
$4.55 - $4.64	14%	$6.05 - $6.14	29%	$7.55 - $7.64	44%
$4.65 - $4.74	15%	$6.15 - $6.24	30%	$7.65 - $7.74	45%

If you have questions or concerns about existing projects or bids, please contact your local sales representative.

Paul Madewell
Director of Transportation
Statewide Transport LLC.
Vulcan Logistics

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 17.

Meeting Date: 10/02/2026
Item Title: TAC Health Benefits Renewal
Submitted By: Nathaniel Ramos, HR Director

Summary of Request/Problem

Discuss and take possible action to approve the 2027 Texas Association of Counties Health and Employee Benefits Pool Plan Year 2027 renewal (HR Director)

Recommendation/Action Requested and Justification

Attachments

TAC Health Benefits Renewal 2027

Texas Association of Counties
Health and Employee Benefits Pool

2026 – 2027 Renewal Notice and Benefit Confirmation

Group: 217988 - Medina County **Anniversary Date:** 01/01/2027

Return to TAC by: 10/07/2026

Please initial and complete each section confirming your group's benefits and fill out the contribution schedule according to your group's funding levels. Fax to 512-481-8481 or email to erikc@county.org.

For any plan or funding changes other than those listed below, please contact Erik Casarez at 800-456-5974.

MEDICAL

Medical: Custom Base Plan
RX Plan: 5C-NG $10/30/50,$250 Ded
Your % rate change is: 14.00%
Your payroll deductions for medical benefits are: Pre Tax

Tier	Current Rates	New Rates Effective 01/01/2027	New Amount Employer Pays	New Amount Employee Pays	New Amount Employer Pays for Retiree (if applicable)	New Amount Retiree Pays (if applicable)
Employee Only	$851.38	$970.56	$ 895.56	$ 75.00	$ 895.56	$ 75.00
Employee & Spouse	$1,564.64	$1,783.68	$ 1,608.68	$ 175.00	$ 1,608.68	$ 175.00
Employee & Child(ren)	$1,228.00	$1,399.92	$ 1,124.92	$ 275.00	$ 1,124.92	$ 275.00
Employee & Family	$2,153.42	$2,454.90	$ 2,079.90	$ 375.00	$ 2,079.90	$ 375.00

KZ **Initial to accept Medical Plan and New Rates**.

MEDICAL

Medical: Custom Buy-up Plan
RX Plan: 5C-NG $10/30/50,$250 Ded
Your % rate change is: 14.00%
Your payroll deductions for medical benefits are: Pre Tax

Tier	Current Rates	New Rates Effective 01/01/2027	New Amount Employer Pays	New Amount Employee Pays	New Amount Employer Pays for Retiree (if applicable)	New Amount Retiree Pays (if applicable)
Employee Only	$917.40	$1,045.84	$ 960.84	$ 85.00	$ 960.84	$ 85.00
Employee & Spouse	$1,685.98	$1,922.02	$ 1,712.02	$ 210.00	$ 1,712.02	$ 210.00
Employee & Child(ren)	$1,323.30	$1,508.56	$ 1,148.56	$ 360.00	$ 1,148.56	$ 360.00
Employee & Family	$2,320.48	$2,645.34	$ 2,135.34	$ 510.00	$ 2,135.34	$ 510.00

KZ **Initial to accept Medical Plan and New Rates.**

VISION

Vision: PREM-12/12/12, $0 Exam Copay, $10 Lenses Copay, $180 Frame Allowance
Your % rate change is: 0.00%
Your payroll deductions for vision benefits are: Pre Tax

Tier	Current Rates	New Rates Effective 01/01/2027	New Amount Employer Pays	New Amount Employee Pays	New Amount Employer Pays for Retiree (if applicable)	New Amount Retiree Pays (if applicable)
Employee Only	$8.88	$8.88	$_____	$ 8.88	$_____	$ 8.88
Employee & Spouse	$16.90	$16.90	$_____	$ 16.90	$_____	$ 16.90
Employee & Child(ren)	$17.80	$17.80	$_____	$ 17.80	$_____	$ 17.80
Employee & Family	$26.18	$26.18	$_____	$ 26.18	$_____	$ 26.18

KZ **Initial to accept Vision Plan and New Rates.**

EMPLOYEE SELF-SERVICE (ESS) INFORMATION

The ESS (mybenefits.county.org) allows employees to update employee and dependent demographic data and make election changes. Demographic updates are always enabled on the ESS. However, groups must opt in to allow election changes on the ESS.

Please select one option below to indicate if your group would like to allow employees to make election changes on the ESS. All changes made by employees on the ESS are reflected in real time on OASys and in available reports.

ESS: ☐ Allow election changes on the ESS ☒ Do not allow election changes on the ESS

KB **Initial to confirm ESS Elections.**

RETIREE INFORMATION

Please indicate how your group manages retiree coverage.

Your group allows retiree coverage for:

Medical: Pre-65 ☑ Post-65 ☐

Vision: Pre-65 ☑ Post-65 ☐

KB **Initial to confirm Retiree Eligibility.**

WAITING PERIOD

Waiting period applies to all benefits.

Employees	Elected Officials
60 days - 1st of the month following date of hire but first of the month	Date of Hire

KQ **Initial to confirm Waiting Period.**

COBRA ADMINISTRATION

Please indicate how your group manages COBRA administration:

☑ Group process COBRA on OASys
** Group is responsible for fulfilling COBRA notification process and requirements.*

☐ BenefitConnect COBRA Department coordinates COBRA administration
** WTW BenefitConnect administers COBRA via contract between Group and TAC HEBP.*

☐ Group processes TAC HEBP Continuation of Coverage on OASys (< 20 employees)
** Group is responsible for fulfilling COBRA notification process and requirements.*

KQ **Initial to confirm COBRA Administration.**

BROKER OR CONSULTANT INFORMATION

Please confirm your broker or consultant's information, if applicable.

☒ Broker ☐ Consultant

Agency Name	South Tejas Insurance	Frost Insurance	as of 11/01/2026
Broker Representative	Vernon Reeh	Gus Henderson	
Address	P.O. Box 992 Boerne,TX 78006	P.O.Box 2411 San Antonio, Texas 78298	
Phone	2108728080	210-220-5771	
Fax	8009154491	210-220-6460	
Email	vreeh@stejasins.com	Gus.Henderson@frostinsurance.com	

Agency Name	
Consultant Representative	
Address	
Phone	
Fax	
Email	

KZ **Initial to confirm Broker or Consultant information**

GROUP PHYSICAL MAILING ADDRESS

Please add your group's physical mailing address information:

Address	1300 Ave M, Rm 130 Hondo, TX 78861	

KZ **Initial to confirm Physical Mailing Address**.

TAC HEBP Member Contact Designation

CONTRACTING AUTHORITY

As specified in the Interlocal Participation Agreement, the person signing this RNBC represents and acknowledges that they are authorized to sign on the county or district's behalf.

Please list changes and/or corrections below.

Name	Keith Lutz	
Title	Judge	
Address	1300 Avenue M, Room 250 Hondo, TX 78861	
Phone	8307416020	
Fax	8307416025	
Email	~~countyjudge~~@medinatx.gov Keith.Lutz	

BILLING CONTACT

Responsible for receiving all invoices relating to HEBP products and services.

Please list changes and/or corrections below.

Name	Nathaniel Ramos	
Title	HR Director	
Address	1300 Avenue M, Room 130 Hondo, TX 78861	
Phone	8307416111	
Fax	8304263811	
Email	Nathaniel.Ramos@MedinaTX.gov	

COUNTY REPRESENTATIVE

HEBP's main contact for daily matters pertaining to the health benefits.

Please list changes and/or corrections below.

Name	Nathaniel Ramos	
Title	HR Director	
Address	1300 Avenue M, Room 130 Hondo, TX 78861	
Phone	8307416111	
Fax	8304263811	
Email	Nathaniel.Ramos@MedinaTX.gov	

HEALTHY COUNTY WELLNESS COORDINATORS

Primary contact regarding the Healthy County wellness program. Groups can designate up to two Wellness Coordinators.

Please list changes and/or corrections below.

Name	Nathaniel Ramos	
Title	HR Director	
Address	1300 Ave M, Rm 130	
	Hondo, TX 78861	
Phone	8307416111	
Fax		
Email	nathaniel.ramos@medinatx.gov	

Name	
Title	
Address	
Phone	
Fax	
Email	

HEALTHY COUNTY WELLNESS SPONSORS

An elected or appointed official (preferred) who supports the administration of the Healthy County wellness program. Groups can designate up to two Wellness Sponsors.

Please list changes and/or corrections below.

Name	Keith Lutz	
Title	Judge	
Address	1300 Avenue M Rm 250	
	Hondo, TX 78861-1822	
Phone	8307416020	
Fax		
Email	keith.lutz@medinatx.gov	

Name	
Title	
Address	
Phone	
Fax	
Email	

KZ **Initial to confirm Member Contact Designations.**

HIPAA CERTIFICATION

Terms of the HIPAA Certification Agreement Signed by County/District contracting authority in order to receive Protected Health Information (PHI):

Note: In order for TAC HEBP to disclose PHI to a TAC HEBP member entity (such as a County or District that contracted for TAC HEBP benefits), the contracting authority must have signed the Certification, which includes the provisions set out below (unless the individual whose PHI is being disclosed has signed a HIPAA Authorization allowing their PHI to be disclosed for this purpose). The County/District is referred to an "EMPLOYER" in the Certification. Any County/District employee who receives PHI on the "EMPLOYER'S" behalf must comply with these terms. If you have any questions about whether the information you are receiving is PHI or these Certification provisions, please contact a member of the TAC Health and Benefits Services' team.
***

As required under the HIPAA Standards for Confidentiality of Individually Identifiable Health Information, 45 CFR Parts 160 & 164 ("HIPAA Privacy Regulations"), the Plan Sponsor (EMPLOYER) certifies to the Texas Association of Counties Health Employees Benefit Pool (the "Plan") that, upon receipt of any Protected Health Information ("PHI"), EMPLOYER will comply with the provisions of the HIPAA Certification. These provisions include:

1. EMPLOYER certifies that it only will use or disclose PHI for plan administration purposes of the Plan, consistent with any Plan documentation and as permitted by law.

2. EMPLOYER will require that any agents or subcontractors to whom it provides PHI received under this Certification to agree in writing to the same restrictions and conditions that apply to COUNTY with respect to such information.

3. EMPLOYER agrees not to use or disclose any information received under this Certification for employment-related actions and decisions, or in connection with any other benefit or employee benefit plan sponsored by EMPLOYER.

4. EMPLOYER will report to the Plan any use or disclosure of information that is inconsistent with the uses or disclosures provided for under this Certification of which it becomes aware.

5. EMPLOYER will make available any information it holds under this Certification in order for Plan to comply with the access requirements under 45 CFR § 164.524.

6. EMPLOYER will make available any information it holds under this Certification in order for Plan to comply with the amendment requirements under 45 CFR § 164.526, and will incorporate any amendments to PHI it holds, as required in 45 CFR § 164.526.

7. EMPLOYER agrees to document and provide a description of any disclosures of PHI, and information related to such disclosures, as would be required for Plan to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528.

8. EMPLOYER agrees to make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services, for purposes of the Secretary determining the Plan's compliance with the HIPAA Privacy Regulations.

9. EMPLOYER will return or destroy all PHI received from Plan that EMPLOYER maintains in any form, including by agents or subcontracts, and retain no copies of such information, when it is no longer needed for the purpose for which the disclosure was made, except that, if EMPLOYER and Plan agree that such return or destruction is not feasible, EMPLOYER will limit further uses or disclosures of the information to those purpose that make the return or destruction of the information infeasible.

10. EMPLOYER will resolve issues of noncompliance with the terms of this Certification by persons entitled to use or disclose PHI under this Certification in a timely manner.

11. EMPLOYER will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic PHI that it receives from the Plan, in accordance with the HIPAA Security Standards, 45 CFR Parts 160, 162.and 164. EMPLOYER will report to the Plan any security incident under the HIPAA Security Standards of which it becomes aware.

12. EMPLOYER will establish adequate separation between EMPLOYER and Plan, as required under 45 CFR § 164.504(f)(2)(iii) by limiting access to PHI to those employees or classes of employees listed below whom EMPLOYER has determined are entitled to use or disclose such PHI. EMPLOYER will require that these listed employees will receive HIPAA Privacy Training and only may use or disclose such PHI for plan administration functions, as defined in the HIPAA Privacy Regulations. Plan only will disclose PHI to the following employees whom EMPLOYER has determined are entitled to receive PHI.

Keith Lutz / County Judge
Printed Name of Contracting Authority

10-6-2026

Signature of Contracting Authority **Date**

PLAN INFORMATION

- RNBC must be received by 10/07/2026 to avoid additional administrative fees.
- Signature below is required to confirm and accept your group's renewal.
- Rates based upon current benefits and enrollment. A substantial change in enrollment (10% over 30 days or 30% over 90 days) may result in a change in rates.
- If applicable, retiree rates are the same for medical, dental, and vision as active employees regardless of age.
- If applicable, broker commissions are included in rates.

KL **Initial to confirm Plan Information.**

RENEWAL CONFIRMATION SIGNATURE

Signature of County Judge or Contracting Authority

Date: 10-6-2026

Keith Lutz / County Judge
Please PRINT Name and Title

The Texas Association of Counties would like to thank you for your membership in the only all county-owned and county directed Health and Employee Benefits Pool in Texas.

Healthy County Together. Better. Stronger.

Texas Association of Counties Health and Employee Benefits Pool

HEALTHY COUNTY: COUNTY SPECIFIC INCENTIVE PROGRAM

Medina County

A County Specific Incentive (CSI) is a wellness program that rewards employees and/or spouses for healthy behaviors such as completing an annual exam, tobacco affidavit, or participating in a physical activity program in exchange for avoiding a premium contribution, a lower monthly premium, earn additional days of PTO, or other rewards decided on by the County or District. Penalties and Rewards are administered at the county or district level.

Healthy County is available to assist in the process of designing, communicating, and tracking a CSI. Employees will be able to view their progress and completion of the incentive online or via mobile app.

Medina County's CSI

Our records indicate that Medina County currently has a County Specific Incentive program in place. Please make a selection below to let us know if you would like to keep your current design in place for the 2027 plan year, or if you would like to make modifications to your current design. If you select "Yes," your TAC HEBP Wellness Consultant will reach out to you to confirm reward and penalty options for the upcoming plan year. Please also feel free to contact your consultant at any time to begin this process. If you decide to make changes to your CSI, there is a six week waiting period before employees can view the program online.

Current CSI >

Annual Physical: Avoid the $25 Monthly Health Benefits Contribution
Tobacco Certification: Avoid the $25 Monthly Tobacco Contribution

Please select one:

☒ Yes, we would like to continue with the same CSI program for the 2027 plan year.

☐ We are interested in making changes to our CSI program.

County Name: Medina County

Printed Name and Title: Keith Lutz / County Judge

Contracting Authority Signature: _____

Date: 10-6-2026

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 18.

Meeting Date: 10/02/2026
Item Title: Personnel Policy
Submitted By: Nathaniel Ramos, HR Director

Summary of Request/Problem

Discuss and take posssible action to approve updates to the Medina County Personnel Policy (HR Director)

Recommendation/Action Requested and Justification

Attachments

Summary of Updates 26-27 Personnel Policy
Personnel Policy Manual

Summary of updates 26-27 Personnel Policy

1B-11 Discipline

Reasons

b. Absence without permission – including failure to notify a Elected Official/Department head of sick leave, repeated tardiness, early departure, abandonment of position

s. Gross Misconduct (inappropriate work relations, ~~fighting, threats,~~ physical violence, derogatory comments, etc)

t. Time Fraud

1C-4 Travel

Meals

The County will NOT reimburse any meal expenses for the following items:

a. Alcoholic beverages
b. Tips

1C-6 Computer and Internet Usage

MULTIFACTOR AUTHENTICATOR

To protect Medina County's information systems, confidential data, and public records from unauthorized access and cyber security threats, all employees, Elected Officials, and authorized users who access County computers, email, applications, or the County network are required to utilize Multi-Factor Authentication (MFA). As a condition of being granted access to County technology resources, employees must install and maintain the Microsoft Authenticator application on a mobile device. The application may be installed on either a County issued or a personal cellular device if a County issued device is not provided. The Microsoft Authenticator application is used solely to verify the user's identity during the login process and is an essential component of the County's cyber security program.

Compliance with this policy is mandatory for all employees who utilize County technology resources. Employees who refuse to install or use the Microsoft Authenticator application, disable MFA, or otherwise fail to comply with this policy may be denied access to County computers, systems, email, and network resources. Failure to comply with this requirement may result in disciplinary action, up to and including termination of employment, in accordance with

the Medina County Personnel Policy. Employees who experience technical issues with MFA, obtain a new mobile device, require assistance with enrollment, or the use of the Microsoft Authenticator Application should contact HTS at support@hts-tx.com for assistance.

1C-7 Artificial Intelligence

Medina County recognizes that Artificial Intelligence (AI) is an evolving technology that can improve efficiency, enhance productivity, and support the delivery of quality public services. When used responsibly, AI can assist employees with tasks such as research, drafting documents, summarizing information, improving communication, and streamlining administrative processes. The County supports the thoughtful use of AI as a tool to assist employees in performing their official duties while maintaining the highest standards of professionalism, ethics, and public service.

The use of AI must always be guided by human judgment, accountability, and transparency. Employees remain responsible for all work created with the assistance of AI and must verify the accuracy, completeness, and appropriateness of AI-generated content before it is used or shared. AI **shall never** replace the professional judgment of County employees or serve as the sole basis for decisions affecting an individual's rights, employment, benefits, legal status, public safety, or access to government services. Employees are also responsible for protecting confidential information, Personally Identifiable Information (PII), Protected Health Information (PHI), and other sensitive data when using AI tools and complying with all applicable laws, County policies, and cybersecurity requirements. An employee's decision to purchase an individual or personal AI subscription is voluntary and is not considered a requirement or condition of employment and will not be reimbursed.

Through this policy, Medina County establishes a consistent framework for the responsible, ethical, secure, and transparent use of Artificial Intelligence in County government. Consistent with Texas Government Code Chapter 2054 and the principles presented in the Texas Association of Counties County Information Resources Agency (TAC CIRA) DIR-Certified Artificial Intelligence Training, the County is committed to fostering innovation while protecting the privacy, security, and trust of the public we serve. AI is intended to enhance, not replace, the knowledge, experience, and accountability of the employees who serve Medina County.

2A-4 WEATHER CLOSINGS AND EMERGENCIES

HAZARDOUS DUTY PAY

In any declared emergency, County, State, or Federal, the County Judge will determine if hazardous duty pay is authorized for employees who respond to an emergency in Medina County. The following policy outlines the standard practice for implementing hazardous duty pay, as authorized by the County Judge. However, each emergency event and situation will be reviewed to determine how to best handle hazardous duty pay. Emergency situations that may

warrant hazardous pay ~~to~~ include, but are not limited to: Natural Disasters, Fires, Epidemic/Health Crisis, ~~and~~ etc.

County employees who perform declared emergency response duties are eligible for additional compensation of $5.00 per hour of actual time spent performing hazardous duties. Only non-exempt Road and Bridge and non-exempt Law enforcement employees will be eligible for Hazardous Duty Pay. Employees whose regular duties are primarily performed in an office or administrative environment are not eligible for Hazardour Duty Pay.
Departments who employ essential employees will keep accurate records of employee time charges while they are actively performing hazardous duties. Elected Officials/Department Heads will establish duties that are considered hazardous to ensure consistency across the county regarding employee eligibility.

During or shortly after the emergency, the Elected Official who employs essential employees will coordinate with the Human Resources Department to consider a $5 per hour supplement increase ~~make a recommendation for a pay rate, $5.00 per hour~~ to be paid to employees while they are actively engaged in performing hazardous duties.

2A-8 TIME RECORD

TIME KEEPING METHOD

Each hourly employee is required to use an electronic timekeeping method on a daily basis. Failure to complete an electronic time record may result in an employee only receiving minimum wage payment until the proper time record has been completed and turned into the Human Resources Department. The electronic time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period. Time records are governmental documents and as such require accurate and truthful information. Falsifying a time record, a governmental record is a criminal offense. Employees shall only use appropriate available leave to account for their regular weekly work schedule.

If an employee is absent on the day when timekeeping records are to be submitted to the Payroll department, the employee's department head or Elected Official will complete, sign, and submit a temporary record. Upon the employee's return, he/she shall sign the permanent timekeeping record and remit it to the Payroll department.

Timekeeping records are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code 37.10. Falsifying a timekeeping record, a governmental record, is a Class "A" Misdemeanor and if caught would be grounds for immediate termination.

AUTHORIZED TIMEKEEPING DEVICES AND TIME ENTRY

Employees shall record all hours worked by clocking in and out only through a Medina County authorized timekeeping device or system. Employees may clock in and out using a county time clock, a Medina County issued computer or cell phone, or a combination of these authorized systems, as approved by Medina County. **Personal devices are not authorized for Medina County timekeeping purposes.** This includes, but is not limited to, personal cell phones, home computers, home laptops, home tablets, or other personally owned electronic devices.

Employees shall not use a personal device to clock in or out, whether the employee is physically present at a Medina County workplace, working from another authorized location, or otherwise performing work for the County. Employees are also strictly prohibited from clocking in or out on behalf of another employee or allowing another employee to clock in or out on their behalf. Each employee is responsible for ensuring that their own time records accurately reflect the hours they worked.

Failure to comply with the Medina County's timekeeping requirements, including the use of unauthorized devices or systems or recording time for another employee, may result in disciplinary action, up to and including termination of employment.

2A-16 DEMOTIONS

Demotions are the movement of an employee from one position to another with a decreased responsibility and/or complexity of job duties and/or to a lower budgeted salary. Elected officials, appointed officials, or department heads may choose to demote or re-assign any employees who are unable to meet performance requirements, for disciplinary reasons or for any other reason as deemed necessary by the official. Upon demotion, an employee's salary may be adjusted downward. However, the pay reduction cannot bring the employee's pay below the Federal minimum wage.

2A-17 SEPARATIONS

DEATH

A separation by death shall occur when an individual passes away ~~dies~~ while currently employed by the County. If an employee dies while still employed by the County, their legally designated beneficiary or estate shall receive all earned pay and payable benefits.

2B-3 VACATION

ACCRUAL RATE
Employees shall earn vacation at the rate of 3.08 hours per pay period, which is equivalent to 80 hours per year. Full-time employees working ~~averaging~~ less than 40 hours per week ~~on a regular basis~~ will earn vacation hours on a prorated basis.

2B-4 PTO (PERSONAL TIME OFF)

~~INITIAL~~ ACCRUAL AND WAITING PERIOD
Eligible employees shall accrue PTO leave at a rate of 3.08 hours per pay period. Full-time employees working less than 40 hours per week will earn PTO hours on a prorated basis. Accrual of PTO leave shall start at the time an individual begins work for the County in a position eligible for the PTO leave benefit, but an employee must work a minimum of 90 days before being eligible to take PTO. PTO leave shall not be accrued while an employee is on leave without pay. Employees shall not be allowed to borrow PTO leave against future accruals.

TERMINATION
Employees **SHALL NOT** be paid for unused PTO leave at the termination of employment. Employees cannot use PTO in lieu of giving two weeks' notice. ~~However, if approved by supervisor, they can use PTO during the last 2 weeks of employment.~~

2B-5 HOLIDAY

HOLIDAYS
The County holidays shall be determined by the Medina County Commissioners' Court.
All holidays are paid based on an eight (8) hour workday.

If a paid holiday occurs during other paid leave of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's leave balance.

An eligible employee, scheduled to work or called in to work on a holiday, will be paid holiday pay at their regularly hourly wage for an eight (8) hour period in addition to the wage they earn that day. Full-time employees' who work less than 40 hours per week will earn Holiday hours on a prorated basis.

CALL OUTS ON HOLIDAY- SHERIFF'S OFFICE

If an employee is not scheduled to work on a county approved holiday and is called out or voluntarily comes in for duty, the employee must work a **minimum of 4 hours** on that county approved holiday (time only counts within the 24-hour period of the actual holiday) in order to receive the additional full holiday pay. Anything less than 4 hours will be paid at the employee's regular hourly wage.

2B-8 LEAVE WITHOUT PAY

Leave Without Pay (LWOP) is intended to provide employees with unpaid leave only in emergencies or unforeseen circumstances when no other paid leave options are available. LWOP is not a benefit or entitlement and should not be used as a substitute for accrued leave. Employees requesting LWOP must first exhaust all available compensatory time, vacation leave, and paid time off (PTO), as applicable, before being considered for unpaid leave.

Requests for Leave Without Pay must be submitted to the employees' Elected Official or Department Head for review and approval. Approval of LWOP is granted solely at the discretion of the Elected Official, Appointed Official, or Department Head after considering the circumstances of the request and the operational needs of that specific department. Employees who are on Leave Without Pay will be responsible for paying any employee paid insurance premiums or other benefit deductions that cannot be held from their paycheck due to insufficient earnings during the period of Leave Without Pay. Employees who are on Leave Without Pay will not accrue vacation leave or PTO for any pay period in which they are in a LWOP status, unless they work sufficient hours during the biweekly pay period to qualify for a prorated accrual. In such cases, vacation leave and PTO shall be accrued on a prorated basis according to the number of hours worked during the pay period. Approval of one LWOP request does not establish a precedent or guarantee approval of future requests.

2B-12 RETIREMENT

RETIREE INSURANCE

A Medina County employee hired before October 1, 2011, who retires-fully vested in the retirement system and chooses to receive monthly annuity payments, through TCDRS, is eligible to be covered by the Medina County health and dental insurance plan until the attainment of Medicare. Premiums for the employee and dependents are solely the responsibility of the eligible retiree.

Effective with new hires or rehires ~~hires~~ on or after October 1, 2011, employees who retire fully vested in the retirement system and choose to retire before attaining eligibility for Medicare coverage will no longer be eligible to remain on the County's health and dental insurance plan; other than is provided for them under Federal COBRA laws. In addition, such retired employees' dependents will not be eligible for enrollment.

Employee coverage for employees hired before October 1, 2011, terminates when the retiree becomes eligible for Medicare.

2B-14 FAMILY MEDICAL LEAVE ACT/MILITARY FAMILY LEAVE (FMLA/MFL)

USE OF ACCRUED PAID LEAVE DURING FMLA LEAVE:
Employees approved for leave under the Family and Medical Leave Act (FMLA) will be required to use all available accrued paid leave concurrently with FMLA leave, to the extent permitted by federal law and Medina County policy. Paid leave shall not extend the total amount of leave available under FMLA. The substitution of paid leave for unpaid FMLA leave will run concurrently with, and count against, the employee's twelve (12) weeks of FMLA entitlement. Employees will be required to use available compensatory time (comp time) first, prior to the use of any other forms of accrued paid leave, unless otherwise prohibited by law or County policy. Once all available compensatory time has been exhausted, employees must then use accrued vacation leave and/or personal time off (PTO), as applicable, in accordance with County policy and applicable law. Once all available paid leave has been exhausted, any remaining approved FMLA leave will be designated as leave without pay unless the employee is receiving benefits under workers' compensation, approved disability benefits, or another paid leave program authorized by law or County policy.
Employees are responsible for complying with all FMLA certification, notice, and reporting requirements while on leave. Failure to provide required documentation or to return to work upon the expiration of approved leave may result in disciplinary action, up to and including separation from employment, unless otherwise required by law. Employees who remain on unpaid FMLA leave are responsible for paying any required employee portion of insurance premiums in accordance with the County's benefits policies.

2B-15 LEAVE OF ABSENCE- OTHER

Employees may request a personal leave of absence for compelling personal reasons when all applicable paid leave has been exhausted or when the requested absence is not otherwise covered by law or Medina County policy. Examples of personal leave may include, but are not limited to, continuing education, extended bereavement, family or personal matters, or other circumstances requiring an extended absence from work.

A personal leave of absence is not an employee entitlement and is granted solely at the discretion of the Elected Official, Appointed Official, or Department Head, subject to operational needs and the best interests of Medina County. Approval of one request does not establish a precedent for future requests. Employees requesting a personal leave of absence must submit their request in writing as far in advance as possible, stating the reason for the leave and the anticipated return to work date. Approval may be conditioned upon the employee complying with all Medina County policies regarding benefits, premium payments, and return to work requirements.

Employees on an approved personal leave of absence will be placed in an inactive employment status and will not accrue vacation leave, sick leave, compensatory time, or any other leave benefits during the period of unpaid leave. Employees remain responsible for any applicable benefit premium payments in accordance with Medina County's Benefit Premium Payment During Extended Leave policy. (2B-16)

A return to work following a personal leave of absence is **not guaranteed**. Reinstatement is subject to current operational and business needs, the availability of an appropriate vacant position for which the employee is qualified, and the approval of the Elected Official, Appointed Official, or Department Head. If no suitable position is available at the conclusion of the approved leave, the employee's employment with Medina County may be separated.

~~Employees may request a personal leave of absence. Personal leaves of absence may include reasons such as extended vacations, continuing education, extended bereavement, or other personal matters. Personal leaves of absence are granted solely at the discretion of the elected official, appointed official, or department head.~~

~~Employees on personal leaves of absence are converted to an inactive status and do not accrue any benefits. Employees may continue the county health plan, but they are responsible for the entire premium, which includes both their portion and the county portion. The employee must pay for the premium on the first of each month, lack of payment will result in medical plan termination, and the employee will become eligible for COBRA. A return to work after a personal leave of absence is not guaranteed and is subject to current business conditions and an appropriate job opening.~~

2B-16 BENEFIT PREMIUM PAYMENTS DURING EXTENDED UNPAID LEAVE

Employees who are on an extended leave of absence, including but not limited to Family and Medical Leave (FMLA), Leave Without Pay (LWOP), approved Leave of Absence, Military Leave, or any other unpaid leave, remain responsible for paying their required portion of benefit premiums to maintain coverage. Employees will be notified of the amount due, payment due dates, and acceptable methods of payment. Benefit premium payments may be made in person at the Medina County Treasurer's Office or mailed to Human Resources at 1300 Avenue M Rm 130, Hondo, Texas 78861. Failure to make timely premium payments may result in the termination of benefit coverage in accordance with applicable federal and state law and the terms of the County's benefit plans.

Benefit premium payments that become **more than ninety (90) days delinquent** will be reviewed by the County Judge and the Human Resources Director. At their discretion, and after considering the circumstances of the leave and the County's financial interests, one of the following actions may be taken: (1) approval of a reasonable payment plan; (2) requiring payment of all outstanding premiums in full before coverage may continue; or (3) termination of benefit coverage, with coverage retroactively discontinued to the appropriate date on which premium payments ceased, when permitted by law and the applicable benefit plan. The County

Judge and HR Directors decision shall be made in the best interests of Medina County and in compliance with all applicable federal and state laws, plan documents, and carrier requirements. Any eligible employee will be offered COBRA if they are unable to return to work.

Employees whose regular duties are primarily performed in an office or administrative environment are not eligible for Hazardour Duty Pay.

MEDINA COUNTY EMPLOYEE

PERSONNEL POLICY

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Medina County Employee Handbook that outlines my benefits and obligations as a County employee. I the undersigned have read the Medina County Employee Handbook that the Medina County Commissioner's Court has adopted. If I need clarification on any of the information in this handbook, I will contact my immediate supervisor.

I further understand that the Medina County Employee Handbook is not a contract of employment. I understand that I am an at-will employee and that either the County or I may terminate my employment at any time, with or without cause, and with or without notice.

I understand that this employee handbook is intended to provide guidance in understanding Medina County's policies, practices and benefits. I understand that Medina County retains the right to change this handbook at any time, and to modify or cancel any of its employee benefits when the need for change is recognized.

I understand as a County employee, I shall have no expectation of privacy when using county computers, networks, or other county owned equipment. Improper use may result in discipline up to and including termination.

I further understand that as a Medina County employee, I am expected to provide quality service to the public; to work towards the highest degree of safety possible for my fellow workers', to continually make suggestions for improvements, and to display a spirit of teamwork and cooperation.

I understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and I may be required to take earned compensatory time off at the County's discretion.

I understand that I may be subject to reasonable suspicion or post-accident drug and alcohol testing. If I am required to have a Commercial Driver's License (CDL) for my county position, I will be subject to random, reasonable suspicion, post-accident and follow-up drug and alcohol testing.

I have read these policies and understand these policies and I agree to abide by and adhere to these policies.

_____
Printed Name of Employee

_____ _____

Signature of Employee Date Signed

COUNTY OF MEDINA
COMMISSIONERS COURT ORDER

WHEREAS the Medina County Commissioners' Court desires to provide the employees of Medina County with a uniform format for dealing with various employment related issues; and

WHEREAS the Medina County Commissioners Court wish to adequately communicate to employees the policies and procedures of the County:

THEREFORE, BE IT RESOLVED that the Medina County Commissioners Court and hereby approve, and adopt, the MEDINA COUNTY EMPLOYEE HANDBOOK.

ADOPTED THIS _____ DAY OF _____, 20__

_____
County Judge

_____
Commissioner Pct. 1

_____
Commissioner Pct. 2

_____
Commissioner Pct. 3

_____
Commissioner Pct. 4

Witnessed and Attested By:

_____
County Clerk

RESOLUTION FOR MEDINA COUNTY

I the undersigned have read the Medina County Employee Handbook that the Medina County Commissioner's Court has adopted. As an ELECTED OFFICIAL of Medina County, I endorse and approve the Employee Handbook. I approve the document as it reflects my commitment to Medina County employees, and it reflects my commitment to conform to appropriate state and federal laws.

I agree to be bound by the terms and conditions of the Medina County Employee Handbook, as witnessed by my signature below.

_____	_____
Printed Name of Elected Official	Office of Elected Official
_____	_____
Signature of Elected Official	Date Signed

Medina County Employee Handbook

Welcome to Medina County!

We are excited to have you as an employee of Medina County. You were hired because the elected official, appointed official, or department head believes you can contribute to the success of Medina County, and share our commitment to serving the public and our constituents with excellence.

Medina County is committed to providing excellent service to the public in all of our county offices. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This employee handbook contains some key policies, benefits, and expectations of Medina County, and other information you will need.

Your job is essential to fulfilling our mission of serving our county constituents every day and to meet or exceed their expectations. We achieve this through dedicated hard work and commitment from every Medina County employee. You should use this handbook as a ready reference as you pursue your career with Medina County. Please consult with your elected official, appointed official, or department head regarding questions you may have concerning this employee handbook.

Welcome aboard!

Sincerely,

_____
County Judge

_____
Commissioner Pct. 1

_____
Commissioner Pct. 2

_____
Commissioner Pct. 3

_____
Commissioner Pct. 4

SECTION 1: GENERAL POLICIES

Medina County's government organization is established by the Constitution of the State of Texas and by state statutes. Operations are governed by state and federal law and by actions of the Commissioners' Court.

The Commissioners' Court consists of four County Commissioners, each elected by the voters of a Commissioner's Precinct, and the County Judge, elected by all of the voters of the County. Officials are elected for a four-year term of public service. The Commissioners' Court is the chief policy, administrative or executive branch of the county government. Among its many functions, the Court:

- Sets salary for elected officials, department heads, and employees;
- Sets the tax rate; Adopts the annual budget;
- Approves new programs or changes existing ones;
- Adopts regulations and policies; and
- Approves and manages County facilities.

The Commissioners' Court carries out these and other specific duties by meeting in regular and special sessions.

The term of office for Medina County elected officials is determined separately by state law. Elected officials are directly responsible to the voters for performing the duties assigned to their offices.

A. COUNTY EMPLOYMENT

1A-1 EMPLOYMENT AT-WILL

All employment with Medina County shall be considered "at will" employment. No contract of employment shall exist between any individual and Medina County for any duration, either specified or unspecified. No provision of this employee handbook shall be construed as modifying your employment at will status.

Medina County shall have the right to terminate the employment of any employee for any legal reason, or no reason, at any time either with or without notice.

Medina County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice. Employees of Medina County shall have the right to leave their employment with the County at any time, with or without notice.

1A-2 APPLICATION FOR EMPLOYMENT

SELECTION
Medina County has three methods of recruiting and selecting persons to fill vacancies. They are as follows:

a. Promotion from within;
b. Lateral transfer from within;
c. Public announcement requiring submission of written application.

Each Elected Official/Department head shall be responsible for selecting the applicant whom he/she feels best meets the qualifications for an open position in his/her department.

Selection of the person to fill the vacancy will be made by the Elected Official/Department head with consideration of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform the specified job.

JOB ANNOUNCEMENTS
Announcements for Medina County job openings may include, but not be limited to:

a. Advertisements in local newspapers;
b. Postings on bulletin boards in the Medina County Courthouse and Human Resources Department.;
c. Other means selected by individual Elected Official/Department heads.

All (including inter-departmental) Medina County job announcements will be posted for a minimum of three (3) working days.

Each elected official/department head will decide how job openings will be announced and will forward job opening information to the Human Resources Department.

APPLICATION PROCEDURE
All individuals interested in consideration for employment with Medina County must complete a Medina County Application for Employment (see index).

Copies of the Medina County Application for Employment are available through the Human Resources Department and/or online at MedinaTX.gov, Employment opportunities, Job Openings.

DISQUALIFICATIONS
Applicants may be disqualified for consideration of employment. These reasons include, but are not limited to, the following:

a. The applicant does not meet the minimum qualifications necessary to perform the duties of the position for which he/she has applied;
b. The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
c. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process; or
d. The applicant is not legally permitted to hold the position.

1A-3 EMPLOYEE STATUS POLICY

Each county position has an employee status that identifies how the position is paid and how benefits are granted by Commissioners Court. The status of a position cannot be changed without the approval of the Commissioners Court. This policy defines both health insurance and retirement benefits. Full-time employees will be eligible for health insurance.

REGULAR FULL TIME
A full-time employee shall be any employee in a position who has a normal work schedule of 30 hours or more per week. Full time employees are eligible for county health insurance and retirement benefits. Other county policies will dictate eligibility for other benefits. Employees may be non-exempt, hourly employees or exempt employees. Non-exempt employees are eligible for overtime compensation. Exempt employees are not eligible for overtime compensation. Medina County makes exempt status determination based on the Fair Labor Standards Act.

REGULAR PART TIME
A part-time employee shall be any employee in a position who has a normal work schedule of less than 30 hours per week. All regular part-time employees must be placed on TCDRS retirement regardless of the number of hours worked per week. Other county policies will dictate eligibility for other benefits. If the employee works an average of thirty (30) or more

hours a week on a consistent basis, the employee will be reclassified as full-time and be eligible for health insurance through the county under the Affordable Care Act.

SEASONAL
A seasonal employee shall be any employee who is hired into a position that lasts and begins at approximately the same time each year. Examples may include, but are not limited to, election workers. Seasonal employees can be either part-time or full-time, and they may qualify for health insurance through the county under the Affordable Care Act depending on the number of hours worked per week, and the length of employment. Seasonal employees are not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

TEMPORARY PART TIME
A temporary part-time employee shall be any employee who is expected to work less than thirty (30) hours each week in a position that is expected to last for a specific period or until a specific project is completed, **but no longer than 6 months**. If this project goes beyond 6 months, the employee will move into a regular part-time status. Temporary part-time employees are not entitled to any benefits under the Affordable Care Act and are also not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

TEMPORARY FULL TIME
A temporary full-time employee shall be any employee who is expected to work for thirty (30) or more hours each week in a position that is expected to last no more than 2 months' time frame. Temporary full-time employees are not entitled to any benefits under the Affordable Care Act and are also not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

OTHER PERSONNEL
Any employee who has a majority of their salary paid by agencies other than Medina County (Extensions Agents, District Attorney, District Judge, etc.) are not considered Medina County employees. These employees, however, may be eligible to all other benefits afforded other county employees within legal limitations as determined by Commissioners Court.

1A-4 EQUAL EMPLOYMENT OPPORTUNITY

Medina County is an equal opportunity employer. The county will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification exists. If an employee needs an accommodation as a result of a

condition or status protected by law, please advise your Human Resources Department, Elected Official, Appointed Official, or Department head.

REASONABLE ACCOMODATION
Medina County shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.

Reasonable accommodation shall be determined through consultation with the disabled individual and, where and when deemed necessary, through consultation with outside resources.

COMPLAINT PROCESS
Medina County urges employees who feel they have been subject to discrimination under this policy to bring these allegations directly to the Commissioners' Court, Human Resources Director, or any other elected official.

If Medina County receives notice that a county employee has filed a discrimination complaint, this complaint will be forwarded to the County Judge for Commissioners' Court review. A County representative, the Human Resources Director, affected Elected Official/Department head, and members of the Commissioners' Court will work together to respond to the charge and to resolve the complaint.

1A-5 AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT

It is the policy of Medina County to prohibit any harassment of or discriminatory treatment of employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels they have been subject to such treatment, or has witnessed such treatment, the situation should be reported to Human Resources, Elected Official, Appointed Official, or Department Head. All elected officials, appointed officials, department heads and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Medina County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation imposes an undue hardship on the county. In accordance with the Americans with Disabilities Act, as amended (ADAAA), reasonable accommodations may be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment, and all employees. If you require accommodation, please contact your Human Resources Department Elected Official, Appointed Official, or Department Head. Reasonable accommodation shall be determined through an interactive process of consultation.

1A-6 PERSONNEL FILES

MAINTENANCE
The Medina County Human Resources department will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, as well as, records concerning performance, discipline and compensation.

CONFIDENTIALITY
It is important that the personnel records of Medina County be accurate at all times. In order to avoid issues, compromising your benefit eligibility or having W2's returned, Medina County requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information.

The Public Information Act allows county employees to keep their home addresses, home telephone numbers, social security numbers, emergency contact information, and information that reveals whether the employee has family members confidential. Employees may keep this information private by requesting in writing not to allow this information to be released to the public no later than 14 days after their first day of employment.

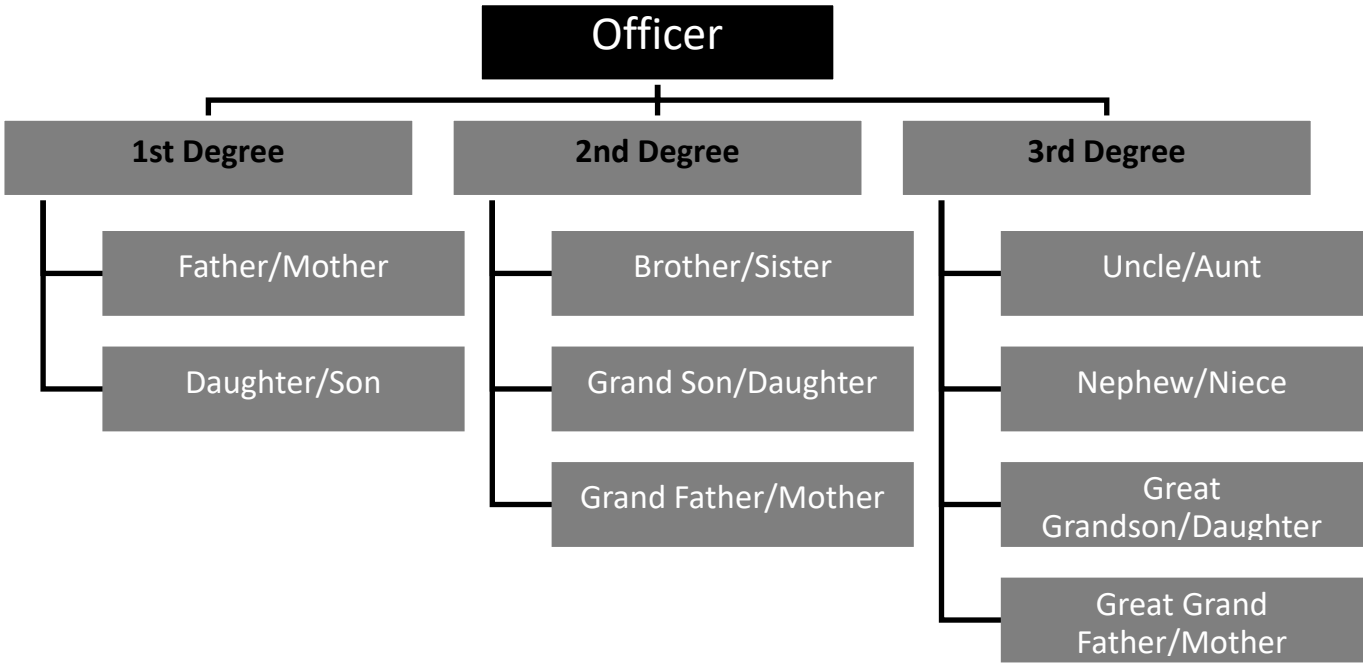
1A-7 NEPOTISM

EMPLOYMENT OF RELATIVES
Texas Government Code Chapter 573, a Public Official of Medina County is prohibited from hiring a relative related within the third degree of consanguinity (blood) or within the second degree of affinity (marriage) to work in a department that they supervise or exercise control over. Furthermore, should a newly hired department head or newly elected official have a family member related within the third degree or closer of consanguinity (blood) or the second degree or closer of affinity (marriage) already working in their department, the employee may remain employed in that department; however, he or she shall not be promoted to or transferred into a more senior or better paid position within that department during the tenure of their relative's term as department head or elected official.

A degree of relationship is determined under Texas Government Code Chapter 573. (See the charts that follow.)

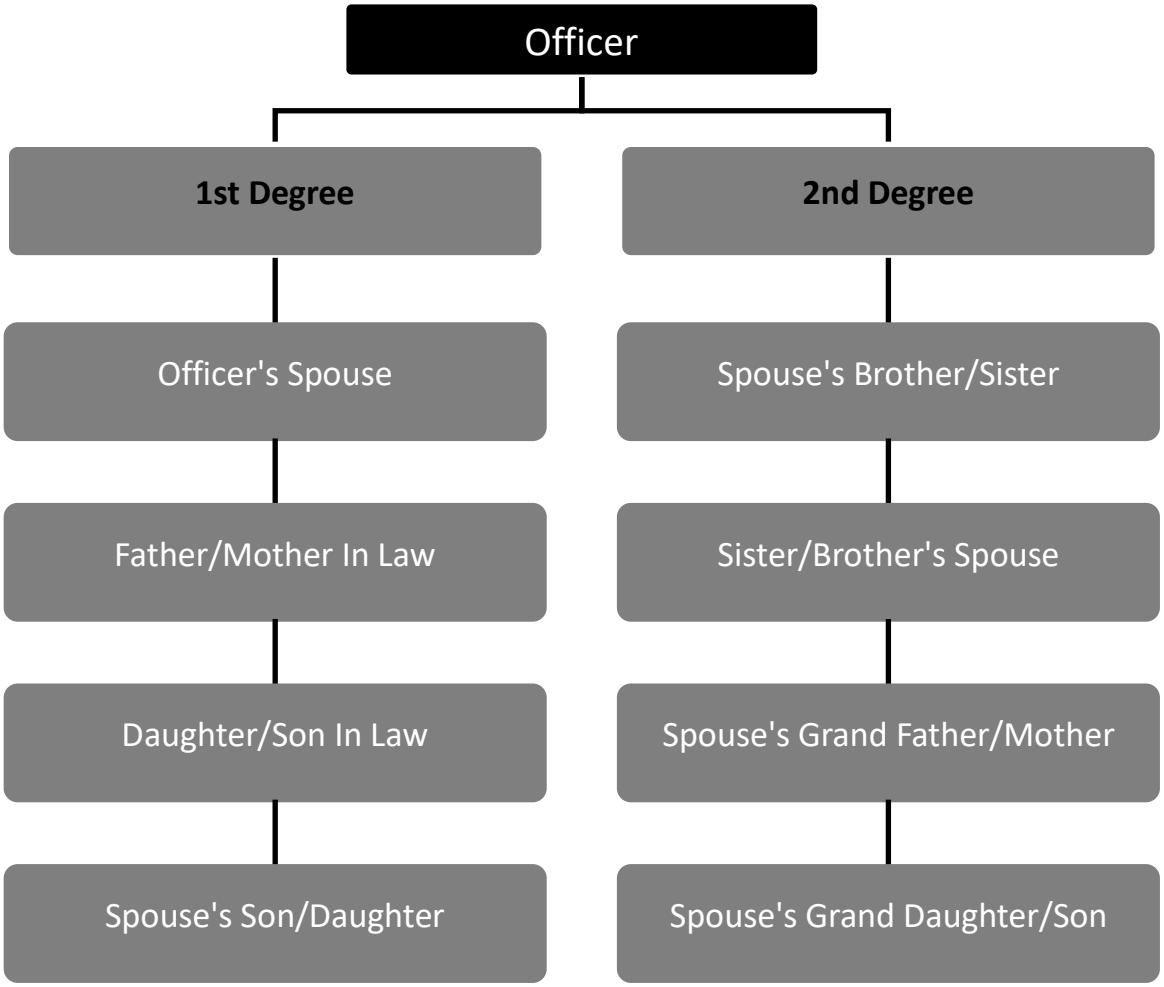
CONSANGUINITY KINSHIP CHART

(Relationship by Blood



AFFINITY KINSHIP CHART

(Relationship by Marriage)



B. WORK RULES AND EMPLOYEE RESPONSIBILITY

1B-1 ATTENDANCE

As a Medina County employee, you are expected to be punctual and demonstrate consistent attendance.

ATTENDANCE
Each employee shall report to work on each day they are scheduled to work and at the starting time set by their supervisor unless prior approval for absence is given by the supervisor or the employee is unable to report for work because of circumstances beyond the control of the employee.

TARDINESS
If an employee is unable to be at work at their normal reporting time, they shall be responsible for notifying their supervisor prior to the scheduled start of their shift or as soon as it is reasonably practicable in the case of an emergency.

Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

EXCUSED/UNEXCUSED ABSENCE/TARDINESS
Each supervisor is responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness. Frequent unexcused absences or tardiness, as determined by your immediate supervisor, may make an employee subject to disciplinary measures, up to and including termination of employment.

ABANDONMENT OF POSITION
An employee who does not report for work for three (3) consecutive scheduled workdays, and who fails to notify their supervisor, shall be considered to have resigned their position by abandonment.

1B-2 DRESS CODE

Medina County expects all employees to be well groomed, clean, and neat at all times. Each Elected official or department head will determine the type of attire that is acceptable. Employees are required to always act in a professional manner and extend the highest courtesy to co-workers and to the public being served. A cheerful and positive attitude is essential to our commitment to customer service.

1B-3 TOBACCO/SMOKE FREE WORKPLACE

Medina County endeavors to provide a healthy environment. A tobacco free environment helps create a safe and healthy workplace. Medina County recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke. Medina County prohibits tobacco smoking in any building owned or used by Medina County, any county owned vehicle or heavy equipment machinery.

The use of tobacco products within any DSHS (Department of State Health Services) contractor facility is strictly prohibited.

1B-4 CONFLICT OF INTEREST

Employees of Medina County shall not engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of the potential or appearance of affecting the employee's job efficiency, or which would reduce their ability to make objective decisions in regard to their work and responsibility as a Medina County employee.

Employees involved in conflict-of-interest situations shall be subject to discipline, up to and including termination and these actions may have criminal consequences for employees.

PROHIBITED
Activities which constitute a conflict of interest shall include but not be limited to:

a. Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County, that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance;
b. Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
c. Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;
d. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and their duties for the County; or
e. Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a County employee in favor of that person.

1B-5 HARASSMENT

POLICY
Medina County is committed to a workplace free of harassment. Harassment includes unlawful, unwelcome words, acts or displays based on sex, including lesbian, gay, bi-sexual or transgender status, sexual orientation or gender identity, race, color, religion, national origin,

age, genetic information, pregnancy, disability, family or military leave status or veteran's status. Such conduct becomes harassment when (1) the submission to the conduct is made a condition of employment; (2) the submission to, or rejection of, the conduct is used as the basis for an employment decision; or (3) the conduct creates an offensive, intimidating or hostile working environment or interferes with work performance.

Harassment is strictly prohibited by Medina County whether committed by an elected official, appointed official, department head, co-worker or non-employee with whom the county does business.

REPORTING

Employees who feel they have been harassed should immediately report the situation to the elected official, appointed official or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the official or department head may not be the best course of action, the report should be made to Human Resources.

INVESTIGATION

Every reported complaint will be investigated promptly and thoroughly. While all claims of harassment shall be handled with discretion, there can be no complete assurance of full confidentiality. The official or department head to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

PROCEDURES

Use the following procedures so that your complaint may be resolved quickly and fairly:

a. When practical, express your feelings of harassment to the harasser and ask him/her to stop the unwanted behavior.

b. Record the time, place, and specifics of each incident, including all witnesses.

c. Report continuing harassment to the elected official, appointed official, or department head who is responsible for your department, or to the County Judge, another member of the Commissioners' Court, County Attorney, or Personnel/HR Director.

d. If a thorough investigation reveals that unlawful harassment, sexual or otherwise, has occurred, Medina County shall take remedial action in accordance with the circumstances.

CLAIMS

Retaliation against an employee who reports harassment or who cooperates in the investigation is prohibited by law as well as this policy. Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected official, appointed official, or department head who is responsible for the department in which they

work. If, for any reason, the employee feels that reporting the retaliation to the official or department head may not be the best course of action, the report should be made to Human Resources.

Remedial action will be taken in accordance with the circumstances when the county determines unlawful harassment or retaliation has occurred, up to and including termination.

1B-6 SEXUAL HARASSMENT

POLICY
Sexual harassment is strictly prohibited by Medina County, whether committed by an elected official, an appointed official, a department head, a co-worker or a non-employee the county does business with. It is the policy of Medina County to provide a workplace free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

VIOLATIONS
Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment.

DEFINITIONS
Sexual harassment shall include, but not be limited to, unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons where:

a. the submission to such conduct is either an expressed or implied condition of employment; or
b. the submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or
c. the conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

All claims of sexual harassment shall be taken seriously and investigated promptly and thoroughly. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

REPORTING
Employees who feel they have been sexually harassed should immediately report the situation to the elected official, appointed official or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting harassment to the official or department head may not be the best course of action, the report should be made to Human Resources.

INVESTIGATION
Every reported complaint will be investigated promptly and thoroughly. The official or department head to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

PROCEDURES
Use the following procedures so that your complaint may be resolved quickly and fairly.

a) When practical, confront the harasser and ask them to stop the unwanted behavior.
b) Record the time, place and specifics of each incident, including any witnesses.
c) Report continuing sexual harassment to the Elected Official, Appointed Official, or Department Head who is responsible for your department or to Human Resources.
d) If a thorough investigation reveals that unlawful sexual harassment has occurred, Medina County will take effective remedial action in accordance with the circumstances, up to and including termination.

CLAIMS
Retaliation against an employee who reports sexual harassment or who cooperates as a witness in the investigation is prohibited by law as well as this policy.

Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected official, appointed official or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the official or department head may not be the best course of action, the report should be made to Human Resources.

Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have regarding sexual harassment charges.

1B-7 POLITICAL ACTIVITY

Employees of Medina County shall have the right to support candidates of their choice and to engage in political activity during their personal time.

County employees shall not:

a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
b. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
c. Use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.

1B-8 OUTSIDE EMPLOYMENT

Medina County employees are expected to give their full and undivided attention to their job duties. They should not use Medina County facilities or equipment or their association with Medina County to carry on a private business or profession. Unless express approval is obtained in advance and in writing from their immediate supervisor, county employees should not engage in a profit-making business nor become involved with a non-profit organization outside of their employment with Medina County that interferes with the employee's assigned duties with Medina County.

1B-9 BREAKS

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk. The Texas Right to Express Breast Milk in the Workplace Act also imposes duties on public employers and, under other state law, is applicable for the duration of a nursing mother's need to express breast milk. Medina County supports the practice of expressing breast milk.

Medina County will provide reasonable breaks for a nursing mother to express breast milk. The nursing mother will be allowed whatever time is needed to express breast milk.

Medina County will provide the nursing mother with a private location, other than a bathroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case-by-case basis.

Medina County does not allow any retaliation against a nursing mother for asking for this break. Nursing mothers are entitled to this break for the duration of the time they are expressing breast milk. A reasonable accommodation will be given for the needs of employees who express breast milk. An employee of the county who needs to express breast milk may not be discriminated against.

All other employee breaks are determined by each official or department head and are not required to be given. If your department provides you with a break, it may not be accumulated or used for time off. The Fair Labor Standards Act does not require any breaks other than for a nursing mother; however, if paid breaks are provided for employees, a nursing mother must be given the same amount of paid break time.

1B-10 GRIEVANCES

Any employee having a grievance related to their job should discuss the grievance with their immediate supervisor.

If the discussion with the immediate supervisor does not resolve the grievance, and, if the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall have the right to discuss the grievance with that official or Human Resources.

The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all job-related grievances.

ADDITIONAL POLICIES/INFORMATION
If an employee believes he/she has a grievance relating to harassment or the Texas Whistleblower Act, please see the Medina County Policy on Harassment or the Medina County Whistleblower Policy for further information/instructions (Pg26).

1B-11 DISCIPLINE

Each Elected Official/Department head shall have the authority to administer discipline to employees in their department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the Elected Official/Department head feels is not acceptable as it relates to the employee's job or the best interest of the department or County.

TYPES OF DISCIPLINE
Determination of the method of discipline is at the sole discretion of the individual Elected Official/Department heads. Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination.

REASONS
Examples of reasons for administering discipline shall include, **but not be limited to:**

a. Insubordination or other disrespectful conduct – failure or unwillingness to accept or recognize the authority of the Elected Official/Department head
b. Absence without permission – including failure to notify a Elected Official/Department head of sick leave, repeated tardiness, early departure, abandonment of position
c. Endangering the safety of other persons through negligent or willful acts
d. Unlawfully manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance or drug paraphernalia on County property or while conducting County business not on County property
e. An employee may not be under the influence of alcohol or illegal drugs while on County property or while on duty for the County.
f. Unauthorized use or negligence of public funds or property
g. Conviction of official misconduct
h. Conviction of a felony or drug related charge
i. Falsification of County documents or records
j. Unauthorized use of official information or unauthorized disclosure of confidential information
k. Unauthorized or abusive use of official authority

l. Incompetence or neglect of duty
m. Boisterous or Disruptive behavior in the workplace
n. Use of abusive language
o. Theft or inappropriate removal or possession of property
p. Threatening or fighting in the workplace
q. Unsatisfactory performance or conduct
r. Excessive absenteeism
s. Gross Misconduct (inappropriate work relations, ~~fighting, threats~~ physical violence, derogatory comments and etc.)
~~s.~~t. Time fraud

DISCIPLINARY SUSPENSION
An employee may be suspended with or without pay for disciplinary reasons or pending investigation if the Department Head/Elected Official determines the suspension is in the best interest of the County.

AT WILL EMPLOYMENT
All County employees are "at will" employees and nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other property interest in their job.

Medina County retains the right to terminate the employment of any individual at any time for any legal reason, or no reason, with or without notice. The County also retains the right to change any condition, benefit, privilege, or policy of employment at any time, with or without notice.

1B-12 LICENSE AND CERTIFICATIONS

Medina County has positions that require licenses and certifications. It is the responsibility of each employee to maintain all required licenses and certifications. If an employee is unable to renew or loses a license or certification, they must immediately notify their supervisor. If this license is a requirement for the position, the employee may be demoted, transferred or terminated. Under no circumstances will the employee be allowed to continue in the position where a license or certification is required if failure to have such a license or certification is illegal under either Federal or State Law.

1B-13 CONFIDENTIALITY

Medina County is a public entity; however, some county employees acquire confidential (confidential, non-public) information because of their position with the county. This information must be protected. Employees who reveal confidential (confidential, non-public) information they have received as a result of their position may be subject to discipline up to and including termination.

SECURITY
Regarding the personnel information on employees of Medina County; much of the information in an employee's personnel file, including salary and job evaluations, is subject to disclosure under the Public Information Act, however, highly personal matters are typically not subject to disclosure. No information from any record placed in an employee's file will be communicated to any person or organization except by the Elected Official/Department head responsible for personnel files or an employee authorized and designated to do so by that Elected Official/Department head. The county will adhere to the Public Information Act requirements.

1B-14 WHISTLEBLOWER

An employee may, in good faith, report an alleged violation of a Medina County Policy or federal or state law to their supervisor, department head, elected official or Human Resources, unless all of these persons are the alleged perpetrators of the alleged violation of policy or law. If all of the listed persons are alleged to be involved in the violation, the employee may report the allegation to the County Attorney. The County will investigate the reported activity.

POLICY
Chapter 554 of the Texas Government Code, known as the Texas Whistleblower Act, protects a public employee from adverse personnel action by his or her employer when, in good faith, the employee makes a protected disclosure of wrongful conduct by the public employer or another public employee to an appropriate law enforcement authority or other appropriate authority.

An official, supervisor, department director, or any other employee is prohibited from taking adverse employment action against an employee who, in good faith, reports an alleged violation of County policy or federal or state law to a designated person, pursuant to this policy.

An employee who intentionally makes a false report of wrongdoing may be subject to discipline up to and including termination.

CLAIM
An employee who, in good faith, believes they are being subjected to retaliation based on a report of alleged wrongdoing under this policy should immediately contact Human Resources.

An employee with a question regarding this policy should contact Human Resources.

C. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

1C-1 COUNTY PROPERTY USAGE

RESPONSIBILITY
Each county employee shall be responsible for the care, maintenance, proper use, and upkeep of any County equipment assigned to them. County employees shall only use equipment, tools, and other County property that they are authorized to use. Personal use of county equipment, supplies, tools, and any other county property is not permitted and may result in discipline up to and including termination. Improper use may subject employees to criminal prosecution.

1C-2 COUNTY VEHICLE USAGE

RESPONSIBILITY
Some employees may be required to use county vehicles as a part of their job. Employees who are assigned county vehicles shall be responsible for the care, maintenance, proper use and upkeep of these vehicles. Employees may only use the vehicles they are authorized to use. Employees may not allow other individuals to operate the vehicles they have been assigned.

PERSONAL USE
Consequently, when an employee uses a county vehicle for commuting, it is considered personal use of the vehicle and subject to applicable income tax, FICA, and retirement withholdings and will be reported on the employee's W-2 form. Deputy Sheriffs', Animal Control, Buildings and Grounds, Precinct, Emergency Management vehicles are excluded from this provision under IRS publication 15B under "Qualified non-personal-use vehicles". Employees who operate vehicles must maintain a current active license for the operation of that vehicle. If they have any change in status of their license, they must immediately notify their supervisor. An employee whose job involves operation of a vehicle requiring a license for its legal operation shall be subject to possible job change, demotion or termination if that license is suspended or revoked.

Other than as stated above, personal use of any County vehicle, equipment, supplies, tools, or property by any Medina County employee will not be permitted.

Personal use includes, but is not limited to, the following:

A. Transporting family members and/or anyone not employed by Medina County in a County vehicle not for county business;
B. Use of County equipment and/or tools for personal use, on or off the clock.

Employees discovered to be using County equipment/vehicles for personal use will be subject to disciplinary action up to and ~~/~~including termination.

LICENSES
A County employee who operates any County vehicle/equipment which requires a license shall be required to have a current valid license for that vehicle/equipment during the time he or she operates it.

Any employee who operates a vehicle/equipment which requires a license for legal operation will notify his/her supervisor of any change in the status of that license immediately. The Elected Official/Department heads then must notify the Treasurer's office of the change in the employee's license status.

An employee whose job involves operation of a vehicle/equipment requiring a license for its legal operation will be subject to possible job change or termination if that license is suspended or revoked.

An employee whose job involves operation of a vehicle/equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's insurance carrier, even though the employee's license has not been revoked or suspended, will be subject to possible job change or termination.

Any traffic citation ("ticket") for a moving violation an employee receives while operating a County vehicle will be solely the responsibility of that employee. Medina County will not authorize payment of any fee or fine for violation of traffic laws. All employees must report any such traffic citations to their supervisors immediately.

ACCIDENTS
Any employee involved in an accident while operating County equipment or vehicles shall immediately report the accident to their supervisor and to the proper law enforcement or other authority immediately. A copy of all accident and incident reports prepared by the employee shall be sent to the Supervisor and the Treasurer's Office. A copy of all accident and incident reports must be submitted to the supervisor within 24 hours and the County Treasurer's office within three (3) working days.

1C-3 MILEAGE

POLICY
Medina County funds car allowances for the County Judge, County Commissioners, Constables, Justices of the Peace, Tax Assessor/Collector and Extension Agents. All other departments budget individually for mileage reimbursement. Funds are budgeted for reimbursement of mileage expenses in the departments not listed above for elected officials, department heads and employees performing official County business.

QUALIFICATIONS

To qualify for travel reimbursement, a completed request voucher and google map search showing the mileage must be submitted together to verify the requested mileage reimbursement.

REIMBURSMENT

Mileage will be reimbursed at a rate not to exceed the current IRS mileage reimbursement rate. Commuting miles are not reimbursable according to the IRS. If they are paid, then they are considered taxable income and should go through payroll. For additional information please see the IRS publication at 2026~~5~~ Publication 15-B.

Failure to submit the Commissioners Court approved reimbursement form with all appropriate detailed backup documentation will result in delay in the processing until the correct form and backup is provided. If an employee uses a personal vehicle for travel for county business, the rules on the following table apply:

	From Your Home	**From Your Primary Work Location**	**From A Temporary Work Location**
To Your Home		No mileage allowed	Mileage allowed
To Your Primary Work Location	No mileage allowed		Mileage allowed
To A Temporary Work Location	Mileage allowed	Mileage allowed	Mileage allowed to a second temporary location

This is a reimbursement process and does not allow for payment prior to the expense being incurred or travel being completed.

CAR ALLOWANCE

Any county official who receives a car allowance is ineligible to receive any other mileage reimbursement. The county official's car allowance will be included on their W2s subject to taxes and other withholdings.

1C-4 TRAVEL

Section 152.011 of the Texas Local Government Code gives the Commissioners Court the authority to set the amount of travel expenses allowable for County Officials and Employees who travel on Official County Business.

ELIGIBILITY

- **a.** This travel policy applies to all Medina County Employees, Department Heads and Elected/Appointed Officials.
- **b.** Anyone who receives a monthly travel allowance is ineligible to receive any other automobile mileage reimbursement.
- **c.** All air travel will be considered on a case-by-case basis for all County Employees.
- **d.** For authorized trips, only actual reasonable expenditures will be reimbursed subject to the limits set forth in this policy document.
- **e.** Request for travel reimbursement must be submitted no later than one month after the last day of travel. The travel reimbursement form is the only acceptable form to process a reimbursement.

REIMBURSABEL EXPENDITURES

The following items are reimbursable within the limits explained in the supporting sections:

a. Personal automobile
b. Rental Car/Rideshare
c. Out of state travel
d. Air travel
e. Lodging
f. Meals
g. Telephone calls
h. Registration fees
i. Travel with companion/other employees

To be reimbursed, original receipts (other than meal receipts), original car rental agreement, itemized hotel receipt, training agenda and any supporting documents must be turned in with the Reimbursement Form

PERSONAL AUTOMOBILE

If a county vehicle (department vehicle ~~or the shared vehicle at the Auditor Office~~) is unavailable or not feasible, personal vehicle travel shall be reimbursed at the Official State Rate listed on the Texas Comptroller of Public Accounts website:
https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php

If one employee is traveling, that employee will be reimbursed for the actual mileage traveled. Mileage should be shown on a Google map showing the total mileage one or both ways. Travel should be from home (if departing from home) or from work location (if leaving from work) and

should show the address of the departure and arrival point and the one or two-way mileage. For two or more employees traveling together in the same vehicle, only one employee will be reimbursed for actual mileage traveled and they are the only one who should make the claim. Mileage traveled outside the route detailed on the Google map provided will not be reimbursed.

All mileage reimbursement will be processed and paid through Accounts Payable.

RENTAL CAR/RIDESHARE

Auto rentals should be limited to situations where the county employee shared vehicle ~~(at the Auditor's Office),~~ or County Vehicles used within departments, or any county vehicle are unavailable.

Reimbursable costs for an auto rental include the daily fee of up to a mid-sized car, fuel, parking, and tolls.
Original receipts and original rental agreement must be turned in with the Travel Reimbursement Form.

Employees will be reimbursed for the base fee use of a Rideshare service (Uber, Lyft, etc.). Tips for Rideshare services are non-reimbursable.

OUT OF STATE TRAVEL

All County Employees must get approval from Commissioners Court prior to traveling out of state and prior to registering for an out-of-state conference.

Law enforcement and juvenile probation are exempt from this policy.

AIR TRAVEL

When the most cost-efficient travel is by air, reimbursement will be limited to coach fare and one (1) checked bag except for the instances noted below:

a. In the event of medical necessity
b. In an extreme emergency

LODGING

Medina County will pay for accommodations up to the single room rate unless two or more county employees enrolled in the travel reason are sharing a room. Employees should book specially contracted, cancellable, conference rates as soon as possible to ensure the best rate. Hotel or any type of lodging costs should be kept to the conference rate or less including if they must book at a different place of lodging than the normal venue.

Medina County will pay for the prior night of lodging accordingly:

Miles	**Conference Start Time**
60 – 120	On or before 10:30 a.m. the following day
121 – 240	On or before Noon the following day

241 – 360	On or before 3:00 p.m. the following day
361 – 480	On or before 6:00 p.m. the following day

If an employee travels more than 480 miles, the County will pay for the prior night regardless of the conference start time.

MEALS

Per the IRS rules set for the current year, payments for the first and last day of travel shall be allowed for meals and incidentals when overnight stay is required. Detailed agendas for training are required for reimbursement and travelers must note any meals that were provided by the conference, hotel, or event sponsors.

Employees who are not staying overnight shall be paid the current IRS year per diem rate per meal. This per diem rate will be taxed and applied on the employee's paycheck following the submission of the travel voucher. Employees who normally clock out for lunch must be clocked out during lunch time to be eligible to receive a reimbursement for lunch. Auditor's Office will verify timesheets to review transactions. Travel reimbursement forms must be submitted to the HR's office for processing.

The County will NOT reimburse any meal expenses for the following items:

a. Alcoholic beverages
b. Tips

~~a.~~

TELEPHONE CALLS

The County will reimburse "county business" telephone calls not covered by a calling plan.

Employees who receive a cell phone allowance or use provided county issued phones to make calls are not eligible to receive a reimbursement.

REGISTRATION FEES

Registration fees will be paid directly to the sponsoring organization. If registration fees are not prepaid, the County will reimburse travelers for registration fees and conference materials when receipts are submitted with the Travel Reimbursement Form. If a receipt cannot be obtained, documentation for the expenditure must be submitted.

To guarantee the best price available, it is recommended to register for conferences and trainings at the earliest convenience when registration opens.

TRAVEL WITH COMPANION / OTHER COUNTY EMPLOYEES

The County will not reimburse personal, spouse, or companion travel and other related travel expenditures. The employee is responsible for allocating only his/her portion of expenditure on the Travel Reimbursement Form and for identifying them on hotel and other receipts. When lodging costs more due to adding non-reimbursable travelers, the employee must note that fact

on the receipt, provide proof of the single room rate, and claim only the single rate. When possible, if a non-reimbursable traveler travels with the employee, pay expenses separately for them so their charges don't show on the voucher receipts which can create misunderstandings/miscalculations.

If multiple people from the same department stay together in the same lodging AND its paid with a county credit card, just one traveler claims it on their voucher (write on the receipt how many people stayed there). Other travelers can leave it blank or write in the lodging area that it was covered by another traveler.

TRAVEL REIMBURSEMENT FORM

The Reimbursement Form is provided by the Auditor's Office. Employees must submit it and supporting documentation to the Auditor's Office. Original documents such as itemized bills hotels, the page of an airline ticket showing the itinerary and cost, a google maps (or similar document) showing the departure point, arrival point, and the one or two-way mileage, receipts for other expenditures, and the training agenda (showing dates and times) must be attached for documentation. Credit card charge slips will not serve as adequate documentation for reimbursement. If a Travel Cash Advance was acquired, it must be noted on the Travel Reimbursement Form. All Travel Reimbursement Forms should be submitted within one week of return.

Missing Receipts: If a traveler loses (or never received) their receipt (it should be rare or the following may cease to be an option for them), they must do all they can to get a new receipt (i.e. calling hotel). If still not possible, they can provide a memo (typed or handwritten but signed) stating, "I certify I bought (or paid for) state purchased item(s) on Month Date, 20** and have lost (or never received) the receipt. (If the missing receipt is a hotel bill, add "I further certify that no food nor alcoholic drinks are being claimed nor additional expenses for additional guests."). "Attached is a page from my credit card statement showing the amount claimed." On the statement, they should circle or highlight the charge, name, and last numbers of their credit card.

The traveler is required to sign the Travel Reimbursement Form certifying the claimed amounts are actual and reasonable; the purpose of the trip or conference name must be indicated. The Travel Reimbursement Form must be reviewed/approved by the Elected Official/Department head or their designee. Elected Official and Department Head vouchers will be reviewed by the Auditor's Office. All signatories should ensure that only legitimate expenses are being claimed on the voucher.

The Auditor's Office is responsible for the review of all Travel Reimbursement Forms. During the review, the Auditor is authorized to return any questionable or incomplete vouchers to the employee to obtain additional approval or documentation supporting claim. Documentation and explanations are key to successful voucher submissions. Employees should write down any additional information that will help the voucher examiner understand and process the voucher and remove any papers not needed to process the claim.

NON-REIMBURSABLE EXPENDITURES
Reimbursement shall not be made for expenditures incurred for the sole benefit of the traveler such as entertainment, tips for services, movie rentals, etc. Other expenditures not reimbursable include:

a. Traffic fines for parking or speeding violations
b. Lost or stolen cash or other personal property
c. Repairs to personal vehicles used for County travel
d. Cancellation fees/hotel/rental car costs for unreasonable failure to cancel hotel or transportation reservations
e. Spouse or family member expenditures
f. Commuting costs between home and the office
g. Laundry service

TAX EXEMPT
Medina County qualifies as a tax-exempt entity. Please make sure you send the tax-exempt form to the place of lodging before you arrive or take a copy of the form with place of lodging, rental agency, or airport. Copies of the tax-exempt form are available at the Treasurer's Office.

1C-5 CELL PHONE USAGE

REIMBURSMENT PLAN: BUSINESS USE OF PERSONAL CELL PHONES
Medina County determines, on a case-by-case basis, the need for a county provided cell phone(s) or monthly cell phone allowance. Medina County will provide a cell phone allowance of $50 per month for an employee who must use their personal cell phone for work purposes as approved by their supervisor.

OVERSIGHT RESPONSIBILITY
Elected Official/Department heads shall periodically review each authorized employees continued need to use a personal cell phone for business purposes. The Elected Official/Department head is responsible for notifying the Human Resources Department if the employee no longer needs to use a cell phone for his/her job subject to the following conditions:

a. Medina County must first authorize the employee to use his/her personal cell phone for County business. An authorization form shall be signed by the employee's Elected Official/Department head; the employee shall sign and agree to maintain the cell phone contract in his/her name. The authorization form will identify the employee and the employee's personal cell phone number. A copy will be retained by the employee and by the Medina County Human Resources Department.
b. If an employee changes his/her cell phone number, a new cell phone contract must be completed at that time

c. The monthly cell phone allowance will be processed bi-monthly. The cell phone allowance is a taxable item and will be added to the employee's paycheck, subject to all applicable tax and retirement withholdings.

Medina County strongly discourages the use of any cell phone while operating any vehicle. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.

Medina County bans all employees from texting while operating any county owned vehicle or county owned equipment. Federal law prohibits any CDL drivers operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of CDL. Employees in possession of a Medina County owned cellular phone are required to take appropriate precautions to prevent theft and vandalism.

Each department may set their own rules and regulations regarding personal cell phone usage while at work.

1C-6 COMPUTER AND INTERNET USAGE

In order for a Medina County employee to utilize a Medina County computer, they must complete the annual Cyber Security and AI training.

The use of Medina County information systems, including computers, fax machines, smart phones, tablet computers and all forms of Internet/Intranet access, is for Medina County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in any expense to the County.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

POLICY GOALS

The regulations and restrictions contained in this policy are intended to achieve the following goals:

a. To ensure that computer services are used for appropriate County purposes;

b. To wisely use limited resources including, but not limited to, internet bandwidth and storage space on the County server and individual computers;

c. To avoid streaming video and/or audio clips or other such downloads that use excessive resources and adversely affect legitimate uses of the internet; and

d. To avoid the introduction of viruses, worms, and other destructive forces by music downloads or other means.

MULTIFACTOR AUTHENTICATOR

To protect Medina County's information systems, confidential data, and public records from unauthorized access and cyber security threats, all employees, Elected Officials, and authorized users who access County computers, email, applications, or the County network are required to utilize Multi-Factor Authentication (MFA). As a condition of being granted access to County technology resources, employees must install and maintain the Microsoft Authenticator application on a mobile device. The application may be installed on either a County issued or a personal cellular device if a County issued device is not provided. The Microsoft Authenticator application is used solely to verify the user's identity during the login process and is an essential component of the County's cyber security program.

Compliance with this policy is mandatory for all employees who utilize County technology resources. Employees who refuse to install or use the Microsoft Authenticator application, disable MFA, or otherwise fail to comply with this policy may be denied access to County computers, systems, email, and network resources. Failure to comply with this requirement may result in disciplinary action, up to and including termination of employment, in accordance with the Medina County Personnel Policy. Employees who experience technical issues with MFA, obtain a new mobile device, require assistance with enrollment, or the use of the Microsoft Authenticator Application should contact HTS at support@hts-tx.com for assistance.

COMPUTER USAGE MONITORING

Use of Medina County computers, networks, and Internet access is a privilege granted by officials or department heads and may be revoked at any time for inappropriate conduct carried out on such systems. County employees shall have no expectation of privacy when using county computers, networks, or other county owned equipment. Improper use may result in discipline up to an including termination.

Medina County owns the rights to all data and files in any computer, network, or other information system used in the county. Medina County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems, Facebook, twitter, etc.) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using county equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by county officials at all times. Medina County has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate county official. No employee shall break any copy

right laws, download any illegal or unauthorized downloads. Medina County monitors its entire informational systems and employees may be subject to discipline up to and including termination for any misuse of county informational systems.

EMAIL MONITORING

E-mail is an important asset and critical component of Medina County's communication system. The e-mail system is provided by the County for employees to facilitate their performance of office work, and the contents are the property of Medina County. Although the County does not routinely monitor e-mail, it reserves the right to view, retrieve, retain, or delete any e-mails, instant messages, or other such communications.

MISUSE OF EMAIL/INTERNET

Misuse of e-mail or the internet may result in disciplinary action, up to and including termination of employment. Such misuses may include, but are not limited to, the following:

a. Transmission of obscene, profane, or offensive material over any County communication system, including computer equipment.
b. Downloading, viewing, creating, or transmitting erotic or pornographic materials;
c. Paying bills, online banking, or online shopping that is not directly related to County business;
d. Creating or transmitting messages, jokes, or other communications that violate applicable anti-harassment policies or that create an intimidating or hostile work environment.
e. Use of County equipment to set up or conduct any type of business or to participate in chain letters;
f. Transmissions of any confidential information to unauthorized sources as prohibited by the Texas Public Information Act or other State or Federal laws or regulations;
g. Unauthorized use of another person's password or accessing a mailbox or any other records without appropriate authorization;
h. Broadcasting unsolicited personal views on social, political, religious, or other non-business related matters;
i. Solicitation to buy or sell goods;
j. Any conduct with the equipment which encourages or invites advertising, mass e-mails, pop-up ads, spam, or the like

NON-AUTHORIZED USE

Employees should not bring personal computers to the workplace or connect them to Medina County electronic systems, unless expressly permitted to do so by their supervisor and or IT department. Violation of this policy may result in disciplinary action, up to and including termination of employment.

SECURITY

Employees and authorized users are responsible for maintaining the security of their computers, accounts, and passwords. They must take precautions to prevent unauthorized

access to their mailbox and other information by logging off or locking the computer when their PCs or terminals are unattended. Care must also be exercised to prevent disclosure of passwords to anyone other than Medina County Administration or persons authorized to service the computer equipment. Due care must be taken to protect the confidentiality and security of County records and other information not to be disclosed pursuant to the Texas Public Information Act.

1C-7 ARTIFICIAL INTELLIGENCE

Medina County recognizes that Artificial Intelligence (AI) is an evolving technology that can improve efficiency, enhance productivity, and support the delivery of quality public services. When used responsibly, AI can assist employees with tasks such as research, drafting documents, summarizing information, improving communication, and streamlining administrative processes. The County supports the thoughtful use of AI as a tool to assist employees in performing their official duties while maintaining the highest standards of professionalism, ethics, and public service.

The use of AI must always be guided by human judgment, accountability, and transparency. Employees remain responsible for all work created with the assistance of AI and must verify the accuracy, completeness, and appropriateness of AI-generated content before it is used or shared. AI **shall never** replace the professional judgment of County employees or serve as the sole basis for decisions affecting an individual's rights, employment, benefits, legal status, public safety, or access to government services. Employees are also responsible for protecting confidential information, Personally Identifiable Information (PII), Protected Health Information (PHI), and other sensitive data when using AI tools and complying with all applicable laws, County policies, and cybersecurity requirements. An employee's decision to purchase an individual or personal AI subscription is voluntary and is not considered a requirement or condition of employment and will not be reimbursed.

Through this policy, Medina County establishes a consistent framework for the responsible, ethical, secure, and transparent use of Artificial Intelligence in County government. Consistent with Texas Government Code Chapter 2054 and the principles presented in the Texas Association of Counties County Information Resources Agency (TAC CIRA) DIR-Certified Artificial Intelligence Training, the County is committed to fostering innovation while protecting the privacy, security, and trust of the public we serve. AI is intended to enhance, not replace, the knowledge, experience, and accountability of the employees who serve Medina County.

D. SAFETY AND HEALTH EMPLOYEE RESPONSIBILITY

1D-1 WORKERS COMPENSATION

ELIGIBILITY AND BENEFITS
All Medina County employees are covered by workers' compensation coverage while on duty for the County. Workers' compensation coverage pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of their job. Workers' compensation also pays Temporary Income Benefits (TIBS) for time lost from work in excess of seven (7) calendar days as the result of eligible work-related injuries or illnesses, with the exception of Law Enforcement employees who receive salary continuation.

Employees may use paid leave for all workers' compensation time off less than 8 days. Employees will be paid for time off for doctor's appointments and physical therapy with the appropriate paperwork from the doctor but shall not exceed 40 hours per week.

COORDINATION WITH FMLA LEAVE
All employees who are placed on Worker's Compensation leave will fall under the Family Medical Leave Act. Medina County runs FMLA and Worker's Compensation concurrently.

REPORTING
Any employee who suffers from a job-related illness or injury is required to notify their supervisor as soon as possible. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments.

PHYSICIANS RELEASE
An employee who has lost time because of a work-related accident or illness is required to provide a release from the attending physician before being allowed to return to work.

CONTRIBUTORY FACTORS
An employee's workers' compensation benefits may be adversely affected if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in horseplay.

INSURANCE
While on workers' compensation leave, the employee shall be required to pay for health insurance and supplemental insurance premiums no later than the 20th of every month involved. Failure to pay premiums by the due date will result in cancellation of the related coverage.

Medina County will make every effort to bring the injured employee back to work as soon as reasonably possible. Medina County has a return-to-work policy in place and if a position is

found that will meet all the restrictions, the employee will be given a bona fide offer of employment. If the employee refuses to return to work, and family medical leave has been exhausted, workers' compensation benefits may be affected, and the employee may be terminated.

1D-2 RETURN TO WORK

This policy covers employees who are on leave due to a work-related injury or illness. Because employees are our most valuable resource, Medina County attempts to help employees return to work as soon as possible.

An employee on leave due to a work-related injury or illness may return to work only when Medina County receives a medical release from the treating doctor. It is a violation of County policy for any employee receiving worker's compensation benefits of any kind to be employed with a third party on a full-time or part-time basis. Violation of this policy may result in termination.

RETURN TO WORK OPTIONS:

- Return to prior position at full duty with doctor's release stating that the injured employee can perform the job functions without restrictions.
- Light Duty – for any employee who is unable to return to their prior position and perform the regular duties of that job but can return with certain restrictions, Medina County will try to accommodate light duty when possible but **cannot guarantee** the availability of light duty.

Employees on light duty are not guaranteed the rate of pay they received for the position they held at the time of injury or illness. The pay rate for light duty is based on the knowledge skills and abilities required for that job, as well as general market conditions. Employees in a light duty position are not permitted to supplement their workers' compensation benefits by using their vacation, holiday, compensatory or sick leave.

FOUR (4) WEEK LIMIT

Light duty assignments are **temporary** arrangements intended to complement and facilitate the healing process. Light duty may be initially offered for a period of four (4) weeks and then will be reviewed and evaluated by the supervisor based, in part, on the recommendation of the physician (unless FMLA time is still available).

EMPLOYEE REFUSAL OF WORK

In the event an employee refuses to return to regular or light duty work in response to a written, bona fide offer of employment by Medina County, the employee may be separated from employment with Medina County subject to FMLA qualification and his/her position may be filled permanently. A written, bona fide offer of employment must clearly state:

- The position offered and the duties of the position

- Medina County's agreement to meet the conditions set out by the treating doctor
- The job's wage, working hours and location.

MEDICAL INFORMATION
All employees' medical information is held in strict confidence in accordance with the Americans with Disabilities Act Amendments Act (ADAAA). Medical inquiries are limited to those permitted under Texas Workers' Compensation Statute and applicable federal law.

COORDINATION WITH FMLA
Nothing in this policy should be construed as denying employees their rights under the Family Medical Leave Act (FMLA) or any other federal or state law. It is Medina County's policy to designate an employee's leave due to a work-related injury or illness as FMLA, if eligible. Medina County counts the period of any employee's light duty assignment toward the employee's FMLA entitlement.

Until employees have exhausted their twelve (12) week FMLA entitlement, they have the right to be reinstated to their original job or an equivalent job provided they are able to perform the essential functions of the job.

1D-3 EMPLOYEE SAFETY

Medina County is committed to providing a safe workplace for our employees.

RESPONSIBILITY
Each County employee must adhere to the general safety standards established for all employees as well as comply with their departmental safety requirements. Safety procedures may differ at each county department. Your supervisor will provide you with specific information pertaining to your position.

Failure to follow the safety standards set by the County or your supervisor subjects an employee to disciplinary action, up to and including termination.

SAFETY TRAINING
Medina County Employees are expected to participate in safety training hosted by the county.
ACCIDENTS AND REPORTING
Despite everyone's best efforts to safely perform work, there may be some work-related accidents; these may or may not involve personal injury or property damage.
The first consideration in the event of an accident is taking care of any injured persons and prevention of further injuries or damage.

ACCIDENT REPORTING
It is important that all work-related accidents be reported and investigated.

It is the responsibility of the Elected Official/Department head to notify the Loss Control Office as soon as is practical when an accident occurs. This allows an effective and timely investigation to be conducted and meaningful recommendations for correction and future avoidance can be made.

If an accident occurs that does not involve lost work time, does not require medical attention, and does not involve a motor vehicle, the Elected Official/Department head is responsible for conducting the investigation, making recommendations to prevent future such occurrences, and forwarding a report of all of his/her findings to the Medina County Loss Control Office.

Any accident which involves lost work time or requires medical attention will require investigation by the Loss Control Office, working with the appropriate Elected Official/Department head, to seek prevention of future such occurrences.

EMPLOYEE SUGGESTIONS
Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to their supervisor. Employees are encouraged to make suggestions to their Elected Official/Department heads of improvements that would make the workplace safer.

1D-4 DRUG AND ALCOHOL- ALL EMPLOYEES

PURPOSE
Medina County is a drug and alcohol-free workplace. A county employee may not be present at work during a period the employee's ability to perform their duties is impaired by drugs or alcohol. The County believes that a drug and alcohol-free workplace will help ensure a healthy, safe, and secure work environment.

APPLICABILITY
This policy applies to all employees of Medina County regardless of rank or position and shall include full-time, part-time and temporary employees. The only exception to this policy is the possession of controlled substances by law enforcement personnel as part of their law enforcement duties.

POLICY
An employee may not unlawfully manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance or drug paraphernalia on County property or while conducting County business not on County property. An employee may not be under the influence of alcohol or illegal drugs while on County property or while on duty for the County. An employee may not possess or use unauthorized prescription or over-the-counter drugs while on County property or while on duty for the County.

An employee may not use prescription or over-the-counter drugs while on County property or while on duty for the County in a manner other than that intended by the manufacturer or prescribed by a physician.

PRESCRIPTION MEDICATIONS

An employee may use prescription and over-the-counter drugs in standard dosage or according to a physician's prescription if the use will not impair the employee's ability to do their job safely and effectively. An employee must keep prescription medications used at work in their original container.

An employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or a pharmacist to determine if the medication could interfere with the safe and effective performance of their job duties.

If the use of a medication could compromise an employee's ability to do their job or the safety of the employee, fellow employees or the public, the employee must report the condition to their supervisor at the start of the workday or used appropriate personnel procedures (e.g., call in sick, use leave, request change of duty).

A supervisor must treat any information related to an employee's authorized use of prescription medications and any other medical information provided by the employee as confidential information.

An employee having problems with drugs or alcohol is encouraged to seek treatment from a qualified professional. Information on benefits provided for treatment of alcohol and drug abuse problems provided by the County's health plan program is available in the employee's health plan booklet or from the Human Resources Office.

POLICY VIOLATIONS

Any employee who violates this policy shall be subject to disciplinary measures up to and including termination.

TREATMENT

An employee who voluntarily asks for time off to get treatment and recover from a drug or alcohol abuse problem will be given protection as required by law. Upon returning to work from a bona fide inpatient treatment facility, the employee will be subjected to a volunteer drug testing program as often as monthly until there is evidence the employee no longer uses. Failure to comply with the requirements of the post rehabilitative program including refusing the volunteer testing program may result in termination. The post rehabilitation program will last for as long as two years. If at any time the employee tests positive or refuses the volunteer drug test during this post rehabilitative program the employee may be terminated.

Medina County will drug test employees who ARE NOT CDL license holders under the following conditions:

PRE-EMPLOYMENT DRUG TESTING
Medina County has a pre-employment drug testing requirement that must be passed post offer for Law Enforcement employees and CDL Drivers before an employee starts their first day of work. All offers of employment are conditional upon passing a drug test. The employee will sign a consent waiver.

SUSPICION-BASED TESTING
Under the Influence shall be defined as having a blood alcohol concentration of .02 or more.

REASONABLE SUSPICION
If an employee is having work performance problems or displaying behavior that may be alcohol or drug related or is otherwise demonstrating conduct that may be in violation of this drug and alcohol policy where immediate action is necessary, the elected official or supervisor will require that employee to submit to alcohol or drug test. The following conditions might be signs of possible alcohol or drug use (not an all-inclusive list):

- Abnormally dilated or constricted pupils
- Glazed stare – redness of eyes (sclera)
- Flushed face
- Change of speech (faster, slower, slurred)
- Constant sniffing
- Increased absences
- Redness under nose
- Sudden weight loss
- Needle Marks
- Change in personality (i.e. paranoia)
- Increased appetite for sweets
- Forgetfulness, performance faltering, poor concentration
- Borrowing money from co-workers or seeking an advance of pay or other unusual display of need for money
- Constant fatigue or hyperactivity
- Smell of alcohol
- Difficulty walking
- Excessive, unexplained absences
- Dulled mental processes
- Slow reaction rate

Elected Officials or supervisors must take action if they have reason to believe one or more of the above listed conditions is indicated and that the substance abuse is affecting their employee's job performance or behavior. The following steps will be taken:

1. Confront the employee involved and keep them under direct observation until the situation is resolved. Inform the employee of the problem with their job performance and specific violations of the County Policy.
2. If the supervisor believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a drug or alcohol test. If the employee refuses to submit to testing for any reason, the employee may be terminated.
3. Employees will be asked to release any evidence, such as alcohol or drug paraphernalia, relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline, up to and including termination. All confiscated evidence will be receipted for with signatures of either the elected official or supervisor as well as the employee.
4. The elected official or supervisor will **remove** the employee from the county workstation and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence. Under no circumstances will the employee be allowed to drive a vehicle until a confirmed negative test result is received.
5. The elected official or supervisor shall, within 24 hours or before the results of the controlled substance test are released, document the particular facts related to the behavior or performance problems and present such documentation to the Human Resources Office for filing.

POSTACCIDENT TESTING

All employees directly involved in an on-the-job accident or incident resulting in property damage and/or medical treatment will be required to be tested.

Testing Procedures

1. The employee will be escorted and driven to the designated facility for specimen collection and/or testing.
2. The employee will be required to follow the drug testing protocol of the medical facility providing the testing.
3. If the employee desires another test to be given, they may do so within 2 hours of the specimen being collected and the same specimen will be used. The cost of this request will be paid for by the employee. All initial costs will be paid for by Medina County.
4. The employee will be placed on paid administrative leave until the results of the test are known. The elected official or supervisor will make arrangements to ensure that the employee is safely returned to their residence.
5. Under no circumstances, unless required or authorized by law, will alcohol or drug testing information be released without written consent from the employee.

Each employee is expected to cooperate and consent to a drug test when requested under the terms of this policy. Refusal to consent to a drug and/or alcohol test when requested is cause for termination.

Any employee who violates this drug and alcohol policy may be terminated.

1D-5 DRUG AND ALCOHOL- CDL EMPLOYEES

CDL Drivers are an extremely valuable resource for Medina County's business. Their health and safety is a serious Medina County concern. Drug or alcohol use may pose a serious threat to driver's health and safety. It is, therefore, the policy of the County to prohibit CDL employees from being under the influence of or using illegal drugs or alcohol during working hours.

The Federal Highway Administration ("FHWA") has issued regulations, which require the County to implement a controlled substance testing program. The County will comply with these. All CDL drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the County.

Specifically, it is the policy of Medina County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) or alcohol by any CDL driver while on County premises, engaged in County business, while operating County equipment, or while under the authority of the County is strictly prohibited. Mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement. Medina County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

It is the policy of Medina County to comply with the U.S. Department of Transportation, FMCSA Clearinghouse, a secure online database that provides employers with real-time information about CDL driver drug and alcohol program violations. Medina County will conduct electronic queries as required by FMCSA's drug and alcohol use testing program, for checking CDL driver violation histories. Drivers may view their own records. Employees will be required to provide a consent form from the CDL holder to conduct both Limited and Specific inquiries.

A detailed policy and procedure is available at the Human Resources Office and at every Precinct-Road and Bridge Office.

1D-6 WORKPLACE VIOLENCE

Medina County is committed to providing a workplace free of violence. Medina County will not tolerate or condone violence of any kind in the workplace. The county will also not tolerate or condone any threats of violence, direct or indirect, this includes jokes. All threats will be taken seriously and will be investigated. Employees must refrain from any conduct or comments that might make another employee suspicious or fear for their safety. Employees are required to report all suspicious conduct or comments to their immediate supervisor. Employees should always be aware of their surroundings and report any suspicious behavior from the public, former employees or current employees to their immediate supervisor or the sheriff's department. For workplace violence, only authorized law enforcement officials and authorized employees may possess a firearm or other weapon, with a permit only, in County offices, any

buildings owned or used by Medina County, and County owned vehicles. For non-law enforcement authorized employees, they must have written permission from their elected official allowing this responsibility. If employees believe that a person is violating this policy, they should immediately report to their immediate supervisor or the sheriff's department. Employees found in violation of this policy may be subject to discipline up to and including immediate termination.

1D-7 SOCIAL MEDIA

POLICY

For purposes of this policy "social media" includes, but is not limited to, online forums, blogs and social networking sites, such as TikTok, Twitter, Facebook, LinkedIn, YouTube, and Instagram, etc. Medina County recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if: it interferes with the employee's work and/or position in the county; is used to harass supervisors, co-workers, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of Medina County among the community at large. Medina County encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their best judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your manager or supervisor.

- If your posts on social media mention Medina County, make clear that you are an employee of Medina County and that the views posted are yours alone and do not represent the views of Medina County.
- Do not mention Medina County supervisors, employees, customers or vendors without their express consent.
- Do not pick fights. If you see a misrepresentation about Medina County, respond respectfully with factual information, not inflammatory comments.
- Remember, you are responsible for what you write or present on social media. You can be sued by other employees, supervisors, customers or vendors, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees can be subject to disciplinary action, up to and including termination for what they post on social media platforms, even if the employee did not use a county computer or if the post did not occur during work hours or on county property.
- Social media activities should not interfere with your duties at work. Medina County monitors its computers to ensure compliance with this restriction.
- You must comply with copyright laws, and cite or reference sources accurately.
- Do not link to Medina County's website or post Medina County material on a social media site without written permission from your supervisor.
- All Medina County policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and code of conduct.

- Any confidential information that you obtained through your position at Medina County must be kept confidential and should not be discussed through in social media forum.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

SOCIAL MEDIA APPLICATIONS AND SERVICES PROHIBITED ON COUNTY DEVICES

Medina County prohibits the installation or use of the social media service TikTok or any successor application or service developed or provided by ByteDance Limited or an entity owned by ByteDance Limited; or a social media application or service specified by proclamation of the governor on any device owned or leased by Medina County and requires the removal of covered applications from those devices.

The installation and use of a covered application may be acceptable to the extent necessary for providing law enforcement; or developing or implementing information security measures. In order for the installation to be approved Medina County must require the use of measures to mitigate risks posed to this state during the use of the covered application, and the documentation of those measures.

SECTION 2: EMPLOYEE COMPENSATION AND BENEFITS

A. EMPLOYEE PAYROLL

2A-1 FAIR LABOR STANDARDS ACT SAFE HARBOR

POLICY
Medina County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the Payroll Office's attention, Medina County will promptly make corrections necessary at the next payroll. **Please review your pay stub when you receive it to make sure it is correct.** If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below

RESPONSIBILITY
Employees who are classified as non-exempt employees must maintain an accurate record of the total hours you work each day. It is the responsibility of each employee to verify that their time records are correct. Your time record must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures, and meal breaks. Do not sign your time record if it is not accurate. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Non-exempt employees, unless authorized by your supervisor, should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless you are authorized to do so. That time worked is to be recorded on your time record. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time record. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination. If anyone directs you to work without documenting your time worked, you must tell your department head, Elected Official or Human Resources.

VIOLATION OF TIME
It is a violation of Medina County policy for any employee to falsify a time record, or to alter another employee's time record. It is also a serious violation of County policy for any employee, supervisor or official to instruct another employee to incorrectly or falsely report hours worked, or to alter another employee's time record to under- or over-report hours worked. If anyone instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to your department head, Elected Official or Human Resources.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours worked for the County. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a pre-determined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

For exempt employees, your salary may also be reduced for certain types of deductions such as your portion of health, dental or life premiums; state, federal or local taxes, social security, retirement; or, voluntary contributions to a deferred compensation plan. In any workweek in which you performed any work, your wages may be reduced for any of the following reasons: 1) absence from work for one or more full days for personal reasons, other than sickness or disability; or 2) full day disciplinary suspensions for infractions of our written policies and procedures; or 3) full day for violating safety rules of a major significance; or 4) Family and Medical Leave or Military Leave absences; or 5) to offset amounts received as payment for jury and witness fees or military pay; or 6) the first or last week of employment in the event you work less than a full week.

If you are an exempt employee, in any workweek in which you performed any work, your salary will not be reduced for any of the following reasons: 1) partial day absences for personal reasons, sickness or disability; or 2) your absence because the facility is closed on a scheduled work day; or 3) your absence because of the County's operating requirements; or 4) absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or 5) any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

REPORTING

If you have questions about deductions from your pay, please immediately contact your supervisor. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to Human Resources. If you are unsure of who to contact or if you have not received a satisfactory response within five business days after reporting the incident, please immediately contact your Elected Official. Every report will be fully investigated, and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.

2A-2 INTERNAL REVENUE SERVICE (IRS) FRINGE BENEFITS

Medina County will comply with the IRS with regard to fringe benefits such as county uniforms, county vehicle usage, and day-trip meals. Employees may be responsible for paying payroll taxes on such fringe benefits.

2A-3 COMPENSATION

PAY INCREASES

Each year, Commissioners' Court, during the annual budget preparation phase, reviews each department's salary requirements, requests for salary increases, and requested position realignment or establishment. If such changes are approved, the changes shall take effect on the first full pay period in October of the new fiscal year. Request for additional personnel/positions throughout the budget year will not be considered unless it is considered by the Court to be an Emergency such as Pandemic/Disaster situations. Other situations where additional personnel could be considered is if the County receives funding from any unseen revenue sources throughout the year.

Realignment of a position will only be allowed during budget planning. Any change to a position pay amount will need to be in line with exactly what is budgeted for that position. You cannot lower pay from one position and use that amount to increase pay on another position.

Grant budgeting will fall under separate guidelines and all payroll changes will be subject to grant funding and grant guidelines with Commissioners Court approval.

PERSONNEL PAY CHANGES MID YEAR

Should a departmental vacancy occur during the fiscal year, the department head may reassign personnel to new positions within the department which are assigned higher pay schedules.

Presentations of intradepartmental pay changes to Commissioners' Court shall be the only method of authorization to increase employee pay.

Employees shall not be paid at a higher rate than that authorized for each position by Commissioners' Court. Department heads may pay employees less than the maximum for their pay schedules, but not less than the current Federal minimum wage.

Medina County Commissioners Court annually sets the maximum compensation for each employee in accordance with federal and state laws.

Medina County complies with the Fair Labor Standards Acts as outlined in the Fair Labor Standards Safe Harbor policy.

Law Enforcement personnel are treated in accordance with the 207(k) exemption under the Fair Labor Standards Act. The Commissioner's Court has adopted this exemption.

All non-exempt County employees shall be paid an hourly wage.

Some employees may have the classification of hourly employees paid on a salary basis, but they remain non-exempt for FLSA purposes.

Temporary employees shall be paid hourly at least the minimum wage established by the Fair Labor Standards Act, as amended.

In the event of a major disaster where the County Judge has issued a disaster declaration and it has been extended by the Commissioners' Court, in order for the County to be reimbursed by FEMA, all salaried employees will be calculated in the same manner as hourly employees for the duration of the disaster incident and the disaster declaration is rescinded or allowed to expire.

GRANT AND SUPPLEMENT COMPENSATION

Employees whose positions or compensation are funded in whole or in part through a grant, salary supplement, or other funding source outside of the employee's established County base salary acknowledge that such funding is subject to the continued availability of the applicable funding source and approval and allocation by Commissioners Court.

Grant-funded compensation and salary supplements are not guaranteed as part of an employee's ongoing base salary and may be reduced, discontinued, or otherwise adjusted if the applicable funding is reduced, withdrawn, eliminated, or no longer allocated for that purpose. If a supplement is reduced, the employee's compensation will consist of the applicable County base salary plus any remaining approved supplement; if the supplement is eliminated, compensation will be adjusted to the applicable County base salary for the position. If a position is funded entirely or substantially through a grant or other outside funding source and that funding is eliminated or not renewed, the position may be eliminated, subject to applicable law and approval by Commissioners Court.

Employees receiving grant or supplemental compensation will be required to complete a Grant/Supplement Acknowledgment Form confirming that they understand the funding associated with their compensation or position and that continued funding is not guaranteed.

2A-4 WEATHER CLOSINGS AND EMERGENCIES

As a general practice, Medina County does not close its operations unless the health, safety, and security of county employees are seriously brought into question. When this happens, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing.

The County Judge will notify all entities with a public announcement. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the

closing. However, each elected official controls the working hours of their employees, even in an emergency situation.

Many county departments are continuously operating public safety and service departments. Many county personnel will be required to work during emergency closings. Each official or department head is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

Essential Employees: Law enforcement, Jail, Dispatchers **will not** receive Emergency hours or pay other than their regular hours worked during an emergency declared by the County Judge.

Essential Employees: Road and Bridge Employees may receive emergency hours only (the same as any non-essential employee) if they are called in during a weather closing/emergency during an emergency declared by the County Judge.

In the event of an Emergency Closing deemed by the Medina County Judge, Road and Bridge Essential Employees will receive Emergency Pay for hours worked outside their regular scheduled work week, within their department, during the emergency time period.

All employees eligible for emergency hours during a closure will receive the number of hours customarily worked during the day that the emergency was deemed. For example, if a department typically works M-F 8 to 5, the number of hours they will receive for a whole day closed would be 8. If an office typically works from M-T 6:30 to 5, and one of those days is deemed an emergency closure, then those employees will receive 10 hours of emergency hours.

HAZARDOUS DUTY PAY

In any declared emergency, County, State, or Federal, the County Judge will determine if hazardous duty pay is authorized for employees who respond to an~~the~~ emergency in Medina County. The following policy outlines the standard practice for implementing hazardous duty pay, as authorized by the County Judge. However, each emergency event and situation will be reviewed to determine how to best handle hazardous duty pay. Emergency situations that may warrant hazardous pay ~~to~~ include, but are not limited to: Natural Disasters, Fires, Epidemic/Health Crisis, ~~and~~ etc.

County employees who perform declared emergency response duties are eligible for additional compensation of $5.00 per hour of actual time spent performing hazardous duties. Only non-exempt Road and Bridge and non-exempt Law enforcement ~~employees will~~employees will be eligible for Hazardous Duty Pay. Employees whose regular duties are primarily performed in an office or administrative environment are not eligible for Hazardour Duty Pay. Departments who employ essential employees will keep accurate records of employee time charges while they are actively performing hazardous duties. Elected Officials/Department Heads will establish

duties that are considered hazardous to ensure consistency across the county regarding employee eligibility.

During or shortly after the emergency, the Elected Official who employs essential employees will coordinate with the Human Resources Department to consider a $5 per hour supplement increase~~make a recommendation for a pay rate, $5.00per hour~~, to be paid to employees while they are actively engaged in performing hazardous duties.

ON CALL-ROAD AND BRIDGE

There is an expectation that employees in certain departments, Road and Bridge, will be called after normal scheduled work hours to respond to emergency situations. Road and Bridge employees who are required to accept on-call, must be available and fit for work. Elected Officials will determine who the on-call Road and Bridge employee(s) are based off a rotation schedule, location of emergency, or availability that the elected official will establish with their precincts.

If the on-call employee is not available and fit while they are called out after their normal work hours, then it will be up to the elected official how to proceed with disciplinary actions if warranted.

Road and Bridge workers will receive one and one-half (1 ½) times their regularly hourly rate of pay, for any hours worked responding to the emergency, over 40 hours in the same week, in accordance with the provisions of the FLSA.

Any hours worked when responding to an on call after hours, not deemed an emergency, will be paid straight time. The employee will receive 1.5 times pay only if the employee is over 40 hours in the same week. Non-emergency call outs will be defined by the elected officials in their own precincts.

The safety of Medina County employees is always of highest priority. When a Road and Bridge employee responds to a call out for an emergency, for safety, Road and Bridge employees can only have a maximum of 16 hours charged for a day of work. If a Road and Bridge employee meets this max, then it will be mandatory for the precinct employee to be off the next 8 hours, minimum, to ensure proper rest. It will be up to the Elected Official to ensure their employees follows this guideline and to allow/warrant making the time up to meet the employees on call compensation.

2A-5 COMPENSATORY TIME OFF

OVERTIME WORK

Employees may be required by their department heads to work hours in excess of 40 hours per week. Due to restricted revenues, only law enforcement positions are funded for overtime pay. Therefore, when unfunded departments must work overtime, Medina County uses compensatory time off to compensate employees for overtime hours worked. Overtime for law

enforcement employees shall be handled in accordance with the policy for overtime compensation established by the Sheriff's Department and approved by Commissioners' Court.

ACCRUAL

Compensatory time off, or "comp time", accrues when an employee actually works over 40 hours per week. When this occurs, "comp time" shall be granted at one-and-one-half (1 ½) hours for every hour worked over 40 hours per week.

LEAVE COMBINATION

"Comp time" is accrued ONLY if an employee actually works over 40 hours in one work week. It will not accrue with a combination of less than 40 hours worked and any other type of benefit leave (i.e. vacation, sick, funeral, or citizenship leave, etc.). If a combination of less than 40 hours worked and benefit leave result in over 40 hours per work week on a Medina County timekeeping record, the leave time will be adjusted to maintain a 40 hour work week.

MAXIMUM ACCRUAL

An employee may not accrue more than 40 hours of "comp time". Once an employee reaches the maximum accrual, any additional overtime hours worked will be paid out at one-and-one-half (1 ½) times the employee's regular hourly pay rate.

USE OF COMPENSATORY TIME

Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which he/she works. Compensatory time may be used for any purpose desired by the employee. Medina County shall have the right to require employees to use earned compensatory time at the convenience of the County.

BUY BACK OF COMPENSATORY TIME

Medina County shall retain the right to "buy back" all or part of an employee's unused compensatory time at any time by paying the employee for that time at the employee's current regular pay rate.

CASH PAYMENT FOR OVERTIME

Medina County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 ½) the employee's current regular rate of pay.

PAY AT TERMINATION

At the time of an employee's termination from Medina County employment, accrued "comp time" will be paid out at the employee's current pay rate

OTHER

Any issues on compensatory time or overtime not address in this policy or the rest of the body of the manual shall at least meet the minimum requirements of the Fair Labor Standards Act (FLSA) and its regulations issued by the Department of Labor to administer that Act.

2A-6 PAYROLL DEDUCTIONS

Deductions shall be made from each employee's paycheck for federal withholding, social security, Medicare, and any other deductions required by law.

Employees eligible for membership in the Texas County and District Retirement System shall have their contributions to that system deducted from each paycheck. Any optional deductions authorized by the Commissioners' Court and approved by the employee shall also be made from the employee's paycheck.

No optional deductions shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Human Resources Office.

2A-7 WORK WEEKS AND WORK PERIODS

WORK SCHEDULE
The normal work schedule for Medina County employees shall be 40 hours per week. The two exceptions to this will be:

a. Law enforcement officers, with a work period of 86 hours/14 days per two (2) week pay period;
b. Grants, which have their own specific guidelines.

For purposes of recordkeeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for Medina County shall begin at 12:01 a.m. on each Saturday and end seven (7) consecutive days later (168 hours). Law Enforcement employees who fall under the FLSA 207(k) exemption shall have a work period of 14 days and 86 hours as established by the Medina County Commissioners Court.

OFFICE HOURS
Usual and customary office hours are from 8:00 a.m. to noon, 1:00 p.m. to 5:00 p.m. No office will be left unattended during office hours. However, it will be up to the Elected Official/ Department Head to adjust office hours to better serve Medina County and employees.

SCHEDULE ADJUSTMENTS
Department heads/Elected Officials may adjust the regular hours of operation and lunch periods in order to better serve the public or to meet the requirements for continuous services.

2A-8 TIME RECORD

TIME KEEPING METHOD

Each hourly employee is required to use an electronic timekeeping method on a daily basis. Failure to complete an electronic time record may result in an employee only receiving minimum wage payment until the proper time record has been completed and turned into the Human Resources Department. The electronic time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period. Time records are governmental documents and as such require accurate and truthful information. Falsifying a time record, a governmental record is a criminal offense. Employees shall only use appropriate available leave to account for their regular weekly work schedule.

If an employee is absent on the day when timekeeping records are to be submitted to the Payroll department, the employee's department head or Elected Official will complete, sign, and submit a temporary record. Upon the employee's return, he/she shall sign the permanent timekeeping record and remit it to the Payroll department.

Timekeeping records are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code 37.10. Falsifying a timekeeping record, a governmental record, is a Class "A" Misdemeanor and if caught would be grounds for immediate termination.

AUTHORIZED TIMEKEEPING DEVICES AND TIME ENTRY

Employees shall record all hours worked by clocking in and out only through a Medina County authorized timekeeping device or system. Employees may clock in and out using a county time clock, a Medina County issued computer or cell phone, or a combination of these authorized systems, as approved by Medina County. **Personal devices are not authorized for Medina County timekeeping purposes.** This includes, but is not limited to, personal cell phones, home computers, home laptops, home tablets, or other personally owned electronic devices.

Employees shall not use a personal device to clock in or out, whether the employee is physically present at a Medina County workplace, working from another authorized location, or otherwise performing work for the County. Employees are also strictly prohibited from clocking in or out on behalf of another employee or allowing another employee to clock in or out on their behalf. Each employee is responsible for ensuring that their own time records accurately reflect the hours they worked.

Failure to comply with the Medina County's timekeeping requirements, including the use of unauthorized devices or systems or recording time for another employee, may result in disciplinary action, up to and including termination of employment.

2A-9 PAY PERIODS

The pay period for Medina County shall be a bi-weekly pay period with the pay period dates established by the Commissioners' Court. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

The Texas Payday Law does not apply to political subdivisions of Texas (Counties), therefore final wages will be issued on the regularly scheduled payday.

2A-10 WORK SCHEDULES

The normal hours of work for most positions in the County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday. Each Elected official or department head shall determine the exact working schedules for their employees. Some departments in Medina County's normal working hours do consist of working 10-hour days/4 days a week.
In order to meet the needs of the County, certain departments or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.
The two exceptions to this will be:

a. Law enforcement officers, with a work period of 86 hours/14 days per two (2) week pay period;
b. Grants, which may have their own specific guidelines.

2A-11 HOURS WORKED

Hours worked shall include all time actually spent in the service of the County as defined in the Fair Labor Standards Act (FLSA) and its regulations. The workday for the County shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

Elected officials/Department heads shall determine each employee's work hours, subject to the laws governing working hours and the provisions of the Medina County budget.

CALCULATION OF HOURS WORKED
All hours worked will be calculated by quarters, based on seven-minute limits, or "the seven-minute rule", as per the example listed below:

a. 8:00 = 7:53-8:07
b. 8:15 = 8:08-8:22
c. 8:30 = 8:23-8:37
d. 8:45 = 8:38-8:52
e. 9:00 = 8:53-9:07.

2A-12 LAW ENFORCEMENT PAY AND OVERTIME

Medina County Commissioners Court has adopted the 207(k) exemption under the Fair Labor Standards Act for law enforcement employees, which includes deputies and jailers. These employees have a work period of 14 days and overtime will be due after 86 hours actually worked. Law enforcement employees' salary covers all hours up to 86 hours. Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, an employee shall be required to have authorization from their supervisor before working overtime. (For additional information on Overtime see next section)

2A-13 OVERTIME CALCULATIONS AND RULES

Overtime shall include all time actually worked for the county in excess of 40 hours in any workweek, with the exception of law enforcement (See policy on "Law Enforcement Pay and Overtime.")

Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, an employee shall be required to have authorization from their supervisor before working overtime.

LAW ENFORCEMENT OVERTIME

DEPUTIES
Deputies may be required to work up to 86 hours biweekly for the same biweekly salary. Any hours worked over the 86 hours will be overtime pay at time and a half. For any deputies that work less than 80 hours for the biweekly pay period, they will be paid on an hour-to-hour basis. Deputies do have the option to utilize leave (PTO or Vacation) to meet their 80 hours to obtain their biweekly salary and not be paid on an hour-to-hour basis.

JAILERS
Jailers are assigned to work 84 to 86 hours biweekly. Jailers are paid on an hourly basis. Any hours worked over the 86 hours will be overtime at time and a half. Jailers do have the option to utilize leave (PTO or Vacation) to bring their hours to 84 hours max.

DISPATCH
Dispatch employees are assigned to work 40 hours weekly, which equates to 80 hours in a two-week pay period. Dispatch employees are paid on an hourly basis. Any hours worked over the 40 hours weekly will be overtime and be paid at time and a half. Dispatch does have the option to utilize leave (PTO or Vacation) to bring their hours to 40 hours max per week.

2A-14 TRANSFERS

Transfers are the lateral movement of an employee from one position to another with the same responsibility or complexity of job duties with no change in salary.

Elected officials, appointed officials, or department heads may transfer an employee in their department to a vacant position. All transfers must be handled in accordance with the budget adopted by Commissioners Court.

2A-15 PROMOTIONS

Promotions are the movement of an employee from one position to another with an increased responsibility or complexity of job duties, and to a higher budgeted salary.

Elected officials, appointed officials, or department heads may promote an employee in their department to a vacant position. All promotions must be handled in accordance with the budget adopted by Commissioners Court.

2A-16 DEMOTIONS

Demotions are the movement of an employee from one position to another with a decreased responsibility and/or complexity of job duties and/or to a lower budgeted salary. Elected officials, appointed officials, or department heads may choose to demote or re-assign any employees who are unable to meet performance requirements, for disciplinary reasons or for any other reason as deemed necessary by the official. Upon demotion, an employee's salary may be adjusted downward. However, the pay reduction cannot bring the employee's pay below the Federal minimum wage.

2A-17 SEPARATIONS

TYPES
A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends. All separations from Medina County shall be designated as one of the following types:
1) resignation; 2) retirement; 3) dismissal; 4) reduction in force; or 5) death.

RESIGNATION
A resignation shall be classified as any situation in which an employee voluntarily leaves their employment with Medina County, and the separation does not fall into one of the other categories. Employees who are resigning should submit a written notice of resignation to their supervisor.

RETIREMENT
A retirement shall be any situation in which an employee meets the requirements to collect benefits under the County's retirement program and voluntarily elects to leave employment with the County to do so. An employee who is retiring should notify their supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

DISMISSAL
A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation. Medina County is an "at will" employer and a supervisor may dismiss an employee at any time for any legal reason or no reason, with or without notice.

REDUCTION IN FORCE
An employee shall be separated from employment because of a reduction in force when their position is abolished or when there is a lack of funds to support the position or there is a lack of work to justify the position.
When reductions in force are necessary, decisions on individual separations will be made by Elected Officials/Department heads after considering:

a. The relative necessity of each position;
b. The performance record of each employee; and
c. Qualification of the employee for the remaining positions.

DEATH
A separation by death shall occur when an individual ~~dies~~ passes away while currently employed by the County. If an employee dies while still employed by the County, their legally designated beneficiary or estate shall receive all earned pay and payable benefits.

DISCIPLINARY SUSPENSION
An Elected Official/Department head may suspend, with or without pay, an employee for disciplinary reasons if he/she determines that suspension is in the best interest of the County and the public. (Suspension with pay continues for only 30 days, at which time pay will cease.)

SUSPENSION FOLLOWING INDICTMENT/MISCONDUCT
An Elected Official/Department head may suspend without or with pay an employee indicted for a felony or an employee accused by information of official misconduct or oppression if he/she determines that suspension is in the best interest of the County and the public. (Suspension with pay continues for only 30 days, at which time pay will cease.)

The suspension may continue until the indictment or information is dismissed or tried and, if tried, until the trial and appeal (if any) are completed. The Elected Official/Department head may review and change the status of the suspension at any time.

A suspended employee is entitled to reinstatement to the position held before suspension, without loss of benefits, if the indictment or information is dismissed, the employee acquitted, or the conviction reversed on appeal.

The suspension of an employee reinstated under this subsection is not a disciplinary suspension

FINAL PAY ON SEPARATION

Upon separation from County employment, employees who have completed at least 90 days of employment will be paid for accrued and unused vacation leave. All earned and unused compensatory time will be paid. **Employees are not paid for any accrued and unused PTO**.

2A-18 RETIREE REHIRES

Retired employees shall be eligible to apply for open positions with Medina County as long as the following provisions are met:

a. The retiree has been retired for at least a full calendar month,
b. No prior arrangement or agreement was made between Medina County and the retiree for re-employment, and
c. strict adherence to normal leaving employment procedures were followed at the time of the employee's retirement.

The retiree must have a bona fide separation of employment and have been retired for a minimum of one full calendar months. A bona fide separation means there is no prior agreement or understanding between Medina County and the retiree that the retiree would be rehired after retirement. According to Rule 107.4 adopted by the TCDRS Board of Trustees, restrictions apply to elected officials, people employed for the same or different position in the same or different department, employee status changes, and independent contractors.

Newly elected officials who have recently retired from the county cannot draw their retirement because they have an arrangement to return to work for the county. Employees also cannot retire with an agreement to go work in a different department or different position. Changing employee status does not matter when determining if someone is still working for the county. Also, an employee cannot retire from the county with an arrangement to begin work as an independent contractor either.

Rehired retirees who did not have a bona fide separation of employment may owe a 10 percent excise tax and be required to repay all of their monthly retirement payments. Abusing the retirement provisions in such a manner would violate a qualification requirement for retirement plans under Section 401(a) of the Internal Revenue Code, potentially resulting in significant tax consequences for the employer, its participating members and those retired employees.

Any retiree who meets all other TCDRS requirements, who is rehired consistent with this policy, must establish a new membership with TCDRS and will be considered a new member for the purposes of beneficiary determination and benefit selections.

B. EMPLOYEE BENEFITS

2B-1 HEALTH AND DENTAL PLANS

MEDICAL AND DENTAL ELIGIBILITY
All full-time regular employees of Medina County shall be eligible for the group medical plan and dental plan benefits. Regular hourly employees who work an average of thirty (30) or more hours a week will be eligible for health insurance. Regular part time, temporary seasonal, temporary part time, who work an average of less than thirty (30) hours a week will not be eligible for health insurance. Any employee working 30 or more hours a week will be eligible for health benefits.

Details of coverage under the group medical insurance plan and dental plan are available in the Medina County Human Resources Office and may be obtained during the normal working hours for that office.

EFFECTIVE DATE
The effective date for coverage under the Medina County group medical and dental insurance shall be the first of the month after the first 90 days of employment.

DEPENDENT COVERAGE
Eligible employees may cover their qualified dependents.

An employee may add dependents within 31 days of eligibility. If dependents are not added within the 31 days, their enrollment must wait for the next open enrollment period.

The cost of the dependents' monthly insurance premiums is solely the responsibility of the eligible employees.

Deductions for dependent coverage shall be made through payroll deduction from the employee's check.

Deductions begin the first of the month immediately preceding the coverage effective date.

COBRA
Employees who leave the employment of Medina County or who lose their coverage eligibility, may be eligible for an extension of the medical plan for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If an employee is unable to return to work following FMLA leave, if eligible, they will be offered COBRA. Information on extension of benefits under COBRA is available in the County Human Resources Office and may be obtained during the normal working hours for that office. COBRA notifications will be provided to all employees within 30 days of their hire date. All eligible

employees and qualified dependents will be provided with COBRA information following their termination.

LIFE INSURANCE ELIGIBILITY
All full-time regular employees of Medina County are eligible for life insurance coverage. Each employee is insured in an amount determined by Commissioners Court. Medina County pays for the entire premium of this employee coverage.

HIPAA
A federal law known as HIPAA (the Health Insurance Portability and Accountability Act) requires that Medina County employees as well as those who administer health care plans take reasonable steps to ensure the privacy of personally identifiable health information (PHI). The term PHI includes all individually identifiable health information that is communicated orally, in writing, or in electronic form between a plan participant and those who provide health care services and who administer health care plans. PHI includes any combination of a member's name, address, date of birth, social security number, marital status, and sex when disclosed with the person's health history, medical records, or information about present or future health care. PHI should be disclosed only to health care providers for treatment, to third party administrators who make coverage determinations and payments, and to the people who administer the health care plan on behalf of the plan administrator.

2B-2 OTHER PLANS – LIFE, SUPPLEMENTAL

ELIGIBILITY AND TYPES OF COVERAGE
Full time Medina County employees are eligible for supplemental insurance products such as supplemental life, dental, vision, long term disability and others.

PREMIUM RESONSIBILITY
All supplemental insurance coverage premiums are the responsibility of the employee. Information regarding these supplemental insurances may be obtained from Human Resources.

2B-3 VACATION

ELIGIBILITY
The following employee classifications shall be eligible for the vacation benefit: Full time employees. These following employee classifications shall not be eligible for the vacation benefit: Part-time, seasonal and temporary.

INITIAL ACCRUAL AND WAITING PERIOD
Accrual of vacation shall begin on the employee's first day of work in a full-time position. However, an employee must work for 90 days in said position before he/she is eligible to use vacation leave.
Employees shall only be able to use vacation which has already been earned and shall not be allowed to "borrow" against future accruals

ACCRUAL RATE
Employees shall earn vacation at the rate of 3.08 hours per pay period, which is equivalent to 80 hours per year. Full-time employees' ~~averaging~~ working less than 40 hours per week ~~on a regular basis~~ will earn vacation hours on a prorated basis.

ADDITIONAL VACATION LEAVE
All employees having **MORE** than five (5) years of **consecutive** service with Medina County shall be granted additional leave in a lump sum effective January 1 of each year as follows:

a. 6+ years – 8 hours
b. 7+ years – 16 hours
c. 8+ year – 24 hours
d. 9+ years – 32 hours
e. 10+ years 40 hours (maximum award)

Vacation shall not be accrued while an employee is on leave without pay. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of 90 days in such a position before being eligible to take any vacation.

MAXIMUM ACCRUAL
The maximum amount of unused vacation an employee shall be allowed to have at one time is 160 hours. When an employee reaches the maximum accrual, they shall not be allowed to accrue additional vacation time until the employee takes vacation hours to reduce the balance below the maximum allowed under this policy.

VACATION LEAVE CARRY-OVER
An employee may carry over a maximum of 40 hours of vacation leave from one calendar year to the next. On December 31 of each calendar year any vacation leave in excess of 40 hours will be removed from payroll records. The employee will lose those vacation hours and no payment will be received.

Scheduling of vacations shall be at the discretion of the Elected Official or Department head.

Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals. Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

HOLIDAY DURING VACATION
If a holiday falls during an employee's vacation, then the employee will not be charged for the vacation. This excludes law enforcement.

Only the appropriate amount of vacation hours will be used to account for the minimum number of hours needed for the designated work week/work period. (i.e. 40 or 86/171)

Each employee shall be responsible for accurately recording all vacation time used on their time record.

PAY AT TERMINATION
If an employee has worked for Medina County less than one (1) year in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall not receive pay for all unused vacation.

Elected officials, department heads, and salaried employees do not fall under this policy and will not be paid out unused vacation time. Salaried employees who are not department heads or elected officials should consult with their individual department heads in regards to their vacation and PTO.

2B-4 PTO (PERSONAL TIME OFF)

ELIGIBILITY
The following employees shall be eligible for PTO (Personal Time Off):
Full-time employees.
These employee classifications **shall not** be eligible for PTO (Personal Time Off):
part-time, seasonal and temporary.

~~INITIAL~~ ACCRUAL AND WAITING PERIOD
Eligible employees shall accrue PTO leave at a rate of 3.08 hours per pay period. Full-time employees working less than 40 hours per week will earn PTO hours on a prorated basis.
Accrual of PTO leave shall start at the time an individual begins work for the County in a position eligible for the PTO leave benefit, but an employee must work a minimum of 90 days before being eligible to take PTO. PTO leave shall not be accrued while an employee is on leave without pay. Employees shall not be allowed to borrow PTO leave against future accruals.

MAXIMUM ACCRUAL
The maximum amount of PTO leave an employee shall be allowed to have at any time is 240 hours. When an employee reaches the maximum accrual, they shall not be allowed to accrue additional time until the employee takes PTO hours to reduce the balance below the 240 maximum hours allowed.

PTO LEAVE CARRY OVER
An employee may carry over a maximum of 240 hours of PTO leave from one calendar year to the next. Employees will not be allowed to receive pay in lieu of taking time off.

HOLIDAY DURING PTO
If a holiday falls during the employee's PTO, the PTO will not be charged against the employee's balance.

TERMINATION
Employees **SHALL NOT** be paid for unused PTO leave at the termination of employment. Employees cannot use PTO in lieu of giving two weeks' notice. ~~However, if approved by supervisor, they can use PTO during the last 2 weeks of employment.~~

Only the appropriate amount of PTO hours will be used to account for the minimum number of hours needed for the designated work week/work period. (i.e. 40, 80, 84)

2B-5 HOLIDAY

ELIGIBILITY
The following employee classifications shall be eligible for the holiday benefit: Full-time non-law enforcement. These employee classifications shall not be eligible for the holiday benefit: part-time, seasonal and temporary.

HOLIDAYS
The County holidays shall be determined by the Medina County Commissioners' Court.
All holidays are paid based on an eight (8) hour workday.

If a paid holiday occurs during other paid leave of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's leave balance.

An eligible employee, scheduled to work or called in to work on a holiday, will be paid holiday pay at their regularly hourly wage for an eight (8) hour period in addition to the wage they earn that day. Full-time employees' who work less than 40 hours per week will earn Holiday hours on a prorated basis.

Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Medina County. Each supervisor is responsible for granting this leave based on the needs of their individual departments. Vacation, compensatory time, or leave without pay may be used for special leave granted.

Holidays do not accrue and if they are not taken, they will not be paid upon termination.

LAW ENFORCEMENT HOLIDAY PAY

1. Patrol Deputies and Patrol Sergeants who are scheduled to work on an approved county holiday will be paid 1/10 of their bi-weekly salary, in addition to the regular wage they earn for that day.
2. Jailers and Dispatchers who are scheduled to work on an approved county holiday will be paid 8 additional hours at their hourly wage, in addition to the regular wage they earn for that day.
3. All other eligible employees will receive 8 hours of pay at their regular hourly wage.

Please see the chart below:

Title(Internal)	Eligible for Holiday Pay	If no Holiday is worked, will receive 8 hours on their timesheet
County Jail		
Corrections Officer	☑	☐
Administrator	☑	☑
Chief Deputy	☐	☐
Lieutenant	☑	☑
Sergeant	☑	☐
Transport Officer	☑	☑
Sheriff's Office		
Telecommunications	☑	☐
Captain	☑	☑
Chief Deputy	☐	☐
Civil	☑	☑
Criminal Investigation Division	☑	☑
Crisis Intervention	☑	☑
K-9	☑	☑
Lieutenant	☑	☑
Narcotics	☑	☑
Patrol (Sergeant/Deputy-Off Shift)	☐	☐
Patrol (Sergeant/Deputy-On Shift)	☑	☐
School Resource Officer	☑	☐
Sergeant (Non Patrol)	☑	☑
Sex Crimes	☑	☑
Street Crimes	☑	☑

CALL OUTS ON HOLIDAY-SHERIFFS OFFICE

If an employee is not scheduled to work on a county approved holiday and is called out or voluntarily comes in for duty, the employee must work a **minimum of 4 hours** on that county approved holiday (time only counts within the 24-hour period of the actual holiday) in order to receive the additional full holiday pay. Anything less than 4 hours will be paid at the employee's regular hourly wage.

2B-6 JURY DUTY

All employees of Medina County who are called for jury duty shall receive their regular pay for the period they are called for jury duty, which includes both the jury selection process and, if selected, the time they actually serve on the jury up to 8 hours a day not to exceed 40 hours

per week. If dismissed, the employee should return to work or take PTO, vacation or comp time as approved by their supervisor.

Pay for serving on a jury will not include extra pay if jury service involves time outside the employee's normal work schedule. Any fees paid for jury service may be kept by the employee.

All employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the County shall be entitled to leave with pay for such period as their court attendance may require. If an employee is absent from work to appear in private litigation in which they are a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.

2B-7 BEREAVEMENT LEAVE

FUNERAL

All employees shall be allowed up to 3 days (24 hours) of bereavement leave with pay for a death in the immediate family. For purposes of this policy, immediate family shall include:

- parent
- grandparent/grandchild
- child (foster or step)
- spouse
- sibling
- spouse's parent or grandparent
- brother or sister-in-law

Step relatives are included in this policy, i.e. stepparent, step grandchild, spouse's stepparent etc. Medina County does not authorize paid funeral leave for the death of other persons, relatives or not, or for other family emergencies.

Bereavement leave shall be utilized within 30 days of the passing of the employees' immediate family and persons mentioned above. For additional information on timing, please contact HR.

If Bereavement/Funeral leave is needed beyond the limits set in this policy, it shall be the employees' responsibility to communicate directly with their department head/elected official for options that may include but not limited to: charging to available vacation, PTO or compensatory time or leave without pay.

2B-8 LEAVE WITHOUT PAY

Leave Without Pay (LWOP) is intended to provide employees with unpaid leave only in emergencies or unforeseen circumstances when no other paid leave options are available. LWOP is not a benefit or entitlement and should not be used as a substitute for accrued leave. Employees requesting LWOP must first exhaust all available compensatory time, vacation leave, and paid time off (PTO), as applicable, before being considered for unpaid leave.

Requests for Leave Without Pay must be submitted to the employees' Elected Official or Department Head for review and approval. Approval of LWOP is granted solely at the discretion of the Elected Official, Appointed Official, or Department Head after considering the circumstances of the request and the operational needs of that specific department. Employees who are on Leave Without Pay will be responsible for paying any employee paid insurance premiums or other benefit deductions that cannot be held from their paycheck due to insufficient earnings during the period of Leave Without Pay. Employees who are on Leave Without Pay will not accrue vacation leave or PTO for any pay period in which they are in a LWOP status, unless they work sufficient hours during the biweekly pay period to qualify for a prorated accrual. In such cases, vacation leave and PTO shall be accrued on a prorated basis according to the number of hours worked during the pay period. Approval of one LWOP request does not establish a precedent or guarantee approval of future requests.

2B-98 LONGEVITY PAY

ELIGIBILITY

Full-time employees of Medina County with five or more consecutive years of service may be eligible for longevity pay. Only regular full-time service will be counted for eligibility and pay purposes. Temporary, part-time, or non-qualified leave of absence will not be counted.

The eligibility requirements apply to elected and appointed officials as well as regular full-time employees.

Certain employees whose salary/income is capped by state or federal law or grant funding may not be eligible to receive pay under this plan.

PAY CALCULATION

A year of service, for longevity purposes, will be counted if an employee has been employed a full year before October 1.

Regular, full-time dates of service accepted as evidence of eligibility for longevity will ONLY be those dates reflected in documentation on file in an employee's Medina County Personnel File located in the Human Resources Department.

- 5 years to 9 full years of continuous service - $1,000 annually
- 10 years to 14 years of continuous service - $1,500 annually
- 15 years to 19 years continuous service - $2,500 annually
- 20 years to 24 years continuous service - $3,000 annually
- 25 years to 29 years continuous service - $4,000 annually
- 30 years to 39 years continuous service - $4,500 annually
- 40 years plus - $5,000 annually

PAYMENT

If approved during the budget cycle, payment will be made annually in a lump sum amount to each eligible employee during the month of November, calculated on the full years of employment attained in accordance with the attached schedule. Partial years of employment will not be counted in determining the longevity pay amount

NON-CONTINUOUS EMPLOYMENT

In the event a County employee discontinues regular full-time employment with the County (either voluntarily or involuntarily) for a period of more than 30 calendar days and subsequently is re-employed by Medina County in a regular full-time position, the prior regular full-time years of employment will not be counted in determining eligibility for or amount of longevity pay until such employee has been re-employed for **five (5)** continuous years. Upon completion of five continuous years, the prior employment service will be bridged and calculated for purposes of determining longevity pay. DA and PDO are the only exceptions to this due to their service with the state. Each individual from that respective office will be looked at closely for longevity eligibility.

DISCONTINUED EMPLOYMENT

Longevity will not be paid in the event an employee discontinues employment as the result of resignation, retirement, lay off, dismissal, or otherwise.

WITHHOLDINGS

The calculation of longevity pay amounts hereunder are gross amounts and are subject to all legally required withholding amounts (e.g. income tax, FICA, retirement, etc.) Additional supplementary deductions, such as savings deductions, will only be withheld at the request of the employee.

DURATION

This plan may be modified, amended, or terminated at any time by the Commissioners' Court. Longevity pay is subject to budgeting and will be considered at each annual budget process on a "funds available basis."

2B-10~~9~~ MILITARY LEAVE

USERRA

In 1994, the Uniformed Services Employment and Reemployment Rights act, hereafter called "USERRA", replaced the Veteran's Reemployment Rights Act.

USERRA requires public and private employers to allow employees to take leave to serve in the military. The Act also requires employers to reinstate eligible employees upon their return from service in the military and to train or otherwise qualify returning employees.

The Act also requires that employers not discriminate against an employee because of past, present, or future military obligations.

GUARD AND RESERVE
Any Medina County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per federal fiscal year with pay for active duty or to attend active or inactive authorized training sessions and exercises. The fifteen (15) day paid military leave shall apply to the Federal Fiscal year and any unused balance at the end of the year shall not be carried forward into the next Federal Fiscal year. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule. An employee may use vacation leave, earned compensatory time, or leave without pay if they must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen-day maximum.

Any Medina County employee who is a member of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team called to state active duty by the governor or another appropriate authority in response to a disaster is entitled up to 7 days of paid disaster leave per fiscal year. This leave is in addition to the paid leave provided for authorized training or duty otherwise authorized or ordered. During disaster leave under these provisions, the person may not be subjected to loss of time, efficiency rating, personal time, sick leave, or vacation time.

ORDERS
An employee going on military leave shall provide their supervisor with a set of orders within two (2) business days after receiving them.

Upon the request of the employee, Medina County will provide a statement that contains the number of workdays used for military leave in the fiscal year as well as a statement of the number of workdays left for use during the fiscal year.

Medina County employees who leave their positions because of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with state and federal laws in effect at the time of their release from duty.

INSURANCE
USERRA guarantees employees a continuation of health benefits for the first 18 months of active military duty (at the employee's expense), through the County's COBRA insurance plan.

RETIREMENT
USERRA protects an employee's pension benefits once the employee returns from military leave.

2B-11~~0~~ PAID QUARANTINE LEAVE

Medina County shall provide paid quarantine leave for fire fighters, peace officers, detention officers, and emergency medical technicians employed by Medina County and ordered by a supervisor or the health authority to quarantine or isolate due to a possible or known exposure to a communicable disease while on du

ty. This includes fire fighters, peace officers, detention officers and emergency medical technicians, as defined by this policy, who are employed by, appointed to, or elected to their position.

> "Detention officer" means an individual appointed or employed by a county as a county jailer or other individual responsible for the care and custody of individuals incarcerated in a county jail.
>
> "Emergency medical technician" means an individual who is certified as an emergency medical technician under Chapter 773, Health and Safety Code; and employed by the county.
>
> "Fire fighter" means a paid employee of a municipal fire department or emergency services district who holds a position that requires substantial knowledge of firefighting; has met the requirements for certification by the Texas Commission on Fire Protection under Chapter 419, Government Code; and performs a function listed in Section 143.003(4)(A).
>
> "Health authority" has the meaning assigned by Section 121.021, Health and Safety Code. A health authority is a physician appointed under the provisions of Chapter 121 to administer state and local laws relating to public health within the appointing body's jurisdiction. A health authority must be a competent physician with a reputable professional standing who is legally qualified to practice medicine in the state and a resident of the state. They must take an official oath and file with the department.
>
> For counties that do not establish a local health department or public health district, they may appoint a physician as health authority to administer state and local laws relating to public health in the county's jurisdiction.
>
> "Peace officer" means an individual described by Article 2.12, Code of Criminal Procedure, who is elected for, employed by, or appointed by the county.

Eligible employees who are on qualifying paid quarantine leave shall receive all employment benefits and compensation, including leave accrual, retirement, and health benefits for the duration of the leave; and, if applicable, shall be reimbursed for reasonable costs related to the quarantine, including lodging, medical, and transportation. An employee on qualifying paid quarantine leave will not have their leave balances reduced.

Off duty exposures will not be covered under this policy.

2B-12~~1~~ RETIREMENT

ELIGIBILITY AND CONTRIBUTIONS

All regular employees (full time and part time) shall be eligible for the retirement benefit offered through the Texas County and District Retirement System. Temporary seasonal and temporary short-term part-time employees will not be eligible for retirement benefits. Eligible employees shall make contributions of 6% of their gross income to the retirement program through a payroll deduction. Medina County shall contribute to each eligible employee's retirement account according to requirements of TCDRS. Information on the retirement program may be obtained at the County Human Resources Office during the normal working hours for that office.

RETIREE INSURANCE

A Medina County employee hired before October 1, 2011, who retires-fully vested in the retirement system and chooses to receive monthly annuity payments, through TCDRS, is eligible to be covered by the Medina County health and dental insurance plan until the attainment of Medicare. Premiums for the employee and dependents are solely the responsibility of the eligible retiree.

Effective with ~~hires~~ new hires or rehires on or after October 1, 2011, employees who retire fully vested in the retirement system and choose to retire before attaining eligibility for Medicare coverage will no longer be eligible to remain on the County's health and dental insurance plan; other than is provided for them under Federal COBRA laws. In addition, such retired employees' dependents will not be eligible for enrollment.

Employee coverage for employees hired before October 1, 2011, terminates when the retiree becomes eligible for Medicare.

For more information on any of the above retiree insurance choices, please visit the Human Resources department for more details.

2B-13~~2~~ SOCIAL SECURITY/MEDICARE/UNEMPLOYMENT

All County employees shall participate in the Federal Social Security/Medicare program which provides certain retirement, disability, and other benefits. Deductions for these programs will be taken from each paycheck.

All regular full and part-time employees ae covered under the Texas Unemployment Compensation Insurance Program. Medina County pays for this coverage. Elected officials are not covered by Unemployment Insurance.

2B-1~~3~~4 FAMILY MEDICAL LEAVE ACT/MILITARY FAMILY LEAVE (FMLA/MFL)

The federal Family and Medical Leave Act of 1993 (FMLA) requires an employer to provide eligible employees with unpaid leave under certain circumstances. There are two types of leave available:

1) the basic 12-week FMLA entitlement; and

2) the Military Family Leave (MFL) entitlement described in this policy.

ELIGIBILITY:
To be eligible for benefits under this policy, an employee must:

1) have worked for Medina County at least 12 months (it is not required that these 12 months be consecutive; however, a continuous break in service of 7 years or more will not be counted toward the 12 months); **and**
2) have worked at least 1250 hours during the previous 12 months; **and**
3) are employed at a work site that has 50 or more employees within a 75-mile radius.

Any employees with any questions about their eligibility for FMLA leave should contact Human Resources for more information.

QUALIFYING EVENTS:
Family medical leave under this policy may be taken for the following reasons:

1) the birth of a child and to care for that child;
2) the placement of a child in the employee's home for adoption or foster care;
3) to care for a spouse, child (under the age of 18 or if over 18 incapable of self-care due to a disability), or parent with a serious health condition;
4) the serious health condition of the employee that make the employee unable to perform the essential functions of their job;
5) a qualifying exigency arising out of the fact that an employee's spouse, child or parent is a covered military member of the Armed Forces (Regular, Reserve or National Guard), deployed to a foreign country or has been notified of an impending call or order to active duty in a foreign country;
6) to care for a covered service member (Regular, Reserve or National Guard) with a serious injury or illness if the employee is the spouse, child, parent or next of kin (nearest blood relative) of the service member; or
7) to care for a covered veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (Regular, Reserve or National Guard) at any time during the period of 5 years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

SERIOUS HEALTH CONDITION:
Serious health condition is defined as a health condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility or continuing treatment by a health care provider.

A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

1) A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    a. Treatment two or more times within 30 days of incapacity; or

b. Treatment by a health care provider on at least one occasion within the first seven days of incapacity that results in a regimen of continuing treatment by a health care provider.

2) Any period of incapacity due to pregnancy or pre-natal care.
3) Any period of incapacity or treatment due to a chronic serious health condition that requires periodic visits to a health care provider and continues over an extended period of time.
4) Any period of incapacity that is permanent or long term due to a condition for which treatment is not effective.
5) Any period of incapacity or absence to receive multiple treatments by a health care provider.

QUALIFYING EXIGENCY LEAVE:
An eligible employee may be entitled to use up to 12 weeks of their FMLA leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, child of any age or parent in the Armed Forces (Regular, Reserves or National Guard) is on active duty or called to active duty status in a foreign country.

Qualifying exigencies may include:

1) short-notice deployment (up to seven days of leave);
2) attending certain military events and related activities;
3) arranging for alternative childcare;
4) addressing certain financial and legal arrangements;
5) periods of rest and recuperation for the covered military member (up to fifteen days of leave);
6) attending certain counseling sessions;
7) attending post-deployment activities (available for up to 90 days after the termination of the covered military member's active duty status);
8) other activities arising out of the covered military member's active duty or call to active duty in a foreign country and agreed upon by the county and the employee;
9) attending family support or assistance programs and informational briefings;
10) acting as the covered military member's representative before a governmental agency;
11) addressing issues that arise from the death of a covered military member while on active duty status in a foreign country; and
12) other activities arising out of the covered military member's active duty or call to active duty in a foreign country and agreed upon by the county and employee.

LENGTH OF LEAVE:
An employee may use up to 12 weeks leave per 12-month period under this policy. Medina County sets the 12-month period used under this policy as a "rolling" 12-month period measured backward from the date an employee uses FMLA leave.

A married couple who both work for Medina County is entitled to a maximum combined leave of 12 weeks in any 12-month period for the birth of a healthy newborn child (i.e., bonding time) or placement of a child, or care for a parent with a serious health condition. The combined limit for a married couple employed by the county is 26 weeks in a single 12-month period if leave is to care for a covered service member or veteran with a serious injury or illness.

MILITARY CAREGIVER LEAVE:
An eligible employee may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is either a current member or veteran of the Armed Forces (Regular, Reserve or National Guard).

An eligible employee may take up to 26 weeks of leave to care for a covered service member of the Armed Forces (Regular, Reserve, or National Guard) who has been rendered medically unfit to perform their duties due to a serious injury or illness incurred in the line of duty while on active duty for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

An eligible employee may take up to 26 weeks of leave to care for a veteran (Regular, Reserve, or National Guard) who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (Regular, Reserve or National Guard) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The MFL entitlement is applied on a per-injury basis and an eligible employee may be entitled to take more than one period of 26 weeks of leave if the leave is to care for different covered service members or covered veteran with a subsequent serious illness or injury, except that no more than 26 weeks may be taken within any single 12-month period.

An eligible employee may begin taking military caregiver leave up to five years after their family member was discharged or released from the military. The eligible employee's first date of leave must be within the five-year period; however, the employee may continue to take such leave throughout the single 12-month period that is applicable to military caregiver leave, even if the leave extends beyond the five-year period.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the county's operations.

WORK RELATED INJURY:
Medina County will always designate qualifying work-related injuries with lost time as FMLA qualifying.

~~SUBSTITUTION OF PAID LEAVE:~~ USE OF ACCRUED PAID LEAVE DURING FMLA LEAVE:

~~Medina County requires substitution of paid leave for all FMLA or MFL events. An employee must follow the compensatory, vacation and PTO leave policy guidelines. The balance of FMLA is unpaid leave. FMLA and MFL run concurrently with all substituted paid leave, including Workers' Compensation leave.~~

Employees approved for leave under the Family and Medical Leave Act (FMLA) will be required to use all available accrued paid leave concurrently with FMLA leave, to the extent permitted by federal law and Medina County policy. Paid leave shall not extend the total amount of leave available under FMLA. The substitution of paid leave for unpaid FMLA leave will run concurrently with, and count against, the employee's twelve (12) weeks of FMLA entitlement.

Employees will be required to use available compensatory time (comp time) first, prior to the use of any other forms of accrued paid leave, unless otherwise prohibited by law or County policy. Once all available compensatory time has been exhausted, employees must then use accrued vacation leave and/or personal time off (PTO), as applicable, in accordance with County policy and applicable law.

Once all available paid leave has been exhausted, any remaining approved FMLA leave will be designated as leave without pay unless the employee is receiving benefits under workers' compensation, approved disability benefits, or another paid leave program authorized by law or County policy.

Employees are responsible for complying with all FMLA certification, notice, and reporting requirements while on leave. Failure to provide required documentation or to return to work upon the expiration of approved leave may result in disciplinary action, up to and including separation from employment, unless otherwise required by law. Employees who remain on unpaid FMLA leave are responsible for paying any required employee portion of insurance premiums in accordance with the County's benefits policies.

The maximum amount of paid and unpaid leave that may be used under this policy in a 12-month period is 12 weeks, except for qualifying leave to care for a covered military member with a serious injury or illness which is a maximum of 26-weeks in a 12-month period.

CONTINUED EMPLOYEE BENEFITS:

While an employee is on leave under this policy, the county will continue to pay the employee's medical plan premium at the same rate as if the employee had been actively at work. The employee is required to pay for dependent coverage and for any other coverage for which the employee would normally pay, or the coverage will be discontinued. An employee's obligation to pay for coverage will be made through regular payroll deduction while the employee is on paid leave status.

At the end of the 12-week leave period or the 26-week leave period in a single 12-month period to care for an injured covered military member, an eligible employee will be:

1) Offered COBRA if they are unable to return to work; or
2) If approved by the commissioner's court and made part of this policy, the county can choose to continue to pay for the employee's health insurance premiums. (Please check with your insurance carrier before adopting open ended payment of insurance premiums for an inactive employee)

INTERMITTENT LEAVE AND REDUCED SCHEDULE:
An employee may take intermittent leave under this policy if it is necessary for the care and treatment of a serious health condition of the employee, the employee's eligible family member or the care of a covered military member or veteran.

An employee may work a reduced schedule under this policy if it is necessary for the care and treatment of a serious health condition of the employee, the employee's eligible family member, or the care of a covered military member or veteran.

All work time missed as the result of intermittent leave or a reduced work schedule under this policy will be deducted from the employee's 12-week or 26-week leave eligibility in a single 12-month period.

CERTIFICATION REQUIREMENTS:
The county has the right to ask for certification of the serious health condition of the employee or the employee's eligible family member when the employee requests or is using leave under this policy.

The county may send a request for medical certification to an employee who has been out of work for three or more days to determine the employee's FMLA eligibility. The employee is requested to have their physician complete and return the medical certification, or provide appropriate documentation, within 15 days of the employee's receipt of the form to be eligible for FMLA. An employee's failure to return the medical certification may result in denial of FMLA by the county.

The employee must respond to the county's request for certification within 15 days of receipt of the request or provide a reasonable explanation for the delay in writing before the 15th day after receipt of the request. If an employee does not provide certification or otherwise respond, the county may deny leave under this policy.

If an employee requests intermittent leave or a reduced work schedule, the certification submitted must also include the dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. The county may request re-certification for intermittent or reduced schedule leave every six months in connection with an eligible absence.

The county may ask for a second opinion from a health care provider of the county's choice, at the expense of the county, if the county has reason to question the certification, unless the leave is necessary to care for a seriously injured or ill covered service member supported by an invitational travel order (ITO) or invitational travel authorization (ITA) to join an injured or ill service member at their bedside.

If there is a conflict between the certification submitted by the employee and the second certification obtained by the county, the county may require a third certification, at the expense of the county, from a health care provider agreed upon by both the employee and the county. The third opinion is final and binding on the county and the employee.

REQUESTING LEAVE:
Unless FMLA leave is unforeseeable, an employee is required to submit a written request for leave under this policy to their immediate supervisor.

Where reasonably practicable, an employee should give their immediate supervisor a minimum of 30-days' notice before beginning leave under this policy. Where it is not reasonably practicable to give 30-days' notice, the employee is required to give as much notice as possible.

REINSTATEMENT:
An employee returning from leave under this policy, and who has not exceeded the 12-week maximum leave period allowed, will be returned to the same job or a job equivalent to the job the employee held before going on FMLA leave. An employee who has not exceeded the 26-week maximum leave period in a single 12-month period, allowed to care for a seriously ill or injured covered military member, will be returned to the same job or a job equivalent to the job the employee help before going on leave.

If an employee is placed in a different position, it will be one with equivalent status, pay, benefits, and other employment terms and which entails substantially equivalent skill, effort, responsibility, and authority.

The county has no obligation to reinstate an employee who takes more than the 12 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave allowed, including an employee with available PTO or vacation leave.

REPAYMENT OF BENEFITS:
Unless an employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or another situation beyond the control of the employee, an employee who does not return to work after using the maximum leave allowed under this policy will be required to reimburse the county for all medical premiums and other benefits paid by the county while the employee was on leave without pay related to their FMLA leave.

OTHER BENEFITS:
While on leave without pay, under this policy; an employee does not earn vacation or PTO leave, is not eligible for holiday pay, and does not earn other benefits afforded to employees actively at work, except as stated in this policy, unless other employees who go on leave without pay are allowed to do so.

An employee who is out on approved FMLA leave may not take trips outside of the county unless the travel is related to the employee's own serious health condition, the serious health condition of the child, spouse or parent of the employee or to attend qualifying military events. An employee may ask their immediate supervisor for written permission to take other trips outside of the county which may be granted at the supervisor's sole discretion.

Employees are forbidden from working another job while on approved FMLA leave from the county.

REGULATION:
Any area or issue regarding family and medical leave that is not addressed in this policy is subject to the basic requirements of the FMLA and the regulations issued to implement it.

RETURN-TO-WORK:
An employee who has lost time because of a work-related injury/illness shall be required to provide a work release from the attending physician before allowing the employee to return.

ENFORCEMENT:
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for unlawful discrimination under the FMLA. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any federal or state law that provides greater family of medical leave rights.

RESPONSIBILITIES:
Medina County will post the current FMLA poster as provided by the department of labor.
If an employee asks for FMLA leave for any reason, Medina County will respond in writing and will use the FMLA forms (WH-381) Notice of Eligibility and Rights and Responsibility and form (WH-382) Designation Notice to notify the employee of their eligibility rights.

2B-15 LEAVE OF ABSENCE - OTHER

Employees may request a personal leave of absence for compelling personal reasons when all applicable paid leave has been exhausted or when the requested absence is not otherwise covered by law or Medina County policy. Examples of personal leave may include, but are not limited to, continuing education, extended bereavement, family or personal matters, or other circumstances requiring an extended absence from work.
A personal leave of absence is not an employee entitlement and is granted solely at the discretion of the Elected Official, Appointed Official, or Department Head, subject to operational needs and the best interests of Medina County. Approval of one request does not establish a precedent for future requests. Employees requesting a personal leave of absence must submit their request in writing as far in advance as possible, stating the reason for the leave and the anticipated return to work date. Approval may be conditioned upon the employee complying with all Medina County policies regarding benefits, premium payments, and return to work requirements.

Employees on an approved personal leave of absence will be placed in an inactive employment status and will not accrue vacation leave, sick leave, compensatory time, or any other leave benefits during the period of unpaid leave. Employees remain responsible for any applicable benefit premium payments in accordance with Medina County's Benefit Premium Payment During Extended Leave policy. (2B-16)
A return to work following a personal leave of absence is **not guaranteed**. Reinstatement is subject to current operational and business needs, the availability of an appropriate vacant position for which the employee is qualified, and the approval of the Elected Official, Appointed Official, or Department Head. If no suitable position is available at the conclusion of the approved leave, the employee's employment with Medina County may be separated.

~~Employees may request a personal leave of absence. Personal leaves of absence may include reasons such as extended vacations, continuing education, extended bereavement, or other personal matters. Personal leaves of absence are granted solely at the discretion of the elected official, appointed official, or department head.~~

~~Employees on personal leaves of absence are converted to an inactive status and do not accrue any benefits. Employees may continue the county health plan, but they are responsible for the entire premium, which includes both their portion and the county portion. The employee must pay for the premium on the first of each month, lack of payment will result in medical plan termination, and the employee will become eligible for COBRA. A return to work after a personal leave of absence is not guaranteed and is subject to current business conditions and an appropriate job opening.~~

2B-16 BENEFIT PREMIUM PAYMENTS DURING EXTENDED LEAVE

Employees who are on an extended leave of absence, including but not limited to Family and Medical Leave (FMLA), Leave Without Pay (LWOP), approved Leave of Absence, Military Leave, or any other unpaid leave, remain responsible for paying their required portion of benefit premiums to maintain coverage. Employees will be notified of the amount due, payment due dates, and acceptable methods of payment. Benefit premium payments may be made in person at the Medina County Treasurer's Office or mailed to Human Resources at 1300 Avenue M RM 130, Hondo, Texas 78861. Failure to make timely premium payments may result in the termination of benefit coverage in accordance with applicable federal and state law and the terms of the County's benefit plans.

Benefit premium payments that become **more than ninety (90) days delinquent** will be reviewed by the County Judge and the Human Resources Director. At their discretion, and after considering the circumstances of the leave and the County's financial interests, one of the following actions may be taken: (1) approval of a reasonable payment plan; (2) requiring payment of all outstanding premiums in full before coverage may continue; or (3) termination of benefit coverage, with coverage retroactively discontinued to the appropriate date on which premium payments ceased, when permitted by law and the applicable benefit plan. The County Judge and HR Directors decision shall be made in the best interests of Medina County and in

compliance with all applicable federal and state laws, plan documents, and carrier requirements. Any eligible employee will be offered COBRA if they are unable to return to work.

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 19.

Meeting Date:	10/02/2026
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: EMILY MARFELL DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 05/18/2026

XX	NEW HIRE		REALIGNMENT
	TEMP HIRE		CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:		POSITION #: POSITION TITLE:	0319 AUTO CLERK
ANNUAL PAY: CURRENT PAY:		ANNUAL PAY: CURRENT PAY:	($40,908.36) $36,400.00 ($19.67) $17.50
FUND DEPARTMENT:		FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

INITIALLY MISSED. DURING AN INTERNAL HR AUDIT, IT WAS DISCOVERED THAT THE PAF WAS NOT SUBMITTED TO COMMISSIONERS COURT AT THE TIME OF HIRE.

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VALERIE SCHULLE DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 09/28/2026

XX	NEW HIRE		REALIGNMENT
	TEMP HIRE		CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:		POSITION #: POSITION TITLE:	0636 TELECOMMUNICATIONS
ANNUAL PAY: CURRENT PAY:		ANNUAL PAY: CURRENT PAY:	($49,724.56) $41,204.80 ($23.91) $19.81
FUND DEPARTMENT:		FUND DEPARTMENT:	GENERAL 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

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: DOUGLAS ALEXANDER DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 09/26/2026

XX	NEW HIRE		REALIGNMENT
	TEMP HIRE		CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:		POSITION #: POSITION TITLE:	0667 CORRECTIONS OFFICER
ANNUAL PAY: CURRENT PAY:		ANNUAL PAY: CURRENT PAY:	($56,711.18) $46,956.00 ($25.36) $21.00
FUND DEPARTMENT:		FUND DEPARTMENT:	GENERAL 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 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ALL MEDINA COUNTY EMPLOYEES DEPARTMENT HEAD ALL ELECTED OFFICIALS/ DEPARTMENT HEADS

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:		POSITION #: POSITION TITLE:	
ANNUAL PAY: CURRENT PAY:		ANNUAL PAY: CURRENT PAY:	
FUND DEPARTMENT:		FUND DEPARTMENT:	

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ALEXANDRA ALANIZ DEPARTMENT HEAD MANDI WILCOX - DIRECTOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	2001 RN/LVN	POSITION #: POSITION TITLE:	2001 RN/LVN
ANNUAL PAY: CURRENT PAY:	($61,486.88) $58,240.00 ($29.56) $28.00	ANNUAL PAY: CURRENT PAY:	($63,331.49) $60,840.00 ($30.45) $29.25
FUND DEPARTMENT:	WIC	FUND DEPARTMENT:	WIC

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VANESSA DANNA DEPARTMENT HEAD MANDI WILCOX - DIRECTOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	2004 RN/LVN	POSITION #: POSITION TITLE:	2004 RN/LVN
ANNUAL PAY: CURRENT PAY:	($61,486.88) $57,094.96 ($29.56) $27.45	ANNUAL PAY: CURRENT PAY:	($63,331.49) $61,360.00 ($30.45) $29.50
FUND DEPARTMENT:	WIC	FUND DEPARTMENT:	WIC

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: DOROTHY ESPINOZA DEPARTMENT HEAD MANDI WILCOX - DIRECTOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	2051 CLERK	POSITION #: POSITION TITLE:	2051 CLERK
ANNUAL PAY: CURRENT PAY:	($43,809.40) $43,370.21 ($21.06) $20.85	ANNUAL PAY: CURRENT PAY:	($45,123.68) $44,720.00 ($21.69) $21.50
FUND DEPARTMENT:	WIC	FUND DEPARTMENT:	WIC

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MONICA GODINEZ DEPARTMENT HEAD MANDI WILCOX - DIRECTOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	2052 CLERK II	POSITION #: POSITION TITLE:	2052 CLERK II
ANNUAL PAY: CURRENT PAY:	($41,503.64) $38,741.00 ($19.95) $18.63	ANNUAL PAY: CURRENT PAY:	($42,748.75) $40,560.00 ($20.55) $19.50
FUND DEPARTMENT:	WIC	FUND DEPARTMENT:	WIC

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: KASSIE BOETTCHER DEPARTMENT HEAD MANDI WILCOX - DIRECTOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	2053 CLERK	POSITION #: POSITION TITLE:	2053 CLERK
ANNUAL PAY: CURRENT PAY:	($43,392.17) $39,000.00 ($20.86) $18.75	ANNUAL PAY: CURRENT PAY:	($44,693.94) $42,640.00 ($21.49) $20.50
FUND DEPARTMENT:	WIC	FUND DEPARTMENT:	WIC

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: BEVERLY HAM DEPARTMENT HEAD KEITH LUTZ - COUNTY JUDGE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0203 GRANT ADMINISTRATOR	POSITION #: POSITION TITLE:	0203 GRANT ADMINISTRATOR
ANNUAL PAY: CURRENT PAY:	$58,468.26/ $4,680.00 $28.11/ $180.00	ANNUAL PAY: CURRENT PAY:	$64,902.31 $31.20
FUND DEPARTMENT:	GENERAL COUNTY AUDITOR	FUND DEPARTMENT:	GENERAL CO ADMINISTRATION

REMARKS:

POSITION IS MOVING FROM COUNTY AUDITOR TO COUNTY ADMINISTRATION DEPARTMENT BEGINNING AS PER FY26-27 BUDGET.

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VACANT DEPARTMENT HEAD NATHANIEL RAMOS - HUMAN RESOURCE DIRECTOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE		CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:		POSITION #: POSITION TITLE:	1063 CLERK
ANNUAL PAY: CURRENT PAY:		ANNUAL PAY: CURRENT PAY:	$42,397.89 $20.38
FUND DEPARTMENT:		FUND DEPARTMENT:	GENERAL HUMAN RESOURCE

REMARKS: CREATE NEW POSITION # 1063 AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: DEANN BELICEK DEPARTMENT HEAD DANIEL KINDRED - DISTRICT JUDGE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1081 DISTRICT COURT COORDINATOR	POSITION #: POSITION TITLE:	1081 DISTRICT COURT ADMINISTRATOR
ANNUAL PAY: CURRENT PAY:	$69,837.86 $2,686.07	ANNUAL PAY: CURRENT PAY:	$71,933.00 $2,766.65
FUND DEPARTMENT:	GENERAL DISTRICT COURT	FUND DEPARTMENT:	GENERAL DISTRICT COURT

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: KATHERINE ROMERO DEPARTMENT HEAD DANIEL KINDRED - DISTRICT JUDGE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1083 COURT COORDINATOR II	POSITION #: POSITION TITLE:	1083 COURT COORDINATOR II
ANNUAL PAY: CURRENT PAY:	($58,215.00) $51,000.00 ($2,239.04) $1,961.54	ANNUAL PAY: CURRENT PAY:	$59,961.45 $2,306.21
FUND DEPARTMENT:	GENERAL DISTRICT COURT	FUND DEPARTMENT:	GENERAL DISTRICT COURT

REMARKS:

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VACANT DEPARTMENT HEAD CINDY FOWLER - DISTRICT CLERK

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1038 CLERK - PT	POSITION #: POSITION TITLE:	1038 CLERK
ANNUAL PAY: CURRENT PAY:	$28,935.18 $19.19	ANNUAL PAY: CURRENT PAY:	$42,397.89 $20.38
FUND DEPARTMENT:	GENERAL DISTRICT CLERK	FUND DEPARTMENT:	GENERAL DISTRICT CLERK

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: HEATHER CARREON DEPARTMENT HEAD CINDY FOWLER - DISTRICT CLERK

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/05/2026

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

	FROM		TO
POSITON #: POSITION TITLE:	0682 CLERK	POSITION #: POSITION TITLE:	1038 CLERK
ANNUAL PAY: CURRENT PAY:	$45,101.96 $21.68	ANNUAL PAY: CURRENT PAY:	$42,397.89 $20.38
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL DISTRICT CLERK

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MICHELLE PERALES DEPARTMENT HEAD WILLIAM TSCHIRHART - JP 2

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0713 CLERK - PT	POSITION #: POSITION TITLE:	0713 CLERK
ANNUAL PAY: CURRENT PAY:	($29,658.56) $27,144.00 ($19.67) $18.00	ANNUAL PAY: CURRENT PAY:	($42,397.89) $39,520.00 ($20.38) $19.00
FUND DEPARTMENT:	GENERAL JP 2	FUND DEPARTMENT:	GENERAL JP 2

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: JEAN LONGORIA DEPARTMENT HEAD JEAN LONGORIA - ELECTION'S COMMISSION

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1050 ADMINISTRATOR	POSITION #: POSITION TITLE:	1050 ADMINISTRATOR
ANNUAL PAY: CURRENT PAY:	$67,901.50 $2,611.60	ANNUAL PAY: CURRENT PAY:	($74,818.00) $69,938.55 ($2,877.62) $2,689.94
FUND DEPARTMENT:	GENERAL ELECTIONS	FUND DEPARTMENT:	GENERAL ELECTIONS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: JENNIFER KONEGNI DEPARTMENT HEAD RUBI GAUCIN - COUNTY AUDITOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0202 1ST ASSISTANT COUNTY AUDITOR	POSITION #: POSITION TITLE:	0202 1ST ASSISTANT COUNTY AUDITOR
ANNUAL PAY: CURRENT PAY:	$85,045.89 $40.89	ANNUAL PAY: CURRENT PAY:	$87,597.27/ $5,000.00 $42.11/ $192.31
FUND DEPARTMENT:	GENERAL COUNTY AUDITOR	FUND DEPARTMENT:	GENERAL COUNTY AUDITOR

REMARKS: ADDING TIRZ SUPPLEMENT

HUMAN RESOURCES DIRECTOR

09/26/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: SARAH SAATHOFF DEPARTMENT HEAD RUBI GAUCIN - COUNTY AUDITOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0204 INTERNAL AUDITOR	POSITION #: POSITION TITLE:	0204 INTERNAL AUDITOR
ANNUAL PAY: CURRENT PAY:	$73,334.00/ $2,080.00 $35.26/ $80.00	ANNUAL PAY: CURRENT PAY:	$75,534.02/ $4,500.00 $36.31/ $173.08
FUND DEPARTMENT:	GENERAL COUNTY AUDITOR	FUND DEPARTMENT:	GENERAL COUNTY AUDITOR

REMARKS:

INCREASING SUPPLEMENT FOR TIRZ.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ERNESTO ALEJANDRO DEPARTMENT HEAD RUBI GAUCIN - COUNTY AUDITOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0205 ASSISTANT COUNTY AUDITOR	POSITION #: POSITION TITLE:	0205 INTERNAL AUDITOR II
ANNUAL PAY: CURRENT PAY:	$67,902.00/ $2,600.00 $32.65/ $100.00	ANNUAL PAY: CURRENT PAY:	$69,939.06/ $4,200.00 $33.62/ $161.54
FUND DEPARTMENT:	GENERAL COUNTY AUDITOR	FUND DEPARTMENT:	GENERAL COUNTY AUDITOR

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.
INCREASING SUPPLEMENT FOR TIRZ.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ALICIA GAUNA DEPARTMENT HEAD RUBI GAUCIN - COUNTY AUDITOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0206 ASSISTANT COUNTY AUDITOR	POSITION #: POSITION TITLE:	0206 ASSISTANT COUNTY AUDITOR
ANNUAL PAY: CURRENT PAY:	($67,902.00) $51,250.00 ($32.65) $24.64	ANNUAL PAY: CURRENT PAY:	($69,939.06) $58,000.00 ($33.62) $27.88
FUND DEPARTMENT:	GENERAL COUNTY AUDITOR	FUND DEPARTMENT:	GENERAL COUNTY AUDITOR

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

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

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0207 ASSISTANT COUNTY AUDITOR	POSITION #: POSITION TITLE:	0207 ASSISTANT COUNTY AUDITOR
ANNUAL PAY: CURRENT PAY:	($67,902.00) $60,080.00 ($32.65) $28.88	ANNUAL PAY: CURRENT PAY:	($69,939.06) $65,000.00 ($33.62) $31.25
FUND DEPARTMENT:	GENERAL COUNTY AUDITOR	FUND DEPARTMENT:	GENERAL COUNTY AUDITOR

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: PAMELA ROMAN DEPARTMENT HEAD DEBRA GRAFF - COUNTY TREASURER

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 09/26/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE		CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0504 CLERK	POSITION #: POSITION TITLE:	0504 CLERK
ANNUAL PAY: CURRENT PAY:	$45,101.96/ $320.00 $21.68/ $4.00	ANNUAL PAY: CURRENT PAY:	$45,101.96/ $3,640.00 $21.68/ $140.00
FUND DEPARTMENT:	GENERAL CO TREASURER	FUND DEPARTMENT:	GENERAL CO TREASURER

REMARKS:
THE TIRZ SUPPLEMENT BACK TO THE ORIGINAL AMOUNT.

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: AUTUMN OCHOA DEPARTMENT HEAD DEBRA GRAFF - COUNTY TREASURER

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 09/26/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE		CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0506 CLERK	POSITION #: POSITION TITLE:	0506 CLERK
ANNUAL PAY: CURRENT PAY:	$45,101.96/ $320.00 $21.68/ $4.00	ANNUAL PAY: CURRENT PAY:	$45,101.96/ $3,640.00 $21.68/ $140.00
FUND DEPARTMENT:	GENERAL CO TREASURER	FUND DEPARTMENT:	GENERAL CO TREASURER

REMARKS:

THE TIRZ SUPPLEMENT BACK TO THE ORIGINAL AMOUNT.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ESMERALDA CASANOVA DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0318 AUTO CLERK	POSITION #: POSITION TITLE:	0318 AUTO CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.35) $40,571.96 ($19.67) $19.51	ANNUAL PAY: CURRENT PAY:	$42,135.60 $20.26
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MARCY RICE DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0317 AUTO CLERK	POSITION #: POSITION TITLE:	0317 AUTO CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.35) $36,244.00 ($19.67) $17.43	ANNUAL PAY: CURRENT PAY:	($42,135.60) $39,644.80 ($20.26) $19.06
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: RHETT BUTLER DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0320 AUTO CLERK	POSITION #: POSITION TITLE:	0320 AUTO CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.35) $37,331.32 ($19.67) $17.95	ANNUAL PAY: CURRENT PAY:	($42,135.60) $39,644.80 ($20.26) $19.06
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ELVA GONZALES DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0315 AUTO CLERK	POSITION #: POSITION TITLE:	0315 AUTO CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.35) $38,429.30 ($19.67) $18.48	ANNUAL PAY: CURRENT PAY:	($42,135.60) $40,705.60 ($20.26) $19.57
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MAGDA COVARRUBIAS DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0307 AUTO/ TAX CLERK	POSITION #: POSITION TITLE:	0307 AUTO/ TAX CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.35) $39,377.10 ($19.67) $18.93	ANNUAL PAY: CURRENT PAY:	($42,135.60) $41,787.20 ($20.26) $20.09
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: LAURA BILLINGS DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0308 TAX CLERK	POSITION #: POSITION TITLE:	0308 TAX CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.35) $39,197.89 ($19.67) $18.85	ANNUAL PAY: CURRENT PAY:	($42,135.60) $41,246.40 ($20.26) $19.83
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: DAVID PINEDO DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0312 TAX CLERK	POSITION #: POSITION TITLE:	0312 TAX CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.35) $37,331.32 ($19.67) $17.95	ANNUAL PAY: CURRENT PAY:	($42,135.60) $39,644.80 ($20.26) $19.06
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: JUANITA SILVA DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0313 AUTO CLERK	POSITION #: POSITION TITLE:	0313 AUTO CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.35) $38,385.69 ($19.67) $18.45	ANNUAL PAY: CURRENT PAY:	($42,135.60) $41,787.20 ($20.26) $20.09
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: EMILY MARFELL DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0319 AUTO CLERK	POSITION #: POSITION TITLE:	0319 AUTO CLERK
ANNUAL PAY: CURRENT PAY:	($40,908.36) $36,400.00 ($19.67) $17.50	ANNUAL PAY: CURRENT PAY:	($42,135.61) $39,644.80 ($20.26) $19.06
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: DEBRA RAMIREZ DEPARTMENT HEAD MELISSA LUTZ - TAX ASSESSOR

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0321 CLERK	POSITION #: POSITION TITLE:	0321 CLERK
ANNUAL PAY: CURRENT PAY:	($38,470.00) $36,254.40 ($18.50) $17.43	ANNUAL PAY: CURRENT PAY:	($39,624.10) $38,563.20 ($19.05) $18.54
FUND DEPARTMENT:	GENERAL TAX OFFICE	FUND DEPARTMENT:	GENERAL TAX OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: BRENT DILLARD DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0608 SERGEANT	POSITION #: POSITION TITLE:	0608 LIEUTENANT
ANNUAL PAY: CURRENT PAY:	$69,967.56/ $9,233.44 $2,691.06/ $355.13	ANNUAL PAY: CURRENT PAY:	$81,577.03 $3,137.58
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL SHERIFF

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: BENITO MIRELES DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0620 SERGEANT	POSITION #: POSITION TITLE:	0620 LIEUTENANT
ANNUAL PAY: CURRENT PAY:	$69,967.56/ $9,233.44 $2,691.06/ $355.13	ANNUAL PAY: CURRENT PAY:	$81,577.03 $3,137.58
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL SHERIFF

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: HEATHER DUGOSH DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0611 DEPUTY SHERIFF	POSITION #: POSITION TITLE:	0611 SERGEANT
ANNUAL PAY: CURRENT PAY:	$60,718.07/ $9,249.55 $2,335.31/ $355.75	ANNUAL PAY: CURRENT PAY:	$72,066.59 $2,771.79
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL SHERIFF

REMARKS:

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ROBERT JUAREZ DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0673 DEPUTY SHERIFF	POSITION #: POSITION TITLE:	0673 SERGEANT
ANNUAL PAY: CURRENT PAY:	$60,718.01/ $9,249.55 $2,335.31/ $355.75	ANNUAL PAY: CURRENT PAY:	$72,066.59 $2,771.79
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL SHERIFF

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ORION MCCLOUD DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0675 DEPUTY SHERIFF	POSITION #: POSITION TITLE:	0675 SERGEANT
ANNUAL PAY: CURRENT PAY:	$60,718.01/ $9,249.55 $2,335.31/ $355.75	ANNUAL PAY: CURRENT PAY:	$72,066.59 $2,771.79
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL SHERIFF

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: TROY DALTON DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0695 DEPUTY SHERIFF	POSITION #: POSITION TITLE:	0695 SERGEANT
ANNUAL PAY: CURRENT PAY:	$60,718.01/ $9,249.55 $2,335.31/ $355.75	ANNUAL PAY: CURRENT PAY:	$72,066.59 $2,771.79
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL SHERIFF

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MARIAH VALLE DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0715 SERGEANT	POSITION #: POSITION TITLE:	0715 SERGEANT
ANNUAL PAY: CURRENT PAY:	$60,718.01/ $9,249.55 $2,335.31/ $355.75	ANNUAL PAY: CURRENT PAY:	$72,066.59 $2,771.79
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL SHERIFF

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ELIJAH REJINO DEPARTMENT HEAD RANDY BROWN - SHERIFF

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 09/26/2026

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

	FROM		TO
POSITON #: POSITION TITLE:	0667 CORRECTIONS OFFICER	POSITION #: POSITION TITLE:	0645 CORRECTIONS OFFICER
ANNUAL PAY: CURRENT PAY:	$56,711.18 $25.36	ANNUAL PAY: CURRENT PAY:	$63,462.66 $28.38
FUND DEPARTMENT:	GENERAL SHERIFF	FUND DEPARTMENT:	GENERAL SHERIFF

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: AMY CLARK DEPARTMENT HEAD KEITH LUTZ - COUNTY JUDGE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1500 PRE-TRIAL DIRECTOR	POSITION #: POSITION TITLE:	1500 PRE-TRIAL DIRECTOR
ANNUAL PAY: CURRENT PAY:	($67,902.00) $64,375.00 ($2,611.62) $2,475.96	ANNUAL PAY: CURRENT PAY:	($74,818.00) $66,306.25 ($2,877.62) $2,550.24
FUND DEPARTMENT:	GENERAL PRE-TRIAL SERVICES	FUND DEPARTMENT:	GENERAL PRE-TRIAL SERVICES

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VACANT DEPARTMENT HEAD JESSICA CASTIGLIONE - COMMISSIONER PCT 1

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE		CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:		POSITION #: POSITION TITLE:	0907 HEAVY EQUIPMENT OPERATOR
ANNUAL PAY: CURRENT PAY:		ANNUAL PAY: CURRENT PAY:	$54,802.30 $26.35 $2.50
FUND DEPARTMENT:		FUND DEPARTMENT:	ROAD & BRIDGE PCT 1

REMARKS:
CREATE NEW POSITION # 0907 PER FY26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: JOHN PANIAGUA DEPARTMENT HEAD LARRY SITTRE - COMMISSIONER PCT 2

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0922 HEAVY EQUIPMENT OPERATOR	POSITION #: POSITION TITLE:	0922 HEAVY EQUIPMENT OPERATOR
ANNUAL PAY: CURRENT PAY:	($53,206.12) $46,800.00 ($25.58) $22.50 $2.50	ANNUAL PAY: CURRENT PAY:	$54,802.30 $26.35 $2.50
FUND DEPARTMENT:	ROAD & BRIDGE PCT 2	FUND DEPARTMENT:	ROAD & BRIDGE PCT 2

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ANTHONY RESTO DEPARTMENT HEAD LARRY SITTRE - COMMISSIONER PCT 2

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0927 HEAVY EQUIPMENT OPERATOR	POSITION #: POSITION TITLE:	0927 HEAVY EQUIPMENT OPERATOR
ANNUAL PAY: CURRENT PAY:	($53,206.12) $46,800.00 ($25.58) $22.50 ($2.50)	ANNUAL PAY: CURRENT PAY:	$54,802.30 $26.35 ($2.50)
FUND DEPARTMENT:	ROAD & BRIDGE PCT 2	FUND DEPARTMENT:	ROAD & BRIDGE PCT 2

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: KYLE RICHTER DEPARTMENT HEAD LARRY SITTRE - COMMISSIONER PCT 2

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0952 HEAVY EQUIPMENT OPERATOR	POSITION #: POSITION TITLE:	0952 HEAVY EQUIPMENT OPERATOR
ANNUAL PAY: CURRENT PAY:	($53,206.12) $52,000.00 ($25.58) $25.00	ANNUAL PAY: CURRENT PAY:	$54,802.30 $26.35 $2.50
FUND DEPARTMENT:	ROAD & BRIDGE PCT 2 SPECIAL TAX	FUND DEPARTMENT:	ROAD & BRIDGE PCT 2 SPECIAL TAX

REMARKS:

ADDING CDL SUPPLEMENT PER FY26-27 BUDGET.

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VACANT DEPARTMENT HEAD LARRY SITTRE - COMMISSIONER PCT 2

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0953 HEAVY EQUIPMENT OPERATOR	POSITION #: POSITION TITLE:	0953 HEAVY EQUIPMENT OPERATOR
ANNUAL PAY: CURRENT PAY:	$53,206.12 $25.58	ANNUAL PAY: CURRENT PAY:	$54,802.30 $26.35 $2.50
FUND DEPARTMENT:	ROAD & BRIDGE PCT 2 SPECIAL TAX	FUND DEPARTMENT:	ROAD & BRIDGE PCT 2 SPECIAL TAX

REMARKS:

ADDING CDL SUPPLEMENT PER FY26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: RAYMUNDO HERNANDEZ DEPARTMENT HEAD DANIEL LAWLER - COMMISSIONER PCT 4

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	0940 FOREMAN	POSITION #: POSITION TITLE:	0940 FOREMAN
ANNUAL PAY: CURRENT PAY:	$69,967.56 $33.64	ANNUAL PAY: CURRENT PAY:	$72,066.59 $34.65 $2.50
FUND DEPARTMENT:	ROAD & BRIDGE PCT 4	FUND DEPARTMENT:	ROAD & BRIDGE PCT 4

REMARKS:

ADDING CDL SUPPLEMENT PER FY26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VACANT DEPARTMENT HEAD DANIEL LAWLER - COMMISSIONER PCT 4

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE		CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:		POSITION #: POSITION TITLE:	0943 HEAVY EQUIPMENT OPERATOR
ANNUAL PAY: CURRENT PAY:		ANNUAL PAY: CURRENT PAY:	$54,802.30 $26.35
FUND DEPARTMENT:		FUND DEPARTMENT:	ROAD & BRIDGE PCT 4

REMARKS:
CREATE NEW POSITION # 0943 PER FY26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: KARLI KENNELL DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1115 CHIEF DEFENDER	POSITION #: POSITION TITLE:	1115 CHIEF DEFENDER
ANNUAL PAY: CURRENT PAY:	($145,772.68) $137,247.50/ $19,227.32 ($5,606.64) $5,278.75/ $1,479.02	ANNUAL PAY: CURRENT PAY:	($150,145.86) $141,364.93/ $19,227.32 ($5,774.84) $5,437.11/ $739.51
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ANTHONY WELCH DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1116 DEPUTY CHIEF PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1116 DEPUTY CHIEF PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$124,578.50/ $17,421.50 $4,791.48/ $1,340.12	ANNUAL PAY: CURRENT PAY:	$128,315.86/ $17,421.50 $4,935.23/ $670.06
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: GARRETT CLEVELAND DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1117 DEPUTY CHIEF PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1117 DEPUTY CHIEF PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$124,578.50/ $17,421.50 $4,791.48/ $1,340.12	ANNUAL PAY: CURRENT PAY:	$128,315.86/ $17,421.50 $4,935.23/ $670.06
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VANESSA SKOWBO DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1118 EXECUTIVE OFFICE MANAGER	POSITION #: POSITION TITLE:	1118 EXECUTIVE OFFICE MANAGER
ANNUAL PAY: CURRENT PAY:	$88,150.00/ $4,000.00 $3,390.38/ $307.69	ANNUAL PAY: CURRENT PAY:	$90,794.50/ $6,486.00 $3,492.10/ $249.46
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: PATRICK CLEVELAND DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
XX	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1128 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1119 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$107,625.00/ $5,671.82 $4,139.42/ $436.29	ANNUAL PAY: CURRENT PAY:	$118,788.77/ $5,671.82 $4,568.80/ $218.15
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MATTHEW MYERS DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1120 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1120 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$99,425.00/ $4,486.00 $3,824.04/ $345.08	ANNUAL PAY: CURRENT PAY:	$102,407.75/ $4,486.00 $3,938.76/ $172.54
DEPARTMENT	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	DEPARTMENT	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VACANT DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1121 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1121 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$104,550.00/ $5,671.82 $4,021.15/ $436.29	ANNUAL PAY: CURRENT PAY:	$107,686.50 $4,141.79
DEPARTMENT	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	DEPARTMENT	PUBLIC DEFENDER'S OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MIGUEL HERNANDEZ-SERRANO DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1122 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1122 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$110,853.75/ $5,671.82 $4,263.61/ $436.29	ANNUAL PAY: CURRENT PAY:	$114,179.36/ $5,671.82 $4,391.51/ $218.15
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VICTORIA FRAZIER DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1123 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1123 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$102,446.70/ $4,486.00 $3,940.26/ $345.08	ANNUAL PAY: CURRENT PAY:	$105,520.10/ $4,486.00 $4,058.47/ $172.54
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: DAVID BLACK DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
XX	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1119 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1124 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$115,328.90/ $5,671.82 $4,435.73/ $436.29	ANNUAL PAY: CURRENT PAY:	$95,621.39/ $4,486.00 $3,677.75/ $172.54
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ISLA MACFARLANE DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1125 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1125 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$104,550.00 $4,021.15	ANNUAL PAY: CURRENT PAY:	$107,686.50 $4,141.79
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: CHAD BULL DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION		OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1126 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1126 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$101,114.20/ $4,486.00 $3,889.01/ $345.08	ANNUAL PAY: CURRENT PAY:	$104,147.63/ $4,486.00 $4,005.68/ $172.54
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: XOE HOWARD DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1127 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1127 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$107,625.00/ $5,671.82 $4,139.42/ $436.29	ANNUAL PAY: CURRENT PAY:	$110,853.75/ $5,671.82 $4,263.61/ $218.15
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ISABELLA MARRONE DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
XX	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1121 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1128 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$104,550.00/ $5,671.82 $4,021.15/ $436.29	ANNUAL PAY: CURRENT PAY:	$110,853.75/ $5,671.82 $4,263.61/ $218.15
DEPARTMENT	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	DEPARTMENT	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: JOAQUIN AMAYA DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1129 APPELLATE & BRIEFING PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1129 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$105,575.00 $4,060.58	ANNUAL PAY: CURRENT PAY:	$108,742.25 $4,182.39
DEPARTMENT	PUBLIC DEFENDER'S OFFICE	DEPARTMENT	PUBLIC DEFENDER'S OFFICE

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VICTOR LOPEZ DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1130 FELONY PUBLIC DEFENDER	POSITION #: POSITION TITLE:	1130 FELONY PUBLIC DEFENDER
ANNUAL PAY: CURRENT PAY:	$91,831.00/ $4,486.00 $3,531.96/ $345.08	ANNUAL PAY: CURRENT PAY:	$94,585.93 $3,637.92
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: AARON HERNANDEZ DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1135 INVESTIGATOR	POSITION #: POSITION TITLE:	1135 INVESTIGATOR
ANNUAL PAY: CURRENT PAY:	$68,623.75/ $500.00 $32.99/ $38.46	ANNUAL PAY: CURRENT PAY:	$70,682.46/ $500.00 $33.98/ $19.23
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

HUMAN RESOURCES DIRECTOR 09/25/2026 DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: NATASHA VALDEZ DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1136 INVESTIGATOR	POSITION #: POSITION TITLE:	1136 LEAD INVESTIGATOR
ANNUAL PAY: CURRENT PAY:	$70,799.83/ $4,000.00 $34.04/ $307.69	ANNUAL PAY: CURRENT PAY:	$72,923.82/ $4,000.00 $35.06/ $153.82
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: GABRIEL RODRIGUEZ DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1137 INVESTIGATOR	POSITION #: POSITION TITLE:	1137 INVESTIGATOR
ANNUAL PAY: CURRENT PAY:	$68,173.00/ $500.00 $32.78/ $38.46	ANNUAL PAY: CURRENT PAY:	$70,218.19/ $500.00 $33.76/ $19.23
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: STEVE SAENZ DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1138 INVESIGATOR	POSITION #: POSITION TITLE:	1138 INVESTIGATOR
ANNUAL PAY: CURRENT PAY:	$68,173.00/ $500.00 $32.78/ $38.46	ANNUAL PAY: CURRENT PAY:	$70,218.19/ $500.00 $33.76/ $19.23
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: ROSA HERNANDEZ-SANCHEZ DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1139 LEGAL ASSISTANT	POSITION #: POSITION TITLE:	1139 LEGAL ASSISTANT
ANNUAL PAY: CURRENT PAY:	$50,676.00/ $2,078.00 $24.36/ $159.85	ANNUAL PAY: CURRENT PAY:	$52,196.28/ $2,078.00 $25.09/ $79.92
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: NICHOLAS OPSAHL DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1140 LEAD LEGAL ASSISTANT	POSITION #: POSITION TITLE:	1140 LEGAL ASSISTANT
ANNUAL PAY: CURRENT PAY:	$55,539.63/ $2,078.00 $26.70/ $159.85	ANNUAL PAY: CURRENT PAY:	$57,205.82/ $2,078.00 $27.50/ $79.92
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: TEANNA JOHNSON DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1141 LEAD LEGAL ASSISTANT	POSITION #: POSITION TITLE:	1141 LEGAL ASSISTANT
ANNUAL PAY: CURRENT PAY:	$54,899.00/ $2,078.00 $26.39/ 159.85	ANNUAL PAY: CURRENT PAY:	$56,545.97/ $2,078.00 $27.19/ $79.92
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MASON SCHAPPERT DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1142 LEAD LEGAL ASSISTANT	POSITION #: POSITION TITLE:	1142 LEAD LEGAL ASSISTANT
ANNUAL PAY: CURRENT PAY:	$53,209.80/ $4,000.00 $25.58/ $307.69	ANNUAL PAY: CURRENT PAY:	$54,806.09/ $6,000.00 $26.35/ $230.77
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: YEDRIEL RIVERA DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1143 LEGAL ASSISTANT	POSITION #: POSITION TITLE:	1143 LEGAL ASSISTANT
ANNUAL PAY: CURRENT PAY:	$47,508.75/ $2,078.00 $22.84/ $159.85	ANNUAL PAY: CURRENT PAY:	$48,934.01/ $2,078.00 $23.53/ $79.92
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: NAYLA MUNOZ DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1144 LEGAL ASSISTANT	POSITION #: POSITION TITLE:	1144 LEGAL ASSISTANT
ANNUAL PAY: CURRENT PAY:	$50,676.00/ $2,078.00 $24.36/ $159.85	ANNUAL PAY: CURRENT PAY:	$52,196.28/ $2,078.00 $25.09/ $79.92
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE/ SALARY GRANTS

REMARKS:

09/25/2026

HUMAN RESOURCES DIRECTOR DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: VACANT DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE	XX	REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** 3% AS PER 26-27 BUDGET
	INCREASE WITHIN APPROVED SLOT		
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1145 LICENSED SOCIAL WORKER	POSITION #: POSITION TITLE:	1145 MENTAL HEALTH ADVOCATE
ANNUAL PAY: CURRENT PAY:	$73,500.00 $2,826.92	ANNUAL PAY: CURRENT PAY:	$54,075.00 $26.00
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS:

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MADELINE MIDDLETON DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1146 MENTAL HEALTH ASSISTANT	POSITION #: POSITION TITLE:	1146 MENTAL HEALTH ADVOCATE
ANNUAL PAY: CURRENT PAY:	$52,500.00 $25.24	ANNUAL PAY: CURRENT PAY:	$54,075.00 $26.00
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: GABRIELLA GARCIA DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1147 MENTAL HEALTH ASSISTANT	POSITION #: POSITION TITLE:	1147 MENTAL HEALTH ADVOCATE
ANNUAL PAY: CURRENT PAY:	$52,500.00 $25.24	ANNUAL PAY: CURRENT PAY:	$54,075.00 $26.00
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MELISSA CABELLO DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1148 MENTAL HEALTH ASSISTANT	POSITION #: POSITION TITLE:	1148 MENTAL HEALTH ADVOCATE
ANNUAL PAY: CURRENT PAY:	$52,500.00 $25.24	ANNUAL PAY: CURRENT PAY:	$54,075.00 $26.00
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

PERSONNEL ACTION FORM

EMPLOYEE NAME: MONIQUE SCHUTZ DEPARTMENT HEAD KARLI KENNELL - PUBLIC DEFENDER'S OFFICE

PLEASE ENTER THE FOLLOWING CHANGE, EFFECTIVE DATE: 10/01/2026

	NEW HIRE		REALIGNMENT
	TEMP HIRE	XX	CHANGE PAY SCHEDULE
	PART-TIME		RESIGNATION
	VOLUNTEER		RETIREMENT
	DEMOTION		DISMISSAL *
	PROMOTION	XX	OTHER** SEE REMARKS
	INCREASE WITHIN APPROVED SLOT		3% AS PER 26-27 BUDGET
	TRANSFER		

	FROM		TO
POSITON #: POSITION TITLE:	1149 MENTAL HEALTH ASSISTANT	POSITION #: POSITION TITLE:	1149 MENTAL HEALTH ADVOCATE
ANNUAL PAY: CURRENT PAY:	$52,500.00 $25.24	ANNUAL PAY: CURRENT PAY:	$54,075.00 $26.00
FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE	FUND DEPARTMENT:	PUBLIC DEFENDER'S OFFICE

REMARKS: APPROVED TITLE CHANGE AS PER 26-27 BUDGET.

HUMAN RESOURCES DIRECTOR

09/25/2026
DATE

COMMISSIONERS COURT DATE: 10/02/2026

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 20.

Meeting Date: 10/02/2026
Item Title: Resolution - Investment Pool
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve a Resolution authorizing participation in the Connect Investment Trust d/b/a Texas Connect as an additional investment pool to invest Medina County funds (Treasurer)

Recommendation/Action Requested and Justification

Attachments

Resolution - Texas Connect Participation
Texas Connect Agreement
Texas Connect Registration Packet
Texas Connect Information Statement

Resolution Authorizing Participation in the Connect Investment Trust

WHEREAS, Medina County (the "Participant") is a local government or state agency of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with investment funds;

WHEREAS, it is in the best interest of the Participant to invest funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act (the "Act");

WHEREAS, the Connect Investment Trust d/b/a Texas Connect (the "Trust") is an investment pool named Texas Connect, whose purpose is to assist local governments and state agencies with the investment of public funds under the objectives of preserving principal, ensuring liquidity, and yielding reasonable returns consistent with such objectives;

WHEREAS, the Trust was formed under the Act and the laws of the State of Texas and is governed by its First Amended and Restated Trust Agreement (the "Agreement");

WHEREAS, the Participant has received and reviewed the Agreement, the Texas Connect Information Statement, and the Texas Connect Investment Policy (collectively, the "Participation Documents"), each of which is made available at Texas-Connect.com;

WHEREAS, the Participant has had the opportunity to discuss the Participation Documents with the Trust and its representatives and otherwise received such advice as it deems necessary (legal or otherwise) to make an informed decision about an investment in the Trust;

WHEREAS, the Participant has determined that the investments proposed to be acquired by Texas Connect are of a type that are permitted by the Act and are consistent with its investment policy;

WHEREAS, the Participant has determined that an investment in the Texas Connect will assist the Participant in achieving the goals set forth in its investment policy; and

WHEREAS, the Participant has delegated its authority to certain authorized representatives to enter into the Agreement with the Trust and other local governments and state agencies for the investment of their respective public funds;

NOW, THEREFORE, be it resolved as follows:

1. The Participant approves the Agreement, agrees to its terms, including the participation terms in Article II, and authorizes its representatives to establish an account in its name in the Trust or one of its pools for transmitting public funds for investment.

2. The Participant has taken any and all actions required by the Act for its participation in the Trust.

3. The Participant finds that the facts and recitations contained in the preamble of this Resolution are true and correct.

4. The individuals, Participant's duly authorized representative(s) are each hereby empowered and directed to perform all acts and execute, acknowledge, and deliver in the name and on behalf of the Participant all certificates, instruments, and other papers, whether or not herein mentioned, as they may determine to be necessary or desirable to carry out the terms and provisions of this Resolution.

5. This resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and the Trust receives a copy of any such amendment or revocation.

	Keith Lutz, County Judge	October 2, 2026
AUTHORIZED SIGNATURE	PRINTED NAME	DATE

COMMISSIONERS COURT
MEDINA COUNTY, TEXAS

MEEDER

Investment Management Agreement

Meeder Public Funds

This Investment Management Agreement ("Agreement") is effective as of the date executed by and between Meeder Public Funds, Inc. ("Meeder"), its applicable affiliates, and the undersigned account owner ("Client").

1. **Investment Management Services**. Under this Agreement, Meeder provides discretionary investment management services for public entity clients in accordance with the terms of the applicable state investment code and investment policy.

2. **Appointment**. Client appoints Meeder as discretionary investment manager to manage the assets deposited in any account subject to the terms of this Agreement ("Account"). Meeder accepts the appointment as investment manager and shall invest, reinvest and manage the securities, cash and other assets of the Account as directed by Client and in accordance with the written investment objectives and any specific investment restrictions or limitations of the Client. Meeder shall provide advice only with respect to assets in the Account and shall have no responsibility for the actions or non-actions of predecessor investment advisors or for the management of assets other than the assets allocated to the Account.

3. **Trading Authorization**. Client grants Meeder discretionary trading authority and appoints Meeder as agent and attorney-in-fact with respect to investments in the Account. Meeder may direct the purchase, sale, exchange, conversion, delivery or other acquisition or disposition of securities and other investments in the Account and act on behalf of Client in all other matters incidental to the handling of Account investments, all without prior consultation with Client.

4. **Custody**. Meeder will not assume physical custody of the Account or any portion of it. Client shall establish a custodial account with a qualified custodian ("Custodian"). Client will receive from the Custodian account statements and confirmations identifying assets and transactions in the Account. All transactions will be consummated by payment to, or delivery by, the Custodian of all cash, securities and other assets due to or from the Account. The Custodian shall be responsible for investing any daily cash balances in the Account and Meeder will not exercise discretion to select sweep vehicles for the Account.

5. **Investment Objectives and Restrictions**. Client may provide Meeder with an Investment Policy Statement or other written directions setting forth the investment objectives and any specific investment restrictions or limitations which govern the Account. Meeder shall be entitled to rely on such guidelines, objectives and restrictions relating to the Account as it may receive from Client. It is Client's responsibility to inform Meeder in writing of any modifications to these directions, which shall be given ten days in advance of any such change.

6. **Brokerage**. Unless otherwise directed, Meeder will place trades for the Account through such brokers or dealers as it may select. When selecting brokers, Meeder's primary consideration will be the broker's ability to provide best execution of trades and Meeder may consider the quality and reliability of the brokerage services, trade price and commission, as well as research and other services provided by the broker-dealers.

7. **Trade Aggregation**. Meeder may aggregate trades for multiple clients when, in the adviser's judgment, aggregation is in the best interests of the clients involved. Orders are aggregated to facilitate best execution and each client participating in the aggregated transaction receives the same price and participation in such trade on a pro-rata basis. Where it is not possible to obtain the same execution price for all securities purchased or sold on an aggregated basis, Meeder will follow its trade allocation policy, which is designed to ensure that securities allocations are made in a fair and equitable manner.

8. **Fees.** For the services provided in accordance with this Agreement, Client will pay an investment advisory fee as indicated on Schedule A to this Agreement. Investment advisory fees do not include custody fees charged

by Client's selected Custodian. Where Client has elected to have fees deducted, Client authorizes the Custodian to deduct fees from the Account and pay them to Meeder.

9. **Promoter Arrangements**. Meeder accepts Clients referred through unaffiliated third parties ("Promoters") and may pay cash compensation for the endorsement of Meeder's services, which provides the Promoter with an incentive to refer clients. Clients will not incur additional fees for being referred to Meeder by a Promoter. Clients that engage Meeder as their investment adviser following a referral by a Promoter will receive a written disclosure statement describing the nature and terms of the arrangement, including the amount payable to the Promoter.

10. **Local Government Investment Pools**. Where appropriate, Meeder may recommend the use of a Local Government Investment Pool ("LGIP") in which Meeder or one of its affiliates earn advisory and/or administration fees. Assets placed in an LGIP are not included among eligible assets when calculating the investment advisory fee. Because Meeder or its affiliates receive fees in connection with programs we sponsor or recommend, use of these programs presents a conflict of interest. By investing in an LGIP, Client specifically consents to the conflicts presented by such investment and payment of fees.

11. **Custodial Sweep Vehicles**. Where available, Meeder may recommend the use of the Meeder Government Money Market Fund as a vehicle to sweep cash held in the custodial account for investment. Because Meeder's affiliates earn advisory, transfer agency and administration fees for management of the Meeder Government Money Market Fund, recommendation of the fund as a sweep vehicle presents a conflict of interest. Meeder charges investment advisory fees on the total market value of assets held in the custodial account, including sweep vehicles. By selecting the Meeder Government Money Market Fund, Client specifically consents to the conflicts presented by such investment and payment of fees.

12. **Third-Party Payments.** Meeder or its affiliates receive compensation from unaffiliated third parties for endorsing or recommending certain financial products to its clients. This arrangement presents a conflict of interest because it provides Meeder with an incentive to solicit and secure participation in the program. Asset-based advisory fees are not charged for assets invested in products that pay indirect compensation to Meeder.

13. **Proxy Voting.** Meeder does not accept or assume authority to vote proxies for its public fund clients. Clients will receive their proxies or other solicitations directly from their Custodian. Client agrees that Meeder will not advise or act for Client in any legal proceedings, including bankruptcies or class actions, involving securities held or previously held by the Account or the issuers of such securities.

14. **Electronic Delivery**. Client consents to electronic delivery of all documents from Meeder, including but not limited to a copy of the executed Agreement, statements, confirmations, Meeder's Form ADV Part 2 and amendments thereto, and other general communications delivered to Client's electronic mail address of record. Delivery of communications to Clients in this fashion will be deemed effective unless Meeder is notified otherwise. Client is responsible for maintaining an accurate and up to date email address and to ensure that Client at all times has the ability to receive communications directed in this manner.

15. **Confidentiality**. All information and advice furnished by either party to the other, including their respective agents and employees, shall be treated as confidential and shall not be disclosed to third parties except as otherwise required by law or as agreed to in writing by Client. Notwithstanding the foregoing, Client consents to the use of Client's name in sales and marketing material used by Meeder or its affiliates solely for the purpose of identifying the Client as an investment advisory client.

16. **Services to Other Clients**. Client understands that Meeder serves as investment adviser for other clients and will continue to do so. Client also understands that Meeder, its personnel and affiliates ("Affiliated Persons") may give advice or take action in performing their duties to other clients, or for their own accounts, that differ from advice given to or action taken for Client. Meeder is not obligated to buy, sell or recommend for Client any security or other investment that Meeder or its Affiliated Persons may recommend for any other client or their own accounts.

17. **Meeder's Representations**. Meeder represents that it is a registered investment adviser under the Investment Advisers Act of 1940.

18. **Client's Representations**. Client represents and acknowledges that: (i) Client is the sole owner of the Account assets and has full power and authority to enter into this Agreement and to commit the assets to Meeder's management and supervision; (ii) that the person signing this Agreement on behalf of Client is authorized and empowered to establish accounts and commit the assets to Meeder's management and supervision on the entity's behalf; (iii) Client has received Meeder's current Form ADV, Part 2A and B; and (iv) Client has received a copy of Meeder's Privacy Policy.

19. **Term**. This Agreement may be terminated by either party for any or no reason upon delivery by first class U.S. mail, postage prepaid, or delivery by hand, of a written "Notice of Termination" to the other party at least thirty (30) days prior to the date of the intended early termination of this Agreement. Termination of this Agreement will not affect the status, obligations or liabilities of the parties to this Agreement that arose prior to such termination.

20. **Limitation of Liability**. Except for negligence, malfeasance or violation of applicable law, neither Meeder nor its officers, directors or employees shall be liable to Client for any action performed, or omitted to be performed, or for any errors of judgment in managing the Account. Nor shall Meeder be liable to Client for any act or failure to act by any other third party. The federal securities laws impose liabilities under certain circumstances on persons even when they act in good faith and nothing in this Agreement shall in any way constitute a waiver or limitation of any rights that Client may have under any federal or state securities laws.

21. **Assignment**. This Agreement may not be assigned by either party without the consent of the other party. Meeder will provide Client at least thirty (30) days prior written notice of any proposed assignment, and Client's consent will be presumed unless Client notifies Meeder otherwise in writing prior to the date of the assignment indicated on the notice.

22. **Amendment**. This Agreement may be amended by Meeder with thirty (30) days prior written notice to Client and may be amended immediately upon notice to the extent reasonably required to satisfy federal or state regulatory requirements.

23. **Governing Law**. This Agreement will be governed by and construed in accordance with the laws of the State of Texas without giving effect to any conflict or choice of law provisions of that State.

24. **Severability**. If any provision of this Agreement is or should become inconsistent with any law or rule of any governmental or regulatory body having jurisdiction over the subject matter of this Agreement, the provision will be deemed to be rescinded or modified in accordance with any such law or rule. In all other respects, this Agreement will continue and remain in full force and effect.

25. **Affiliates**. To the extent necessary to carry out the terms of this Agreement, any named affiliate of Meeder shall be deemed to be a party to the Agreement for that purpose.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or agents to become effective as of the day and year first written below.

MEEDER PUBLIC FUNDS, Inc.	MEDINA COUNTY
	Debra Graff
BY	BY
TITLE	TITLE
SIGNATURE	SIGNATURE
DATE	DATE

MEEDER

Meeder Public Funds

Schedule of Fees

This schedule sets forth the standard annual investment advisory fee applicable to the Account under this Agreement. The schedule is tiered and each tier of assets under management will be assessed at the rate set forth in the schedule.

Operating Funds	
Assets Under Management	**Annual Advisory Fee**
Up to $25,000,000	0.10%
$25,000,000 - $50,000,000	0.08%
$50,000,000 - $100,000,000	0.06%
Over $100,000,000	0.04%

Investment advisory fees are subject to a minimum fee of $15,000 per year, inclusive of any discounts and credits, prorated based on the billing cycle, and payable for each billing period in which assets do not meet the stated minimum. Fees are calculated and billed monthly in arrears based on the value of the securities, cash and other assets in the account at the end of the billing period. Unless otherwise agreed, fees are deducted directly from the Account. For clients that utilize Meeder's Preferred Custodian, fees may be credited an amount equal to the custodial fee up to a maximum annual credit of 0.01% and subject to the applicable minimum fee.

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Texas Connect Registration Packet

Texas Connect Participant Application

All accounts must be opened in the name of the participant and executed by a Certifying Officer.

If you need assistance in filling out this form, please contact Texas Connect℠ at 866.877.2368.

Return completed form via:

Email: requests@texas-connect.com

Fax: 512.886.2234

Mail: 6125 Memorial Drive, Dublin, OH 43017

To open an account, this Participant Application must be accompanied by a Resolution Authorizing Participation in Texas Connect.

Account Registration—The account should be registered as follows:

PARTICIPANT NAME

Medina County

ACCOUNT TITLE

Acct 1: General Funds, Acct 2: Data Center

PARTICIPANT TYPE

ATTENTION OF

Debra Graff

TAX ID OF PARTICIPANT

MAILING ADDRESS

1508 Avenue M

COUNTY OF PARTICIPANT

Medina County

Hondo, TX 78861-1754

EMAIL ADDRESS

debra.graff@medinatx.gov

TELEPHONE NUMBER

830-741-6110

FAX (IF ANY)

Bank Account Registration

I would like to: ☐ Add ☐ Delete **Type:** ☐ ACH ☐ Wire ☐ Both

Please note: ABA/Routing numbers may vary depending on transaction type. Please verify information below with your bank before submitting.

BANK NAME

REGISTERED NAME OF BANK ACCOUNT

BANK ABA/ROUTING NUMBER

BANK ACCOUNT NUMBER

FOR FURTHER CREDIT (WIRE TRANSACTIONS ONLY)

ADDRESS

CITY

STATE

ZIP CODE

Bank Account Type (select one): ☐ Checking ☐ Savings

Texas Connect requires a one business day hold on transactions initiated to a newly added bank account. In addition, there will be a five business day hold on all online transactions initiated to a newly added bank account. A verbal verification is required by an authorized signer for all requests to add a new bank payee.

Authorized Signers—The following named persons are authorized signatories of the Texas Connect participant, and any one of them ("Authorized Signer(s)") is authorized to act with full power to purchase, transfer or redeem investments in Texas Connect on behalf of the participant and to execute and deliver any instrument necessary to effectuate the authority hereby conferred. The telephone number provided will be used to perform verbal confirmation of transaction requests. By signing below, the authorized signatories of the Texas Connect participant authorize Texas Connect and its service providers to act on all instructions provided on this form until such instructions are updated in writing using the designated form.

Each account requires at least two (2) Authorized Signers.

PRINTED NAME	SIGNATURE	☒ Full Online Access ☐ View Only Online Access
TITLE	TELEPHONE NUMBER	EMAIL
Treasurer	830-741-6110	debra.graff@medinatx.gov
PRINTED NAME	SIGNATURE	☒ Full Online Access ☐ View Only Online Access
TITLE	TELEPHONE NUMBER	EMAIL
Assistant Treasurer	830-741-6110	amye.laughlin@medinatx.gov
PRINTED NAME	SIGNATURE	☐ Full Online Access ☐ View Only Online Access
TITLE	TELEPHONE NUMBER	EMAIL
PRINTED NAME	SIGNATURE	☐ Full Online Access ☐ View Only Online Access
TITLE	TELEPHONE NUMBER	EMAIL
PRINTED NAME	SIGNATURE	☐ Full Online Access ☐ View Only Online Access
TITLE	TELEPHONE NUMBER	EMAIL

If necessary, a View Only Online Access Form may be submitted with this Participant Application to establish or retain online access for users that are not authorized on the account.

Participant Certification—By executing this Participant Application, the undersigned Participant represents and warrants that it is a local government or state agency of the State of Texas with the full right, power, and authority to invest in Connect Investment Trust (d/b/a Texas Connect), a local government investment pool formed under the Public Funds Investment Act (the "Act"). In addition, on behalf of the Participant, the undersigned represents and warrants that: (i) it is the duly designated representative of the Participant as required by the First Amended and Restated Trust Agreement (the "Agreement") and is authorized to sign this Participant Application; and (ii) its governing body has taken all actions required by Section 2256.016 of the Act for it participate in the Trust and be bound by the Agreement.

The undersigned participant further acknowledges that it has (i) received and reviewed the Agreement, the Investment Policy, and Information Statement (collectively, the "Participation Documents"); (ii) been afforded the opportunity to review the Participation Documents and this Participant Application with the Adviser of Texas Connect and the Participant's legal, accounting, and tax advisors; (iii) received such advice as it deems necessary (legal or otherwise) to comprehend fully the information set forth in the Participation Documents and this Participant Application and (iv) agrees to receive transaction confirmations and monthly account statements electronically.

By signing this Participant Application, the undersigned, on behalf of the Participant, agrees that the Participant will become subject to the same obligations and shall have the same rights as if it had executed the Agreement.

The undersigned authorizes Texas Connect to honor online or telephonic instructions for requests received from the Participant consistent with the policies set forth in the Information Statement and believed by Texas Connect to be genuine. Texas Connect's records of such instructions will be binding upon the Participant.

By signing this document, the signatory certifies that (1) he/she is in a supervisory or board governance position at the participant and duly authorized to be a Certifying Officer and (2) this document contains the current list of Authorized Signers.

SIGNATURE OF CERTIFYING OFFICER	PRINTED NAME OF CERTIFYING OFFICER Debra Graff
TITLE Treasurer	DATE

NOTARY PUBLIC (REQUIRED)

This Certification is sworn to or affirmed and subscribed before me by the Certifying Officer, _____, on this day of _____, 20____

Notary Public Signature:_____

Printed Name:_____

Commission Expiration Date:_____

Note: The Notary Public may not be an Authorized Signer, a Certifying Officer or have any online access. The Notary Seal must be visible and in good order for the form to be processed.

Notary Stamp/Seal (REQUIRED):

Multiple forms must be submitted if the number of Authorized Signers or View Only Online Access users requested exceeds the space provided on this form. Texas Connect service providers may, without inquiry, act only upon the instruction of ANY PERSON(S) purporting to be (an) Authorized Signer(s) as named in the Certification form last received and shall not be liable for any claims, expenses (including legal fees), or losses resulting from having acted upon any instruction reasonably believed genuine. The document is in full force and effect until another duly executed form is received.

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07/23/25-37844

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Texas Connect Information Statement

Texas Connect℠ is committed to maintaining the privacy of its Participants. Please reference the Privacy Statement which explains how Texas Connect protects the security and confidentiality of its Participants' information.

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Overview of Texas Connect

Texas Connect is an investment pool administered and managed exclusively for Texas government entities.

The Connect Investment Trust (the "Trust") established Texas Connect (also referred to as the "Pool") under the Public Funds Investment Act of the Texas Government Code, Chapter 2256 (the "Act").

Authorized Participants ("Participants") include any Texas:

- Municipality, county, school district or authority created under applicable state law
- Fresh water supply district
- Hospital district
- Political subdivision, authority, public corporation, body politic, or instrumentality of the State of Texas
- Non-profit corporation acting on behalf of any of the above-referenced entities

The Trust is supervised by a Board of Trustees (the "Board"). The Board has entered into contracts and agreements on behalf of the Trust to effectuate the terms of the Trust Agreement. The Board has also adopted an Investment Policy to govern the management of the assets of the Pool (the "Investment Policy").

The purpose of Texas Connect is to offer Participants with a pooled investment option that prioritizes preservation of principal, liquidity, and yield. Texas Connect is similar in concept to a registered investment company issuing redeemable securities, commonly known as a "money market mutual fund."

Texas Connect intends to invest Participant assets in accordance with the Investment Policy and Texas law. The only source of payment to Participants are the assets of Texas Connect. An investment in the Pool is not insured or guaranteed by any government or government agency.

This Information Statement contains a summary of the Trust Agreement, the Texas Connect Investment Policy, and other relevant information.

Copies of the Trust Agreement and the Investment Policy are available at www.texas-connect.com.

The purpose of Texas Connect is to offer Participants with a pooled investment option that prioritizes preservation of principal, liquidity, and yield.

Service Providers and Advisory Board

The Trust has hired experienced investment professionals to manage Texas Connect.

SERVICE PROVIDERS

- **Mutual Funds Service Company d/b/a Public Funds Administrators (the "Program Administrator")**
  An SEC-registered transfer agent is the Program Administrator of Texas Connect. The Program Administrator is responsible for the daily valuation of the Pool, maintaining Participants' account records, producing account statements for Participants, allocating net investment income, processing purchase and redemption requests, participant services, and other fund administration functions. The Program Administrator also maintains the financial records of the Pool, including paying the Pool's expenses and reconciling the Pool's records with those of the Custodian (defined below).
- **Meeder Public Funds, Inc. (the "Adviser")**
  An SEC-registered investment adviser is the investment adviser of Texas Connect. The Investment Adviser is responsible for the direct management of the assets of Texas Connect, including making investment decisions, subject to Texas Connect's Investment Policy, and executing orders to buy and sell securities on behalf of the Pool. The Investment Adviser is also responsible for performing credit analysis and monitoring investment compliance. The Investment Adviser is responsible for selecting the broker-dealers that execute transactions on behalf of the Pool.
- **U.S. Bank National Association (the "Custodian")**
  The Custodian is, among other things, responsible for the receipt and safekeeping of all cash, securities, or other assets comprising the cooperatively invested assets. Such assets are held for the benefit of the Pool in the name of the Custodian or its nominee. The Custodian also collects the income from investments and allocates it in accordance with the instructions from the Program Administrator. The Custodian is required to hold the investments of the Pool separate and apart from other property of the Custodian and assure that such property is never deemed an asset or liability of the Custodian.
- **Meeder Distribution Service, Inc. (the "Distributor")**
  A FINRA and MSRB registered broker-dealer is the distributor of Texas Connect. The Distributor is responsible for marketing and distribution of the Pool to eligible governmental entities.
- **Cohen & Co. (the "Auditor")**
  The auditor provides an opinion on the financial statements of the Pool of the Trust in accordance with generally accepted accounting principles.
- **FinTech Law, LLC ("Legal Counsel")**
  Legal Counsel provides general legal services to the Trust.

ADVISORY BOARD

The Trust has appointed an Advisory Board to provide advice to the Board and to the Investment Adviser with respect to the Investment Policy, strategy, and such other matters as requested.

The Advisory Board is composed of Participants and qualified non-participants that do not have a business relationship with the Trust or Pool.

The members of the Advisory Board are available at www.texas-connect.com.

Investment Objectives and Authorized Investments

The investment objectives of Texas Connect are preservation and safety of principal, maintenance of liquidity, and provision of current income.

Texas Connect seeks to achieve these objectives by solely investing in instruments authorized by the Act and permitted by the Investment Policy ("Authorized Investments").

Authorized Investments include:

- U.S. treasury bills, notes, and bonds
- U.S. government agency obligations
- State and local government obligations
- Certificates of deposit
- Money market mutual funds
- Repurchase agreements
- Commercial paper

The maximum maturity for any individual security in Texas Connect is limited to 397 days (other than for floating or variable rate government obligations of the United States, its agencies, or instrumentalities).

No guarantees or assurances can be given that the Pool will achieve its investment objectives. To the extent a Texas local government's investment policy is more restrictive than the Act, Texas Connect's investments may not comply with such restrictions. It is the sole responsibility of the Participants to determine whether Texas Connect is a compliant investment under their investment policies.

Texas Connect may invest in shares of money market mutual funds, including a fund that is affiliated with the Adviser, as an efficient means of implementing its investment strategies and/or managing its uninvested cash. The affiliated money market mutual fund is managed independently of Texas Connect and incurs additional fees and/or expenses that would, therefore, be borne indirectly by Texas Connect in connection with such investment. The Adviser has contractually agreed to waive all of its investment advisory fees in the affiliated money market mutual fund. The agreement is effective through April 30, 2026, and may not be terminated prior to that date without the consent of the Meeder Fund Board of Directors.

S&P RATING OF TEXAS CONNECT

Standard & Poor's Ratings Services ("S&P") has assigned its highest principal stability rating, AAAm to Texas Connect. By obtaining an AAAm rating, Texas Connect is considered to have a superior capacity to maintain principal stability ($1.00 per share value) and limit exposure to principal losses due to credit risk. The rating is based on an analysis of the pool's management, investment guidelines, portfolio holdings and market price exposure.

A copy of this report is available at www.texas-connect.com.

TEXAS CONNECT PERFORMANCE HISTORY

Texas Connect's performance history, including yield and weighted average maturity, is provided on the Texas Connect website, www.texas-connect.com, under the "Performance" link.

Texas Connect's assets fluctuate on a daily basis. The current assets of Texas Connect are available upon request by calling 866.877.2368.

UNDERSTANDING THE INVESTMENT RISKS OF TEXAS CONNECT

An investment in Texas Connect is not insured nor guaranteed by the FDIC or guaranteed by any other federal or state agency. Participants could lose money by investing in Texas Connect.

Participants should specifically consider, among other things, the following risks before deciding to invest in the Pool. The following summary does not purport to be comprehensive or definitive regarding all risk factors.

- **Interest Rate Risk.** There is interest rate risk associated with investing in Texas Connect. Interest rate risk is the risk that when interest rates rise, the prices of debt securities fall. Interest rate changes have a greater effect on the price of debt securities with longer maturities. However, market factors, such as demand for particular debt securities, may cause the price of certain securities to fall while the price of other securities rise or remain unchanged.
- **Credit Risk.** There is credit risk associated with investing in Texas Connect. Credit risk is the risk that an issuer of a debt security fails to repay interest or principal in a timely manner. All debt securities in which the Pool invests are subject to the risk that the issuer of the debt security may not make principal or interest payments as they become due, or may default entirely on its obligations. The value and liquidity of an issuer's debt securities will typically decline if the market perceives a deterioration in the creditworthiness of that issuer. If an issuer defaults, the Pool will lose money.
- **Liquidity Risk.** Liquidity risk is the risk that an investment cannot be sold in a timely manner or at or near its fair value in order meet Participant redemptions.
- **Reinvestment Risk.** Reinvestment risk is the risk that interest rates decline and the reinvestment of interest or principal payments occur at lower yields.
- **Stable Net Value Risks.** As discussed below, Texas Connect will seek to stabilize the net asset value of the Pool at $1.00 per share. This cannot, however, be guaranteed.

NET ASSET VALUE & VALUATION PROCEDURES

The net asset value ("NAV") of Texas Connect is determined at fund close on each day that the Pool is open for business. The NAV per share is computed by taking the total value of the assets of Texas Connect, subtracting its liabilities, and dividing that number by the shares outstanding.

It is the objective of Texas Connect to stabilize the NAV per share at $1.00 for the purpose of sales and redemptions of shares, but this cannot be guaranteed. The Pool is managed to maintain a weighted average maturity to reset ("WAM(R)") of 60 days or less and a weighted average maturity to final ("WAM(F)") of 90 days or less, to enhance liquidity and to limit market price exposure to volatile interest rate movements in the market. The Investment Adviser will manage Texas Connect in accordance with the General Accounting Standard Board's Statement Number 79 requirements for measuring its investments at amortized cost.

Amortized Cost Valuation Method. Under normal circumstances, the pricing of Pool securities will be determined by using the amortized cost valuation method, which in most cases approximates the market value of the securities. This involves initially valuing a security at its acquisition cost and thereafter assuming a constant amortization to maturity of premium or constant accretion to maturity of discount, regardless of the impact of fluctuating interest rates or other market factors on the market value of the investment.

By declaring these amortizations and accruals (less accruals of expenses) in a daily dividend, the value of Texas Connect's assets and the NAV per share will generally remain constant. The expenses to be accrued are detailed in the "Fees and Expenses" section below. Although this method provides certainty in valuation, it may result in periods during which the value of the Pool's investments, as determined by amortized cost, is higher or lower than the price Texas Connect would receive if its investments were sold.

All Pool securities will be marked to market daily by using valuations from a credible pricing service as determined by the Program Administrator. If, upon daily calculation, the Program Administrator finds that the deviation between the amortized cost valuation and marked to market valuation exceeds $0.005, the Program Administrator will promptly notify the Board. The Board will direct the Investment Adviser to take such action, if any, it determines necessary to eliminate or reduce to the extent reasonably practicable any dilution or unfair result to existing Participants and bring the deviation back within the threshold. These actions could include selling portfolio securities prior to maturity.

FEES AND EXPENSES

Participants are charged an all-inclusive Program Administrator fee. The Program Administrator fee is outlined in the Trust Agreement. The fee accrues daily and is deducted from the daily earnings accrual prior to distribution to Participants. The fee is paid monthly and may be waived or abated any time in the sole discretion of the Program Administrator, except that any contractual waiver will require approval by the Board.

The Program Administrator fee covers the costs and expenses of Texas Connect including, but not limited to:

- Program administrator fees
- Investment adviser fees
- Banking charges, including outgoing wire fees
- Custodian fees
- Rating agency costs
- Valuation of the Pool's assets
- Auditor expenses
- Legal expenses
- Participant service functions
- Sales and marketing services
- Website maintenance
- Board of Trustee meeting charges

The Program administrator fee may not cover extraordinary fees incurred by the Trust. All Texas Connect quoted yields are net of fees. There are no hidden costs or additional reductions to Participants' accounts.

Investing in Texas Connect

To initiate participation in Texas Connect, Participants must adopt a Resolution Authorizing Participation in Texas Connect and complete an Application and Participant Certification, which must be signed by a Certifying Officer of the Participant. A Certifying Officer is someone in a supervisory or board governance position at the Participant, with the ability to authorize the investment applied for pursuant to the Application Form. Pursuant to the Application and Participation Certification, the Participant agrees to become subject to the same obligations and to have the same rights as if it had executed the Trust Agreement.

Each applicant must also complete an Authorized Signers Certification Form. Authorized Signers receive direct account access to effectuate investment transactions and other requests for the Participant. Participants are required to have at least two authorized signers.

Applicants must also complete the Bank Account Registration Form to open a Texas Connect account. Bank Account Registration Form is set forth below.

There is no minimum amount required to establish an account. Account numbers can be obtained by Participants prior to investing any monies by calling 866.877.2368.

New Participants are assigned a unique Authorization Code. Authorization Codes will be mailed individually to each Participant. For security reasons, Authorization Codes should not be disclosed by the Authorized Representative. The assigned Authorization Code is for placing telephone transactions and when requesting the addition of a new bank payee.

TRANSACTION SUBMISSIONS

Participants may transact (purchase, redeem, or transfer) with Texas Connect in two ways:

- **Telephonically**
  You may call 866.877.2368. Be prepared to give your account number, bank information, and unique Authorization Code.
- **Via Online Portal**
  Please call 866.877.2368 to request online trading authorization.

Forward-dated transactions may be submitted via the online portal up to 90 days in advance.

PURCHASES

Funds received in good order at the Custodian before 2:00 PM CT will be applied to the indicated Texas Connect account the same business day and the Participant is entitled to the dividend for that day. Any funds received after 2:00 PM CT will be deposited into the Participant's account the following business day. It is the responsibility of the Participant to ensure wires are sent with sufficient time to be received prior to the Pool's close. Note: Funds received for wire transfer deposits without a corresponding transaction submission (either via the online portal or telephonically with Participant Services) may be subject to next day settlement and interest accrual.

Purchases initiated through the Texas Connect online portal may be processed via ACH. If you will be initiating ACH purchases via the Texas Connect online account, please consult your bank or update your ACH fraud prevention service to allow Texas Connect to conduct ACH transactions out of your account. If these preferences are not changed, the ACH transactions will be declined by your bank, resulting in the transaction being voided.

ACH transfers may take up to three business days to settle depending on the processing times at the bank. A four-day hold is placed on all ACH purchases. Such purchases will be posted to the Participant account and will begin to earn income on the day the ACH funds settle into the Texas Connect account. Funds will be available to redeem after the hold is released.

REDEMPTIONS

Redemptions initiated on the Texas Connect online account may be transacted via ACH or wire to a bank account on file. Redemptions may only be made on business days that Texas Connect is open. A request for redemption will be rejected if the amounts to be withdrawn exceed the available balance in the account. ACH redemptions may take up to three business days to settle at the receiving bank. Dividends for the day of the redemption will not be paid on that particular trade.

If a Participant wishes to close an account, it should request "redemption to close." A complete redemption may be accomplished by wire or ACH through the procedures described above. The Participant's final monthly statement will indicate the amount of the complete redemption attributable to principal and the amount paid as dividends.

BANK ACCOUNT REGISTRATION CHANGES

Requests to add or modify existing financial institution or account designations for wire or ACH transfers may only be made by sending a properly executed Bank Account Registration Form via email to info@texas-connect.com. Bank account registration change requests must be signed by two Authorized Signers. The Program Administrator will perform a verbal call-back verification with an Authorized Signer on file to confirm the bank account registration changes.

After the completion of the call-back procedure, there will be a one-business day hold on executing any wire or ACH transaction requests to a newly added or changed bank account.

CHANGING AUTHORIZED SIGNERS

Requests to change Authorized Signers may only be made by written instruction from an Authorized Signer by sending an updated Authorized Signers Certification Form via email to info@texas-connect.com. The Authorized Signers Certification Form requires a notarized signature of a Certifying Officer at the Participant. The updated form will replace any prior forms received and access will be removed for anyone not included on the updated form. Requests to change Online Access may be made telephonically with the provision of the unique authorization code.

REPORTS

The Program Administrator will provide Participants with a monthly electronic statement within the first three business days of the succeeding month. The monthly statement will include a detailed listing of the balance in the Participant's accounts as of the statement date and all account activity, including deposits and withdrawals. Copies of Participant reports will be maintained for a minimum of three prior fiscal years.

Contacting Texas Connect

For information on Texas Connect, to initiate a transaction, to request forms, to inquire about current account status, or to contact the Program Administrator, please use the information below.

MAIL

Texas Connect
6125 Memorial Drive
Dublin, OH 43017

EMAIL

info@texas-connect.com

PHONE

866.877.2368

NORMAL BUSINESS HOURS

Monday through Friday
7:30 AM to 4:00 PM CT

TRADING HOURS

Monday through Friday
7:30 AM to 2:00 PM CT

On dates when the bond market closes early, the cutoff for Texas Connect transactions will be 11:00 AM CT.

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MPF-9/19/25-36572

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 21.

Meeting Date: 10/02/2026
Item Title: Investment Policy
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve the Fiscal Year 2026/2027 Medina County Investment Policy and appoint the Investment Advisory Committee Members (Treasurer)

Recommendation/Action Requested and Justification

Attachments

Investment Policy FY 26-27

Medina County Investment Policy

Adopted October 2, 2026

MEDINA COUNTY INVESTMENT POLICY

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MEDINA COUNTY INVESTMENT POLICY

I. INVESTMENT AUTHORITIES AND SCOPE OF POLICY

General Statement

This policy serves to satisfy the statutory requirements of the Government Code Subchapter A, Chapter 2256, the Public Funds Investment Act ("PFIA") to create and adopt a formal investment policy defining authorities and limiting risk to public funds. This policy will be reviewed and adopted by resolution at least annually in accordance with PFIA 2256.005 (e).

The current Public Funds Investment Act may be found at: https://statutes.capitol.texas.gov

Funds Included

This investment policy applies to all financial assets of all funds of the County of Medina, Texas at the present time, any funds to be created in the future, any other funds held in custody by the County Treasurer or Tax-Assessor, /Collector unless expressly prohibited by law.

Authorities and Responsibilities

County Commissioners' Court

In accordance with PFIA Section 2256.005(f) regardless of authorizations of the Treasurer-Investment Officer(s) or investment advisors, the Commissioners' Court retains ultimate fiduciary responsibility for the assets of the County. The Court shall review and adopt the Investment Policy and Strategies and adopt the broker/dealer list annually, designate Investment Officers, and receive quarterly investment reports.

Treasurer-Investment Officer

In accordance with PFIA, Section 2256.005 (f) and (g). The County Treasurer shall be designated as Investment Officer. Additional Investment Officers may be designated by Court resolution. The Treasurer-Investment Officer is authorized to invest any County funds that are not immediately required to pay obligations of the County.

The Court shall provide for Treasurer-Investment Officer training as required by PFIA Section 2256.008 and designate by resolution authorized training sources. The Treasurer - Investment Officer is required to obtain at least 10 hours of training related to the Treasurer-Investment Officer responsibilities within twelve months (12) of assuming these duties. The Treasurer-Investment Officer(s) is also required to attend 10 hours of investment training every two fiscal years. The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the PFIA.

The Treasurer - Investment Officer - shall disclose any material interests in financial institutions with which they conduct business. Relationships as defined by PFIA Section 2256.005(i) shall be reported to the Texas Ethics Commission. If the Treasurer - Investment Officer has a personal business relationship as defined by the PFIA with an entity, or is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the County, the Treasurer- Investment Officer must file a statement disclosing that personal business interest, or relationship, with the Texas Ethics Commission and the Commissioners' Court in accordance with PFIA Section 2256.005 (I) (1-3).

Treasurer-Investment Officers and employees involved in the investment process shall refrain from personal

business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and officers shall refrain from undertaking personal investment transactions with the same individual/institution with whom business is conducted on behalf of the County.

County Investment Advisory Committee

The Court may designate by resolution an Investment Advisory Committee. It shall be the responsibility of the Investment Advisory Committee to review the portfolio and advise the Treasurer-Investment Officer. The Investment Advisory Committee shall meet annually or more frequently if needed to review the County's investment policy, investment strategies, and investment performance. The Committee is restricted to only two legal actions if delegated by the Court: approval of the broker/dealer list and approval of training sources.

The members of the Committee will be approved annually by the Commissioners' Cour (Policy Attachment A) The County Treasurer-Investment Officer is the presiding officer of the Committee and shall be present at all gatherings concerning investments by the County. All committee members are expected to offer their advice to the committee on a voluntary basis for their term. If for any reason an individual is unable to complete a full term, the Court may select another individual to fill the vacancy.

Committee members and their affiliates may in no way benefit financially from their service on the Committee during their membership term and shall report any personal or business relationship as defined by the PFIA and this policy. Committee Members shall refrain from undertaking any investment transactions with Medina County until their term on the Committee has expired. The Committee members of the County Investment Advisory Committee shall make prudent and intelligent suggestions. The Committee members shall keep the best interests of the County in mind and not personal gain.

The Committee Members shall:

(1) Attend at least one training session from an independent source approved by the governing body of the local government or a designated investment committee advising the investment officer as provided for in the investment policy of local government.
(2) Attend an investment training session not less than once in a two-year period that begins on the first day of that local government's fiscal year and consists of the two fiscal years after that date and receive not less than 10 hours of instruction related to investment responsibilities.

Non-Discretionary Investment Advisor

The County is authorized to contract with an SEC registered non-discretionary investment advisor approved to operate by the State of Texas Securities Commission. The Adviser shall invest in accordance with this Policy and certify to the Court a review and understanding of the Policy. The advisor is expected to act in accord with the Prudent Expert standard. The County may use the investment advisor's approved broker/dealer list which will be approved by the Court.

II. INVESTMENT OBJECTIVES

General Statement

Funds of the County will be invested in accordance with federal and state laws within the boundaries of this investment policy.

The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity is provided. The County shall pursue a pro-active but conservative portfolio

management strategy. This may be accomplished by creating a laddered maturity structure with some extension for yield enhancement.

The first and foremost consideration of all County investment transactions is the suitability of the investment to the financial requirements of the county. The investments shall be guided by four primary objectives listed in order of priority: safety, liquidity, diversification and yield. To match anticipated cash flow requirements the maximum weighted average maturity of the overall portfolio may not exceed one year.

Safety of Principal

The County is focused on the preservation and return of principal; therefore, safety of principal is a primary objective in any investment transaction. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value. Investments in high credit quality securities and decisions based on anticipated cash needs are primary factors in providing safety.

Liquidity

The County investment portfolio will remain sufficiently liquid to enable t h e County to meet all reasonably anticipated cash and operating needs in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities.

Diversification

It will be the policy of the County to diversify its portfolio to eliminate the risk of loss resulting from overconcentration of assets in any specific institution, maturity, issuer or market sector.

Yield

It will be the objective of the County to earn a reasonable market yield within constraints imposed by this Policy and its objectives and strategies. The risk benchmark for the total portfolio shall be the comparable period six-month US Treasury Bill designated for its comparability to the expected average cash flow needs.

Maximum Maturity

The maximum allowable stated maturity of any individual investment owned by the county shall be thirty-six (36) months.

III. INVESTMENT STRATEGY

In accordance with the PFIA Section §2256.005 (d), a separate written investment strategy shall be approved by the Court for each of the County's unique fund types: operating funds, special revenue funds, debt service funds and capital project funds. The investment strategy describes the funds' investment objectives and suitability based on cash flow needs. In accordance with PFIA Section 2256.005 (e), investment strategies will be reviewed and adopted by Court resolution at least annually.

The County may maintain one total portfolio including various fund types for investment purposes which incorporate the specific needs and unique characteristics of the funds in the portfolio.

Operating Funds Strategy

Operating Funds require liquidity on an ongoing basis and are managed to meet liquidity needs based on cash flow analysis. It has as its primary objective assurance that anticipated liabilities are matched and adequate liquidity is provided. The County shall pursue a pro-active but conservative portfolio management strategy based

on a buy-and-hold position. Investments are laddered to meet future liquidity needs with some extension allowed for yield enhancement. The maximum weighted average maturity (WAM) shall not exceed six months.

Special Revenue Funds Strategy

Special Revenue Funds usually have specific liabilities as well as liquidity needs. They have as a primary objective assurance that anticipated liabilities are matched and adequate liquidity is provided. The County shall pursue a pro-active but conservative portfolio management strategy using a buy-and-hold strategy. The maximum weighted average maturity (WAM) shall not exceed twelve months.

Debt Service Funds Strategy

The investment strategy for debt service funds shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made. The maximum weighted average maturity (WAM) shall not exceed six months.

Capital Project Funds Strategy

Capital Project Funds have uncertain cash flow needs and may have specific liabilities in addition to heightened liquidity needs. It has as its primary objective assurance that anticipated liabilities are matched and adequate liquidity provided. The County shall pursue a pro-active but conservative portfolio management strategy using a buy-and-hold strategy. The maximum weighted average maturity (WAM) shall not exceed six months.

Non – County Funds

The Tax Assessor/Collector funds and registry funds maintained by the District and County Clerks can be categorized as non-county funds that belong to the County but are funds that could be considered liability for the County. All such funds held in the custody of the Tax Assessor/Collector or Clerks shall be invested in compliance with the PFIA and this County Investment Policy. Funds should be invested as short-term funds. Funds received by the Tax Assessor/Collector may be invested to enhance investment return for the County prior to deposit with the County Treasurer by the Tax Assessor/Collector in accordance with Texas Local Government Code §113.022 requiring next day deposit to the Treasurer. State funds in the custody of the Tax Assessor/Collector may be invested before remittance to the State.

IV. INVESTMENT CONTROLS

In accordance with PFIA Prudent Person Rule which states:

> Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity, and yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

a) the investment of all funds, or funds under the county's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
b) whether the investment decision was consistent with the written investment policy of the County.

The Treasurer-Investment Officer, acting in accordance with written procedures and exercising due diligence,

shall be responsible but not liable for a specific security credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Internal Controls

The Treasurer-Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program, consistent with this investment policy. It shall be the responsibility of the Treasurer-Investment Officer to ensure that sufficient funds are available to meet upcoming liabilities.

The Treasurer-Investment Officer is responsible for establishing and maintaining internal controls to reasonably assure that assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and the valuation of costs and benefits requires ongoing estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Safekeeping/custody of owned and pledged securities,
- Clear delegation of authority,
- Competitive bidding,
- Written confirmation for all transactions, and
- Review, maintenance and monitoring of security procedures both manual and automated.

Internal Control Documents

The Treasurer-Investment Officer will establish a procedure with the County Auditor to prepare and provide investment documents for the accounting and auditing of all investments. The Treasurer-Investment Officer is subject to audit by the County Auditor.

Annual Audits

In accordance with PFIA Section 2256.005(m) the Treasurer-Investment Officer shall perform an annual internal compliance audit to assure compliance with requirements of this Policy and the PFIA. The Court will provide for an annual financial audit of all County funds by an independent auditing firm to include investments. The independent auditor will report the results of the audit to the Court.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain the cash flow requirements of the County. The Investment Officer will analyze ongoing cash needs and maintain a cash flow plan to monitor and forecast required cash positions for investment purposes.

Competitive Bidding

All security transactions will be made on a documented competitive bid basis to assure the County is receiving the best available market rates. A minimum of three bids/offers will be made on each investment with the exception of moving funds to a local government pool.

Monitoring Credit Ratings

The Act requires that securities requiring a specific credit rating must be liquidated if the rating falls below the minimum required rating. The Treasurer-Investment Officer shall take all prudent measures that are consistent with this policy to liquidate any investment that falls below accepted standards. The Treasurer-Investment Officer

shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio for which the policy requires a credit rating. The rating should be based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the Court of the loss of rating, and liquidation options within two days. Liquidation should be made within two weeks.

Monitoring FDIC Status for Mergers and Acquisitions

A merger or acquisition of banks reduces FDIC coverage. The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CD securities owned by the County based upon information from the FDIC (fdic.gov). If any bank has been acquired or merged with another bank in which brokered CDs are owned by the County, the Treasurer- Investment Officer shall immediately liquidate any brokered CD which places the County above the FDIC insurance level.

Delivery versus Payment

In accordance with PFIA Section 2256.005(b) (4) (e), all market securities shall be purchased and settled "Delivery vs. Payment" (DVP). By so doing, County funds are not released until the County has received the securities purchased.

Change in Authorization

County is not required to liquidate investments that were authorized investments at the time of purchase. Reinvestment of proceeds must be in authorized investments.

V. FINANCIAL COUNTERPARTIES

Depository

At least every four years, a banking services depository shall be selected through a competitive request for proposal/application or bid process in accordance with the Texas Local Government Code 116. In selecting a depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institutions shall be considered. The depository contract will provide for 105% market value collateral if balances exceed the FDIC insurance balance per tax identification number in accordance with this Policy.

All time and demand deposits in any depository of the County shall be insured or collateralized at all times in accordance with this Policy. (Section VI)

Other banking institutions, from which the County may purchase certificates of deposit or place interest bearing accounts, will also be designated as a depository for depository/collateral purposes and execute a depository/collateral agreement if the total funds exceed FDIC insurance.

All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required. The agreement will be executed under the terms of FIRREA (Financial Institutions Resource, Recovery and Enforcement Act).

Broker/Dealers

A list of broker/dealers will be submitted by the Treasurer annually with no less than three brokers/ dealers for authorization by the Court or its Investment Committee. Only these broker/dealers are authorized for purchases or sales of securities. The broker/dealers must meet all of the following requirements:

(a) provided proof of certification by the Financial Industry Regulatory Authority (FINRA),
(b) provided proof of current registration with the Texas State Securities Commission, and,
(c) completed the County Broker/Dealer questionnaire.

In accordance with PFIA Section 2256.025, the broker must be approved by the Court or Investment Advisory Committee as qualified and authorized to engage in investment transactions with the County. A current list of authorized brokers/dealers is an attachment to this Policy. (Attachment B)

A written copy of this investment policy shall be presented to any broker/dealer or bank from which the County buys an investment before the purchase.

Local Government Investment Pools Certification

In accordance with P FI A Section 2256.005 (k), a written copy of this investment policy shall be presented to any local government investment pool in which the County chooses to participate before funds are transferred to the pool. The pool shall execute a written instrument attesting that the qualified representative has:

(a) received and thoroughly reviewed the investment policy of the county; and
(b) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the county and the organization.

VI. DEPOSITORY COLLATERAL

Time and Demand Deposits Pledged Collateral and Collateral Custody

All bank time and demand deposits shall be collateralized above FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the pledging depository at 105% of market value of principal and accrued interest on deposits. The bank shall monitor and maintain the required margin on a daily basis.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository. The executed collateral agreement with the depository shall be approved by resolution of its Bank Board or Bank Loan Committee. The Custodian or bank shall provide a monthly report of collateral directly to the County.

All collateral shall be subject to inspection and audit by the County or its independent auditors.

Authorized Collateral

Only the following securities are authorized as collateral for time and demand deposits or repurchase agreements:

A. FDIC insurance coverage.
B. Obligations of the United States, its agencies or instrumentalities, or evidence of indebtedness of the United States guaranteed as to principal and interest including MBS and CMO which pass the bank test.
C. Obligations of any US state or of a county, city or other political subdivision of any state having been rated as investment grade no less than “A” or its equivalent by a nationally recognized rating agency.
D. Irrevocable Letter of Credit from the FHLB. Preference will be given to pledged collateral securities

The Treasurer-Investment Officer shall report to the Court with the bank's reported valuation of all collateral compared to all county deposits not less than quarterly. Collateral deficiencies should be identified and immediately corrected through direction to the bank for the additional of collateral deposit or reduction in the deposited funds.

VII. SAFEKEEPING/CUSTODY

All securities owned by the County are to be safekept by a safekeeping institution or custodian independent from the pledging bank. All safekeeping arrangements shall be approved by the Treasurer-Investment Officer and an agreement of the terms executed in writing. The independent third-party safekeeping agent shall be required to issue safekeeping receipts to the County listing each specific security, rate, description, maturity, cusip number, and other pertinent information.

Certificates of deposit are to be electronically documented by the bank and documentation maintained by the Treasurer-Investment Officer.

VIII. AUTHORIZED INVESTMENTS

Assets of the County may be invested only in the following instruments as further defined by the PFIA. If changes are made to the Act, they will not be authorized until this Policy is modified and adopted by the Commissioner's Court. All investment transactions will be made on a competitive basis. Purchases of any investment may be solicited orally, in writing, electronically, or in any combination of these methods. Competitive bidding and purchases shall be documented and documents retained by the Treasurer-Investment Officer.

A. Obligations of the United States Government, its agencies and instrumentalities with a maximum stated maturity of three years excluding all mortgage-backed securities.

B. Fully insured or collateralized depository certificates of deposit from banks in Texas, with a maximum maturity of two years insured by the Federal Deposit Insurance Corporation, or its successor, or collateralized in accordance with this Policy.

C. AAA-rated, Texas local government investment pools which strive to maintain a $1 net asset value (NAV) in accordance with the Act and authorized by resolution of the Court.

D. AAA-rated, SEC registered money market mutual funds striving to maintain a $1 net asset value (NAV).

E. Fully FDIC insured, brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the County's safekeeping agent, not to exceed one year to stated maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured. No broker may hold the security.

F. FDIC insured or collateralized interest bearing and money market accounts from any FDIC insured bank in Texas.

G. A1/P1 rated commercial paper with a stated maturity of 180 days.

H. General debt obligations of any US state or state political subdivision rated A or equivalent or better with a stated maturity not to exceed two years.

I. Share certificates of Texas credit unions are fully insured by the National Credit Union Share Insurance Fund not to exceed one year to stated maturity.

IX. INVESTMENT REPORTING AND PERFORMANCE EVALUATION

Quarterly Investment Reporting

In accordance with PFIA, Section 2256.023, not less than quarterly, the Treasurer-Investment Officer shall prepare and submit to the Commissioners' Court a written report giving detailed information on each portfolio and bank position and summary information to permit an informed outside reader to evaluate the performance of the investment program. The report will be submitted to the Court within a reasonable time after the end of the quarterly period. The report must:

1. contain a full description of each individual security or bank/pool position held at the end of the quarter including the amortized book and market value at the beginning and end of the quarter,
2. contain a summary statement of portfolio/sub-portfolio that states the:
   - (a) beginning market value for the reporting period;
   - (b) additions and changes to the investments during the period;
   - (c) ending market value for the period;
   - (d) fully accrued and earned interest for the reporting period;
   - (e) weighted average maturity of the total portfolio; and
   - (f) an allocation analysis of the total portfolio by market sector and maturity
3. state the book value and market value of each investment position at the end of the reporting period by the type of asset and fund type invested;
4. state the yield and maturity date of each investment position that has a maturity date;
5. state the account or fund or pooled group fund in the county for which each individual investment was acquired;
6. be prepared and signed by the Treasurer and each Investment Officer; and
7. state the compliance of the investment portfolio of the county as it relates to the PFIA and the County's Investment Policy.

Market Value Calculation

The Treasurer-Investment Officer shall obtain the market value of each security from independent sources on at least a monthly basis.

Notification of Investment Changes

The Treasurer-Investment Officer shall notify the Commissioners' Court and Investment Committee of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether defined or authorized by this policy.

X. ADOPTION OF INVESTMENT POLICY

The County's Investment Policy shall be reviewed and adopted by resolution of the Commissioner's Court no less than annually. Any changes made thereto must be noted in the adopting resolution.

Medina County Investment Policy

Attachment A

INVESTMENT ADVISORY COMMITTEE MEMBERS
Appointed October 2, 2026

Hon. Debra Graff, County Treasurer
Chairman, Investment Advisory Committee
1300 Avenue M, Rm. 121
Hondo Texas 78861

Jennifer Konegni, 1st Assistant County Auditor
1300 Avenue M, Rm. 139
Hondo, Texas 78861

Hon. David Lynch, County Commissioner Pct. 3
1300 Avenue M, Rm.148
Hondo, Texas 78861

Hon. Daniel Lawler, County Commissioner Pct. 4
1340 State Highway 173 N.
Devine, Texas 78016

Medina County Investment Policy

Attachment B

Approved Brokers/Dealers

APPROVED BROKER/DEALERS

FNC – Northeastern Financial Companies
FINRA # 17007
Daniel Miceli

Meeder Investment Management Broker Dealer List
David Shechtman
Nick Vaccari

For information purposes only:

The Commissioner's Court has approved resolutions for participation in the following Texas Local Government Investment Pools.

- Texpool
- Texas CLASS
- LOGIC
- Texas Connect

Approved Broker/Dealer List

6/30/2026

MEEDER
PUBLIC FUNDS

Broker/Dealer	Broker/Dealer
Academy Securities[2]	Loop Capital M arkets [2]
Alamo Capital [2]	MarketAxess Corporation
Arbor Research & Trading, LLC	Mizuho Securities[1] Moreton
Bank of America/Merrill Lynch[1]	Capital Markets Morgan
Barclays Capital lnc.[1]	Stanley[1]
Blaylock Van, LLC[2] BMO	Multi-Bank Securities[2]
Capital Markets [1] BNY	Oppenheimer
Capital Markets BOK	Piper Sandler & Co
Financial	PNC Capital Markets LLC
Brean Capital	Raymond James
Cantor Fitzgerald & Co.[1]	RBC Securities[1]
CastleOak Securities[2] Citigroup	Rice Financial
Global Markets lnc[1]	Robert W. Baird
D.A. Davidson	Santander US Capital M arkets [1]
Daiwa Capital Markets[1]	Siebert Williams Shank [2]
FHN Financial Goldman	Stephens Inc Stifel
Sachs & Co.[1]	Nicolaus StoneX
Great Pacific [2]	Group Inc. TD
Hilltop Securities	Securities[1]
Huntington Bank	Truist Securities Inc.
lnspereX (formerly lnCapital) Jane	UBS Financial [1]
Street	UMB Financial Services
Jefferies[1]	U.S. Bancorp Investments
JPMorgan Securitie s[1] Keybanc	Wells Fargo[1]
Capital Markets	

Note: Direct issuers of CP and CDs are considered to be approved counterparties if approved as an issuer.

1 Primary Government Securities Dealer
2 Minority, Woman owned, or Service Disabled-Veteran owned Enterprise

Medina County Investment Policy

Attachment C

Commissioner's Court Resolution

COMMISSIONER'S COURT RESOLUTION No. 2026-10-02-01

A RESOLUTION ADOPTING INVESTMENT POLICY, STRATEGY AND BROKER/DEALER LIST

· WHEREAS the Public Funds Investment Act (Texas Government Code, Chapter 2256 - the "PFIA") governs local government investment; and

WHEREAS the Public Fund Investment Act {Section 2256.00Sa) requires the Commissioner's Court to adopt an investment policy, investment strategies and broker/dealer list by rule, order, ordinance or resolution governing the investment of funds under its control; and

WHEREAS the Public Fund Investment Act {Section 2256.00Se), requires the resolution approving the policy, strategy and broker/dealers to record any changes made thereto; and

WHEREAS, the Commissioner's Court has chosen to make certain changes material to the Policy and Strategies in accord with the PFIA to include the following;

- Establishing a maximum weighted average maturity limit of one year as required by the PFIA
- Expanding the required strategies by fund type
- Added a section on internal and investment controls including competitive bidding, cash flow analysis, monitoring credits and monitoring mergers
- Expanded section on collateral controls and requirements and bank responsibilities including margins and reporting
- Added all statutory responsibilities of the Court
- Added training requirements for the Treasurer-Investment Officer
- Added authorized actions of the Investment Advisory Committee
- Added responsibilities for any non-discretionary investment advisor
- Added investment strategy for 'non-county funds'
- Eliminated Attachment containing PFIA for a state link for the law to ensure timeliness
- Added requirement for annual adoption of policy, strategy and broker/dealers
- Added requirement for authorization of training sources
- Clarified that the broker/dealer list does not include pools except for informational purposes

Because of the extensive reorganization of and additions to the Policy a redlined copy is attached hereto.

NOW, THEREFORE, BE IT RESOLVED That the County has complied with the requirements of the Public Funds

Investment Act and the Investment Policy, Strategy and Broker/Dealer List, as amended, attached hereto as Exhibit A, is hereby adopted as the Investment Policy of the County of Medina.

PASSED, ADOPTED AND APPROVED by County of Medina Commissioner's Cour this the 2nd day of October, 2026.

MEDINA COUNTY INVESTMENT POLICY SIGNATURES

_____
Keith Lutz
County Judge

_____
Jessica Cassstiglione
Commissioner Precinct 1

_____
Larry Sittre
Commissioner Precinct 2

_____
David Lynch
Commissioner Precinct 3

_____
Danny Lawler
Commissioner Precinct 4

ATTEST:

_____
Gina Champion, County Clerk

RESOLUTION No. 2026-10-02-02

A RESOLUTION APPROVING INVESTMENT TRAINING

WHEREAS, the Local Government Code 2256, the Public Fund Investment Act requires the County to provide training for the County Treasurer and all Court authorized Investment Officers; and

WHEREAS, the Public Fund Investment Act requires the Treasurer and the Investment Officer(s) of the County to attend investment training; and

WHEREAS, the County Commissioner's Court approves of the investment training course sponsored by the Texas Association of Counties; and

NOW, THEREFORE, BE IT RESOLVED by the Medina County Commissioner's Court That the County of Medina has complied with the requirements of the Public Funds for the authorization of training sources.

PASSED, ADOPTED AND APPROVED by the County of Medina Commissioner's Court this the 2nd day of October, 2026.

MEDINA COUNTY INVESTMENT POLICY SIGNATURES

_____
Keith Lutz
County Judge

_____
Jessica Cassstiglione
Commissioner Precinct 1

_____
Larry Sittre
Commissioner Precinct 2

_____
David Lynch
Commissioner Precinct 3

_____
Danny Lawler
Commissioner Precinct 4

ATTEST:

_____
Gina Champion, County Clerk

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 22.

Meeting Date: 10/02/2026
Item Title: Purchase - Sheriff's Office
Submitted By:

Summary of Request/Problem

Discuss and take possible action to approve the purchase of two (2) 2026 Chevrolet Silverado PPV vehicles with equipment and upfitting for the Medina County Sheriff's Office from Parkway Fleet Services, through BuyBoard Contract No. 724-23, in the amount of $64,113.15 each, for a total amount of $128,226.30, and ratify the purchase orders issued (Sheriff)

Recommendation/Action Requested and Justification

Attachments

Parkway Fleet Quote PARQ1036
Parkway Fleet Quote PARQ1037

Quote

Date:	09/16/2026
Quote:	PARQ1036

25550 TX-249
TOMBALL, TX 77375

Prepared For

MEDINA CO. SHERIFF
GILBER RODRERIGUEZ

801 AVE Y
HONDA, TX 78861
US

Prepared By:

EPAVLICEK

Part Number	QTY	Description	Price	Total Price
MPS63U-RBW	12.0	TRI COLOR,18-LED,RED/BLUE/WHIT	$ 113.10	$ 1,357.20
SIFMJS-TAH21-P3	1.0	SIFMJS,STOCKED	$ 1,239.11	$ 1,239.11
CNSMJ8R-P3C	1.0	CNSMJ8R,STOCKED	$ 796.90	$ 796.90
ES100C	1.0	SPKR,EMERG, 100W,PLASTIC,	$ 169.00	$ 169.00
PF200H	1.0	PATHFINDER,100/200W,HANDHELD	$ 1,342.90	$ 1,342.90
57-3955S	1.0	Silverado 1500 2019-2021, 1500 2023-2026 & 1500 LTD 2022 (Excl. ZR2 & 2019 1500 LD) W/Front Sensors	$ 926.52	$ 926.52
120 AMP TIMER	1.0	BLUE SEA 120 AMP TIMER	$ 175.00	$ 175.00
TINT3	1.0	ALL WINDOWS LIMO (NO BROW OR WINSHIELD)	$ 450.00	$ 450.00
415088	1.0	CHEVROLET 2500 RB LUVERNE DRIP STEPS	$ 450.00	$ 450.00
401445	1.0	LUVERNE CHEVROLET STEP BRACKETS	$ 0.00	$ 0.00
OBDCABLE20-5	1.0	OBDCABLE,GM-PF INTERFACE,2	$ 128.70	$ 128.70
EQUIP TOO CHEST	1.0	EQUIP TOOL CHEST,DIAMOND PLATE-ALUM-BLK-47X15X20	$ 420.00	$ 420.00
EXPMOD24	2.0	PATHFINDER 24-CHANNEL EXPANSIO	$ 243.10	$ 486.20
SHOP SUPPLIES	1.0	SHOP SUPLLIES	$ 325.00	$ 325.00
INSTALL	28.0	INSTALL	$ 125.00	$ 3,500.00
FREIGHT	1.0	FREIGHT	$ 400.00	$ 400.00
		SubTotal		$ 12,166.53
2026 SILVERADO PPV	1.0	2026 SILVERADO PPV-Buyboard (Silverado's) 724-23	$ 51,946.62	$ 51,946.62

25550 TX-249
TOMBALL, TX 77375

Quote

Date:	09/16/2026
Quote:	PARQ1036

Prepared For

MEDINA CO. SHERIFF
GILBER RODRERIGUEZ

801 AVE Y
HONDA, TX 78861
US

Prepared By:

EPAVLICEK

Subtotal	$ 64,113.15
Sales Tax	$ 0.00
Total	$ 64,113.15

Quote

Date:	09/16/2026
Quote:	PARQ1037

25550 TX-249
TOMBALL, TX 77375

Prepared For

MEDINA CO. SHERIFF
GILBER RODRERIGUEZ

801 AVE Y
HONDA, TX 78861
US

Prepared By:

EPAVLICEK

Part Number	QTY	Description	Price	Total Price
MPS63U-RBW	12.0	TRI COLOR,18-LED,RED/BLUE/WHIT	$ 113.10	$ 1,357.20
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CNSMJ8R-P3C	1.0	CNSMJ8R,STOCKED	$ 796.90	$ 796.90
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PF200H	1.0	PATHFINDER,100/200W,HANDHELD	$ 1,342.90	$ 1,342.90
57-3955S	1.0	Silverado 1500 2019-2021, 1500 2023-2026 & 1500 LTD 2022 (Excl. ZR2 & 2019 1500 LD) W/Front Sensors	$ 926.52	$ 926.52
120 AMP TIMER	1.0	BLUE SEA 120 AMP TIMER	$ 175.00	$ 175.00
TINT3	1.0	ALL WINDOWS LIMO (NO BROW OR WINSHIELD)	$ 450.00	$ 450.00
415088	1.0	CHEVROLET 2500 RB LUVERNE DRIP STEPS	$ 450.00	$ 450.00
401445	1.0	LUVERNE CHEVROLET STEP BRACKETS	$ 0.00	$ 0.00
OBDCABLE20-5	1.0	OBDCABLE,GM-PF INTERFACE,2	$ 128.70	$ 128.70
EQUIP TOO CHEST	1.0	EQUIP TOOL CHEST,DIAMOND PLATE-ALUM-BLK-47X15X20	$ 420.00	$ 420.00
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SHOP SUPPLIES	1.0	SHOP SUPLLIES	$ 325.00	$ 325.00
INSTALL	28.0	INSTALL	$ 125.00	$ 3,500.00
FREIGHT	1.0	FREIGHT	$ 400.00	$ 400.00
		SubTotal		$ 12,166.53
2026 SILVERADO PPV	1.0	2026 SILVERADO PPV-Buyboard (Silverado's) 724-23	$ 51,946.62	$ 51,946.62

25550 TX-249
TOMBALL, TX 77375

Quote

Date:	09/16/2026
Quote:	PARQ1037

Prepared For

MEDINA CO. SHERIFF
GILBER RODRERIGUEZ

801 AVE Y
HONDA, TX 78861
US

Prepared By:

EPAVLICEK

Subtotal	$ 64,113.15
Sales Tax	$ 0.00
Total	$ 64,113.15

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 23.

Meeting Date: 10/02/2026
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

MEDINA COUNTY TREASURER

October 2, 2026
A/P INVOICES OVER $10,000.00

	AMAZON		
VARIOUS	DEPT EXPENSES	$	12,525.86
	CITY OF CASTROVILLE		
81 FUND	CITY OF CASTROVILLE TIRZ AD VALOREM TAX YR 2025	$	69,528.31
	ERGON ASPHALT & EMULSIONS, INC.		
21 FUND	PCT#1 R&B MTL STOCK	$	4,999.80
18 FUND	PCT#2 DEMURRAGE CR 4615	$	225.00
23 FUND	PCT#3 DEMURRAGE STOCK/CR 642	$	850.00
24 FUND	PCT#4 R&B MTL STOCK/764	$	18,712.91
		$	24,787.71
	FIVE STAR CORRECTIONAL SERVICES, INC		
12 FUND	JAIL GROCERIES 9/3/26-9/16/26	$	10,116.96
	GEORGE'S CREEK PROPERTIES, LLC		
131 FUND	PDO MONTHLY PAYMENT OCT 2026	$	14,533.27
	GOLDEN WEST OIL CO.		
22 FUND	PCT#2 FUEL	$	6,330.84
23 FUND	PCT#3 FUEL	$	7,272.86
		$	13,603.70
	HTS VOICE & DATA		
12 FUND	MONTHLY PAYMENT SEP 2026	$	29,895.50
12 FUND	OFFICE G1/G3 LIC TIER 3 SECURITY SEP 2026	$	14,342.63
12 FUND	WHITE GLOVE VOICE SUPPORT SEP 2026	$	978.00
		$	45,216.13
	MEDINA COUNTY ECONOMIC DEVELOPMENT FOUNDATION,INC.		
12 FUND	2026 GOLD LEVEL INVESTOR	$	50,000.00
	MEDINA COUNTY TREASURER		
81 FUND	CITY OF CASTROVILLE TIRZ AD VALOREM TAX YR 2025	$	32,536.56
125 FUND	WIC INDIRECT COSTS AUG 2026	$	2,969.00
131 FUND	HCRPDO G1/G3 LICENSES AUG 2026	$	1,318.00
12 FUND	HAZARDS GRANT MATCH AUG 2026	$	862.50
125 FUND	WIC G1/G3 LICENSES AUG 2026	$	564.00
12 FUND	REPLENISH GRAND JURY DONATIONS 9/14/26	$	290.00
131 FUND	HCRPDO MH COUNTY CONTRIBUTION AUG 2026	$	178.00
		$	38,718.06
	RING CENTRAL		
131 FUND	PDO TELEPHONE SERVICES AUG 2026-AUG 2027	$	12,744.83
	SOUTH TEXAS REFUSE DISPOSAL, INC		
12 FUND	LANDFILL OCT 2026	$	12,000.00
	SOUTHWEST PUBLIC SAFETY		
12 FUND	S/O 2 CID 2026 CHEVY TRUCK OUTFITTING	$	23,887.72

October 2, 2026
A/P INVOICES OVER $10,000.00

	THOMSON REUTERS		
12 FUND	C/CLK LEGAL BOOKS	$	888.00
12 FUND	C/ADMIN LEGAL BOOKS	$	296.00
25 FUND	LAW LIB DATABASE CHARGES AUG 2026	$	5,571.42
121 FUND	PDO LEGAL BOOKS	$	5,900.00
		$	12,655.42
	TURN KEY HEALTH CLINICS		
12 FUND	JAIL MONTHLY MEDICAL ADMIN OCT 2026	$	26,671.63
	TYLER TECHNOLOGIES, INC.		
12 FUDN	S/O AVL/CAD/MOBILE CLIENT MAINT 10/1/26-9/30/27	$	91,139.73
12 FUND	HR TIME & ATT MAINT/LIC 11/1/26-10/31/27	$	4,066.02
		$	95,205.75
	*****WIRES*****		
125 FUND	702 TEJAS	$	1,800.00
12 FUND	AMERICAN TOWER	$	1,401.97
		$	3,201.97
	ADD-ON		
	EWALD KUBOTA INC		
22 FUND	PCT#2 EQUIPMENT		$23,217.52

Name	COUNTY OF MEDINA PCT 2
Address	8366 FM 471 S
City	CASTROVILLE TX 78009
Phone	210-667-6186
Email	JAMESBORREMANS@MEDINATX.GOV
P.O. No.	PO 01197

EWALD KUBOTA

www.ewaldkubota.com

Invoice Number:	UB01109
DIS Address:	05300
Salesman:	Brad McDanel
County of First Use:	MEDINA
Store Location:	Boerne
Office Phone:	(210) 872-8728

Model	Stock No.	Equipment Description	Serial No.	Sale Price
RC5710		LAND PRIDE 10 FOOT OFFSET ROTARY CUTTER	2543274	$33,564.00
		SOURCEWELL DISCOUNT MEMBER NUMBER 39206		($10,596.48)
		SUB NUMBER 8937		
		PURCHASE ORDER MUST BE ISSUED TO THE SELLING DEALER		
		0		

Additional Options	Stock No.	Sale Price

Trailer	Stock No.	Equipment Description	Serial No.	Sale Price
			Trailer Taxes and Fees:	

Optional Extended Warranty/K-Maint. 0	
Ext. Warranty Declined by Customer	
K-Maintenance Declined by Customer	

Trade Description	Stock No.	Value	Less Lien	Allowance

I certify there is no lien or encumbrance of any kind, other than noted above, against the property listed for trade.

Any warranties on products sold are those of the manufacturer. Ewald Kubota disclaims all warranties including any implied warranty of fitness for a particular purpose. Used equipment is sold as-is with no warranty implied.

Agricultural Exemption Certificate

I certify the items on this invoice are for exclusive use on a farm or ranch in the production of agriculture products for sale. I understand if these items are not used exclusively in this manner, I will be liable for the tax, penalty and interest.

Ag/Timber Number: _____

Signature: _____ **Date:** _____

Total Sale Price	**$22,967.52**
Trade Allowance	$0.00
Subtotal	$22,967.52
Sales Tax	$0.00
TERP Tax	$0.00
Heavy Equip. Tax	$0.00
Delivery/Other	$250.00
Total Net Sale Price	**$23,217.52**
Down Payment	$0.00
Prep/UCC Fee	$0.00
Sub-Total	$23,217.52
Insurance	$0.00
Total	**$23,217.52**

Cash

Please Remit To: Ewald Kubota
29171 W IH 10
Boerne, TX 78006

Medina County, TX

Expense Approval Report
By Fund

Payment Dates 10/2/2026 - 10/2/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 012 - GENERAL FUND					
Department: 401 - COUNTY ADMINISTRATION					
ASSOCIATED TEXAS NEWSPAP	72487	09/30/2026	C/ADMIN DISPLAY AD PUBLIC	012-401-4408	252.00
ASSOCIATED TEXAS NEWSPAP	72488	09/30/2026	C/ADMIN DISPLAY AD PUBLIC	012-401-4408	264.00
THOMSON REUTERS-WEST PU	854010965	09/30/2026	ACCT#1000680414 C/ADM JO	012-401-4330	296.00
THE DEVINE NEWS INC.	INV0018515	09/30/2026	C/ADMIN PUB NTC SALARY IN	012-401-4408	315.00
THE DEVINE NEWS INC.	INV0018516	09/30/2026	C/ADMIN PUB NTC TAX RATE	012-401-4408	320.00
				Department 401 - COUNTY ADMINISTRATION Total:	**1,447.00**
Department: 403 - COUNTY CLERK					
ASHLEY BELL DBA BOEHLE SIG	4503	09/30/2026	C/CLK BUSINESS CARDS	012-403-4310	45.00
BOJORQUEZ LAW FIRM, PC	15373	09/30/2026	MEDINA COUNTY SPECIAL CO	012-403-4408	5,533.73
THOMSON REUTERS-WEST PU	854010819	09/30/2026	ACCT#1000431794 C/CLK LEG	012-403-4330	888.00
MULTI SERVICE TECHNOLOGY	9AC41DED	09/30/2026	C/CLK MARKERS/COPYPAPER	012-403-4310	39.42
MULTI SERVICE TECHNOLOGY	9AC41DED	09/30/2026	C/CLK TISSUES/CLEANER	012-403-4330	53.20
				Department 403 - COUNTY CLERK Total:	**6,559.35**
Department: 404 - HUMAN RESOURCES					
JPMORGAN CHASE BANK NA	5648306230001	09/30/2026	ACCT#9565 PEPES HR STAFF	012-404-4981	3.67
JPMORGAN CHASE BANK NA	5648306230001	09/30/2026	ACCT#9565 PEPES HR STAFF	012-404-4981	44.45
JPMORGAN CHASE BANK NA	5648300057001	10/02/2026	ACCT#9565 KALAHARI HR CO	012-404-4435	240.35
JPMORGAN CHASE BANK NA	5648301592001	10/02/2026	ACCT#9565 KALAHARI HR CO	012-404-4435	240.35
TYLER TECHNOLOGIES, INC.	CI100-00323707	10/02/2026	HR TIME & ATT MAINT/LLIC 1	012-404-4419	4,066.02
				Department 404 - HUMAN RESOURCES Total:	**4,594.84**
Department: 407 - NON DEPARTMENTAL					
TONDRE-GUINN FUNERAL HO	INV0018488	09/30/2026	NON-DEPT TRANSPORTATION	012-407-4415	450.00
BEXAR COUNTY CLERK	INV0018495	09/30/2026	CAUSE#2026MH01410 E.Z.	012-407-4475	683.00
BOJORQUEZ LAW FIRM, PC	15373	09/30/2026	MEDINA COUNTY SPECIAL CO	012-407-4408	368.00
MEDINA COUNTY TREASURER	INV0018494	09/30/2026	HAZARDS GRANT MATCH AUG	012-407-4498	862.50
DESTINY SOFTWARE, INC.	5582	09/30/2026	AGENDA QUICK HOSTED SERV	012-407-4419	6,300.00
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	JAIL COURTROOM	012-407-4419	160.64
JPMORGAN CHASE BANK NA	5636049832001	09/30/2026	ACCT#5632 USPS D/A POSTAG	012-407-4395	12.09
FED EX ACCT#1429-3489-2	9-448-78676	09/30/2026	ACCT#1429-3489-2 D/A POST	012-407-4395	33.79
HORIZON TELEPHONE SYSTE	213176	09/30/2026	MONTHLY PAYMENT SEP 2026	012-407-4419	29,895.50
HORIZON TELEPHONE SYSTE	213178	09/30/2026	OFFICE G1/G3 LIC TIER 3 SECU	012-407-4495	14,342.63
JPMORGAN CHASE BANK NA	5638361069001	09/30/2026	ACCT#2131 ZULTY CLOUD FAIL	012-407-4480	1,003.03
TOSHIBA AMERICA BUSINESS	590540167	09/30/2026	#22022340 CONTR#0724165	012-407-4419	153.34
FED EX ACCT#1348-7965-3	9-457-11780	09/30/2026	ACCT#1348-7965-3 S/O POST	012-407-4395	31.52
FED EX ACCT#1429-3489-2	9-457-59729	09/30/2026	ACCT#1429-3489-2 D/A POST	012-407-4395	36.89
FED EX ACCT#1429-3489-2	9-467-09198	09/30/2026	ACCT#1429-3489-2 D/A POST	012-407-4395	19.75
TEXAS ASSOCIATION OF COU	103521	10/02/2026	2026 ANNUAL COUNTY MEM	012-407-4472	1,560.00
MEDINA COUNTY ECONOMIC	INV0018485	10/02/2026	2026 GOLD LEVEL INVESTOR	012-407-4419	50,000.00
QUADIENT, INC.	Q2528635	10/02/2026	ACCT#01406658 PTS LEASE#N	012-407-4419	227.34
SOUTH TEXAS REFUSE DISPOS	OCT26	10/02/2026	HONDO LANDFILL OCT 2026	012-407-4413	2,000.00
SOUTH TEXAS REFUSE DISPOS	OCT26	10/02/2026	DHANIS LANDFILL OCT 2026	012-407-4413	2,000.00
SOUTH TEXAS REFUSE DISPOS	OCT26	10/02/2026	CASTROVILLE LANDFILL OCT 2	012-407-4413	2,000.00
SOUTH TEXAS REFUSE DISPOS	OCT26	10/02/2026	YANCEY LANDFILL OCT 2026	012-407-4413	2,000.00
SOUTH TEXAS REFUSE DISPOS	OCT26	10/02/2026	LACOSTE LANDFILL OCT 2026	012-407-4413	2,000.00
SOUTH TEXAS REFUSE DISPOS	OCT26	10/02/2026	DEVINE LANDFILL OCT 2026	012-407-4413	2,000.00
HILL COUNTRY MHDD CENTER	OCT26	10/02/2026	MONTHLY PAYMENT OCT 202	012-407-4620	608.10
				Department 407 - NON DEPARTMENTAL Total:	**118,748.12**
Department: 426 - COUNTY COURT AT LAW					
AMAZON.COM SALES, INC. DB	1MY3-TLRN-L4TC	09/30/2026	CCL OFFICE SUPPLIES	012-426-4310	270.27
AMAZON.COM SALES, INC. DB	1MY3-TLRN-L4TC	09/30/2026	CCL GENERAL SUPPLIES	012-426-4330	213.80
AMAZON.COM SALES, INC. DB	1MY3-TLRN-L4TC	09/30/2026	CCL JUROR SNACKS	012-426-4477	18.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	CCL	012-426-4419	154.26
BCC LANGUAGES LLC	260712	09/30/2026	CCL INTERPRETATION	012-426-4409	475.55
JPMORGAN CHASE BANK NA	5648852435001	09/30/2026	ACCT#0171 PMC CCL CONF P	012-426-4435	73.57
JPMORGAN CHASE BANK NA	5648867753001	09/30/2026	ACCT#0171 DALLAS FT CCL CO	012-426-4435	612.48
CURIEL, SHANNA	INV0018435	09/30/2026	CCL CONF MILEAGE REIMB 9/	012-426-4426	492.48
CURIEL, SHANNA	INV0018435	09/30/2026	CCL CONF MEAL REIMB 9/8/2	012-426-4435	226.60
BCC LANGUAGES LLC	260723	09/30/2026	CCL INTERPRETATION	012-426-4409	240.00
BCC LANGUAGES LLC	260725	09/30/2026	CCL INTERPRETATION	012-426-4409	240.00
FAULK, GLENN D.	0023	10/02/2026	CCL MONTHLY GUARDIANSHI	012-426-4401	500.00
			Department 426 - COUNTY COURT AT LAW Total:		**3,518.00**
Department: 435 - DISTRICT COURT					
TOSHIBA AMERICA BUSINESS	S90302840	09/30/2026	DISTRICT JUDGE	012-435-4419	48.65
SONJA SIMS DBA SIMS & PUR	INV0018490	09/30/2026	CAUSE#26-01-30107-CV MEDI	012-435-4401	500.00
ODUKOYA,OLUTOMI	INV0018489	09/30/2026	CAUSE#26-04-30237-CV	012-435-4491	495.00
MEDINA COUNTY TREASURER	INV0018492	09/30/2026	REPLENISH GRAND JURY DON	012-435-4477	290.00
CHRISTIAN RENE NEUMANN	6012	09/30/2026	ISAAC NIRA	012-435-4492	975.00
CHRISTIAN RENE NEUMANN	6012	09/30/2026	ISAAC NIRA	012-435-4492	975.00
CHRISTIAN RENE NEUMANN	6019	09/30/2026	CHARLES LYNDE	012-435-4492	265.00
CHRISTIAN RENE NEUMANN	6019	09/30/2026	CHARLES LYNDE	012-435-4492	265.00
CHRISTIAN RENE NEUMANN	6019	09/30/2026	CHARLES LYNDE	012-435-4492	265.00
CHRISTIAN RENE NEUMANN	6019	09/30/2026	CHARLES LYNDE	012-435-4492	265.00
CHRISTIAN RENE NEUMANN	6019	09/30/2026	CHARLES LYNDE	012-435-4492	265.00
CHRISTIAN RENE NEUMANN	6019	09/30/2026	CHARLES LYNDE	012-435-4492	265.00
CHRISTIAN RENE NEUMANN	6019	09/30/2026	CHARLES LYNDE	012-435-4492	265.00
CHRISTIAN RENE NEUMANN	6019	09/30/2026	CHARLES LYNDE	012-435-4492	825.00
HULSE, STANLEY O.	6028	09/30/2026	DANIEL GONZALES	012-435-4492	100.00
HULSE, STANLEY O.	6028	09/30/2026	DANIEL GONZALES	012-435-4492	555.00
HULSE, STANLEY O.	6028	09/30/2026	DANIEL GONZALES	012-435-4492	65.00
HULSE, STANLEY O.	6029	09/30/2026	DANIEL GONZALES	012-435-4492	265.00
HULSE, STANLEY O.	6029	09/30/2026	DANIEL GONZALES	012-435-4492	100.00
LINDSEY, ANGELA SAAD DBA T	6030	09/30/2026	DARREL KOLESAR JR	012-435-4492	265.00
LINDSEY, ANGELA SAAD DBA T	6030	09/30/2026	DARREL KOLESAR JR	012-435-4492	825.00
LINDSEY, ANGELA SAAD DBA T	6031	09/30/2026	NERI DELEON	012-435-4492	975.00
LINDSEY, ANGELA SAAD DBA T	6032	09/30/2026	NERI DELEON	012-435-4492	265.00
LINDSEY, ANGELA SAAD DBA T	6033	09/30/2026	NERI DELEON	012-435-4492	265.00
CARDWELL, ERIC	1427	09/30/2026	D/CRT COMPETENCY EVALUA	012-435-4401	1,000.00
DANFORD, HAROLD	INV0018514	09/30/2026	CAUSE#25-09-15727-CR	012-435-4401	1,100.00
			Department 435 - DISTRICT COURT Total:		**11,743.65**
Department: 450 - DISTRICT CLERK					
JPMORGAN CHASE BANK NA	5645338470001	09/30/2026	ACCT#3071 WALMART D/CLK	012-450-4330	139.42
TEXAS DISTRICT COURT ALLIA	INV0018496	10/02/2026	D/CLK TDCA CONF 10/20/26-	012-450-4435	75.00
TEXAS DISTRICT COURT ALLIA	INV0018497	10/02/2026	D/CLK TDCA CONF 10/20/26-	012-450-4435	75.00
			Department 450 - DISTRICT CLERK Total:		**289.42**
Department: 455 - JUSTICE OF THE PEACE 1					
JPMORGAN CHASE BANK NA	5643735712001	10/02/2026	ACCT#5149 SOUTH TEXAS JP#	012-455-4435	206.50
JPMORGAN CHASE BANK NA	5643737201001	10/02/2026	ACCT#5149 SOUTH TEXAS JP#	012-455-4435	206.50
JPMORGAN CHASE BANK NA	5643737694001	10/02/2026	ACCT#5149 SOUTH TEXAS JP#	012-455-4435	206.50
TEXAS STATE UNIVERSITY	30680	10/02/2026	JP#1 CONF 3/2/27-3/4/27 D.T	012-455-4435	375.00
			Department 455 - JUSTICE OF THE PEACE 1 Total:		**994.50**
Department: 456 - JUSTICE OF THE PEACE 2					
AMAZON.COM SALES, INC. DB	13N1-DTYQ-7RMF	09/30/2026	JP#2 TONER	012-456-4310	61.99
AMAZON.COM SALES, INC. DB	1LWJ-H3W3-7GG3	09/30/2026	JP#2 NOTEPADS/POSTITS	012-456-4310	41.32
AMAZON.COM SALES, INC. DB	1LWJ-H3W3-7GG3	09/30/2026	JP#2 OFFICE CHAIR	012-456-4330	227.77
JPMORGAN CHASE BANK NA	56538/37526001	10/02/2026	ACCT#9007 TJCTC JP#2 CONF	012-456-4435	375.00
			Department 456 - JUSTICE OF THE PEACE 2 Total:		**706.08**
Department: 457 - JUSTICE OF THE PEACE 3					
AMAZON.COM SALES, INC. DB	13HW-4XTK-HDFC	09/30/2026	JP#3 MOUSE PAD/STAPLER RE	012-457-4310	26.87
JPMORGAN CHASE BANK NA	56S3772358001	10/02/2026	ACCT#8603 TJCTC JP#3 CONF	012-457-4435	75.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JPMORGAN CHASE BANK NA	5653773829001	10/02/2026	ACCT#8603 TJCTC JP#3 CONF	012-457-4435	75.00
			Department 457 - JUSTICE OF THE PEACE 3 Total:		**176.87**
Department: 458 - JUSTICE OF THE PEACE 4					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	JP#4	012-458-4419	154.26
TEXAS STATE UNIVERSITY	30545	10/02/2026	JP#4 LODGING 03/02/27-03/0	012-458-4435	200.00
TEXAS STATE UNIVERSITY	30545	10/02/2026	JP#4 CONF REG 03/02/27-03/	012-458-4435	175.00
TEXAS STATE UNIVERSITY	30546	10/02/2026	JP#4 CONF REG 3/2/27-3/4/2	012-458-4435	175.00
TEXAS STATE UNIVERSITY	30546	10/02/2026	JP#4 CONF LODGING 3/2/27-3	012-458-4435	200.00
TEXAS STATE UNIVERSITY	30578	10/02/2026	JP#4 LODGING 3/2/27-3/4/27	012-458-4435	200.00
TEXAS STATE UNIVERSITY	30578	10/02/2026	JP#4 CONF REG 3/2/27-3/4/2	012-458-4435	175.00
			Department 458 - JUSTICE OF THE PEACE 4 Total:		**1,279.26**
Department: 476 - DISTRICT ATTORNEY					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	D/A	012-476-4419	391.19
			Department 476 - DISTRICT ATTORNEY Total:		**391.19**
Department: 490 - ELECTIONS					
HART INTERCIVIC, INC.	INV008273	09/30/2026	ELEC RMA SHIPPING/HANDLI	012-490-4452	40.00
ODP BUSINESS SOLUTIONS, LL	480588018001	09/30/2026	ELEC TONER	012-490-4310	413.69
ODP BUSINESS SOLUTIONS, LL	480026170001	09/30/2026	ELEC ENVELOPES	012-490-4310	43.22
AMAZON.COM SALES, INC. DB	1TQM-69NG-4CT1	09/30/2026	ELEC LAPTOP SLEEVE	012-490-4330	241.85
OFFICE OF THE ATTORNEY GE	72132761	10/02/2026	ELEC CONF 12/3/26-12/4/26 J	012-490-4435	415.00
OFFICE OF THE ATTORNEY GE	72132771	10/02/2026	ELEC CONF 12/3/26-12/4/26	012-490-4435	415.00
			Department 490 - ELECTIONS Total:		**1,568.76**
Department: 495 - COUNTY AUDITOR					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	AUDITOR	012-495-4419	160.64
			Department 495 - COUNTY AUDITOR Total:		**160.64**
Department: 497 - COUNTY TREASURER					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	TREASURER	012-497-4419	171.94
CASTROVILLE STATE BANK	OCTOBER	10/02/2026	TREAS POSITIVE PAY SERVICE	012-497-4401	20.00
			Department 497 - COUNTY TREASURER Total:		**191.94**
Department: 499 - COUNTY TAX ASSESSOR					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	TAX OFFICE	012-499-4419	328.19
			Department 499 - COUNTY TAX ASSESSOR Total:		**328.19**
Department: 511 - HONDO BLD & GROUNDS					
ULINE, INC.	212616491	09/30/2026	H/BLD SCAFFOLD	012-511-4510	626.69
ALSATIAN AIR, LLC DBA LONES	49836357	09/30/2026	H/BLD REFRIGERANT PTS	012-511-4453	238.00
ULINE, INC.	212805452	09/30/2026	H/BLD SCAFFOLD	012-511-4510	1,210.91
WESTBOUND SUPPLY LLC	3018564	09/30/2026	H/BLD GASKET	012-511-4330	24.80
HORIZON TELEPHONE SYSTE	213174	09/30/2026	HONDO ANNEX/COURTHOUS	012-511-4419	327.00
HORIZON TELEPHONE SYSTE	213174	09/30/2026	AGRILIFE	012-511-4419	15.00
HORIZON TELEPHONE SYSTE	213174	09/30/2026	TAX OFFICE	012-511-4419	57.00
HORIZON TELEPHONE SYSTE	213174	09/30/2026	D/A	012-511-4419	90.00
HORIZON TELEPHONE SYSTE	213174	09/30/2026	GO MEDINA	012-511-4419	3.00
SERVICE INDUSTRIAL, INC. DB	0436906	09/30/2026	ACCT#24548-24548 H/BLD U	012-511-4206	54.09
SERVICE INDUSTRIAL, INC. DB	0436906	09/30/2026	ACCT#24548-24548 EXT SVC	012-511-4330	85.81
RNETWORKS	312	09/30/2026	H/BLD CAMERA TEST TAX	012-511-4453	195.00
CINTAS CORPORATION NO. 2	4282183086	09/30/2026	ACCT#13024009 C/H GENERA	012-511-4330	125.63
CINTAS CORPORATION NO. 2	4282183116	09/30/2026	ACCT#16239360 ANNEX UNIF	012-511-4206	70.20
CINTAS CORPORATION NO. 2	4282183116	09/30/2026	ACCT#16239360 ANNEX GEN	012-511-4330	295.18
CINTAS CORPORATION NO. 2	4282183122	09/30/2026	ACCT#16466645 TAX GENERA	012-511-4330	122.45
CINTAS CORPORATION NO. 2	4282183130	09/30/2026	ACCT#18995144 WIC GENERA	012-511-4330	70.59
CINTAS CORPORATION NO. 2	4282183137	09/30/2026	ACCT#23516153 D/A GENERA	012-511-4330	131.10
CINTAS CORPORATION NO. 2	4282183163	09/30/2026	ACCT#16239548 A/PROB GEN	012-511-4330	71.86
CINTAS CORPORATION NO. 2	4282183192	09/30/2026	ACCT#23521747 PTS GENERA	012-511-4330	47.90
CINTAS CORPORATION NO. 2	4282183202	09/30/2026	ACCT#16466684 J/PROB GEN	012-511-4330	62.93
BETA TECHNOLOGY, INC.	INV16021	09/30/2026	ACCT#MEDI11 H/BLD CLEANE	012-511-4330	456.00
SERVICE INDUSTRIAL, INC. DB	0438154	09/30/2026	ACCT#24548-24548 H/BLD U	012-511-4206	81.09
SERVICE INDUSTRIAL, INC. DB	0438154	09/30/2026	ACCT#24548-24548 EXT SVC	012-511-4330	85.81
HUDSON ELEVATOR LLC	1536	09/30/2026	H/BLD SERVICE CALL ANNEX	012-511-4453	615.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ALSATIAN AIR, LLC DBA LONES	50181315	09/30/2026	H/BLD RESET VOLTAGE	012-511-4453	75.00
JPMORGAN CHASE BANK NA	5653794365001	09/30/2026	ACCT#0352 WALMART H/BLD	012-511-4330	55.61
CINTAS CORPORATION NO. 2	4282833546	09/30/2026	ACCT#16466645 TAX GENERA	012-511-4330	122.45
CINTAS CORPORATION NO. 2	4282833548	09/30/2026	ACCT#23516153 D/A GENERA	012-511-4330	131.10
CINTAS CORPORATION NO. 2	4282833571	09/30/2026	ACCT#16239360 ANNEX UNIF	012-511-4206	70.20
CINTAS CORPORATION NO. 2	4282833571	09/30/2026	ACCT#16239360 ANNEX GEN	012-511-4330	295.18
CINTAS CORPORATION NO. 2	4282833594	09/30/2026	ACCT#13024009 C/H GENERA	012-511-4330	125.63
CINTAS CORPORATION NO. 2	4282833616	09/30/2026	ACCT#18995144 WIC GENERA	012-511-4330	70.59
CINTAS CORPORATION NO. 2	4282833642	09/30/2026	ACCT#16239548 A/PROB GEN	012-511-4330	71.86
CINTAS CORPORATION NO. 2	4282833663	09/30/2026	ACCT#16466684 J/PROB GEN	012-511-4330	62.93
CINTAS CORPORATION NO. 2	4282833673	09/30/2026	ACCT#16466745 E/MGMT &	012-511-4330	63.33
TUTTLE MOTOR COMPANY IN	LSK-13004	09/30/2026	H/BLD PLUG	012-511-4452	6.36
ALSATIAN AIR, LLC DBA LONES	50264141	09/30/2026	H/BLD CIRCUIT	012-511-4453	133.00
ALSATIAN AIR, LLC DBA LONES	50265795	09/30/2026	H/BLD CAPACITOR	012-511-4453	454.00
SERVICE INDUSTRIAL, INC. DB	0439374	09/30/2026	ACCT#24548-24548 H/BLD U	012-511-4206	27.09
SERVICE INDUSTRIAL, INC. DB	0439374	09/30/2026	ACCT#24548-24548 EXT SVC	012-511-4330	85.81
A-ZAP PEST CONTROL LLC DB	280679	09/30/2026	ACCT#25231 1112 18TH ST PE	012-511-4453	85.00
A-ZAP PEST CONTROL LLC DB	280712	09/30/2026	ACCT#12779 1302 14TH ST PE	012-511-4453	45.00
A-ZAP PEST CONTROL LLC DB	280714	09/30/2026	ACCT#18926 1300 AVE M PES	012-511-4453	169.00
A-ZAP PEST CONTROL LLC DB	280715	09/30/2026	ACCT#25473 1502 AVE M PES	012-511-4453	85.00
ZINSMEYER, DARREN DBA ZIN	4590	09/30/2026	H/BLD REPLACE SURGE PROTE	012-511-4453	5,539.04
AMAZON.COM SALES, INC. DB	1GQF-CHR4-1WFR	09/30/2026	H/BLD BATTERIES	012-511-4330	48.75
JESUS R. MORENO DBA MORE	3388	09/30/2026	H/BLD TIRE REPAIR V#4524	012-511-4451	20.00
CALEB ENVIRONMENTAL COR	14136	10/02/2026	A/PROB LAWN MAINTENANC	012-511-4419	564.81
CALEB ENVIRONMENTAL COR	14137	10/02/2026	ANNEX LAWN MAINTENANCE	012-511-4419	1,516.34
CALEB ENVIRONMENTAL COR	14138	10/02/2026	J/PROB LAWN MAINTENANCE	012-511-4419	543.01
CALEB ENVIRONMENTAL COR	14139	10/02/2026	C/H LAWN MAINTENANCE PA	012-511-4419	1,610.99
CALEB ENVIRONMENTAL COR	14141	10/02/2026	DAWICH LAWN MAINTENANC	012-511-4419	208.86
ELITE LIGHTING DESIGNS, INC.	15137	10/02/2026	2026 HOLIDAY ROOFLINE BLD	012-511-4401	310.00
ELITE LIGHTING DESIGNS, INC.	15138	10/02/2026	2026 HOLIDAY MEDINA COUN	012-511-4401	678.21
ELITE LIGHTING DESIGNS, INC.	15139	10/02/2026	2026 HOLIDAY MEDINA C/H 5	012-511-4401	4,607.50
ELITE LIGHTING DESIGNS, INC.	15140	10/02/2026	2026 HOLIDAY ROOFLINE BLD	012-511-4401	302.50
ELITE LIGHTING DESIGNS, INC.	15141	10/02/2026	MEDINA COUNTY EXT SVC OF	012-511-4401	120.00
			Department 511 - HONDO BLD & GROUNDS Total:		**23,467.19**
Department: 512 - CASTROVILLE BLD & GROUNDS					
HORIZON TELEPHONE SYSTE	213174	09/30/2026	C/BLD	012-512-4419	39.00
CINTAS CORPORATION NO. 2	4282504612	09/30/2026	ACCT#13023987 C/BLD GENE	012-512-4330	645.06
DG INVESTMENT INTERMEDIA	W3127265	09/30/2026	C/BLD FIRE ALARM SYSTEMS	012-512-4453	547.00
4 WINDS AC AND HEATING	18230	09/30/2026	C/BLD DIAGNOSTIC ANALYSIS	012-512-4453	100.00
CINTAS CORPORATION NO. 2	4283274530	09/30/2026	ACCT#13023987 C/BLD GENE	012-512-4330	645.06
			Department 512 - CASTROVILLE BLD & GROUNDS Total:		**1,976.12**
Department: 514 - DEVINE BLD & GROUNDS					
HORIZON TELEPHONE SYSTE	213174	09/30/2026	D/BLD	012-514-4419	51.00
HORIZON TELEPHONE SYSTE	213174	09/30/2026	DEVINE DPS	012-514-4419	60.00
CINTAS CORPORATION NO. 2	4282495588	09/30/2026	ACCT#15460614 D/BLD UNIF	012-514-4206	40.17
CINTAS CORPORATION NO. 2	4282495588	09/30/2026	ACCT#15460614 D/BLD GENE	012-514-4330	219.20
DG INVESTMENT INTERMEDIA	W3130626	09/30/2026	D/BLD FIRE ALARM SYSTEMS	012-514-4453	559.50
CINTAS CORPORATION NO. 2	4283270183	09/30/2026	ACCT#15460614 D/BLD UNIF	012-514-4206	40.17
CINTAS CORPORATION NO. 2	4283270183	09/30/2026	ACCT#15460614 D/BLD GENE	012-514-4330	121.59
			Department 514 - DEVINE BLD & GROUNDS Total:		**1,091.63**
Department: 515 - COUNTY JAIL					
FASPSYCH, LLC	083126028	09/30/2026	JAIL PROVISION OF MED STAF	012-515-4419	6,365.00
FASPSYCH, LLC	083126028	09/30/2026	JAIL ADDTL VISITS AUG 2026	012-515-4419	2,629.00
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	JAIL	012-515-4419	212.56
AMAZON.COM SALES, INC. DB	1JG1-QH3K-YMMM	09/30/2026	JAIL BACKPACK COOLERS	012-515-4981	1,486.80
MEDINA COUNTY HOSPITAL D	58	09/30/2026	JAIL ACCT#CA0000413925 PR	012-515-4403	160.41
MEDINA COUNTY HOSPITAL D	80	09/30/2026	JAIL ACCT#CA0000413402 PR	012-515-4403	145.93
FIVE STAR CORRECTIONAL SER	50959	09/30/2026	JAIL GROCERIES 9/3/26-9/9/2	012-515-4390	5,042.22
MEDINA COUNTY HOSPITAL D	81	09/30/2026	JAIL ACCT#HA0021802160 DR	012-515-4403	57.29

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MULTI SERVICE TECHNOLOGY	D10B6DE1	09/30/2026	JAIL GENERAL SUPPLIES	012-515-4330	58.38
ODP BUSINESS SOLUTIONS, LL	480488215001	09/30/2026	JAIL OFFICE SUPPLIES	012-515-4310	211.68
MULTI SERVICE TECHNOLOGY	090D638A	09/30/2026	JAIL BOTTLED WATER	012-515-4330	262.56
FIVE STAR CORRECTIONAL SER	50995	09/30/2026	JAIL GROCERIES 9/10/26-9/16	012-515-4390	5,074.74
MULTI SERVICE TECHNOLOGY	DB063FD3	09/30/2026	JAIL WATER SOFTENER	012-515-4330	551.88
CINTAS CORPORATION NO. 2	4282833685	09/30/2026	ACCT#13023969 JAIL GENERA	012-515-4330	53.52
JOHN W. GASPARINI, INC. DBA	INV002300892	09/30/2026	JAIL WATER CHAMBER	012-515-4452	855.30
ZINSMEYER, DARREN DBA ZIN	4988	09/30/2026	JAIL REPLACE AMP GFCI	012-515-4452	194.85
ZINSMEYER, DARREN DBA ZIN	5004	09/30/2026	JAIL INSTALL NEW AMP	012-515-4452	305.78
WESTBOUND SUPPLY LLC	3019147	09/30/2026	JAIL WATER DIAPHRAGM KIT	012-515-4452	462.32
DASH MEDICAL GLOVES, INC.	INV1358606	09/30/2026	JAIL EXAM GLOVES	012-515-4330	1,840.20
ALOHA SATELLITES, INC	2650	10/02/2026	JAIL BULK BASIC VIDEO SERVI	012-515-4420	867.59
TURN KEY HEALTH CLINICS, LL	OCT26	10/02/2026	JAIL MONTHLY MEDICAL ADM	012-515-4419	26,671.63
INDIGENT HEALTHCARE SOLU	OCT26-82591	10/02/2026	MONTHLY PAYMENT OCT 202	012-515-4419	1,059.00
				Department 515 - COUNTY JAIL Total:	**54,568.64**
Department: 516 - ANIMAL CONTROL					
AMAZON.COM SALES, INC. DB	1JG1-QH3K-YMMM	09/30/2026	A/CTRL BACKPACK COOLERS	012-516-4981	145.32
MULTI SERVICE TECHNOLOGY	D10B6DE1	09/30/2026	A/CTRL GENERAL SUPPLIES	012-516-4330	214.07
TACA	TEX-000294	10/02/2026	A/CTRL CONF 11/7/26-11/11/	012-516-4435	300.00
TACA	TEX-000295	10/02/2026	A/CTRL CONF 11/7/26-11/11/	012-516-4435	300.00
TACA	TEX-000296	10/02/2026	A/CTRL CONF 11/7/26-11/11/	012-516-4435	300.00
				Department 516 - ANIMAL CONTROL Total:	**1,259.39**
Department: 540 - EMERGENCY MANAGEMENT					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	EMERGENCY MANAGEMENT	012-540-4419	22.00
ROBBINS PROPANE COMPANY	24281	09/30/2026	E/MGMT PROPANE	012-540-4452	445.27
AMERICAN TOWER CORPORA	OCT26	10/02/2026	ACCT#97912 MONTHLY PAYM	012-540-4620	1,401.97
HENRY L. ZUMWALT DBA ZU	OCT26	10/02/2026	MTHLY PMT MICO TOWER LE	012-540-4620	1,000.00
				Department 540 - EMERGENCY MANAGEMENT Total:	**2,869.24**
Department: 553 - CONSTABLE PCT 3					
APPLIED CONCEPTS, INC. DBA	483065	09/30/2026	CONST#3 ARM PROCESSOR/C	012-553-4510	3,636.00
				Department 553 - CONSTABLE PCT 3 Total:	**3,636.00**
Department: 560 - COUNTY SHERIFF					
BROWN CHEVROLET CO., INC.	111048	09/30/2026	S/O REPAIRS V#2599	012-560-4451	2,022.18
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN SA315U SPEAKER, BL	012-560-4515	483.60
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WECANX 8 OUTPUT EXPANSI	012-560-4515	1,065.60
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN ION T-SERIES LINEAR	012-560-4515	1,555.20
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN SA-315 MOUNT KIT	012-560-4515	61.20
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN ION T-SERIES UNIVE	012-560-4515	136.80
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	MAGNETIC MIC SINGEL UNIT	012-560-4515	159.80
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN CENCOM CORE WCX	012-560-4515	1,659.60
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN INNER EDGE RST WC	012-560-4515	1,794.00
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WESTING 2026 CHEVROLET SI	012-560-4515	2,099.78
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN WECANX HAND-HEL	012-560-4515	555.60
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN INNER EDGE FST DU	012-560-4515	3,284.40
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	SWPS LABOT TO INSTALL EME	012-560-4515	8,800.00
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	CHARGEGUARD-SELECT	012-560-4515	204.94
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN OBDII CANPORT CAB	012-560-4515	222.00
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN ION T-SERIES LINEAR	012-560-4515	518.40
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN ION T-SERIES LINEAR	012-560-4515	518.40
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	SWPS INSTALL KIT LVL 3-MAXI	012-560-4515	250.00
C.D.S. PROPERTIES DBA SOUT	856164	09/30/2026	WHELEN ION T-SERIES LINEAR	012-560-4515	518.40
TOP BRASS INC DBA TOP BRA	1201	09/30/2026	S/O SHIRTS/JACKET/PANTS/BE	012-560-4206	1,294.75
JPMORGAN CHASE BANK NA	5597056717001	09/30/2026	ACCT#8864 PACKTRACK S/O H	012-560-4419	140.00
MALIKI LIKI ENTERPRISE DBA	114677	09/30/2026	S/O OIL CHANGE V#4348	012-560-4451	99.85
O'REILLY AUTO PARTS DBA O'	5557-287941	09/30/2026	S/O CAPSULE V#0597	012-560-4451	47.51
BROWN CHEVROLET CO., INC.	112421	09/30/2026	S/O TRANSMISSION V#4509	012-560-4451	7,729.55
ASHLEY BELL DBA BOEHLE SIG	4581	09/30/2026	S/O VINYL LETTERING V#6086	012-560-4451	130.00
MALIKI LIKI ENTERPRISE DBA	114845	09/30/2026	S/O OIL CHANGE V#6708	012-560-4451	205.85
MALIKI LIKI ENTERPRISE DBA	114859	09/30/2026	S/O OIL CHANGE V#2160	012-560-4451	160.90

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WARREN BEARD DBA TBP788	294	09/30/2026	S/O FLASHLIGHTS	012-560-4330	875.00
RUSSELL AND MOLLY ILSE DB	20053373	09/30/2026	S/O TIRE REPAIR V#8022	012-560-4451	20.00
RIDGECREST PRODUCTS, INC./	5301	09/30/2026	S/O BADGES	012-560-4330	678.00
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	SHERIFF'S OFFICE	012-560-4419	866.64
ODP BUSINESS SOLUTIONS, LL	481413032001	09/30/2026	S/O FOLDER/SHEET PROT/PEN	012-560-4310	57.16
ODP BUSINESS SOLUTIONS, LL	481413206001	09/30/2026	S/O BATTERY	012-560-4330	89.07
AMAZON.COM SALES, INC. DB	1JG1-QH3K-YMMM	09/30/2026	S/O BACKPACK COOLERS	012-560-4981	4,214.28
HORIZON TELEPHONE SYSTE	213174	09/30/2026	S/O	012-560-4419	336.00
CD NATALIA TIRE AND MUFFL	11912	09/30/2026	S/O FLAT TIRE REPAIR V#7335	012-560-4451	20.00
CD NATALIA TIRE AND MUFFL	11919	09/30/2026	S/O WHEEL BEARING V#2517	012-560-4451	418.32
JPMORGAN CHASE BANK NA	5645352364001	09/30/2026	ACCT#8864 ATTORNEY GENER	012-560-4401	5.00
CD NATALIA TIRE AND MUFFL	11897	09/30/2026	S/O AC REPAIR V#1924	012-560-4451	1,578.17
O'REILLY AUTO PARTS DBA O'	1988-471918	09/30/2026	S/O WIPER FLUID V#6708	012-560-4451	11.98
TOP BRASS INC DBA TOP BRA	1243	09/30/2026	S/O SHIRTS	012-560-4206	720.92
NORTH PARK CASTROVILLE M	305967	09/30/2026	S/O REPAIRS V#3789	012-560-4334	359.00
NORTH PARK CASTROVILLE M	305967	09/30/2026	S/O REPAIRS V#3789	012-560-4451	3,895.62
NORTH PARK CASTROVILLE M	305971	09/30/2026	S/O REPAIRS V#1984	012-560-4334	391.27
NORTH PARK CASTROVILLE M	305971	09/30/2026	S/O REPAIRS V#1984	012-560-4451	1,695.01
ODP BUSINESS SOLUTIONS, LL	480488215001	09/30/2026	S/O OFFICE SUPPLIES	012-560-4310	95.74
CD NATALIA TIRE AND MUFFL	12021	09/30/2026	S/O FLAT TIRE REPAIR V#8972	012-560-4451	15.00
NORTH PARK CASTROVILLE M	24664	09/30/2026	S/O BRAKE FLUSH V#9252	012-560-4451	1,887.52
ANGEL ARMOR, LLC	INV19892-RM	09/30/2026	S/O NAME STRIP	012-560-4330	15.37
MULTI SERVICE TECHNOLOGY	090D638A	09/30/2026	S/O BOTTLED WATER	012-560-4330	262.56
RUSSELL AND MOLLY ILSE DB	20053595	09/30/2026	S/O OIL CHANGE/TIRES V#378	012-560-4451	812.36
MALIKI LIKI ENTERPRISES DBA	28385	09/30/2026	S/O OIL CHANGE V#8873	012-560-4451	110.85
ANGEL ARMOR, LLC	INV20292	09/30/2026	S/O PATROL CARRIER	012-560-4510	1,965.32
CD NATALIA TIRE AND MUFFL	12056	09/30/2026	S/O TIRES V#9571	012-560-4334	808.16
THOMAS SCIENTIFIC HOLDIN	197325	09/30/2026	S/O BLOOD ALCOHOL SPECIM	012-560-4330	205.13
CINTAS CORPORATION NO. 2	4282833685	09/30/2026	ACCT#13023969 S/O GENERA	012-560-4330	288.04
MULTI SERVICE TECHNOLOGY	8E764CF7	09/30/2026	S/O COFFEE/CUPS	012-560-4330	267.80
MEDINA COUNTY HOTRODS I	47827	09/30/2026	S/O REPAIRS V#6708	012-560-4451	2,647.70
CD NATALIA TIRE AND MUFFL	12120	09/30/2026	S/O TIRES V#4421	012-560-4334	202.04
ZINSMEYER, DARREN DBA ZIN	4630	09/30/2026	S/O REPLACE RECESS LIGHT	012-560-4453	405.94
CINTAS CORPORATION NO. 2	5361515010	09/30/2026	ACCT#10736384 S/O MEDICA	012-560-4340	38.90
CD NATALIA TIRE AND MUFFL	12148	09/30/2026	S/O OIL CHANGE V#1917	012-560-4451	106.93
CD NATALIA TIRE AND MUFFL	12150	09/30/2026	S/O TIRES V#8570	012-560-4334	197.04
CD NATALIA TIRE AND MUFFL	12152	09/30/2026	S/O BATTERY V#1628	012-560-4334	225.00
CD NATALIA TIRE AND MUFFL	12160	09/30/2026	S/O FLAT TIRE REPAIR V#9252	012-560-4451	15.00
CD NATALIA TIRE AND MUFFL	12167	09/30/2026	S/O TIRES V#8570	012-560-4334	202.04
CALEB ENVIRONMENTAL COR	14140	10/02/2026	S/O LAWN MAINTENANCE PA	012-560-4419	1,361.35
TYLER TECHNOLOGIES, INC.	CI100-00314976	10/02/2026	S/O AVL/CAD CLIENT MAINT 1	012-560-4419	79,366.17
TYLER TECHNOLOGIES, INC.	CI100-00315025	10/02/2026	S/O MOBILE AVL/CAD CLIENT	012-560-4419	11,773.56
				Department 560 - COUNTY SHERIFF Total:	**155,225.27**
Department: 580 - PRETRIAL SERVICES					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	PTS	012-580-4419	145.89
JPMORGAN CHASE BANK NA	5645102823001	09/30/2026	ACCT#9154 SHSU PTS CONF 9	012-580-4435	125.00
JPMORGAN CHASE BANK NA	5645103135001	09/30/2026	ACCT#9154 SHSU PTS CONF 9	012-580-4435	125.00
JPMORGAN CHASE BANK NA	5645105343001	09/30/2026	ACCT#9154 SHSU PTS CONF 9	012-580-4435	125.00
JPMORGAN CHASE BANK NA	5646770262001	09/30/2026	ACCT#9154 WALMART PTS PL	012-580-4310	10.14
JPMORGAN CHASE BANK NA	5659494531001	09/30/2026	ACCT#9154 WALMART PTS LE	012-580-4310	9.03
JPMORGAN CHASE BANK NA	5645098841001	10/02/2026	ACCT#9154 SHSU PTS CONF 1	012-580-4435	125.00
JPMORGAN CHASE BANK NA	5645099859001	10/02/2026	ACCT#9154 SHSU PTS CONF 1	012-580-4435	125.00
CORRECTIONS SOFTWARE SO	OCT26-63295	10/02/2026	PTS MAINT CONTRACT OCT 2	012-580-4419	520.00
				Department 580 - PRETRIAL SERVICES Total:	**1,310.06**
Department: 585 - COMMERCIAL VEHICLE ENFORCEMENT					
BRUCKS INSURANCE AGENCY	INV0018434	09/30/2026	DPS CVE NOTARY BOND #738	012-585-4473	71.57
				Department 585 - COMMERCIAL VEHICLE ENFORCEMENT Total:	**71.57**
Department: 600 - ENVIRONMENTAL HEALTH GROUP					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	EHG	012-600-4419	154.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TEXAS COMMISSION ON ENVI	WTR0072465-WTR0072467	09/30/2026	ACCT#0620139 ONSITE FEES J	012-600-4992	430.00
TEXAS COMMISSION ON ENVI	WTR0072465-WTR0072467	09/30/2026	ACCT#0620139 ONSITE FEES J	012-600-4992	330.00
TEXAS COMMISSION ON ENVI	WTR0072465-WTR0072467	09/30/2026	ACCT#0620139 ONSITE FEES	012-600-4992	560.00
			Department 600 - ENVIRONMENTAL HEALTH GROUP Total:		**1,474.26**
Department: 665 - EXTENSION SERVICES					
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	EXTENSION SERVICE	012-665-4419	163.04
			Department 665 - EXTENSION SERVICES Total:		**163.04**
			Fund 012 - GENERAL FUND Total:		**399,810.22**
Fund: 013 - TOBACCO SETTLEMENT					
Department: 400 - DISBURSEMENTS					
WILCOX, MANDI	INV0018517	09/30/2026	WIC CONF MEAL REIMB 9/8/2	013-400-4435	249.26
			Department 400 - DISBURSEMENTS Total:		**249.26**
			Fund 013 - TOBACCO SETTLEMENT Total:		**249.26**
Fund: 018 - PRECINCT 2 SPECIAL TAX					
Department: 612 - PRECINCT 2					
ERGON ASPHALT & EMULSIO	9403817086	09/30/2026	ACCT#543700 PCT#2 DEMUR	018-612-4350	225.00
			Department 612 - PRECINCT 2 Total:		**225.00**
			Fund 018 - PRECINCT 2 SPECIAL TAX Total:		**225.00**
Fund: 021 - PRECINCT 1					
Department: 611 - PRECINCT 1					
WILLIAMSON COUNTY EQUIP	200-62761	09/30/2026	PCT#1 SERVICE CALL/FILTERS/	021-611-4452	2,109.42
RNETWORKS	128783	09/30/2026	PCT#1 MONTHLY SERVICES SE	021-611-4401	100.00
RNETWORKS	298	09/30/2026	H/BLD CAMERA INSTALL/MO	021-611-4401	200.00
MEDINA COUNTY HOTRODS I	47682	09/30/2026	PCT#1 SEAT COVER U#89	021-611-4451	1,024.28
INTERNATIONAL COMPONEN	79513	09/30/2026	PCT#1 ADAPTER U#113	021-611-4451	23.51
TOSHIBA AMERICA BUSINESS	590540167	09/30/2026	#22022340 CONTR#0772114	021-611-4419	130.67
INTERNATIONAL COMPONEN	79541	09/30/2026	PCT#1 HOSE U#92	021-611-4452	11.16
CINTAS CORPORATION NO. 2	4282183326	09/30/2026	ACCT#13024043 PCT#1 UNIF	021-611-4206	323.16
CINTAS CORPORATION NO. 2	4282183326	09/30/2026	ACCT#13024043 PCT#1 GENE	021-611-4330	3.46
COOPER EQUIPMENT COMPA	IN67124	09/30/2026	PCT#1 DISTRIBUTOR GASKET	021-611-4452	35.92
MEDINA COUNTY HOTRODS I	47839	09/30/2026	PCT#1 OIL CHANGE U#103	021-611-4451	272.81
JPMORGAN CHASE BANK NA	5646613019001	09/30/2026	ACCT#5186 TRACTOR SUPPLY	021-611-4452	109.99
ERGON ASPHALT & EMULSIO	9403834403	09/30/2026	ACCT#543700 PCT#1 R&B MT	021-611-4350	4,999.80
GUEDEA, IRMA D.	101620	09/30/2026	PCT#1 OFFICE CLEANING 9/15	021-611-4453	60.00
ROMCO INC. DBA ROMCO EQ	103188461	09/30/2026	PCT#1 BOWL/BELTS U#16/93	021-611-4452	361.06
CODY KING DBA GOD'S COUN	1107	09/30/2026	PCT#1 GATE CHUTE U#113	021-611-4451	1,545.06
NM ENERGY, LLC DBA GCC AG	15244	09/30/2026	PCT#1 R&B MTL STOCK	021-611-4350	107.80
CINTAS CORPORATION NO. 2	4282833847	09/30/2026	ACCT#13024043 PCT#1 UNIF	021-611-4206	323.16
CINTAS CORPORATION NO. 2	4282833847	09/30/2026	ACCT#13024043 PCT#1 GENE	021-611-4330	3.46
AMAZON.COM SALES, INC. DB	1YQT-WJCV-N7KQ	09/30/2026	PCT#1 BATTERY	021-611-4334	14.26
NM ENERGY, LLC DBA GCC AG	15322	09/30/2026	PCT#1 R&B MTL STOCK	021-611-4350	366.52
LEGACY VULCAN CORP. DBA V	7520815	09/30/2026	ACCT#92720-211685 PCT#1 R	021-611-4350	1,296.39
JOANN PETERSON DBA CASTR	142981	10/02/2026	PCT#1 INTERNET OCT 2026	021-611-4420	99.99
			Department 611 - PRECINCT 1 Total:		**13,521.88**
			Fund 021 - PRECINCT 1 Total:		**13,521.88**
Fund: 022 - PRECINCT 2					
Department: 612 - PRECINCT 2					
FS HOLDINGS, INC. DBA GOLD	33546549	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	227.96
FS HOLDINGS, INC. DBA GOLD	33546554	09/30/2026	ACCT#57253 PCT#2 FUEL U#6	022-612-4335	91.04
FS HOLDINGS, INC. DBA GOLD	33546632	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	66.77
FS HOLDINGS, INC. DBA GOLD	33546813	09/30/2026	ACCT#57253 PCT#2 GREASE/T	022-612-4335	264.20
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	PCT#2	022-612-4419	48.65
COOPER EQUIPMENT COMPA	IN67124	09/30/2026	PCT#2 DISTRIBUTOR GASKET	022-612-4452	35.92
CASTROVILLE UTILITY SYSTEM	INV0018472	09/30/2026	ACCT#05-1485-00 146 PR 470	022-612-4350	328.74
CASTROVILLE UTILITY SYSTEM	INV0018472	09/30/2026	ACCT#05-1485-00 146 PR 470	022-612-4421	290.55
FS HOLDINGS, INC. DBA GOLD	33554311	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	101.07
B D HOLT CO DBA HOLT CAT	PIMS1156459	09/30/2026	PCT#2 SEAL KIT U#1824	022-612-4452	118.72

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FS HOLDINGS, INC. DBA GOLD	33555598	09/30/2026	ACCT#57253 PCT#2 FUEL U#6	022-612-4335	100.16
FS HOLDINGS, INC. DBA GOLD	33555602	09/30/2026	ACCT#57253 PCT #2 FUEL U#	022-612-4335	89.03
FS HOLDINGS, INC. DBA GOLD	33555614	09/30/2026	ACCT#57253 PCT#2 FUEL U#9	022-612-4335	61.17
FS HOLDINGS, INC. DBA GOLD	33555616	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	468.58
B D HOLT CO DBA HOLT CAT	PIMS1156744	09/30/2026	PCT#2 DRYER U#1824	022-612-4452	418.72
FS HOLDINGS, INC. DBA GOLD	33556282	09/30/2026	ACCT#57253 PCT #2 FUEL U#	022-612-4335	366.72
CINTAS CORPORATION NO. 2	4282504612	09/30/2026	ACCT#13023987 PCT#2 UNIF	022-612-4206	373.07
MID-TEX PARTS AND SALES LL	63308	09/30/2026	PCT#2 TIP/SHANK/INSERT/PIN	022-612-4330	986.50
FS HOLDINGS, INC. DBA GOLD	33557326	09/30/2026	ACCT#57253 PCT#2 FUEL U#6	022-612-4335	523.95
FS HOLDINGS, INC. DBA GOLD	33557334	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	93.48
FS HOLDINGS, INC. DBA GOLD	33557349	09/30/2026	ACCT#57253 PCT#2 FUEL U#4	022-612-4335	576.30
FS HOLDINGS, INC. DBA GOLD	33557351	09/30/2026	ACCT#57253 PCT#2 FUEL U#6	022-612-4335	694.50
FS HOLDINGS, INC. DBA GOLD	33557365	09/30/2026	ACCT#57253 PCT#2 TRUFUEL	022-612-4335	43.00
FS HOLDINGS, INC. DBA GOLD	33557899	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	419.10
AMAZON.COM SALES, INC. DB	1VQV-YLR4-FKWT	09/30/2026	PCT#2 NOTEPADS	022-612-4310	16.98
AMAZON.COM SALES, INC. DB	1VQV-YLR4-FKWT	09/30/2026	PCT#2 NOTEPADS	022-612-4330	229.97
AMAZON.COM SALES, INC. DB	1VQV-YLR4-FKWT	09/30/2026	PCT#2 MANIFOLD U#1238	022-612-4451	833.92
FS HOLDINGS, INC. DBA GOLD	33560407	09/30/2026	ACCT#57253 PCT#2 FUEL U#6	022-612-4335	190.04
FS HOLDINGS, INC. DBA GOLD	33560411	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	100.16
FS HOLDINGS, INC. DBA GOLD	33560439	09/30/2026	ACCT#57253 PCT#2 FUEL U#3	022-612-4335	382.43
FS HOLDINGS, INC. DBA GOLD	33560442	09/30/2026	ACCT#57253 PCT#2 FUEL U#9	022-612-4335	75.79
CINTAS CORPORATION NO. 2	4283274530	09/30/2026	ACCT#13023987 PCT#2 UNIF	022-612-4206	373.07
AMAZON.COM SALES, INC. DB	1LJC-CN9X-3JN1	09/30/2026	PCT#2 CONTROL CABLE U#36	022-612-4452	50.17
FS HOLDINGS, INC. DBA GOLD	33561390	09/30/2026	ACCT#57253 PCT#2 FUEL U#6	022-612-4335	540.67
FS HOLDINGS, INC. DBA GOLD	33561407	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	183.30
FS HOLDINGS, INC. DBA GOLD	33561881	09/30/2026	ACCT#57253 PCT#2 FUEL U#4	022-612-4335	576.30
FS HOLDINGS, INC. DBA GOLD	33561888	09/30/2026	ACCT#57253 PCT#2 FUEL U#5	022-612-4335	95.12
SAN ANTONIO BRAKE & CLUT	608341	09/30/2026	PCT#2 BEARING SET U#4152	022-612-4451	348.07
				Department 612 - PRECINCT 2 Total:	**10,783.89**
				Fund 022 - PRECINCT 2 Total:	**10,783.89**

Fund: 023 - PRECINCT 3

Department: 613 - PRECINCT 3

DOGGETT FREIGHTLINER OF S	Y10143165901	09/30/2026	PCT#3 PARTS U#9	023-613-4451	3,407.80
DOGGETT FREIGHTLINER OF S	Y10143457701	09/30/2026	PCT#3 PARTS U#9	023-613-4451	153.44
DOGGETT FREIGHTLINER OF S	Y10143469901	09/30/2026	PCT#3 OIL U#9	023-613-4451	329.98
ALL AUTO & DIESEL, LLC	1557	09/30/2026	PCT#3 BRAKES U#9	023-613-4451	2,558.00
DOGGETT FREIGHTLINER OF S	Y10143532101	09/30/2026	PCT#3 TANK/CLAMP U#1788	023-613-4451	146.19
DOGGETT FREIGHTLINER OF S	Y10143601301	09/30/2026	PCT#3 FAN CLUTCH U#1788	023-613-4451	1,392.88
DOGGETT FREIGHTLINER OF S	Y10143643901	09/30/2026	PCT#3 BRAKE SHOE KIT/DRU	023-613-4451	553.74
CD NATALIA TIRE AND MUFFL	11579	09/30/2026	PCT#3 TIRE REPAIR U#4	023-613-4452	45.00
ERGON ASPHALT & EMULSIO	9403831454	09/30/2026	ACCT#543700 PCT#3 DEMUR	023-613-4350	200.00
COOPER EQUIPMENT COMPA	IN67124	09/30/2026	PCT#3 DISTRIBUTOR GASKET	023-613-4452	35.92
MEDINA AGGREGATES, LLC	26-5584	09/30/2026	PCT#3 R&B MTL STOCK	023-613-4350	1,637.31
ALL AUTO & DIESEL, LLC	1564	09/30/2026	PCT#3 REPAIRS U#1788	023-613-4451	1,816.00
ALL AUTO & DIESEL, LLC	1566	09/30/2026	PCT#3 AC U#877	023-613-4451	537.00
CINTAS CORPORATION NO. 2	4282494852	09/30/2026	ACCT#13023950 PCT#3 UNIF	023-613-4206	237.95
CINTAS CORPORATION NO. 2	4282494852	09/30/2026	ACCT#13023950 PCT#3 GENE	023-613-4330	40.78
LEGACY VULCAN CORP. DBA V	7464152	09/30/2026	ACCT#92720-211685 PCT#3 R	023-613-4350	3,692.46
FS HOLDINGS, INC. DBA GOLD	33556581	09/30/2026	ACCT#57254 PCT#3 DIESEL EX	023-613-4335	159.90
FS HOLDINGS, INC. DBA GOLD	33556625	09/30/2026	ACCT#57254 PCT#3 FUEL	023-613-4335	7,112.96
ROTHE & ASSOCIATES, PLLC	12308	09/30/2026	PCT#3 SURVEY SERVICES CR 6	023-613-4401	795.00
MEDINA CO TAX ASSESSOR/C	INV0018473	09/30/2026	PCT#3 VEHICLE REGISTRATIO	023-613-4451	22.00
MEDINA CO TAX ASSESSOR/C	INV0018474	09/30/2026	PCT#3 VEHICLE REGISTRATIO	023-613-4451	7.50
ERGON ASPHALT & EMULSIO	9403838904	09/30/2026	ACCT#543700 PCT#3 DEMUR	023-613-4350	200.00
ERGON ASPHALT & EMULSIO	9403838905	09/30/2026	ACCT#543700 PCT#3 DEMUR	023-613-4350	350.00
ERGON ASPHALT & EMULSIO	9403838906	09/30/2026	ACCT#543700 PCT#3 DEMUR	023-613-4350	100.00
ALL AUTO & DIESEL, LLC	1573	09/30/2026	PCT#3 TRANSMISSION U#29	023-613-4451	342.00
ALL AUTO & DIESEL, LLC	1575	09/30/2026	PCT#3 AXLE/BELT/BOLTS U#16	023-613-4451	1,090.00
MEDINA AGGREGATES, LLC	26-5623	09/30/2026	PCT#3 R&B MTL CR 741	023-613-4350	1,439.11
CINTAS CORPORATION NO. 2	4283269485	09/30/2026	ACCT#13023950 PCT#3 GENE	023-613-4206	237.95

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION NO. 2	4283269485	09/30/2026	ACCT#13023950 PCT#3 GENE	023-613-4330	40.78
MEDINA AGGREGATES, LLC	26-5629	09/30/2026	PCT#3 R&B MTL CR 741	023-613-4350	1,949.78
RNETWORKS	129565	10/02/2026	ACCT#2115443 PCT#3 INTERN	023-613-4420	116.71
				Department 613 - PRECINCT 3 Total:	**30,748.14**
				Fund 023 - PRECINCT 3 Total:	**30,748.14**
Fund: 024 - PRECINCT 4					
Department: 614 - PRECINCT 4					
ASHLEY BELL DBA BOEHLE SIG	4516	09/30/2026	PCT#4 DECALS COUNTY WIDE	024-614-4451	250.00
LESTER'S TIRE SERVICE DBA LE	2114	09/30/2026	PCT#4 AIR HOSE U#14	024-614-4452	344.64
ASHLEY BELL DBA BOEHLE SIG	4582	09/30/2026	PCT#4 VINYL LETTERING U#54	024-614-4451	85.00
TELLUS EQUIPMENT SOLUTIO	P16672	09/30/2026	PCT#4 REAR VIEW U#39	024-614-4452	103.90
COOPER EQUIPMENT COMPA	IN67124	09/30/2026	PCT#4 DISTRIBUTOR GASKET	024-614-4452	35.92
CD NATALIA TIRE AND MUFFL	11997	09/30/2026	PCT#4 FLAT TIRE REPAIR U#39	024-614-4451	85.00
CINTAS CORPORATION NO. 2	4282495740	09/30/2026	ACCT#10738093 PCT#4 UNIF	024-614-4206	285.45
CINTAS CORPORATION NO. 2	4282495740	09/30/2026	ACCT#10738093 PCT#4 GENE	024-614-4330	172.58
ODP BUSINESS SOLUTIONS, LL	478930923001	09/30/2026	PCT#4 TONER	024-614-4310	86.38
ODP BUSINESS SOLUTIONS, LL	479214873001	09/30/2026	PCT#4 CLIPBOARD/PENS	024-614-4310	80.13
O'REILLY AUTO PARTS DBA O'	557-291596	09/30/2026	PCT#4 FLOORMATS/CLEANER	024-614-4452	46.98
O'REILLY AUTO PARTS DBA O'	557-291596	09/30/2026	PCT#4 BATTERY U#40	024-614-4452	474.36
LAND & RANCH SERVICES, LLC	8912	09/30/2026	PCT#4 SPRAYBOTTLE U#40	024-614-4330	16.99
LAND & RANCH SERVICES, LLC	8912	09/30/2026	PCT#4 NBWS R&B	024-614-4350	321.08
ERGON ASPHALT & EMULSIO	9403838196	09/30/2026	ACCT#543700 PCT#4 R&B MT	024-614-4350	2,896.40
ERGON ASPHALT & EMULSIO	9403840581	09/30/2026	ACCT#543700 PCT#4 R&B MT	024-614-4350	15,816.51
LEGACY VULCAN CORP. DBA V	7521342	09/30/2026	ACCT#92720-211685 PCT#4 R	024-614-4350	3,649.80
				Department 614 - PRECINCT 4 Total:	**24,751.12**
				Fund 024 - PRECINCT 4 Total:	**24,751.12**
Fund: 025 - LAW LIBRARY					
Department: 400 - DISBURSEMENTS					
THOMSON REUTERS-WEST PU	854035200	09/30/2026	ACCT#1000646390 LAW LIB D	025-400-4408	3,750.45
THOMSON REUTERS-WEST PU	854035202	09/30/2026	ACCT#1000646391 LAW LIB D	025-400-4408	1,820.97
				Department 400 - DISBURSEMENTS Total:	**5,571.42**
				Fund 025 - LAW LIBRARY Total:	**5,571.42**
Fund: 030 - COURT REPORTER					
Department: 435 - DISTRICT COURT					
LISA C. GREENWALT DBA GRE	8667	09/30/2026	D/CRT COURT REPORTING SE	030-435-4401	2,663.55
LISA C. GREENWALT DBA GRE	8703	09/30/2026	D/CRT COURT REPORTING SE	030-435-4401	2,204.32
				Department 435 - DISTRICT COURT Total:	**4,867.87**
				Fund 030 - COURT REPORTER Total:	**4,867.87**
Fund: 053 - SHERIFF EQUITABLE SHARING					
Department: 560 - COUNTY SHERIFF					
HONDO VETERINARY HOSPITA	333404	09/30/2026	ACCT#6095 S/O KENNEL COU	053-560-4401	37.80
JPMORGAN CHASE BANK NA	5645352846001	09/30/2026	ACCT#8864 TACTACAM S/O C	053-560-4401	7.00
				Department 560 - COUNTY SHERIFF Total:	**44.80**
				Fund 053 - SHERIFF EQUITABLE SHARING Total:	**44.80**
Fund: 081 - IMPROVEMENT DISTRICTS					
Department: 400 - DISBURSEMENTS					
CITY OF CASTROVILLE	INV0018512	09/30/2026	CITY OF CASTROVILLE TIRZ AD	081-400-4401	69,528.31
MEDINA COUNTY TREASURER	INV0018513	09/30/2026	CITY OF CASTROVILLE TIRZ AD	081-400-4401	32,536.56
				Department 400 - DISBURSEMENTS Total:	**102,064.87**
				Fund 081 - IMPROVEMENT DISTRICTS Total:	**102,064.87**
Fund: 085 - COUNTY EMPLOYEE TRUST					
Department: 400 - DISBURSEMENTS					
UNITED HEALTHCARE SERVICE	248376840280	10/02/2026	ACCT#0708013 DENTAL INS O	085-400-4482	1,773.64
				Department 400 - DISBURSEMENTS Total:	**1,773.64**
				Fund 085 - COUNTY EMPLOYEE TRUST Total:	**1,773.64**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 120 - HEALTH UNIT					
Department: 631 - RLSS LPHS					
THE DEVINE NEWS INC.	INV0018486	09/30/2026	H/U DISPLAY AD	120-631-4408	192.00
				Department 631 - RLSS LPHS Total:	**192.00**
				Fund 120 - HEALTH UNIT Total:	**192.00**
Fund: 125 - WIC					
Department: 640 - WIC ADMINISTRATION					
MEDINA COUNTY TREASURER	INV0018477	09/30/2026	WIC G1 & G3 LICENSES AUG 2	125-640-4419	564.00
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-640-4498	1,003.60
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	WIC-HONDO	125-640-4419	16.90
TRUJILLO, YVONNE	OCT26	10/02/2026	WIC ADMIN RENTAL OCT 202	125-640-4620	2,996.00
				Department 640 - WIC ADMINISTRATION Total:	**4,580.50**
Department: 641 - CLIENT SERVICE					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-641-4498	534.15
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	WIC-HONDO	125-641-4419	152.10
702 TEJAS, LLC	OCT26	10/02/2026	MONTHLY PAYMENT OCT 202	125-641-4620	1,800.00
CINDY COFFEY DBA CINDY LO	OCT26	10/02/2026	MONTHLY PAYMENT OCT 202	125-641-4620	952.00
				Department 641 - CLIENT SERVICE Total:	**3,438.25**
Department: 642 - NUTRITION EDUCATION					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-642-4498	781.37
CINDY COFFEY DBA CINDY LO	OCT26	10/02/2026	MONTHLY PAYMENT OCT 202	125-642-4620	448.00
				Department 642 - NUTRITION EDUCATION Total:	**1,229.37**
Department: 643 - BREAST FEEDING					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-643-4498	1.34
				Department 643 - BREAST FEEDING Total:	**1.34**
Department: 644 - SPECIAL REALLOCATION					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-644-4498	27.50
AHI ENTERPRISES, LLC	1856425	09/30/2026	WIC PARTITIONS/PED/WORKS	125-644-4510	7,997.00
AMAZON.COM SALES, INC. DB	1C19-PGMH-HHPL	09/30/2026	WIC OFFICE SUPPLIES	125-644-4310	57.11
AMAZON.COM SALES, INC. DB	1C19-PGMH-HHPL	09/30/2026	WIC GENERAL SUPPLIES	125-644-4330	2,133.79
AMAZON.COM SALES, INC. DB	1RG7-VMGV-LD7Q	09/30/2026	WIC TANKS/LAMINATOR/BAC	125-644-4330	216.95
JPMORGAN CHASE BANK NA	5649690319001	09/30/2026	ACCT#2485 HOTELVALENCIA	125-644-4435	626.73
WILCOX, MANDI	INV0018517	09/30/2026	WIC CONF MILEAGE REIMB 9/	125-644-4426	50.62
				Department 644 - SPECIAL REALLOCATION Total:	**11,109.70**
Department: 648 - REG DIET					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-648-4498	42.73
				Department 648 - REG DIET Total:	**42.73**
Department: 649 - REG DIET NUTRITION ED					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-649-4498	23.31
				Department 649 - REG DIET NUTRITION ED Total:	**23.31**
Department: 650 - REAL EDWARDS ADMIN					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-650-4498	31.08
				Department 650 - REAL EDWARDS ADMIN Total:	**31.08**
Department: 651 - REAL EDWARDS CLIENT SERVICES					
JPMORGAN CHASE BANK NA	5628521892001	09/30/2026	ACCT#2485 WALMART WIC A	125-651-4420	175.00
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-651-4498	25.99
FIRST PRESBYTERIAN CHURCH	OCT26	10/02/2026	WIC MONTHLY PAYMENT OCT	125-651-4620	480.00
				Department 651 - REAL EDWARDS CLIENT SERVICES Total:	**680.99**
Department: 652 - REAL EDWARDS NUTRITION ED					
FIRST PRESBYTERIAN CHURCH	OCT26	10/02/2026	WIC MONTHLY PAYMENT OCT	125-652-4620	120.00
				Department 652 - REAL EDWARDS NUTRITION ED Total:	**120.00**
Department: 653 - REAL EDWARDS BREAST FEEDING					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-653-4498	5.48
				Department 653 - REAL EDWARDS BREAST FEEDING Total:	**5.48**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Department: 654 - PEER COUNSELING					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-654-4498	363.43
				Department 654 - PEER COUNSELING Total:	**363.43**
Department: 655 - LACATION					
MEDINA COUNTY TREASURER	INV0018478	09/30/2026	WIC INDIRECT COST AUG 202	125-655-4498	129.02
				Department 655 - LACATION Total:	**129.02**
				Fund 125 - WIC Total:	**21,755.20**
Fund: 130 - JUVENILE PROBATION					
Department: 579 - JUVENILE PROBATION					
GALLS PARENT HOLDINGS, LL	036148755	08/31/2026	J/PROB POLO/EMBROIDERY	130-579-4206	58.65
GALLS PARENT HOLDINGS, LL	036148778	08/31/2026	J/PROB CREWNECK/EMBROID	130-579-4206	98.92
AMAZON.COM SALES, INC. DB	13NF-WP4W-JY6Q	09/30/2026	J/PROB TONER/KEYS/CHARGE	130-579-4330	1,179.80
AMAZON.COM SALES, INC. DB	1T9N-TMNT-VX61	09/30/2026	J/PROB KEYS/BINDERS	130-579-4310	97.18
AMAZON.COM SALES, INC. DB	1T9N-TMNT-VX61	09/30/2026	J/PROB KEYS/BINDERS/CHAR	130-579-4330	23.99
JPMORGAN CHASE BANK NA	5652059814001	09/30/2026	ACCT#4812 SHSU J/PROB CO	130-579-4435	125.00
AMAZON.COM SALES, INC. DB	16PH-DM9R-4PH4	09/30/2026	J/PROB KEYS	130-579-4330	17.48
JPMORGAN CHASE BANK NA	5655641178001	09/30/2026	ACCT#4812 TOP BRASS J/PRO	130-579-4510	564.99
MICRO DISTRIBUTING II, LTD	1389172	09/30/2026	J/PROB DIRECT CONFIRMATIO	130-579-4401	23.00
AMAZON.COM SALES, INC. DB	1Q3L-KNKT-MD4K	09/30/2026	J/PROB USB	130-579-4310	141.55
				Department 579 - JUVENILE PROBATION Total:	**2,330.56**
				Fund 130 - JUVENILE PROBATION Total:	**2,330.56**
Fund: 131 - HILL COUNTRY REGIONAL PDO					
Department: 931 - PUBLIC DEFENDER5 OFFICE					
VERISMA SYSTEMS,INC DBA S	1007756-20554	09/30/2026	PDO PAPER/EMR COPIES	131-931-4401	25.00
RING CENTRAL INC.	CD_001532135	09/30/2026	PDO TELEPHONE SERVICES A	131-931-4420	9,976.74
MEDINA COUNTY TREASURER	INV0018476	09/30/2026	HCRPDO G1/G3 LICENSES AU	131-931-4419	1,318.00
TOSHIBA AMERICA BUSINESS	590302840	09/30/2026	PDO-KERRVILLE	131-931-4419	163.91
UNIVERSITY OF TEXAS MEDIC	FOR-0230	09/30/2026	PDO RECORD REVIEW/ATTRN	131-931-4401	1,960.00
AMAZON.COM SALES, INC. DB	1MXK-HPT7-49XK	09/30/2026	PDO GENERAL SUPPLIES	131-931-4330	246.42
GARY HARGRAVES DBA THE C	0316	09/30/2026	PDO OFFICE CLEANING 9/9/2	131-931-4453	116.10
AMAYA, JOAQUIN	INV0018432	09/30/2026	PDO MILEAGE 8/4/26-8/27/2	131-931-4426	314.94
CLEVELAND, GARRETT	INV0018436	09/30/2026	PDO MILEAGE REIMB 8/5/26-	131-931-4426	195.78
CLEVELAND, PATRICK	INV0018437	09/30/2026	PDO MILEAGE REIMB 8/5/26-	131-931-4426	89.22
HERNANDEZ, AARON	INV0018463	09/30/2026	PDO MILEAGE REIMB 08/5/26	131-931-4426	103.89
HOWARD, XOE	INV0018464	09/30/2026	PDO MILEAGE REIMB 8/19/26	131-931-4426	25.08
JOHNSON, TEANNA	INV0018465	09/30/2026	PDO MILEAGE REIMB 8/28/26	131-931-4426	40.66
KENNELL, KARLI	INV0018466	09/30/2026	PDO MILEAGE REIMB 8/3/26-	131-931-4426	412.83
MYERS, MATTHEW S.	INV0018467	09/30/2026	PDO MILEAGE REIMB 8/20/26	131-931-4426	85.35
MUNOZ, NAYLA	INV0018468	09/30/2026	PDO MILEAGE REIMB 8/28/26	131-931-4426	25.61
MACFARLANE, ISLA	INV0018469	09/30/2026	PDO MILEAGE REIMB 8/3/26-	131-931-4426	228.30
RANDLES, JILLIAN	INV0018479	09/30/2026	PDO MILEAGE REIMB 8/4/26-	131-931-4426	178.22
SERRANO, MIGUEL	INV0018481	09/30/2026	PDO MILEAGE REIMB 8/3/26-	131-931-4426	338.66
SKOWBO, VANESSA	INV0018482	09/30/2026	PDO MILEAGE REIMB 8/3/26-	131-931-4426	354.62
VALDEZ, NATASHA	INV0018483	09/30/2026	PDO MILEAGE REIMB 8/9/26-	131-931-4426	137.10
STATE BAR OF TEXAS	2797	09/30/2026	PDO ONLINE COURSE D.BLAC	131-931-4435	272.50
MARRONE, ISABELLA	INV0018470	09/30/2026	PDO MIELAGE REIMB 8/5/26-	131-931-4426	305.44
THOMSON REUTERS-WEST PU	6173635118	09/30/2026	ACCT#1000607270 PDO OCO	131-931-4330	5,900.00
JPMORGAN CHASE BANK NA	5655847740001	09/30/2026	ACCT#2011 SAMS CLUB PDO	131-931-4330	473.40
SMITH, ERIN L FITZGERALD	2036	09/30/2026	PDO OFFICE CLEANING 9/18/	131-931-4453	150.00
TEXAS CRIMINAL DEFENSE LA	092326	09/30/2026	PDO ANNUAL MEMBERSHIP D	131-931-4472	80.00
JPMORGAN CHASE BANK NA	5646919861001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	331.78
JPMORGAN CHASE BANK NA	5646919942001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	397.94
JPMORGAN CHASE BANK NA	5646921416001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	194.53
JPMORGAN CHASE BANK NA	5646922055001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	194.53
JPMORGAN CHASE BANK NA	5646922543001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	194.53
JPMORGAN CHASE BANK NA	5646923705001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	194.53
JPMORGAN CHASE BANK NA	5646925563001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	203.41
JPMORGAN CHASE BANK NA	5646926968001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	194.53
JPMORGAN CHASE BANK NA	5646927736001	10/02/2026	ACCT#2011 HOLIDAY INN PDO	131-931-4435	397.94

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GRAMATIKAKIS FAMILY INVES	OCT2026	10/02/2026	PDO MONTHLY RENTAL PYMT	131-931-4620	2,095.00
CALLIE APFFEL DBA GEORGES	OCT26	10/02/2026	PDO MONTHLY RENTAL PYMT	131-931-4620	14,533.27
			Department 931 - PUBLIC DEFENDERS OFFICE Total:		**42,449.76**
Department: 932 - MENTAL HEALTH PROGRAM					
RING CENTRAL INC.	CD_001532135	09/30/2026	PDO TELEPHONE SERVICES A	131-932-4420	2,768.09
MEDINA COUNTY TREASURER	INV0018475	09/30/2026	HCRPDO MH COUNTY CONTRI	131-932-4419	178.00
TEXAS CRIMINAL DEFENSE LA	090826	09/30/2026	PDO ANNUAL MEMBERSHIP D	131-932-4472	120.00
AMAZON.COM SALES, INC. DB	1MXK-HPT7-49XK	09/30/2026	PDO GENERAL SUPPLIES	131-932-4330	178.34
GARCIA, GABRIELLA	INV0018462	09/30/2026	PDO MILEAGE REIMB 08/13/2	131-932-4426	59.13
MIDDLETON, MADELINE	INV0018471	09/30/2026	PDO MILEAGE REIMB 8/26/26	131-932-4426	110.35
SCHUTZ, MONIQUE	INV0018480	09/30/2026	PDO MILEAGE REIMB 8/6/26-	131-932-4426	212.80
AMAZON.COM SALES, INC. DB	1XQD-9M74-4699	09/30/2026	PDO OFFICE CHAIR	131-932-4330	89.94
			Department 932 - MENTAL HEALTH PROGRAM Total:		**3,716.65**
			Fund 131 - HILL COUNTRY REGIONAL PDO Total:		**46,166.41**
			Grand Total:		**664,856.28**

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
012 - GENERAL FUND	399,810.22	1,401.97
013 - TOBACCO SETTLEMENT	249.26	0.00
018 - PRECINCT 2 SPECIAL TAX	225.00	0.00
021 - PRECINCT 1	13,521.88	0.00
022 - PRECINCT 2	10,783.89	0.00
023 - PRECINCT 3	30,748.14	0.00
024 - PRECINCT 4	24,751.12	0.00
025 - LAW LIBRARY	5,571.42	0.00
030 - COURT REPORTER	4,867.87	0.00
053 - SHERIFF EQUITABLE SHARING	44.80	0.00
081 - IMPROVEMENT DISTRICTS	102,064.87	0.00
085 - COUNTY EMPLOYEE TRUST	1,773.64	0.00
120 - HEALTH UNIT	192.00	0.00
125 - WIC	21,755.20	1,800.00
130 - JUVENILE PROBATION	2,330.56	0.00
131 - HILL COUNTRY REGIONAL PDO	46,166.41	0.00
Grand Total:	**664,856.28**	**3,201.97**

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
012-401-4330	GENERAL SUPPLIES	296.00	0.00
012-401-4408	LEGAL	1,151.00	0.00
012-403-4310	OFFICE SUPPLIES	84.42	0.00
012-403-4330	GENERAL SUPPLIES	941.20	0.00
012-403-4408	LEGAL	5,533.73	0.00
012-404-4419	CONTRACTS	4,066.02	0.00
012-404-4435	CONTINUING EDUCATIO	480.70	0.00
012-404-4981	EMPLOYEE INCENTIVE	48.12	0.00
012-407-4395	POSTAL SERVICES	134.04	0.00
012-407-4408	LEGAL	368.00	0.00
012-407-4413	WASTE DISPOSAL	12,000.00	0.00
012-407-4415	SOCIAL SERVICES	450.00	0.00
012-407-4419	CONTRACTS	86,736.82	0.00
012-407-4472	MEMBERSHIP DUES	1,560.00	0.00
012-407-4475	COMMITMENTS	683.00	0.00
012-407-4480	MISCELLANEOUS	1,003.03	0.00
012-407-4495	OTHER EXPENSES	14,342.63	0.00
012-407-4498	TRANSFER OUT	862.50	0.00
012-407-4620	RENTALS	608.10	0.00
012-426-4310	OFFICE SUPPLIES	270.27	0.00
012-426-4330	GENERAL SUPPLIES	213.80	0.00
012-426-4401	OTHER SERVICES	500.00	0.00
012-426-4409	INTERPRETERS	955.55	0.00
012-426-4419	CONTRACTS	154.26	0.00
012-426-4426	REIMBURSABLE TRAVEL	492.48	0.00
012-426-4435	CONTINUING EDUCATIO	912.65	0.00
012-426-4477	JURORS	18.99	0.00
012-435-4401	OTHER SERVICES	2,600.00	0.00
012-435-4419	CONTRACTS	48.65	0.00
012-435-4477	JURORS	290.00	0.00
012-435-4491	CRT APPOINTED ATTOR	495.00	0.00
012-435-4492	INDIGENT DEFENSE	8,310.00	0.00
012-450-4330	GENERAL SUPPLIES	139.42	0.00
012-450-4435	CONTINUING EDUCATIO	150.00	0.00
012-455-4435	CONTINUING EDUCATIO	994.50	0.00
012-456-4310	OFFICE SUPPLIES	103.31	0.00
012-456-4330	GENERAL SUPPLIES	227.77	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
012-456-4435	CONTINUING EDUCATIO	375.00	0.00
012-457-4310	OFFICE SUPPLIES	26.87	0.00
012-457-4435	CONTINUING EDUCATIO	150.00	0.00
012-458-4419	CONTRACTS	154.26	0.00
012-458-4435	CONTINUING EDUCATIO	1,125.00	0.00
012-476-4419	CONTRACTS	391.19	0.00
012-490-4310	OFFICE SUPPLIES	456.91	0.00
012-490-4330	GENERAL SUPPLIES	241.85	0.00
012-490-4435	CONTINUING EDUCATIO	830.00	0.00
012-490-4452	REPAIR & MAINTENANC	40.00	0.00
012-495-4419	CONTRACTS	160.64	0.00
012-497-4401	OTHER SERVICES	20.00	0.00
012-497-4419	CONTRACTS	171.94	0.00
012-499-4419	CONTRACTS	328.19	0.00
012-511-4206	UNIFORM ALLOWANCE	302.67	0.00
012-511-4330	GENERAL SUPPLIES	2,713.30	0.00
012-511-4401	OTHER SERVICES	6,018.21	0.00
012-511-4419	CONTRACTS	4,936.01	0.00
012-511-4451	REPAIR & MAINTENANC	20.00	0.00
012-511-4452	REPAIR & MAINTENANC	6.36	0.00
012-511-4453	REPAIR & MAINTENANC	7,633.04	0.00
012-511-4510	EQUIPMENT ($500-$4,9	1,837.60	0.00
012-512-4330	GENERAL SUPPLIES	1,290.12	0.00
012-512-4419	CONTRACTS	39.00	0.00
012-512-4453	REPAIR & MAINTENANC	647.00	0.00
012-514-4206	UNIFORM ALLOWANCE	80.34	0.00
012-514-4330	GENERAL SUPPLIES	340.79	0.00
012-514-4419	CONTRACTS	111.00	0.00
012-514-4453	REPAIR & MAINTENANC	559.50	0.00
012-515-4310	OFFICE SUPPLIES	211.68	0.00
012-515-4330	GENERAL SUPPLIES	2,766.54	0.00
012-515-4390	GROCERIES	10,116.96	0.00
012-515-4403	MEDICAL SERVICES	363.63	0.00
012-515-4419	CONTRACTS	36,937.19	0.00
012-515-4420	TELEPHONE SERVICES	867.59	0.00
012-515-4452	REPAIR & MAINTENANC	1,818.25	0.00
012-515-4981	EMPLOYEE INCENTIVE	1,486.80	0.00
012-516-4330	GENERAL SUPPLIES	214.07	0.00
012-516-4435	CONTINUING EDUCATIO	900.00	0.00
012-516-4981	EMPLOYEE INCENTIVE	145.32	0.00
012-540-4419	CONTRACTS	22.00	0.00
012-540-4452	REPAIR & MAINTENANC	445.27	0.00
012-540-4620	RENTALS	2,401.97	1,401.97
012-553-4510	EQUIPMENT ($500-$4,9	3,636.00	0.00
012-560-4206	UNIFORM ALLOWANCE	2,015.67	0.00
012-560-4310	OFFICE SUPPLIES	152.90	0.00
012-560-4330	GENERAL SUPPLIES	2,680.97	0.00
012-560-4334	TIRES, TUBES, BATTERIES	2,384.55	0.00
012-560-4340	MEDICAL SUPPLIES	38.90	0.00
012-560-4401	OTHER SERVICES	5.00	0.00
012-560-4419	CONTRACTS	93,843.72	0.00
012-560-4451	REPAIR & MAINTENANC	23,630.30	0.00
012-560-4453	REPAIR & MAINTENANC	405.94	0.00
012-560-4510	EQUIPMENT ($500-$4,9	1,965.32	0.00
012-560-4515	CAPITAL OUTLAY (>$5,00	23,887.72	0.00
012-560-4981	EMPLOYEE INCENTIVE	4,214.28	0.00
012-580-4310	OFFICE SUPPLIES	19.17	0.00
012-580-4419	CONTRACTS	665.89	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
012-580-4435	CONTINUING EDUCATIO	625.00	0.00
012-585-4473	INSURANCE & BONDS	71.57	0.00
012-600-4419	CONTRACTS	154.26	0.00
012-600-4992	REMIT TO STATE	1,320.00	0.00
012-665-4419	CONTRACTS	163.04	0.00
013-400-4435	CONTINUING EDUCATIO	249.26	0.00
018-612-4350	R&B MATERIAL	225.00	0.00
021-611-4206	UNIFORM ALLOWANCE	646.32	0.00
021-611-4330	GENERAL SUPPLIES	6.92	0.00
021-611-4334	TIRES, TUBES, BATTERIES	14.26	0.00
021-611-4350	R&B MATERIAL	6,770.51	0.00
021-611-4401	OTHER SERVICES	300.00	0.00
021-611-4419	CONTRACTS	130.67	0.00
021-611-4420	TELEPHONE SERVICES	99.99	0.00
021-611-4451	REPAIR & MAINTENANC	2,865.66	0.00
021-611-4452	REPAIR & MAINTENANC	2,627.55	0.00
021-611-4453	REPAIR & MAINTENANC	60.00	0.00
022-612-4206	UNIFORM ALLOWANCE	746.14	0.00
022-612-4310	OFFICE SUPPLIES	16.98	0.00
022-612-4330	GENERAL SUPPLIES	1,216.47	0.00
022-612-4335	FUEL & LUBRICANTS	6,330.84	0.00
022-612-4350	R&B MATERIAL	328.74	0.00
022-612-4419	CONTRACTS	48.65	0.00
022-612-4421	UTILITIES	290.55	0.00
022-612-4451	REPAIR & MAINTENANC	1,181.99	0.00
022-612-4452	REPAIR & MAINTENANC	623.53	0.00
023-613-4206	UNIFORM ALLOWANCE	475.90	0.00
023-613-4330	GENERAL SUPPLIES	81.56	0.00
023-613-4335	FUEL & LUBRICANTS	7,272.86	0.00
023-613-4350	R&B MATERIAL	9,568.66	0.00
023-613-4401	OTHER SERVICES	795.00	0.00
023-613-4420	TELEPHONE SERVICES	116.71	0.00
023-613-4451	REPAIR & MAINTENANC	12,356.53	0.00
023-613-4452	REPAIR & MAINTENANC	80.92	0.00
024-614-4206	UNIFORM ALLOWANCE	285.45	0.00
024-614-4310	OFFICE SUPPLIES	166.51	0.00
024-614-4330	GENERAL SUPPLIES	189.57	0.00
024-614-4350	R&B MATERIAL	22,683.79	0.00
024-614-4451	REPAIR & MAINTENANC	420.00	0.00
024-614-4452	REPAIR & MAINTENANC	1,005.80	0.00
025-400-4408	LEGAL	5,571.42	0.00
030-435-4401	OTHER SERVICES	4,867.87	0.00
053-560-4401	OTHER SERVICES	44.80	0.00
081-400-4401	OTHER SERVICES	102,064.87	0.00
085-400-4482	HEALTH INSURANCE PRE	1,773.64	0.00
120-631-4408	LEGAL	192.00	0.00
125-640-4419	CONTRACTS	580.90	0.00
125-640-4498	TRANSFER OUT	1,003.60	0.00
125-640-4620	RENTALS	2,996.00	0.00
125-641-4419	CONTRACTS	152.10	0.00
125-641-4498	TRANSFER OUT	534.15	0.00
125-641-4620	RENTALS	2,752.00	1,800.00
125-642-4498	TRANSFER OUT	781.37	0.00
125-642-4620	RENTALS	448.00	0.00
125-643-4498	TRANSFER OUT	1.34	0.00
125-644-4310	OFFICE SUPPLIES	57.11	0.00
125-644-4330	GENERAL SUPPLIES	2,350.74	0.00
125-644-4426	REIMBURSABLE TRAVEL	50.62	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
125-644-4435	CONTINUING EDUCATIO	626.73	0.00
125-644-4498	TRANSFER OUT	27.50	0.00
125-644-4510	EQUIPMENT ($500-$4,9	7,997.00	0.00
125-648-4498	TRANSFER OUT	42.73	0.00
125-649-4498	TRANSFER OUT	23.31	0.00
125-650-4498	TRANSFER OUT	31.08	0.00
125-651-4420	TELEPHONE SERVICES	175.00	0.00
125-651-4498	TRANSFER OUT	25.99	0.00
125-651-4620	RENTALS	480.00	0.00
125-652-4620	RENTALS	120.00	0.00
125-653-4498	TRANSFER OUT	5.48	0.00
125-654-4498	TRANSFER OUT	363.43	0.00
125-655-4498	TRANSFER OUT	129.02	0.00
130-579-4206	UNIFORM ALLOWANCE	157.57	0.00
130-579-4310	OFFICE SUPPLIES	238.73	0.00
130-579-4330	GENERAL SUPPLIES	1,221.27	0.00
130-579-4401	OTHER SERVICES	23.00	0.00
130-579-4435	CONTINUING EDUCATIO	125.00	0.00
130-579-4510	EQUIPMENT ($500-$4,9	564.99	0.00
131-931-4330	GENERAL SUPPLIES	6,619.82	0.00
131-931-4401	OTHER SERVICES	1,985.00	0.00
131-931-4419	CONTRACTS	1,481.91	0.00
131-931-4420	TELEPHONE SERVICES	9,976.74	0.00
131-931-4426	REIMBURSABLE TRAVEL	2,835.70	0.00
131-931-4435	CONTINUING EDUCATIO	2,576.22	0.00
131-931-4453	REPAIR & MAINTENANC	266.10	0.00
131-931-4472	MEMBERSHIP DUES	80.00	0.00
131-931-4620	RENTALS	16,628.27	0.00
131-932-4330	GENERAL SUPPLIES	268.28	0.00
131-932-4419	CONTRACTS	178.00	0.00
131-932-4420	TELEPHONE SERVICES	2,768.09	0.00
131-932-4426	REIMBURSABLE TRAVEL	382.28	0.00
131-932-4472	MEMBERSHIP DUES	120.00	0.00
	Grand Total:	**664,856.28**	**3,201.97**

Project Account Summary

Project Account Key		Expense Amount	Payment Amount
None		664,856.28	3,201.97
	Grand Total:	**664,856.28**	**3,201.97**

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 24.

Meeting Date: 10/02/2026
Item Title: Disbursement of Funds
Submitted By:

Summary of Request/Problem

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

Recommendation/Action Requested and Justification

Attachments

Disbursement Report 09-24-26

Medina County, TX

Expense Approval Register

Packet: APPKT04688 - 2026-9-24 UTILITY

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 012 - GENERAL FUND					
AT&T ACCT#287341548818	287341548818X09232026	09/24/2026	ACCT#287341548818 FAN#6	012-435-4420	118.11
AT&T ACCT#287341548818	287341548818X09232026	09/24/2026	ACCT#287341548818 FAN#6	012-476-4420	460.90
DEPARTMENT OF INFORMAT	26081151N	09/24/2026	LONG DISTANCE AUG 2026	012-407-4420	2.89
CENTERPOINT ENERGY ACCT	INV0018500	09/24/2026	ACCT#6404155014-2 1112 1	012-511-4421	67.14
CENTERPOINT ENERGY ACCT	INV0018502	09/24/2026	ACCT#2853550-8 1102 16TH	012-511-4421	62.02
CENTERPOINT ENERGY ACCT	INV0018503	09/24/2026	ACCT#3200267-7 1508 AVE	012-511-4421	62.02
CENTERPOINT ENERGY ACCT	INV0018504	09/24/2026	ACCT#3200873-2 1506 AVE	012-511-4421	62.02
				Fund 012 - GENERAL FUND Total:	**835.10**
Fund: 024 - PRECINCT 4					
WTG UTILITY, LLC	INV0018498	09/24/2026	ACCT#080-349-1080-01 PCT	024-614-4421	58.20
				Fund 024 - PRECINCT 4 Total:	**58.20**
Fund: 120 - HEALTH UNIT					
CENTERPOINT ENERGY ACCT	INV0018501	09/24/2026	ACCT#6402542012-2 1402 A	120-631-4421	11.55
CENTERPOINT ENERGY ACCT	INV0018501	09/24/2026	ACCT#6402542012-2 1402 A	120-632-4421	22.95
CENTERPOINT ENERGY ACCT	INV0018501	09/24/2026	ACCT#6402542012-2 1402 A	120-633-4421	29.83
				Fund 120 - HEALTH UNIT Total:	**64.33**
Fund: 125 - WIC					
DEPARTMENT OF INFORMAT	26081151N	09/24/2026	WIC R/E CLNT SVC PHONE	125-651-4420	0.09
NUECES ELECTRIC COOPERAT	B2609240226110003	09/24/2026	ACCT#2212145010 WIC JOU	125-641-4421	372.01
				Fund 125 - WIC Total:	**372.10**
Fund: 131 - HILL COUNTRY REGIONAL PDO					
CITY OF BOERNE	INV0018499	09/24/2026	ACCT#10-0440-07 116 BLAN	131-931-4421	1,729.56
KERRVILLE PUBLIC UTILITY B	INV0018506	09/24/2026	ACCT#110959001 821 EARL	131-931-4421	107.43
KERRVILLE PUBLIC UTILITY B	INV0018507	09/24/2026	ACCT#110959002 821 EARL	131-931-4421	98.44
				Fund 131 - HILL COUNTRY REGIONAL PDO Total:	**1,935.43**
				Grand Total:	**3,265.16**

Fund Summary

Fund	Expense Amount
012 - GENERAL FUND	835.10
024 - PRECINCT 4	58.20
120 - HEALTH UNIT	64.33
125 - WIC	372.10
131 - HILL COUNTRY REGIONAL PDO	1,935.43
Grand Total:	**3,265.16**

Account Summary

Account Number	Account Name	Expense Amount
012-407-4420	TELEPHONE SERVICES	2.89
012-435-4420	TELEPHONE SERVICES	118.11
012-476-4420	TELEPHONE SERVICES	460.90
012-511-4421	UTILITIES	253.20
024-614-4421	UTILITIES	58.20
120-631-4421	UTILITIES	11.55
120-632-4421	UTILITIES	22.95
120-633-4421	UTILITIES	29.83
125-641-4421	UTILITIES	372.01
125-651-4420	TELEPHONE SERVICES	0.09
131-931-4421	UTILITIES	1,935.43
	Grand Total:	**3,265.16**

Project Account Summary

Project Account Key	Expense Amount
None	3,265.16
Grand Total:	**3,265.16**

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 25.

Meeting Date: 10/02/2026
Item Title: Monthly Report
Submitted By:

Summary of Request/Problem

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

Recommendation/Action Requested and Justification

Attachments

Treasurers Report August 2026

AUGUST 2026

MONTHLY TREASURER'S REPORT

TABLE OF CONTENTS

- TREASURER'S REPORT AFFIDAVIT
- CASH BALANCES
- TREASURER'S REPORT-FUND ACTIVITY
- GENERAL FUND REVENUES
- ELECTED OFFICIALS ESCROW ACCOUNT REPORT
- OTHER LIABILITY ACCOUNTS REPORT
- DEBT SERVICE
- UTILITY CONSUMPTION AFFIDAVIT AND PAYMENT SPREADSHEET
- PLEDGED SECURITIES
- OTHER DEPARTMENTAL REPORTS AS SUBMITTED TO TREASURER

MEDINA COUNTY TREASURER'S REPORT TO COMMISSIONERS' COURT

Pursuant to LGC 114.026 I, Debra Graff, Medina County Treasurer, do hereby submit the Treasurer's Report for the month of **August 2026**. The month ending cash balance for Medina County combined funds is **$38,683,824.16** and the month ending total debt owed by Medina County is **$22,945,000.00.**

Submitted by: _____

Debra Graff, Medina County Treasurer
October 2, 2026

BY OUR SIGNATURES HERETO WE HEREBY APPROVE SAID REPORTS.

_____
COUNTY JUDGE KEITH LUTZ

_____
COMMISSIONER JESSICA CASTIGLIONE - PCT. #1

_____
COMMISSIONER LARRY SITTRE - PCT. #2

_____
COMMISSIONER DAVID LYNCH – PCT. #3

_____
COMMISSIONER DANNY LAWLER – PCT. #4

DATE APPROVED_____

TREASURER'S REPORT - CASH BALANCES

from Bank Reconciliation

August 2026

		CASH IN BANK
999-1101	Operating Fund	7,289,677.36
999-1102	Escrow	196,807.62
999-1103	Legal Special	75,066.22
999-1104	Non-Operating	4,025,662.03
999-1114	Efiling	188,204.31
999-1115	CD's	4,138,998.23
998-1116	Investments	22,769,408.39
		38,683,824.16

Medina County, TX

Treasurers Report

Summary

Date Range: 08/01/2026 - 08/31/2026

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance
012 - GENERAL FUND	21,481,715.43	1,063,574.89	2,276,089.39	0.00	0.00	20,269,200.93	20,257,727.26
013 - TOBACCO SETTLEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014 - OPIOID SETTLEMENTS	36,274.91	0.00	0.00	0.00	0.00	36,274.91	36,274.91
018 - PRECINCT 2 SPECIAL TAX	1,707,414.28	8,904.42	15,710.49	0.00	0.00	1,700,608.21	1,700,608.21
021 - PRECINCT 1	1,085,612.40	48,445.10	179,608.45	0.00	0.00	954,449.05	954,477.39
022 - PRECINCT 2	1,660,286.26	45,697.50	104,448.27	0.00	0.00	1,601,535.49	1,601,563.56
023 - PRECINCT 3	1,332,236.28	46,624.21	223,022.79	0.00	0.00	1,155,837.70	1,155,857.02
024 - PRECINCT 4	1,297,297.87	41,817.77	102,498.38	0.00	0.00	1,236,617.26	1,236,846.29
025 - LAW LIBRARY	534.03	1,435.00	5,392.83	0.00	0.00	(3,423.80)	(3,423.80)
026 - JUROR	4,752.00	0.00	0.00	0.00	0.00	4,752.00	4,752.00
027 - ENVIRONMENTAL HEALTH FOOD PERMIT	7,765.15	100.00	0.00	0.00	0.00	7,865.15	7,865.15
028 - ELECTIONS	314,338.27	10,286.92	6,588.08	0.00	0.00	318,037.11	318,038.58
030 - COURT REPORTER	65,651.60	1,025.00	0.00	0.00	0.00	66,676.60	66,676.60
031 - COUNTY RECORDS MANAGEMENT	38,916.61	808.18	0.00	0.00	0.00	39,724.79	39,724.79
032 - COUNTY CLERK RECORDS MANAGEMENT	716,883.96	14,125.32	1,811.57	0.00	0.00	729,197.71	728,737.15
033 - COUNTY CLERK PRES. & RESTORATION	699,660.73	13,412.65	74,676.82	0.00	0.00	638,396.56	638,396.56
036 - DISTRICT CLERK RECORDS MANAGEMENT	115,626.00	0.00	0.00	0.00	0.00	115,626.00	115,626.00
040 - DISTRICT CLERK TECHNOLOGY	16,301.77	0.00	0.00	0.00	0.00	16,301.77	16,301.77
041 - JUSTICE COURT TECHNOLOGY	10,385.18	2,146.31	0.00	0.00	0.00	12,531.49	12,531.49
043 - COUNTY COURTHOUSE SECURITY	163,791.85	3,067.28	17,751.56	0.00	0.00	149,107.57	149,114.53
044 - JUSTICE COURT SECURITY	489.01	7.68	0.00	0.00	0.00	496.69	496.69
045 - CHAPTER 59 FORFEITURE	(30.73)	0.13	0.00	0.00	0.00	(30.60)	(30.60)
048 - DISTRICT CLERK SPECIAL FEES	7,114.38	0.00	0.00	0.00	0.00	7,114.38	7,114.38
049 - TRUANCY PREVENTION DIVERSION	120,383.83	2,088.52	0.00	0.00	0.00	122,472.35	122,472.35
050 - COUNTY CONSTABLE #1 FORFEITURE	0.02	0.00	0.00	0.00	0.00	0.02	0.02
051 - DISTRICT ATTORNEY FORFEITURE	69,476.52	59.01	0.00	0.00	0.00	69,535.53	69,535.53
052 - D.A. PRETRIAL DIVERSION PROGRAM	102,567.94	1,800.00	(1,711.81)	0.00	0.00	106,079.75	106,079.85
053 - SHERIFF EQUITABLE SHARING	84,787.92	69.48	4,429.81	0.00	0.00	80,427.59	80,427.59
054 - COUNTY CONSTABLE #2 FORFEITURE	0.12	0.00	0.00	0.00	0.00	0.12	0.12
055 - COUNTY CONSTABLE #3 FORFEITURE	107.26	0.09	0.00	0.00	0.00	107.35	107.35
056 - COUNTY CONSTABLE #4 FORFEITURE	408.21	0.33	0.00	0.00	0.00	408.54	408.54
057 - CRIMINAL D.A. SPECIAL	5,530.94	0.00	0.00	0.00	0.00	5,530.94	5,530.94
058 - LEOSE - JAIL	19,267.54	0.00	0.00	0.00	0.00	19,267.54	19,267.54
059 - LEOSE - SHERIFF	9,657.15	0.00	0.00	0.00	0.00	9,657.15	9,657.15
060 - DEBT SERVICE	980,424.40	33,998.52	0.00	0.00	0.00	1,014,422.92	1,014,422.92
061 - LEOSE - CONSTABLE 1	6,880.42	0.00	0.00	0.00	0.00	6,880.42	6,880.42
062 - LEOSE - CONSTABLE 2	11,321.49	0.00	0.00	0.00	0.00	11,321.49	11,321.49

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance
063 - LEOSE - CONSTABLE 3	5,614.96	0.00	0.00	0.00	0.00	5,614.96	5,614.96
064 - LEOSE - CONSTABLE 4	8,461.52	0.00	0.00	0.00	0.00	8,461.52	8,461.52
065 - LEOSE - DISTRICT ATTORNEY	4,458.18	0.00	0.00	0.00	0.00	4,458.18	4,458.18
068 - DATA CENTERS	5,117,208.70	16,617.13	0.00	0.00	0.00	5,133,825.83	5,133,825.83
070 - TAN SERIES 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
071 - CERTIFICATE SERIES 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
072 - TAN SERIES 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
073 - TAN SERIES 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
074 - TAN SERIES 2025	1,896,093.33	1,610.40	(112.00)	0.00	0.00	1,897,815.73	1,897,815.73
075 - CERTIFICATE SERIES 2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00
081 - IMPROVEMENT DISTRICTS	307,223.65	15,088.06	0.00	0.00	0.00	322,311.71	360,728.44
082 - IMPROVEMENT DISTRICTS - AUDITOR	60,313.95	44.98	111.12	0.00	0.00	60,247.81	59,528.17
083 - IMPROVEMENT DISTRICTS - TREASURER	66,677.75	49.72	1,291.37	0.00	0.00	65,436.10	65,436.69
084 - IMPROVEMENT DISTRICTS - TAX OFFICE	81,692.00	60.92	0.00	0.00	0.00	81,752.92	81,398.54
085 - COUNTY EMPLOYEE TRUST	34,704.26	535,731.80	489,599.87	0.00	0.00	80,836.19	80,845.07
086 - COUNTY CAFE PLAN	10,454.03	0.00	0.00	0.00	0.00	10,454.03	15,892.77
090 - UNCLAIMED MONIES	11,611.14	0.00	0.00	0.00	0.00	11,611.14	11,611.14
095 - ELECTED OFFICIAL ESCROW	180,045.04	0.00	0.00	0.00	0.00	180,045.04	202,207.27
096 - EXCESS SALES	407,027.53	0.00	0.00	0.00	0.00	407,027.53	407,027.53
097 - RESTITUTION	9,325.39	0.00	0.00	0.00	0.00	9,325.39	9,325.39
098 - STATE FEES	94,380.69	0.00	0.00	0.00	0.00	94,380.69	151,888.23
099 - 4TH COURT OF APPEALS	1,856.64	0.00	0.00	0.00	0.00	1,856.64	1,386.64
100 - E-FILING	201,878.04	0.00	0.00	0.00	0.00	201,878.04	188,204.31
110 - GRANTS	(51,803.00)	4,799.28	1,670.32	0.00	0.00	(48,674.04)	(53,473.32)
111 - OPERATION LONE STAR	(56,414.93)	0.00	107,559.05	0.00	0.00	(163,973.98)	(49,872.77)
120 - HEALTH UNIT	8,370.43	0.00	31,445.65	0.00	0.00	(23,075.22)	14,880.72
125 - WIC	(42,143.83)	0.00	65,799.42	0.00	0.00	(107,943.25)	(19,609.33)
128 - HAVA ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130 - JUVENILE PROBATION	74,565.19	0.00	121,844.78	0.00	0.00	(47,279.59)	22,225.69
131 - HILL COUNTRY REGIONAL PDO	(730,869.78)	78,519.75	301,495.20	0.00	0.00	(953,845.23)	(959,088.78)
132 - SALARY GRANTS	328,534.28	245.00	42,775.72	0.00	0.00	286,003.56	259,527.30
135 - FEMA	(321,429.49)	0.00	0.00	0.00	0.00	(321,429.49)	(321,429.49)
136 - AMERICAN RESCUE PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
185 - TEMP MULTIPLE LEGACY FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total:	**39,881,666.67**	**1,992,261.35**	**4,173,797.13**	**0.00**	**0.00**	**37,700,130.89**	**38,070,204.17**

General Fund Revenues
August 2026

Fund: 012 - GENERAL FUND

Account	Name	Beginning Balance	Total Activity	Ending Balance
012-3111	PROPERTY AD VALOREM	22,263,748.39	144,651.52	22,408,399.91
012-3112	DELINQUENT PROPERTY AD VALOREM	507,481.91	70,104.67	577,586.58
012-3125	OTHER TAXING ENTITIES	210,708.92	2,023.31	212,732.23
012-3133	SALES TAX	3,658,110.20	495,622.84	4,153,733.04
012-3134	AUTO SALES TAX	847,032.53	0.00	847,032.53
012-3223	BEER & OCCUPATION	1,005.00	425.00	1,430.00
012-3226	MIXED DRINK	45,990.22	5,524.67	51,514.89
012-3331	COMMUNITY PROGRAMS	0.00	0.00	0.00
012-3341	TIDC GRANT REVENUE	0.00	0.00	0.00
012-3406	PRETRIAL SERVICES FEES	45,394.97	4,882.67	50,277.64
012-3414	ELECTIONS	102.80	87.50	190.30
012-3415	JP 1 FEES	43,278.27	8,050.15	51,328.42
012-3416	JP 2 FEES	92,355.69	16,162.44	108,518.13
012-3418	JP 3 FEES	77,789.27	2,251.13	80,040.40
012-3419	JP 4 FEES	95,610.53	7,162.87	102,773.40
012-3424	ENVIRONMENTAL HEALTH	85,585.00	11,185.00	96,770.00
012-3430	SUBDIVISION FEES	140,473.00	1,300.00	141,773.00
012-3449	ANIMAL CONTROL FEES	6,364.23	0.00	6,364.23
012-3450	LAW ENFORCEMENT FEES	40,881.78	750.62	41,632.40
012-3453	COUNTY CLERK FEES	407,879.24	52,137.42	460,016.66
012-3454	TAX OFFICE FEES	293,280.24	22,760.97	316,041.21
012-3456	DISTRICT CLERK FEES	65,916.46	19.84	65,936.30
012-3460	COUNTY TREASURER	123,754.96	0.00	123,754.96
012-3470	JPs "CHILD RESTRAINT"	4,725.95	204.00	4,929.95
012-3472	CONSTABLE 1	8,347.00	808.00	9,155.00
012-3473	CONSTABLE 2	4,955.00	1,495.00	6,450.00
012-3474	CONSTABLE 3	7,730.00	1,050.00	8,780.00
012-3475	CONSTABLE 4	5,725.00	800.00	6,525.00
012-3481	JP 1 CIVIL	13,952.02	1,561.47	15,513.49
012-3482	JP 2 CIVIL	8,791.07	891.38	9,682.45
012-3483	JP 3 CIVIL	14,812.66	614.64	15,427.30
012-3484	JP 4 CIVIL	17,895.38	1,703.88	19,599.26
012-3545	BOND FORFEITURES	11,556.15	0.00	11,556.15
012-3604	INMATE PHONE CONTRACTS	134,361.11	9,474.63	143,835.74
012-3631	STATE SUPPLEMENTS	107,791.56	32,875.00	140,666.56

012-3637	DONATIONS	0.00	0.00	0.00
012-3641	INTEREST	551,355.95	70,906.51	622,262.46
012-3642	CAPITAL CREDITS	0.00	4,667.12	4,667.12
012-3685	CONTRIBUTIONS	446,603.75	16,080.00	462,683.75
012-3686	MISCELLANEOUS	52,506.94	300.00	52,806.94
012-3687	SALE OF ASSETS	7,380.00	0.00	7,380.00
012-3693	REIMBURSEMENTS	538,646.29	58,396.10	597,042.39
012-3694	REIMBURSEMENTS - SRO	272,146.43	16,644.54	288,790.97
012-3985	TRANSFER IN	181,182.11	0.00	181,182.11
Total Revenue:		**$ 31,443,207.98**	**$ 1,063,574.89**	**$ 32,506,782.87**

ELECTED OFFICIAL ESCROW
August 2026

Fund: 095 - ELECTED OFFICIAL ESCROW

Account	Name	Beginning Balance	Total Activity	Ending Balance
095-1199	COC - ELECTED OFFICIAL ESCROW	180,045.04	22,162.23	202,207.27
		180,045.04	22,162.23	202,207.27
095-2140	AP CLEARING	0.00	0.00	0.00
095-2198	ACCOUNTS PAYABLE PENDING	0.00	0.00	0.00
095-2210	TRANSFER OUT	292.51	6.08	298.59
095-2215	OTHER TRANSFERS	0.00	0.00	0.00
095-2240	ELECTED OFFICIALS	179,818.53	22,156.15	201,974.68
	COUNTY CLERK CLIENT ESCROW		0.00	
	COUNTY CLERK ESCROW		(4,864.39)	
	DISTRICT CLERK ESCROW		16,425.32	
	EHG ESCROW		(1,060.00)	
	JP#1 ESCROW		1,302.55	
	JP#2 ESCROW		(4,223.70)	
	JP#3 ESCROW		2,708.80	
	JP#4 ESCROW		3,232.48	
	PTS ESCROW		1,813.98	
	SHERIFF ESCROW		6,821.11	
	TAX OFFICE ESCROW		0.00	
095-2250	FUND BALANCE	(66.00)	0.00	(66.00)
095-2900	SYSTEM ADDED LIABILITY LINE-ITEM	0.00	0.00	0.00
Total Liabilities		180,045.04	22,162.23	202,207.27

LIABILITY ACCOUNTS

(Excluding Escrow)
August 2026

Fund	Beginning Balance	Total Activity	Ending Balance
026 - JUROR	4,752.00	0.00	4,752.00
086 - COUNTY CAFE PLAN	10,454.03	5,438.74	15,892.77
090 - UNCLAIMED MONIES	11,611.14	0.00	11,611.14
096 - EXCESS SALES	407,027.53	0.00	407,027.53
097 - RESTITUTION	9,325.39	0.00	9,325.39
098 - STATE FEES	94,380.69	57,507.54	151,888.23
099 - 4TH COURT OF APPEALS	1,856.64	(470.00)	1,386.64
100 - E-FILING	201,878.04	(13,673.73)	188,204.31
Grand Total:	**741,285.46**	**48,802.55**	**790,088.01**

Medina County - Debt Schedule
as of August 31, 2026

Fund - Description		Date Issued	Years	Rate	Maturity	Amt. Issued	Payment Principal	Payment Interest	Balance	Next Payment
	CERTIFICATE SERIES 2019	8/1/2019			2039	22,815,000.00	1,140,000.00	308,150.00	18,485,000.00	2/1/2027
								285,350.00		8/1/2027
	TAN SERIES 2020	7/1/2020			2027	4,000,000.00	635,000.00	3,556.00	635,000.00	2/1/2027
	TAN SERIES 2025	9/17/2025			2032	4,280,000.00	560,000.00	95,625.00	3,825,000.00	2/1/2027
								81,625.00		8/1/2027
				Debt Service Total		**$ 31,095,000.00**	**$ 2,335,000.00**	**$ 774,306.00**	**$ 22,945,000.00**	
								Total Debt	**$ 22,945,000.00**	

Medina County Affidavit of Metered Utility Consumption and Payments

Fiscal Year 2025-26

	Electricity (kwh)		Water (gal)		Natural Gas (ccf)	
	Consumption	Payments	Consumption	Payments	Consumption	Payments
Oct-25	376,258	$54,395	11,516	$5,363	1,073	$1,566
Nov-25	348,564	$51,475	12,241	$4,790	1,188	$1,420
Dec-25	290,159	$43,830	9,427	$5,934	2,070	$2,905
Ist Quarter	1,014,981	$149,700	33,184	$16,088	4,331	$5,891
Jan-26	272,696	$41,630	17,707	$6,178	2,089	$2,922
Feb-26	281,027	$44,079	6,719	$6,036	3,027	$4,119
Mar-26	248,511	$39,469	8,364	$5,915	1,077	$1,807
2nd Quarter	802,234	$125,178	32,790	$18,130	6,193	$8,848
Apr-26	222,186	$35,129	10,231	$5,871	997	$1,800
May-26	237,784	$36,898	8,956	$6,260	933	$1,530
Jun-26	254,237	$38,699	11,301	$6,414	986	$1,708
3rd Quarter	714,207	$110,726	30,488	$18,544	2,916	$5,038
Jul-26	314,340	$46,929	9,670	$6,257	1,029	$1,791
Aug-26	340,354	$50,757	11,416	$6,458	1,163	$1,849
Sep-26						
4th Quarter	654,694	$97,686	21,086	$12,716	2,192	$3,641
YTD Totals	**3,186,116**	**$483,291**	**117,548**	**$65,478**	**15,632**	**$23,418**

The foregoing is an affidavit of the monthly consumption and aggregate costs for metered electricity, water, and natural gas, from various vendors. A monthly posting of such information is required by HB3693, amending Section 8, Subtitle F, Title 10, Chapter 2264.001 of the Government Code, effective beginning September 2007.

I, Debra Graff, hereby certify and affirm that this report is true and correct, to the best of my knowledge.

Debra Graff

Debra Graff Medina County Treasurer

9.17.26

Date Signed

10/02/26

Date Presented to Commissioners' Court

MEDINA COUNTY UTILITY BILLS APPROVED FOR PAYMENT -AUGUST 2026

			ELEC.		WATER		NAT GAS			
VENDOR	ACCT#	Location	(KWH)	COST	(GL)	COST	(CCF)	COST	OTHER	INVOICE
Atmos Energy	3063812441	821 Earl Garrett Ste A					5	36.35		$ 36.35
Atmos Energy	3063812487	821 Earl Garrett Ste B						25.74		$ 25.74
Bandera Co	3029091001	Mico Tower	1,877	229.50						229.50
Benton City Water	3276	DPS CVE Weigh Stn			1500	37.25				37.25
Castroville Utility	08-4005-01	8366 FM 471 S- ANNEX			17	197.43				197.43
Castroville Utility	05-1485-00	146 PR 4701-Med Cnty Barn	1,483	266.90					-	266.90
Centerpoint Energy	2853550-8	1102 16th St. Courthouse					0	62.02		62.02
Centerpoint Energy	3200873-2	1506 Ave M - Exten Svc					0	62.02		62.02
Centerpoint Energy	3200267-7	1508 Ave M					0	62.02		62.02
Centerpoint Energy	2840944-9	801 Ave Y - Sheriff Office					1,156	1,391.54		1,391.54
Centerpoint Energy	2841650-1	240 Old Eagle Pass Rd-Pct3					0	58.88		58.88
Centerpoint Energy	6402542012-2	1402 Ave M					2	64.33		64.33
Centerpoint Energy	6404155014-2	1112 18th Street					0	-	-	-
City of Boerne	10-0440-07	116 Blanco Rd W 301	9,975	1,668.42			0	28.24		1,696.66
City of Devine	20-00570-00	207 S. Teel - Devine			0	59.78			45.11	104.89
City of Devine	14-00170-03	317 N Hwy 132 - Devine			3	166.87			182.26	349.13
City of Devine	49-01080-01	1340 SH 173 N - Devine			5	184.87				184.87
City of Hondo	02-0280-00	1102 15th St. - Tax Office	5,920	996.92	149	131.78			236.36	1,365.06
City of Hondo	02-0440-00	1100 16th St Court House	26,080	4,207.44	984	823.40			404.75	5,435.59
City of Hondo	02-1100-01	1508 Ave M. - M.C. Fin offc	733	135.55	15	66.75			31.30	233.60
City of Hondo	02-1110-00	1506 Ave M. - Ext. Ofc.	2,166	341.90					155.54	497.44
City of Hondo	02-1311-00	1204 13th St.- E.M. STORAGE	106	45.26					272.34	317.60
City of Hondo	02-1140-11	1402 Ave M - WIC	3,541	539.90	10	66.50			67.83	674.23
City of Hondo	02-1130-03	1403 Ave N - District Attorney	3,880	588.72	39	53.83			89.25	731.80
City of Hondo	02-1135-02	1206 15th St. - Health Unit	3,712	564.53	20	27.73			63.32	655.58
City of Hondo	02-1235-01	1310 Ave N - Storage Blg	1,706	275.66	5	66.25			209.62	551.53
City of Hondo	11-0036-01	1007 Ave Y - SW Fam Life	1,908	304.75	39	138.89			227.43	671.07
City of Hondo	11-0033-00	709 Ave Y - Animal Control 925 Ave Y - EM. MGMT	4,351	656.54	89	107.16			62.82	826.52
City of Hondo	11-0034-01	801 Ave Y - Sheriff Ofc.	134,200	19,332.00	1128	906.49			1,809.53	22,048.02
City of Hondo	11-0032-01	761 Ave Y - Probation/Pre-Trial	11,700	1,988.67	36	137.78			205.46	2,331.91
City of Hondo	08-2340-01	3102 Ave G - DA								
City of Hondo	02-1201-01	1300 Ave M - Annex	55,750	8,443.50	4323	2,719.24			1,222.19	12,384.93
City of Hondo	02-1120-01	1502 Ave M	13,120	2,162.88	2	345.41			102.29	2,610.58
City of Hondo	02-1150-01	1501 Ave N	39	35.62						35.62
City of Hondo	05-1390-01	1112 18th st	11,520	1,933.54	1	66.05			80.00	2,079.59
City of Jourdanton	01-0770-04	608 Mesquite St. Jourdanton							-	-
City of Kerrville	29-1110-04	821 Earl Garrett St A			100	25.09			24.82	49.91
City of Kerrville	29-1130-05	821 Earl Garrett St B			400	26.30			24.82	51.12
CPS Energy	300-3420-008	8366 FM 471 S	17,200	2,051.30						2,051.30
Direct Energy Business	19982408-7	Natalia Tower	713	106.05						106.05
Engle	301737	203 S. Teel Dr.-Devine	6,115	765.66						765.66
Engle	301714	317 N. Hwy. 132-Devine	9,083	1,221.15						1,221.15
Engle	282686	1340 SH 173 N - Devine	5,998	608.70						608.70
Engle	301728	203 S. Teel Dr. ODLT	39	12.10						12.10
Kerr County	4044610659	550 Earl Garrett St. Kerrville								
KPUB	110959001	821 Earl Garrett St	766	108.03						108.03
KPUB	110959002	821 Earl Garrett St B	658	97.24						97.24
Medina Co WC&ID #2	38(3)	240 Old Eagle Pass Rd.			47	33.02				33.02
Medina Co WC&ID #2	5372(3)	240 Old Eagle Pass Rd.			4	33.02				33.02
Medina Elec Co-op	1014169001	Meter#503167 Dunlay	10	38.00						38.00
Medina Elec Co-op	1014169004	Meter#980053 D'Hanis	12	38.00						38.00
Medina Elec Co-op	1014169005	Communication Building	1233	144.81						144.81
Medina Elec Co-op	1543610001	Meter#04755 Radio	1246	145.78						145.78
Medina Elec Co-op	1011105001	Meter#982101 PCT#1								-
Medina Elec Co-op	1543600001	Meter#979840 PCT#3								-
NEC Co-Op	2212145010	608 Mesquite St. Jourdanton	2,501	404.28						404.28
Reliant	18899158-2	317 Hwy 132-Devine WIC	1,013	298.01						298.01
Two Man Trash Service		821 Earl Garrett St							-	-
West Medina Water	362	275 CR 341			2520	37.38				37.38
West Texas Gas	080-349-1080-01	1340 SH 173 N - Devine						58.20		58.20
		TOTALS	340,354	50,757.31	11,416	6,458.27	1,163	1,849.34	5,517.04	64,581.96

MONITORING OF CASH BALANCE AND PLEDGE REQUIREMENTS CASTROVILLE STATE BANK

FY2025-2026

Date		Checking Previous Day	CD's	TOTAL	*105%	Collateral Val	Difference	
8/3/2026	Monday	25,408,701.95	-	25,408,701.95	26,679,137.05	30,000,000.00	3,570,862.95	
8/4/2026	Tuesday	25,326,403.17	-	25,326,403.17	26,592,723.33	30,000,000.00	3,657,276.67	
8/5/2026	Wednesday	25,410,722.08	-	25,410,722.08	26,681,258.18	30,000,000.00	3,568,741.82	
8/6/2026	Thursday	25,472,770.38	-	25,472,770.38	26,746,408.90	30,000,000.00	3,503,591.10	
						(30,000,000.00)		**LOC expires EOD 08/06/26**
						28,500,000.00		**New LOC issued 08/07/26, expires 11/07/26**
8/7/2026	Friday	24,690,214.52	-	24,690,214.52	25,924,725.25	28,500,000.00	2,825,274.75	
8/10/2026	Monday	24,898,921.70	-	24,898,921.70	26,143,867.79	28,500,000.00	2,606,132.22	
8/11/2026	Tuesday	24,886,945.16	-	24,886,945.16	26,131,292.42	28,500,000.00	2,618,707.58	
8/12/2026	Wednesday	24,988,480.28	-	24,988,480.28	26,237,904.29	28,500,000.00	2,512,095.71	
8/13/2026	Thursday	24,879,957.88	-	24,879,957.88	26,123,955.77	28,500,000.00	2,626,044.23	
8/14/2026	Friday	25,000,997.25	-	25,000,997.25	26,251,047.11	28,500,000.00	2,498,952.89	
8/17/2026	Monday	25,705,607.52	-	25,705,607.52	26,990,887.90	28,500,000.00	1,759,112.10	
8/18/2026	Tuesday	25,475,903.09	-	25,475,903.09	26,749,698.24	28,500,000.00	2,000,301.76	
8/19/2026	Wednesday	25,569,581.20	-	25,569,581.20	26,848,060.26	28,500,000.00	1,901,939.74	
8/20/2026	Thursday	25,898,029.87	-	25,898,029.87	27,192,931.36	28,500,000.00	1,557,068.64	
8/21/2026	Friday	24,943,975.07	-	24,943,975.07	26,191,173.82	28,500,000.00	2,558,826.18	
8/24/2026	Monday	24,699,906.40	-	24,699,906.40	25,934,901.72	28,500,000.00	2,815,098.28	
8/25/2026	Tuesday	24,627,241.84	-	24,627,241.84	25,858,603.93	28,500,000.00	2,891,396.07	
8/26/2026	Wednesday	24,697,915.23	-	24,697,915.23	25,932,810.99	28,500,000.00	2,817,189.01	
8/27/2026	Thursday	24,480,052.43	-	24,480,052.43	25,704,055.05	28,500,000.00	3,045,944.95	
8/28/2026	Friday	24,118,394.03	-	24,118,394.03	25,324,313.73	28,500,000.00	3,425,686.27	
8/31/2026	Monday	23,907,214.63	-	23,907,214.63	25,102,575.36	28,500,000.00	3,647,424.64	

FHLBANK
DALLAS

IRREVOCABLE STANDBY LETTER OF CREDIT

LETTER OF CREDIT NO: 10034093

EFFECTIVE DATE: August 07, 2026
EXPIRATION DATE: November 07, 2026

BENEFICIARY:

Medina County
Debra Graff
1300 Ave M
Room 121
Hondo, Tx 78861

ACCOUNT PARTY ("MEMBER"):

Castroville State Bank
502 Paris St
Castroville, TX 78009

Federal Home Loan Bank of Dallas (the "Bank") hereby offers its IRREVOCABLE STANDBY LETTER OF CREDIT ("Letter of Credit") in favor of the above-named Beneficiary for any sum or sums not exceeding in total U.S. $28,500,000.00 (the "Credit Amount"), on the account of Member.

Subject to the terms and conditions herein, this Letter of Credit shall be honored by the presentment by Beneficiary of a payment request to the Bank at 8500 Freeport Parkway South, Suite 600, Irving, TX 75063-2547, Attention: Member Services Department, on or before the Expiration Date noted above, in the form of Exhibit A (the "Draft") drawn under this Letter of Credit. If such payment request is received by the Bank at or prior to 11:00 A.M. (Central Time) on a business day, and provided that the documents so presented conform to the terms and conditions hereof, payment shall be made to Beneficiary, or to its designee, of the amount specified, in immediately available funds, not later than 3:00 P.M. (Central Time) on the next succeeding business day. If such payment request is received by the Bank after 11:00 A.M (Central Time) on a business day, and provided that the documents so presented conform to the terms and conditions hereof, payment shall be made to Beneficiary, or to its designee, of the amount specified, in immediately available funds, not later than 3:00 P.M. (Central Time) on the second business day following receipt by the Bank. As used herein "business day" shall mean any Monday, Tuesday, Wednesday, Thursday, or Friday on which the Bank is open for business.

The Draft presented for payment must be fully completed and be accompanied by this Letter of Credit.

Multiple drawings under this Letter of Credit are prohibited. If more than one Draft is presented, only the first properly presented Draft will be honored.

A payment made by the Bank pursuant to the Draft will be made from the Bank's own immediately available funds, and not with any funds that belong to Member. Payments made under this Letter of Credit shall be made by wire transfer in accordance with the instructions specified by Beneficiary in the Draft.

This Letter of Credit is irrevocable and may not be transferred or assigned by Beneficiary, except with the express prior written consent of the Bank. Further, this Letter of Credit is not issued and enforceable until the Effective Date, as set forth above. The Banks obligation under this Letter of Credit is its individual obligation and is in no way contingent upon reimbursement with respect thereto, or upon the Banks ability to perfect any lien, security interest or any other reimbursement.

Except as otherwise expressly stated herein, this Letter of Credit and all matters incidental hereto shall be governed by and construed in accordance with the International Standby Practices ("ISP98"), International Chamber of Commerce, Publication No. 590 and any revisions thereof, and as to matters not governed by the ISP98, shall be governed by and construed in accordance with the laws of the State of Texas without giving effect to choice of law principles included therein, the Uniform Commercial Code as adopted by the State of Texas and applicable laws of the United States of America.

Federal Home Loan Bank of Dallas

By: C Ungaro

Name: Christina Ungaro
Title: Vice President

MONITORING OF CASH BALANCE AND PLEDGE REQUIREMENTS
SECURITY STATE BANK
FY2025-2026

Date		#1208 AUTO REG	#1518 JP#4	#0612 TAX OFFICE	TOTAL	*105%	PAR Pledged	Market Value	Difference + FDIC	
8/3/2026	Monday	16,590.11	3,649.00	47,026.65	67,265.76	70,629.05	6,000,000.00	2,131,030.03	2,310,400.98	
8/4/2026	Tuesday	23,745.24	3,649.00	63,014.82	90,409.06	94,929.51	6,000,000.00	2,131,030.03	2,286,100.52	
8/5/2026	Wednesday	29,386.49	3,649.00	65,846.12	98,881.61	103,825.69	6,000,000.00	2,131,030.03	2,277,204.34	
8/6/2026	Thursday	113,363.84	4,155.00	72,201.35	189,720.19	199,206.20	6,000,000.00	2,131,030.03	2,181,823.83	
8/7/2026	Friday	116,110.09	506.00	73,812.29	190,428.38	199,949.80	6,000,000.00	2,131,030.03	2,181,080.23	
8/10/2026	Monday	118,463.09	1,427.10	88,622.25	208,512.44	218,938.06	6,000,000.00	2,131,030.03	2,162,091.97	
8/11/2026	Tuesday	123,078.89	1,427.10	20,909.22	145,415.21	152,685.97	6,000,000.00	2,131,030.03	2,228,344.06	
8/12/2026	Wednesday	154,495.71	1,427.10	21,309.22	177,232.03	186,093.63	6,000,000.00	2,131,030.03	2,194,936.40	
8/13/2026	Thursday	156,755.71	3,225.40	38,285.69	198,266.80	208,180.14	6,000,000.00	2,131,030.03	2,172,849.89	
8/14/2026	Friday	161,112.59	1,798.30	39,855.69	202,766.58	212,904.91	6,000,000.00	2,131,030.03	2,168,125.12	
8/17/2026	Monday	40,157.94	2,728.10	19,888.01	62,774.05	65,912.75	6,000,000.00	2,131,030.03	2,315,117.28	
8/18/2026	Tuesday	42,983.28	2,728.10	29,490.34	75,201.72	78,961.81	6,000,000.00	2,131,030.03	2,302,068.22	
8/19/2026	Wednesday	45,547.01	2,728.10	30,590.34	78,865.45	82,808.72	6,000,000.00	2,131,030.03	2,298,221.31	
8/20/2026	Thursday	76,825.44	1,589.68	32,490.34	110,905.46	116,450.73	6,000,000.00	2,131,030.03	2,264,579.30	
8/21/2026	Friday	50,520.37	1,589.68	34,239.22	86,349.27	90,666.73	6,000,000.00	2,131,030.03	2,290,363.30	
8/24/2026	Monday	80,193.05	5,206.88	36,539.07	121,939.00	128,035.95	6,000,000.00	2,131,030.03	2,252,994.08	
8/25/2026	Tuesday	88,675.17	5,206.88	37,823.55	131,705.60	138,290.88	6,000,000.00	2,131,030.03	2,242,739.15	
8/26/2026	Wednesday	91,557.05	5,206.88	46,073.60	142,837.53	149,979.41	6,000,000.00	2,131,030.03	2,231,050.62	
8/27/2026	Thursday	95,501.13	7,686.88	37,522.98	140,710.99	147,746.54	6,000,000.00	2,131,030.03	2,233,283.49	
8/28/2026	Friday	98,175.88	2,480.00	47,580.91	148,236.79	155,648.63	6,000,000.00	2,131,030.03	2,225,381.40	
8/31/2026	Monday	100,425.66	4,173.00	56,900.19	161,498.85	169,573.79	6,000,000.00	2,131,030.03	2,211,456.24	
							6,000,000.00	2,107,495.62		at 08/31/26

1726 Hwy. 90 East
Castroville. Texas 78009

Telephone: (830) 334-3606
Fax: (830) 334-4607
Fax: (830) 334-9270

September 2, 2026

Debra Graff
Amye Laughlin
Medina County Treasurer
1300 Avenue M, Room 121
Hondo, TX 78061

sent via email to: debra.graff@medinatx.org
amye.laughlin@medinatx.org

Dear Debra and Amye,

Listed below is a summary of the County's month-end deposit balances, the market value of pledged securities, and applicable FDIC insurance coverage as of the date indicated. Also attached is a current listing of the securities pledged to secure the County's deposits.

Month	Market Value Of Pledged Securities	FDIC Insurance on Account Balances	Total FDIC Ins & Pledged Securities	Total Deposits
January 2026	$1,970,161	$250,000	$2,220,161	$1,747,141
February 2026	$2,368,663	$197,635	$2,566,298	$197,635
March 2026	$2,290,290	$167,613	$2,457,903	$167,613
April 2026	$2,248,499	$229,202	$2,477,701	$229,202
May 2026	$2,163,275	$168,168	$2,331,443	$168,168
June 2026	$2,173,215	$74,975	$2,248,190	$74,975
July 2026	$2,131,030	$158,523	$2,289,553	$158,523
August 2026	$2,107,496	$187,430	$2,294,926	$187,430

If you need any additional information or have any questions, please do not hesitate to call me at (830) 538-9898. Thank you very much for your business.

Sincerely,

Lauren Baxter

Lauren Baxter
Accounting Assistant

Pledges By Pledgee And Maturity

BBA

Pledged To: MEDINA COUNTY

Security State Bank - Pearsall, TX

As Of 8/31/2026

Receipt# / Safekeeping Location	CUSIP / ASC 320	Description / Maturity / Prerefund	Pool/Type / Coupon	Moody / S&P	Original Face / Pledged Percent	Pledged: Original Face	Pledged: Par	Pledged: Book Value	Pledged: Market Value
	3128P73X9 AFS	FHLMC 20YR	C91714		3,000,000.00				
FHLB: FED HOME LOAN BANK		07/01/33	3.00		100.00%	3,000,000.00	335,973.45	335,529.37	317,004.39
	3140XFER8 AFS	FNMA 30YR	FS0143		3,000,000.00				
FHLB: FED HOME LOAN BANK		01/01/47	2.50		100.00%	3,000,000.00	2,165,227.08	2,208,858.30	1,790,491.23
2 Securities Pledged To:		**Y - MEDINA COUNTY**				**6,000,000.00**	**2,501,200.53**	**2,544,387.67**	**2,107,495.62**

Although the information in this report has been obtained from sources believed to be reliable, its accuracy cannot be guaranteed.

MONITORING OF CASH BALANCE AND PLEDGE REQUIREMENTS VANTAGE BANK

FY2025-2026

Date		2782 Treasurer	2862 Ad Valorem	2854 Auto	TOTAL	*105%	Pledged Market Value	Difference
8/3/2026	Monday	-	3,641.84	2,026.56	5,668.40	5,951.82	600,000.00	844,048.18
8/4/2026	Tuesday	-	5,302.47	3,294.56	8,597.03	9,026.88	600,000.00	840,973.12
8/5/2026	Wednesday	-	10,780.05	6,892.10	17,672.15	18,555.76	600,000.00	831,444.24
8/6/2026	Thursday	-	11,723.61	9,365.85	21,089.46	22,143.93	600,000.00	827,856.07
8/7/2026	Friday	-	13,863.61	10,738.85	24,602.46	25,832.58	600,000.00	824,167.42
8/10/2026	Monday	-	13,863.61	10,738.85	24,602.46	25,832.58	600,000.00	824,167.42
8/11/2026	Tuesday	-	15,273.61	12,125.98	27,399.59	28,769.57	600,000.00	821,230.43
8/12/2026	Wednesday	-	22,273.61	14,366.73	36,640.34	38,472.36	600,000.00	811,527.64
8/13/2026	Thursday	-	26,253.81	14,991.98	41,245.79	43,308.08	600,000.00	806,691.92
8/14/2026	Friday	-	26,443.76	16,190.11	42,633.87	44,765.56	600,000.00	805,234.44
8/17/2026	Monday	-	16,514.63	5,998.42	22,513.05	23,638.70	600,000.00	826,361.30
8/18/2026	Tuesday	-	16,514.63	5,998.42	22,513.05	23,638.70	600,000.00	826,361.30
8/19/2026	Wednesday	-	16,514.63	5,998.42	22,513.05	23,638.70	600,000.00	826,361.30
8/20/2026	Thursday	-	21,150.08	9,276.55	30,426.63	31,947.96	600,000.00	818,052.04
8/21/2026	Friday	-	21,150.08	10,513.80	31,663.88	33,247.07	600,000.00	816,752.93
8/24/2026	Monday	-	21,150.08	11,547.90	32,697.98	34,332.88	600,000.00	815,667.12
8/25/2026	Tuesday	-	7,139.07	4,505.52	11,644.59	12,226.82	600,000.00	837,773.18
8/26/2026	Wednesday	-	10,775.33	5,047.52	15,822.85	16,613.99	600,000.00	833,386.01
8/27/2026	Thursday	-	17,784.30	5,994.02	23,778.32	24,967.24	600,000.00	825,032.76
8/28/2026	Friday	-	18,284.30	7,331.80	25,616.10	26,896.91	600,000.00	823,103.10
8/31/2026	Monday	-	20,991.18	7,821.30	28,812.48	30,253.10	600,000.00	819,746.90

Statement of Account with FHLB Dallas

As of Date: 8/31/2026

FHFA ID: 12836

Vantage Bank Texas
45 NE Loop 410
Suite 190
San Antonio, TX 78216

FHLB Dallas
8500 Freeport Pkwy #600
Irving, TX, 75063

LOC Number	Expiration Date	Depositor Name	Start Date	Modification Date	Pledge Amount
2901001698	02/05/2028	Medina County	03/01/2019		$600,000.00
					Total of pledge amount: $600,000.00

Grand total of pledge amount: $600,000.00

Executed on: 9/4/2026 11:11:02 AM

MONTHLY ACTIVITY REPORT

Medina County Constable's Office Precinct 1

Month: August 2026

Total Miles: 1,940

Total Hours:

Money Rcvd: 200.00

Money to TO: 200.00

Patrol Unit	Officer	Hours
	TOTAL DEPARTMENT HOURS:	

CIVIL PROCESS	Feed	Writs	Civil Citations	Subpoenas	Tax Suits
Civil papers served for and issued by Medina County Agencies					
Civil papers served for and issued by out of County Agencies		2	4		1
Civil papers served for and issued by JP			9		
Warrants issued for and served by JP					
TOTALS		2	13		1

DISPATCHED CALL MADE	TOTALS	NOTES
Burglar Alarms		
Traffic Citations		
Traffic Warnings		
Arrests		
Summons		
Assist Other Agency	3	
Other/Misc. Volunteer	2	Hondo ISD 2 hrs

DATES OF COURT/BAILIFF DUTIES				
8-11-2026 9AM JP1	8-13-2026 10:00AM JP-1	8-19-2026 1:30PM JP-1		
8-11-2026 1:30PM JP1	8-18-2026 1:30PM JP-1	8-20-2026 10:00AM JP-1		
8-12-2026 11:00AM Hondo	8-18-2026 1:30PM JP-1	8-25-2026 10 AM JP-1		
8-12-2026 1:30PM Devine	8-19-2026 10:00AM JP-1			

Signature

September 2026

Date

Constable Monthly Report

Constable #: PCT 2

Constable Mileage: 2327

Month: Aug-26

Non Paid Deputy Mileage 1804

Civil Papers Served for JP: 9

Total Attempted Civil Process: 30

Civil Papers Served for Medina County Offices: 0

Civil Papers Served for by out of County Offices: 1

Dispatched Calls and Calls Made:

Burglar Alarms:
Traffic Citations: 43
Traffic Warnings: 7
Arrests/Warrants: 0
Summons:
Assist Other Agency:
Security Checks:

Dates Court was held (bailiff): 08.04.2026, 08.18.2026, 08.25.2026

Total Hours Worked: 412 (Constable 218 / Deputies 194)

Additional Notes:

Jim Przybylski
Signature

09.02.2026
Date

MONTHLY ACTIVITY REPORT
Medina County Constable's Office Precinct 3
Month: August

Total Miles: 1311
Total Hours:

Money Rcvd:
Money to TO: 0

Patrol Unit	Officer	Hours
230	Jonathan Johnson	
230		0 unit hours
	Total Unit Miles is 0 since unit is still in the shop	
	TOTAL DEPARTMENT HOURS:	

CIVIL PROCESS	FE&D	Writs	Civil Citations	Subpoenas	Tax Suits
Civil papers served for and issued by Medina County Agencies			1		
Civil papers served for and issued by out of County Agencies			2		
Civil papers served for and issued by JP	10	2	1		
Warrants issued for and served by JP					
TOTALS	10	2	4		

DISPATCHED CALL MADE	TOTALS	NOTES
Burglar Alarms		Provided Security as requested to DISD for public events including all pep rallies, volleyball games both junior high and high school along with Football.
Traffic Citations		
Traffic Warnings		
Arrests		
Summons		
Assist Other Agency		
Other/Misc.		

DATES OF COURT/BAILIFF DUTIES				
8/4	8/12	8/13	8/18	8/19
8/20	8/26			

Jonathan Johnson
Signature

9/9/2026
Date

MONTHLY ACTIVITY REPORT
Medina County Constable's Office Precinct 4
Month: AUGUST 2026

Total Miles: 1312
Total Hours: 145

Money Rcvd: $200.00
Money to TO: SEE JP 4 REPORT

Patrol Unit	Officer	Hours
	TOTAL DEPARTMENT HOURS:	

CIVIL PROCESS	FE&D	Writs	Civil Citations	Subpoenas	Tax Suits
Civil papers served for and issued by Medina County Agencies			12	1	
Civil papers served for and issued by out of County Agencies					
Civil papers served for and issued by JP					
Warrants issued for and served by JP					
TOTALS					

DISPATCHED CALL MADE	TOTALS	NOTES
Burglar Alarms	—	
Traffic Citations	—	
Traffic Warnings	—	
Arrests	—	
Summons	1	
Assist Other Agency	2	
Other/Misc.	—	

DATES OF COURT/BAILIFF DUTIES				
8/4/2026	8/18/2026			
8/11/2026	8/25/2026			
8/12/2026				

Malcolm Watson
Signature

8/31/2026
Date

DISTRIBUTION SUMMARY

JUDGE PHILLIP LANGE 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: CKODE

CODE	FEE DESCRIPTION	GL ACCT	COLL.	REVS.	LIABAL	09-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
012								
2220								
PC30	PRIVATE COLLECTIONS - GHS	012-2220	$ 1636.30		$ 1636.30	$ 21.80	$ 654.37	$ 960.13
TOTAL DEPT		2220			$1,636.30	$21.80	$654.37	$960.13
3415								
DDC	DEFENSIVE DRIVING	012-3415	$ 60.00		$ 60.00			$ 60.00
DEF	DEFERRED ADJUDICATION	012-3415	$ 3493.00		$ 3493.00			$ 3493.00
FINE	FINE	012-3415	$ 7572.15		$ 7572.15	$ 20.20	$ 1267.83	$ 6284.12
TOTAL DEPT		3415			$11,125.15	$20.20	$1,267.83	$9,837.12
3450								
LAF	LOCAL ARREST FEE	012-3450	$ 35.73		$ 35.73		$ 5.00	$ 30.73
TOTAL DEPT		3450			$35.73		$5.00	$30.73
3472								
CONS	CONSTABLE	012-3472	$ 200.00		$ 200.00			
CSF	CIVIL SERVICE FEE	012-3472	$ 400.00		$ 400.00			
WRIT	WRIT	012-3472	$ 8.00		$ 8.00			
TOTAL DEPT		3472			$608.00			
3481								
LCCC	LOCAL CONSOLIDATED COURT COST $14	012-3481	$ 803.88		$ 803.88			$ 803.88
LCCF	LOCAL CONSOLIDATE CIVIL FEE $33	012-3481	$ 1353.00		$ 1353.00			
NTFN	NON-TRAFFIC FINE	012-3481	$ 30.00		$ 30.00		$ 15.00	$ 15.00
TFC	TRAFFIC	012-3481	$ 147.73		$ 147.73	$ 3.00	$ 19.36	$ 125.37
TOTAL DEPT		3481			$2,334.61	$3.00	$34.36	$944.25
3484								
ABST	ABST-JUDG	012-3484	$ 25.00		$ 25.00			
TOTAL DEPT		3484			$25.00			
TOTAL FUND		012			$15,764.79	$45.00	$1,961.56	$11,777.23
041								
3415								
TECH	TECH FUND	041-3415	$ 34.99		$ 34.99	$ 4.00	$ 30.99	
TOTAL DEPT		3415			$34.99	$4.00	$30.99	
TOTAL FUND		041			$34.99	$4.00	$30.99	
043								
3415								
CHS	COURTHOUSE SECURITY	043-3415	$ 33.99		$ 33.99	$ 3.00	$ 30.99	
TOTAL DEPT		3415			$33.99	$3.00	$30.99	

DISTRIBUTION SUMMARY

JUDGE PHILLIP LANGE 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: CKODE

CODE	FEE DESCRIPTION	GL ACCT	COLL.	REVS.	LIABAL.	09-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
TOTAL FUND		043			$33.99	$3.00	$30.99	
095								
2240								
PWF	PARKS & WILDLIFE FINE	095-2240	$ 319.00		$ 319.00		$ 85.00	$ 234.00
TOTAL DEPT		2240			$319.00		$85.00	$234.00
TOTAL FUND		095			$319.00		$85.00	$234.00
098								
2221								
CCC	CONSOLIDATED COURT COSTS	098-2221	$ 326.91		$ 326.91	$ 17.00	$ 309.91	
CJF	CIVIL JUSTICE FEE	098-2221	$ 0.40		$ 0.40		$ 0.40	
CMI	CORRECTIONAL MANAGEMENT INSTITUTE	098-2221	$ 0.50		$ 0.50	$ 0.50		
CVC	COMPENSATION VICTIMS OF CRIME	098-2221	$ 15.00		$ 15.00	$ 15.00		
DPSC	DPS OMNI FEE $30	098-2221	$ 30.00		$ 30.00		$ 30.00	
FA	FUGITIVE APPREHENSION	098-2221	$ 5.00		$ 5.00	$ 5.00		
IDCC	INDIGENT DEFENSE	098-2221	$ 13.50		$ 13.50		$ 13.50	
JCD	JUVENILE CRIME DELINQUENCY	098-2221	$ 0.50		$ 0.50	$ 0.50		
JCPT	JUDICIAL COURT PERSONNEL	098-2221	$ 2.00		$ 2.00	$ 2.00		
JSF	JUDICIAL SUPPORT FEE	098-2221	$ 44.48		$ 44.48		$ 44.48	
JURY	JURY FEE	098-2221	$ 30.99		$ 30.99		$ 30.99	
OM10	OMNI FEE $10	098-2221	$ 149.25		$ 149.25	$ 10.00	$ 64.55	$ 74.70
PWAF	PARKS & WILDLIFE ARREST FEE	098-2221	$ 5.06		$ 5.06			$ 5.06
SAF	STATE ARREST FEE	098-2221	$ 288.59		$ 288.59	$ 5.00	$ 32.27	$ 251.32
SCCC	STATE CONSOLIDATED COURT COST $62	098-2221	$ 3560.09		$ 3560.09			$ 3560.09
SCCF	STATE CONSOLIDATE CIVIL FEE $21	098-2221	$ 105.00		$ 105.00			
STF	STATE TRAFFIC FEE/STF	098-2221	$ 193.61		$ 193.61		$ 193.61	
STRF	STATE TRAFFIC FEE 09-01-2019	098-2221	$ 2089.55		$ 2089.55			$ 2089.55
TIME	TIME PAYMENT	098-2221	$ 7.35		$ 7.35		$ 7.35	
TOTAL DEPT					$6,867.78	$55.00	$727.06	$5,980.72
TOTAL FUND		LASTSECTION			$6,867.78	$55.00	$727.06	$5,980.72
		TOTALS	$23,020.55		$23,020.55	$107.00	$2,835.60	$17,986.95
	Less Money without a GL Account Number				$0.00			
	Total Money with a GL Account Number		$23,020.55		$23,020.55	$107.00	$2,835.60	$17,986.95

APPROVED FOR PAYMENT

DEPT HEAD _____

AUDITOR _____

CLAIM# _____

CHECK# _____

DATE REC'D _____

DATE PAID _____

CODE _____

DISTRIBUTION SUMMARY

JUDGE WM. T. TSCHIRHART JR. 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: CKOD

CODE	FEE DESCRIPTION	GL ACCT	COLL.	REVS.	LIABAL.	09-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
012								
2220								
PC30	PRIVATE COLLECTIONS - GHS	012-2220	$ 1600.87		$ 1600.87			$ 1600.87
TOTAL DEPT		2220			$1,600.87			$1,600.87
3416								
DDC	DEFENSIVE DRIVING	012-3416	$ 240.00		$ 240.00			$ 240.00
DEF	DEFERRED DISPOSITION	012-3416	$ 4165.00		$ 4165.00			$ 4165.00
DIS	DISMISSAL	012-3416	$ 360.00		$ 360.00			$ 360.00
FINE	FINE	012-3416	$ 13900.80	$ -170.00	$ 13730.80			$ 13730.80
TOTAL DEPT		3416			$18,495.80			$18,495.80
3450								
LAF	LOCAL ARREST FEE	012-3450	$ 304.75	$ -10.00	$ 294.75			$ 294.75
TOTAL DEPT		3450			$294.75			$294.75
3470								
UC	UNRESTRAINED CHILD FINE	012-3470	$ 204.00		$ 204.00			$ 204.00
TOTAL DEPT		3470			$204.00			$204.00
3473								
CSF	CIVIL SERVICE FEE	012-3473	$ 1200.00		$ 1200.00			
WRPS	WRIT POSS	012-3473	$ 200.00		$ 200.00			
WRT	WRIT	012-3473	$ 5.00		$ 5.00			
TOTAL DEPT		3473			$1,405.00			
3482								
LCCC	LOCAL CONSOLIDATED COURT COSTS $14	012-3482	$ 2184.26	$ -31.46	$ 2152.80			$ 2152.80
LCCF	LOCAL CONSOLIDATE CIVIL FEE $33	012-3482	$ 726.00		$ 726.00			
TRUD	TRUANCY DEFERRED FEE	012-3482	$ 150.00		$ 150.00		$ 150.00	
TOTAL DEPT		3482			$3,028.80		$150.00	$2,152.80
3686								
SCZF	SCHOOL CROSSING ZONE FEE	012-3686	$ 50.00		$ 50.00			$ 50.00
TOTAL DEPT		3686			$50.00			$50.00
TOTAL FUND		012			$25,079.22		$150.00	$22,798.22
041								
3416								
TECH	TECH	041-3416	$ 4.00		$ 4.00		$ 4.00	
TFC	TFC	041-3416	$ 371.36	$ -6.00	$ 365.36			$ 365.36
TOTAL DEPT		3416			$369.36		$4.00	$365.36
TOTAL FUND		041			$369.36		$4.00	$365.36

DISTRIBUTION SUMMARY

JUDGE WM. T. TSCHIRHART JR. 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: CKOD

CODE	FEE DESCRIPTION	GL ACCT	COLL.	REVS.	LIABAL	09-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
043								
3416								
CHS	CHS	043-3416	$ 3.00		$ 3.00		$ 3.00	
TOTAL DEPT		3416			$3.00		$3.00	
TOTAL FUND		043			$3.00		$3.00	
044								
3416								
JCHS	JCHS	044-3416	$ 1.00		$ 1.00		$ 1.00	
TOTAL DEPT		3416			$1.00		$1.00	
TOTAL FUND		044			$1.00		$1.00	
098								
2221								
CCC	CONSOLIDATED COURT COSTS	098-2221	$ 40.00		$ 40.00		$ 40.00	
DPSC	DPS OMNI FEE	098-2221	$ 30.00		$ 30.00		$ 30.00	
IDCC	INDIGENT DEFENSE	098-2221	$ 2.00		$ 2.00		$ 2.00	
JFCC	JFCC	098-2221	$ 4.00		$ 4.00		$ 4.00	
JSF	JSF	098-2221	$ 6.00		$ 6.00		$ 6.00	
OMNI	OMNI FEE $10	098-2221	$ 109.29		$ 109.29			$ 109.29
SAF	STATE ARREST FEE	098-2221	$ 480.30	$ -1.23	$ 479.07		$ 5.00	$ 474.07
SCCC	STATE CONSOLIDATED COURT COSTS $62	098-2221	$ 9673.17	$ -139.31	$ 9533.86			$ 9533.86
SCCF	STATE CONSOLIDATE CIVIL FEE $21	098-2221	$ 462.00		$ 462.00			
STRF	STATE TRAFFIC FEE	098-2221	$ 6189.41	$ -100.00	$ 6089.41			$ 6089.41
TIME	TIME PAYMENT	098-2221	$ 75.00		$ 75.00			$ 75.00
TOTAL DEPT					$16,830.63		$87.00	$16,281.63
TOTAL FUND		LASTSECTION			$16,830.63		$87.00	$16,281.63

TOTALS	**$42,741.21**	**-$458.00**	**$42,283.21**	**$245.00**	**$39,445.21**
Less Money without a GL Account Number			**$0.00**		
Total Money with a GL Account Number	**$42,741.21**	**-$458.00**	**$42,283.21**	**$245.00**	**$39,445.21**

DISTRIBUTION SUMMARY

JUDGE GLENN E. KLAUS 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: CKOD

		G/L ACCT	COLL	TRANS	BAL	09-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
012								
2220								
PC30	PRIVATE COLLECTIONS - GHS	012-2220	$ 1721.14		$ 1721.14		$ 649.68	$ 1071.46
TOTAL DEPT		2220			$1,721.14		$649.68	$1,071.46
3418								
DDC	DEFENSIVE DRIVING $10.00	012-3418	$ 20.00		$ 20.00			$ 20.00
DEF	DEFERRED ADJUDICATION	012-3418	$ 100.00		$ 100.00			$ 100.00
FINE	FINE	012-3418	$ 4922.81		$ 4922.81		$ 1070.12	$ 3852.69
TOTAL DEPT		3418			$5,042.81		$1,070.12	$3,972.69
3450								
LAF	LOCAL ARREST FEE	012-3450	$ 43.46		$ 43.46			$ 43.46
TOTAL DEPT		3450			$43.46			$43.46
3474								
CSF	CIVIL SERVICE FEE	012-3474	$ 900.00		$ 900.00			
TOTAL DEPT		3474			$900.00			
3483								
ABST	ABST-JUDG	012-3483	$ 15.00		$ 15.00			
LCCC	LOCAL CONSOLIDATED COURT COST $14	012-3483	$ 451.86		$ 451.86			$ 451.86
LCCF	LOCAL CONSOLIDATE CIVIL FEE	012-3483	$ 528.00		$ 528.00			
TFC	TRAFFIC	012-3483	$ 60.94		$ 60.94		$ 17.02	$ 43.92
TP15	TIME PAYMENT $15.00	012-3483	$ 7.47		$ 7.47			$ 7.47
TOTAL DEPT		3483			$1,063.27		$17.02	$503.25
041								
3418								
TECH	TECH FUND	041-3418	$ 44.38		$ 44.38		$ 44.38	
TOTAL DEPT		3418			$44.38		$44.38	
043								
3418								
CHS	COURTHOUSE SECURITY	043-3418	$ 44.38		$ 44.38		$ 44.38	
TOTAL DEPT		3418			$44.38		$44.38	
098								
2221								
CCC	CONSOLIDATED COURT COSTS	098-2221	$ 443.88		$ 443.88		$ 443.88	

DISTRIBUTION SUMMARY

JUDGE GLENN E. KLAUS 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: CKOD

		GL ACCT	COL	REV	UNBAL	03-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
CJF	CIVIL JUSTICE FEE	098-2221	$ 0.76		$ 0.76		$ 0.76	
DPSC	DPS OMNI FEE	098-2221	$ 240.00		$ 240.00		$ 130.00	$ 110.00
IDCC	INDIGENT DEFENSE	098-2221	$ 22.19		$ 22.19		$ 22.19	
JSF	JUDICIAL SALARY FEE	098-2221	$ 66.58		$ 66.58		$ 66.58	
JURY	JURY FEE	098-2221	$ 44.38		$ 44.38		$ 44.38	
MCW	MOTOR CARRIER WEIGHT	098-2221	$ 1598.22		$ 1598.22			$ 1598.22
SAF	STATE ARREST FEE	098-2221	$ 173.42		$ 173.42		$ 55.50	$ 117.92
SCCC	STATE CONSOLIDATED COURT COST $62	098-2221	$ 2001.15		$ 2001.15			$ 2001.15
SCCF	STATE CONSOLIDATE CIVIL FEE	098-2221	$ 336.00		$ 336.00			
STF	STATE TRANSPORTATION FEE 30.00	098-2221	$ 170.14		$ 170.14		$ 170.14	
STRF	STATE TRANSPORTATION FEE 50.00	098-2221	$ 731.88		$ 731.88			$ 731.88
TIME	TIME PAYMENT	098-2221	$ 5.04		$ 5.04		$ 5.04	
TPF	TRUANCY PREVENTION FUND	098-2221	$ 19.25		$ 19.25		$ 19.25	
WRNT	WARRANT	098-2221	$ 50.00		$ 50.00		$ 50.00	
TOTAL DEPT.					$5,902.89		$1,007.72	$4,559.17

TOTALS	$14,762.33	$14,762.33	$2,833.30	$10,150.03
Less Money without a GL Account Number		$0.00		
Total Money with a GL Account Number	$14,762.33	$14,762.33	$2,833.30	$10,150.03

3/5/2026

MEDINA COUNTY JUSTICE COURT PCT. 3

DISTRIBUTION SUMMARY

JUDGE TOMAS RAMIREZ III 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: KODE

CODE	FEE DESCRIPTION	GL ACCT	COLL.	REVS.	LIABAL.	09-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
012								
03484								
ABST	ABST-JUDG	012-03484	$ 5.00		$ 5.00			
TOTAL DEPT		03484			$5.00			
2220								
PC30	PRIVATE COLLECTIONS - GHS	012-2220	$ 2731.60		$ 2731.60		$ 510.30	$ 2221.30
TOTAL DEPT		2220			$2,731.60		$510.30	$2,221.30
3419								
DDC	DEFENSIVE DRIVING	012-3419	$ 30.00		$ 30.00			$ 30.00
DIS	DISMISSAL	012-3419	$ 140.00		$ 140.00			$ 140.00
FINE	FINE	012-3419	$ 25319.89		$ 25319.89		$ 819.70	$ 24500.19
LWF	LICENSE & WEIGHT FINE	012-3419	$ 15139.62		$ 15139.62		$ 153.84	$ 14985.78
TOTAL DEPT		3419			$40,629.51		$973.54	$39,655.97
3450								
LAF	LOCAL ARREST FEE	012-3450	$ 70.00		$ 70.00		$ 15.00	$ 55.00
TOTAL DEPT		3450			$70.00		$15.00	$55.00
3475								
CSF	CIVIL SERVICE FEE	012-3475	$ 600.00		$ 600.00			
TOTAL DEPT		3475			$600.00			
3484								
DAP	DAP	012-3484	$ 67.00		$ 67.00			$ 67.00
LCCC	LOCAL CONSOLIDATED COURT COST $14	012-3484	$ 2439.31		$ 2439.31			$ 2439.31
LCCF	LOCAL CONSOLIDATED CIVIL FEE 33	012-3484	$ 1419.00		$ 1419.00			
NTFN	NON-TRAFFIC FINE	012-3484	$ 15.00		$ 15.00			$ 15.00
TFC	TRAFFIC	012-3484	$ 130.46		$ 130.46		$ 9.00	$ 121.46
WRIT	WRIT	012-3484	$ 5.00		$ 5.00			
TOTAL DEPT		3484			$4,075.77		$9.00	$2,642.77
TOTAL FUND		012			$48,111.88		$1,507.84	$44,575.04
041								
3419								
TECH	TECH FUND	041-3419	$ 26.76		$ 26.76		$ 26.76	
TOTAL DEPT		3419			$26.76		$26.76	
TOTAL FUND		041			$26.76		$26.76	
043								
3419								
CHS	COURTHOUSE SECURITY	043-3419	$ 20.06		$ 20.06		$ 20.06	

DISTRIBUTION SUMMARY

JUDGE TOMAS RAMIREZ III 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: KODE

CODE	FEE DESCRIPTION	GL ACCT	COLL.	REVS.	LIABAL.	09-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
TOTAL DEPT		3419			$20.06		$20.06	
TOTAL FUND		043			$20.06		$20.06	
044								
3419								
JCHS	JUSTICE COURTHOUSE SECURITY	044-3419	$ 6.68		$ 6.68		$ 6.68	
TOTAL DEPT		3419			$6.68		$6.68	
TOTAL FUND		044			$6.68		$6.68	
095								
2240								
PWF	PARKS & WILDLIFE FINE	095-2240	$ 85.00		$ 85.00			$ 85.00
TOTAL DEPT		2240			$85.00			$85.00
TOTAL FUND		095			$85.00			$85.00
098								
2221								
CCC	CONSOLIDATED COURT COSTS	098-2221	$ 267.56		$ 267.56		$ 267.56	
CJF	CIVIL JUSTICE FEE	098-2221	$ 0.30		$ 0.30		$ 0.30	
DPSC	DPS OMNI FEE	098-2221	$ 150.00		$ 150.00		$ 150.00	
IDCC	INDIGENT DEFENSE	098-2221	$ 13.38		$ 13.38		$ 13.38	
JFCC	JURY FEE COURT COST	098-2221	$ 26.76		$ 26.76		$ 26.76	
JSF	JSF	098-2221	$ 40.14		$ 40.14		$ 40.14	
MCW	MOTOR CARRIER WEIGHT FINE	098-2221	$ 10331.82		$ 10331.82			$ 10331.82
OM10	OMNI FEES $10.00	098-2221	$ 165.04		$ 165.04		$ 10.00	$ 155.04
PWAF	PARKS & WILDLIFE ARREST FEE	098-2221	$ 5.00		$ 5.00			$ 5.00
SAF	STATE ARREST FEE	098-2221	$ 829.62		$ 829.62		$ 18.44	$ 811.18
SCCC	STATE CONSOLIDATED COURT COST $62	098-2221	$ 10803.63		$ 10803.63			$ 10803.63
SCCF	STATE CONSOLIDATED CIVIL FEES 21	098-2221	$ 105.00		$ 105.00			
STF	STATE TRAFFIC FEE $30.00	098-2221	$ 60.00		$ 60.00		$ 60.00	
STRF	STATE TRAFFICE FEE $50	098-2221	$ 2074.25		$ 2074.25		$ 50.00	$ 2024.25
TPF	TRUANCY PREVENTION FUND	098-2221	$ 13.38		$ 13.38		$ 13.38	
TOTAL DEPT		2221			$24,885.88		$649.96	$24,130.92
TOTAL FUND		098			$24,885.88		$649.96	$24,130.92
12								
3484								
TP20	TIME PAYMENT $15.00	12-3484	$ 45.00		$ 45.00			$ 45.00
TOTAL DEPT					$45.00			$45.00
TOTAL FUND		LASTSECTION			$45.00			$45.00

DISTRIBUTION SUMMARY

JUDGE TOMAS RAMIREZ III 07/01/2026 TO 07/31/2026 TYPE: ALL PAY TYPES: KODE

CODE	FEE DESCRIPTION	GL ACCT	COLL.	REVS.	LIABAL.	09-01-1991 THRU 12-31-2003	01-01-2004 THRU 12-31-2019	01-01-2020 FORWARD
		TOTALS	$73,181.26		$73,181.26		$2,211.30	$68,835.96
		Less Money without a GL Account Number			$0.00			
		Total Money with a GL Account Number	$73,181.26		$73,181.26		$2,211.30	$68,835.96

8-4-2026

MEDINA COUNTY SHERIFF - MONTHLY REPORT RECAPITULATION

FOR THE MONTH ENDING

July 2026

FINES/FEES

Report Fees	$ -
SO Citation	$ 200.00
Out of County Citation Service	xxxxxxx
Constable Citation Service	
Pct. 1	xxxxxxx
Pct. 2	xxxxxxx
Pct. 3	xxxxxxx
Pct. 4	xxxxxxx
Finger Prints	$ -
Writ	$ 600.00
Animal Control	$ -
Transport Fees	$ 2,488.10
Miscellaneous Fees	$ -
Total County Sheriff Fees	$ 3,288.10
Longevity Fees	$ 960.00
Total County Sheriff Fees	$ 4,248.10

OTHER FEES

Cash Bonds	$ 3,750.00
Tax Sale Proceeds	$ -
Auctions	$ -
Commissary - Commissions	$ -
Other Fees	$ -
TOTAL OTHER FEES	$ 3,750.00

Custodial Accounts Receipts

Forfeiture	$ -
Seizure	$ -
Total Custodial Receipts	$ -

Total to be Remitted to County Treasurer $ 7,998.10

SHERIFF & DA CUSTODIAL ACCOUNTS

Forfeiture Account - Interest Earned	$ -
Seizure Account - Interest Earned	$ 55.12
Subtotal	$ 8,053.22

Fine & Fee Account #157325 Beginning	$ 310,444.81
Cash Bond Account #157333 Beginning	$ 37,341.34
Commissary Account #177024 Beginning	$ 14,653.79
Forfeiture Account #158372 Beginning	$ 16,307.85
Seizure Account #803499 Beginning	$ 36,746.48
	$ 415,494.27
	$ 423,547.49

INMATE ACCOUNTS

Inmate Trust #1	Beginning	$ 2,513.42
Deposits		$ -
Checks Issued		$ -
	Ending	$ 2,513.42
Inmate Trust #2	Beginning	$ 359,721.14
Deposits		$ 28,527.49
Checks Issued:		
Release funds		$ 19,018.53
Commissary		$ -
Medina County Treasurer:		
Medical	$ 1,833.84	
Indigent Kits	$ 14.36	
Postage Packs	xxxxxxxxxx	
Dental	$ 13.64	
Miscellaneous.....(Adm Kit)	$ 301.93	
Total Checks Issued		$ 2,163.77
Bank Adjustments & Errors		$ -
	Ending	$ 367,066.33

9/11/2026
3:59 PM

Rev. 1.0-071405

Fund Location	Fund	OFM Account	GL Account	Amount	
County Court at Law	District Clerk Fund	012-3450	L-200: District Clerk Liabilities	100	
454th Judicial District	District Clerk Fund	012-3450	L-200: District Clerk Liabilities	30	
				130	
District Clerk	District Clerk Fund	012-3456	L-200: District Clerk Liabilities	136.3	
38th District Court	District Clerk Fund	012-3456	L-200: District Clerk Liabilities	165	
County Court at Law	District Clerk Fund	012-3456	L-200: District Clerk Liabilities	2219.2	
454th Judicial District	District Clerk Fund	012-3456	L-200: District Clerk Liabilities	4235.48	
				6755.98	
District Clerk	District Clerk Fund	025-3456	L-200: District Clerk Liabilities	35	
County Court at Law	District Clerk Fund	025-3456	L-200: District Clerk Liabilities	385	
454th Judicial District	District Clerk Fund	025-3456	L-200: District Clerk Liabilities	805	
				1225	
District Clerk	District Clerk Fund	030-3456	L-200: District Clerk Liabilities	25	
County Court at Law	District Clerk Fund	030-3456	L-200: District Clerk Liabilities	275	
454th Judicial District	District Clerk Fund	030-3456	L-200: District Clerk Liabilities	575	
				875	
District Clerk	District Clerk Fund	036-3456	L-200: District Clerk Liabilities	30	
38th District Court	District Clerk Fund	036-3456	L-200: District Clerk Liabilities	20	
County Court at Law	District Clerk Fund	036-3456	L-200: District Clerk Liabilities	410	
454th Judicial District	District Clerk Fund	036-3456	L-200: District Clerk Liabilities	850	
				1310	
District Clerk	District Clerk Fund	043-3456	L-200: District Clerk Liabilities	20	
County Court at Law	District Clerk Fund	043-3456	L-200: District Clerk Liabilities	220	
454th Judicial District	District Clerk Fund	043-3456	L-200: District Clerk Liabilities	460	
				700	
				10995.98	**GEN-OP**
454th Judicial District	District Clerk Fund	095-2240	L-200: District Clerk Liabilities	265	
				265	**PAYOUT**
District Clerk	District Clerk Fund	098-2221	L-200: District Clerk Liabilities	15	
County Court at Law	District Clerk Fund	098-2221	L-200: District Clerk Liabilities	987	
454th Judicial District	District Clerk Fund	098-2221	L-200: District Clerk Liabilities	664	
District Clerk	District Clerk Fund	099-2240	L-200: District Clerk Liabilities	5	
County Court at Law	District Clerk Fund	099-2240	L-200: District Clerk Liabilities	55	
454th Judicial District	District Clerk Fund	099-240	L-200: District Clerk Liabilities	115	
				1841	**STATE FEE'S**
				12836.98	~~**PAYOUT**~~ transfer
				13101.98	**TOTAL**

Receipt Number	Created	Product Code	Applied Amount	Account Number	Operator Code	Payor Name	Product Description
R00035099	7/2/2026 10:19	CREDIT CARD DC	3	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/01/2026
R00035186	7/8/2026 11:23	CREDIT CARD DC	1.3	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/06/2026
R00035205	7/9/2026 13:06	CREDIT CARD DC	350	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/08/2026
R00035206	7/9/2026 13:07	CREDIT CARD DC	54.6	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/07/2026
R00035226	7/10/2026 14:44	CREDIT CARD DC	2	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/09/2026
R00035250	7/13/2026 16:21	CREDIT CARD DC	2	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/09/2026
R00035251	7/13/2026 16:22	CREDIT CARD DC	1	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/10/2026
R00035291	7/14/2026 15:41	CREDIT CARD DC	130	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/13/2026
R00035329	7/15/2026 13:51	CREDIT CARD DC	63	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/13/2026
R00035354	7/16/2026 16:30	CREDIT CARD DC	54	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/15/2026
R00035399	7/20/2026 13:13	CREDIT CARD DC	3	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/15/2026
R00035401	7/20/2026 13:16	CREDIT CARD DC	81.3	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/16/2026
R00035432	7/20/2026 15:58	CREDIT CARD DC	42	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/17/2026
R00035446	7/21/2026 10:14	CREDIT CARD DC	138	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/20/2026
R00035516	7/23/2026 13:49	CREDIT CARD DC	45	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/21/2026
R00035517	7/23/2026 13:52	CREDIT CARD DC	16	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/22/2026
R00035545	7/24/2026 14:47	CREDIT CARD DC	13	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/22/2026
R00035546	7/24/2026 14:49	CREDIT CARD DC	18	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/23/2026
R00035566	7/27/2026 14:23	CREDIT CARD DC	57	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/24/2026
R00035567	7/27/2026 14:24	CREDIT CARD DC	58.4	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/24/2026
R00035611	7/28/2026 12:16	CREDIT CARD DC	14	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/27/2026
R00035621	7/29/2026 11:29	CREDIT CARD DC	56	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/28/2026
R00035622	7/29/2026 11:30	CREDIT CARD DC	350	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/28/2026
R00035650	7/30/2026 12:13	CREDIT CARD DC	24.2	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/28/2026
R00035651	7/30/2026 12:15	CREDIT CARD DC	350	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/29/2026
R00035652	7/30/2026 12:17	CREDIT CARD DC	108	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/29/2026
R00035704	7/31/2026 14:14	CREDIT CARD DC	2.6	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/29/2026
R00035705	7/31/2026 14:16	CREDIT CARD DC	415	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/30/2026
R00035725	8/3/2026 13:27	CREDIT CARD DC	15	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/31/2026
R00035726	8/3/2026 13:30	CREDIT CARD DC	58	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC BANKCARD TRANSACTIONS 07/30/2026
			2525.4				

R00035135	7/6/2026 12:02	PAYMENTECH EFILI	1089	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/02/2026
R00035161	7/7/2026 16:19	PAYMENTECH EFILI	299	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/01/2026
R00035187	7/8/2026 11:25	PAYMENTECH EFILI	229	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/06/2026
R00035207	7/9/2026 13:09	PAYMENTECH EFILI	301	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/07/2026
R00035227	7/10/2026 14:45	PAYMENTECH EFILI	269	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/08/2026
R00035252	7/13/2026 16:23	PAYMENTECH EFILI	123	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/09/2026
R00035292	7/14/2026 15:43	PAYMENTECH EFILI	434	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/10/2026
R00035330	7/15/2026 13:54	PAYMENTECH EFILI	242	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/13/2026
R00035400	7/20/2026 13:14	PAYMENTECH EFILI	37	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/15/2026
R00035433	7/20/2026 15:59	PAYMENTECH EFILI	440	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/16/2026
R00035447	7/21/2026 10:16	PAYMENTECH EFILI	1555	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/17/2026
R00035483	7/22/2026 11:00	PAYMENTECH EFILI	341	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/20/2026
R00035518	7/23/2026 13:54	PAYMENTECH EFILI	16	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/21/2026
R00035547	7/24/2026 14:50	PAYMENTECH EFILI	539.58	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/22/2026
R00035600	7/28/2026 11:56	PAYMENTECH EFILI	311	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/24/2026
R00035600	7/28/2026 11:56	PAYMENTECH EFILI	7	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/23/2026
R00035623	7/29/2026 11:33	PAYMENTECH EFILI	526	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/27/2026
R00035653	7/30/2026 12:18	PAYMENTECH EFILI	40	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/28/2026
R00035706	7/31/2026 14:17	PAYMENTECH EFILI	450	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/29/2026
R00035727	8/3/2026 13:32	PAYMENTECH EFILI	1059	100-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	PAYMENTECH 07/30/2026
			8307.58				

R00035088	7/2/2026 8:38	RECEIPTS ESCROW	18	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/01/2026
R00035171	7/8/2026 10:44	RECEIPTS ESCROW	50	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/06/2026
R00035172	7/8/2026 10:45	RECEIPTS ESCROW	73	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/07/2026
R00035194	7/9/2026 8:59	RECEIPTS ESCROW	8	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/08/2026
R00035313	7/15/2026 8:55	RECEIPTS ESCROW	42	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/10/2026
R00035314	7/15/2026 8:58	RECEIPTS ESCROW	38	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/14/2026
R00035339	7/16/2026 13:43	RECEIPTS ESCROW	14	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/15/2026
R00035464	7/21/2026 11:20	RECEIPTS ESCROW	26	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/17/2026
R00035465	7/21/2026 11:24	RECEIPTS ESCROW	16	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/20/2026
R00035474	7/22/2026 9:07	RECEIPTS ESCROW	3	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/21/2026
R00035490	7/23/2026 8:44	RECEIPTS ESCROW	23	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/22/2026
R00035578	7/27/2026 16:12	RECEIPTS ESCROW	1510	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/24/2026
R00035583	7/28/2026 8:42	RECEIPTS ESCROW	10	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/27/2026
R00035759	8/4/2026 15:15	RECEIPTS ESCROW	438	095-2240	Lisamarie	DISTRICT CLERK CINDY FOWLER	DC RECEIPTS 07/31/2026
			2269				

10832.98 EFILE
13101.98 TOTAL

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

Final Totals	Totals	Fee Totals	0123450		0123456		
			CVPOST	FAMSER	CERTC	COPIES	CVAJ
Total Receipts	13,101.98	13,101.98	30.00	100.00	44.00	38.30	8.00
Total Adjustments Impacting Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Final Fee Code Totals	**13,101.98**	**13,101.98**	**30.00**	**100.00**	**44.00**	**38.30**	**8.00**

District Clerk

Civil Family

Fund and GL Account Summary	Totals	Fee Totals	0123450		0123456		
			CVPOST	FAMSER	CERTC	COPIES	CVAJ
Fee Code Totals for All Funds	**266.30**	**266.30**	**0.00**	**0.00**	**6.00**	**35.30**	**0.00**
012-3456	136.30	136.30	0.00	0.00	6.00	35.30	0.00
098-2221	20.00	20.00	0.00	0.00	0.00	0.00	0.00
030-3456	25.00	25.00	0.00	0.00	0.00	0.00	0.00
043-3456	20.00	20.00	0.00	0.00	0.00	0.00	0.00
036-3456	30.00	30.00	0.00	0.00	0.00	0.00	0.00
025-3456	35.00	35.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**266.30**	**266.30**	**0.00**	**0.00**	**6.00**	**35.30**	**0.00**

38th District Court

Civil Family

Fund and GL Account Summary	Totals	Fee Totals	0123450		0123456		
			CVPOST	FAMSER	CERTC	COPIES	CVAJ
Fee Code Totals for All Funds	**185.00**	**185.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	165.00	165.00	0.00	0.00	0.00	0.00	0.00
036-3456	20.00	20.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**185.00**	**185.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

District Clerk 38th District Court 454th Judicial District County Court at Law

District Clerk

Civil Family

Fund and GL Account Summary	0123456					
	CVBOND	CVCERT	CVCFF	CVCIT	CVCIVIL	CVCJF
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

38th District Court

Civil Family

Fund and GL Account Summary	0123456					
	CVBOND	CVCERT	CVCFF	CVCIT	CVCIVIL	CVCJF
Fee Code Totals for All Funds	**5.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	5.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**5.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

District Clerk

Civil Family

Fund and GL Account Summary	0123456					
	CVCLK	CVCOPYCERT	CVCOPYNON	CVINTER	CVLAF	CVNRECORD
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

38th District Court

Civil Family

Fund and GL Account Summary	0123456					
	CVCLK	CVCOPYCERT	CVCOPYNON	CVINTER	CVLAF	CVNRECORD
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

District Clerk

Civil Family

Fund and GL Account Summary	0123456					
	CVSER	CVWRIT	FAMCC	FAMCFF	FAMCIT	FAMCJF
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**20.00**	**0.00**	**10.00**
012-3456	0.00	0.00	0.00	20.00	0.00	10.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**20.00**	**0.00**	**10.00**

38th District Court

Civil Family

Fund and GL Account Summary	0123456					
	CVSER	CVWRIT	FAMCC	FAMCFF	FAMCIT	FAMCJF
Fee Code Totals for All Funds	**0.00**	**0.00**	**84.00**	**0.00**	**8.00**	**0.00**
012-3456	0.00	0.00	84.00	0.00	8.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**84.00**	**0.00**	**8.00**	**0.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

District Clerk

Civil Family

Fund and GL Account Summary	0123456					
	FAMCLK	FAMLAF	FAMMFE	FAMMOTION	FAMNRECOR	FAMPRE
Fee Code Totals for All Funds	**50.00**	**3.00**	**0.00**	**0.00**	**2.00**	**0.00**
012-3456	50.00	3.00	0.00	0.00	2.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**50.00**	**3.00**	**0.00**	**0.00**	**2.00**	**0.00**

38th District Court

Civil Family

Fund and GL Account Summary	0123456					
	FAMCLK	FAMLAF	FAMMFE	FAMMOTION	FAMNRECOR	FAMPRE
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**15.00**	**45.00**	**0.00**
012-3456	0.00	0.00	0.00	15.00	45.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**15.00**	**45.00**	**0.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

District Clerk

Civil Family

Fund and GL Account Summary	0123456			0253456		0303456
	FAMRS	FAMTRO	SEARCH	CVLL	FAMLL	CVCRF
Fee Code Totals for All Funds	**0.00**	**0.00**	**10.00**	**0.00**	**35.00**	**0.00**
012-3456	0.00	0.00	10.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	35.00	0.00
District Clerk Fund	**0.00**	**0.00**	**10.00**	**0.00**	**35.00**	**0.00**

38th District Court

Civil Family

Fund and GL Account Summary	0123456			0253456		0303456
	FAMRS	FAMTRO	SEARCH	CVLL	FAMLL	CVCRF
Fee Code Totals for All Funds	**0.00**	**8.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	0.00	8.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**8.00**	**0.00**	**0.00**	**0.00**	**0.00**

District Clerk 38th District Court 454th Judicial District County Court at Law

District Clerk

Civil Family

Fund and GL Account Summary	0303456	0363456		0433456		0952240
	FAMCRF	CVRMF	FAMRMF	CVCHS	FAMCHS	OCSERV
Fee Code Totals for All Funds	**25.00**	**0.00**	**30.00**	**0.00**	**20.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	25.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	20.00	0.00
036-3456	0.00	0.00	30.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**25.00**	**0.00**	**30.00**	**0.00**	**20.00**	**0.00**

38th District Court

Civil Family

Fund and GL Account Summary	0303456	0363456		0433456		0952240
	FAMCRF	CVRMF	FAMRMF	CVCHS	FAMCHS	OCSERV
Fee Code Totals for All Funds	**0.00**	**0.00**	**20.00**	**0.00**	**0.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	20.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**20.00**	**0.00**	**0.00**	**0.00**

District Clerk 38th District Court 454th Judicial District County Court at Law

District Clerk

Civil Family

Fund and GL Account Summary	0982221					
	CVACF	CVCDRF	CVSCFSB41	FAMACF	FAMCDRF	FAMSCFSB41
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**5.00**	**15.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	5.00	15.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**5.00**	**15.00**	**0.00**

38th District Court

Civil Family

Fund and GL Account Summary	0982221					
	CVACF	CVCDRF	CVSCFSB41	FAMACF	FAMCDRF	FAMSCFSB41
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

District Clerk 38th District Court 454th Judicial District County Court at Law

Final Totals
Total Receipts
Total Adjustments Impacting Receipts
Final Fee Code Totals

District Clerk

Civil Family

Fund and GL Account Summary
Fee Code Totals for All Funds
012-3456
098-2221
030-3456
043-3456
036-3456
025-3456
District Clerk Fund

38th District Court

Civil Family

Fund and GL Account Summary
Fee Code Totals for All Funds
012-3456
036-3456
District Clerk Fund

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary	Totals	Fee Totals	0123450		0123456		
			CVPOST	FAMSER	CERTC	COPIES	CVAJ
Fee Code Totals for All Funds	**4,651.20**	**4,651.20**	**0.00**	**100.00**	**0.00**	**0.00**	**0.00**
012-3456	2,219.20	2,219.20	0.00	0.00	0.00	0.00	0.00
098-2221	1,042.00	1,042.00	0.00	0.00	0.00	0.00	0.00
030-3456	275.00	275.00	0.00	0.00	0.00	0.00	0.00
043-3456	220.00	220.00	0.00	0.00	0.00	0.00	0.00
036-3456	410.00	410.00	0.00	0.00	0.00	0.00	0.00
025-3456	385.00	385.00	0.00	0.00	0.00	0.00	0.00
012-3450	100.00	100.00	0.00	100.00	0.00	0.00	0.00
District Clerk Fund	**4,651.20**	**4,651.20**	**0.00**	**100.00**	**0.00**	**0.00**	**0.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary	0123456					
	CVBOND	CVCERT	CVCFF	CVCIT	CVCIVIL	CVCJF
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary	0123456					
	CVCLK	CVCOPYCERT	CVCOPYNON	CVINTER	CVLAF	CVNRECORD
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary	0123456					
	CVSER	CVWRIT	FAMCC	FAMCFF	FAMCIT	FAMCJF
Fee Code Totals for All Funds	**0.00**	**0.00**	**799.00**	**220.00**	**56.00**	**110.00**
012-3456	0.00	0.00	799.00	220.00	56.00	110.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**799.00**	**220.00**	**56.00**	**110.00**

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary	0123456					
	FAMCLK	FAMLAF	FAMMFE	FAMMOTION	FAMNRECOR	FAMPRE
Fee Code Totals for All Funds	**610.00**	**33.00**	**0.00**	**0.00**	**344.20**	**32.00**
012-3456	610.00	33.00	0.00	0.00	344.20	32.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**610.00**	**33.00**	**0.00**	**0.00**	**344.20**	**32.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary	0123456			0253456		0303456
	FAMRS	FAMTRO	SEARCH	CVLL	FAMLL	CVCRF
Fee Code Totals for All Funds	**15.00**	**0.00**	**0.00**	**0.00**	**385.00**	**0.00**
012-3456	15.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	385.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**15.00**	**0.00**	**0.00**	**0.00**	**385.00**	**0.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary	0303456	0363456		0433456		0952240
	FAMCRF	CVRMF	FAMRMF	CVCHS	FAMCHS	OCSERV
Fee Code Totals for All Funds	**275.00**	**0.00**	**410.00**	**0.00**	**220.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	275.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	220.00	0.00
036-3456	0.00	0.00	410.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**275.00**	**0.00**	**410.00**	**0.00**	**220.00**	**0.00**

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary	0982221					
	CVACF	CVCDRF	CVSCFSB41	FAMACF	FAMCDRF	FAMSCFSB41
Fee Code Totals for All Funds	**0.00**	**0.00**	**0.00**	**55.00**	**165.00**	**822.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	55.00	165.00	822.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**0.00**	**0.00**	**55.00**	**165.00**	**822.00**

District Clerk 38th District Court 454th Judicial District County Court at Law

County Court at Law

Civil Family

Fund and GL Account Summary
Fee Code Totals for All Funds
012-3456
098-2221
030-3456
043-3456
036-3456
025-3456
012-3450
District Clerk Fund

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary	Totals	Fee Totals	0123450		0123456		
			CVPOST	FAMSER	CERTC	COPIES	CVAJ
Fee Code Totals for All Funds	**7,999.48**	**7,999.48**	**30.00**	**0.00**	**38.00**	**3.00**	**8.00**
012-3456	4,235.48	4,235.48	0.00	0.00	38.00	3.00	8.00
095-2240	265.00	265.00	0.00	0.00	0.00	0.00	0.00
098-2221	779.00	779.00	0.00	0.00	0.00	0.00	0.00
030-3456	575.00	575.00	0.00	0.00	0.00	0.00	0.00
043-3456	460.00	460.00	0.00	0.00	0.00	0.00	0.00
036-3456	850.00	850.00	0.00	0.00	0.00	0.00	0.00
025-3456	805.00	805.00	0.00	0.00	0.00	0.00	0.00
012-3450	30.00	30.00	30.00	0.00	0.00	0.00	0.00
District Clerk Fund	**7,999.48**	**7,999.48**	**30.00**	**0.00**	**38.00**	**3.00**	**8.00**

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary	0123456					
	CVBOND	CVCERT	CVCFF	CVCIT	CVCIVIL	CVCJF
Fee Code Totals for All Funds	**0.00**	**340.00**	**440.00**	**248.00**	**229.58**	**220.00**
012-3456	0.00	340.00	440.00	248.00	229.58	220.00
095-2240	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**340.00**	**440.00**	**248.00**	**229.58**	**220.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary	0123456					
	CVCLK	CVCOPYCERT	CVCOPYNON	CVINTER	CVLAF	CVNRECORD
Fee Code Totals for All Funds	**1,100.00**	**147.00**	**633.00**	**15.00**	**66.00**	**58.30**
012-3456	1,100.00	147.00	633.00	15.00	66.00	58.30
095-2240	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**1,100.00**	**147.00**	**633.00**	**15.00**	**66.00**	**58.30**

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary	0123456					
	CVSER	CVWRIT	FAMCC	FAMCFF	FAMCIT	FAMCJF
Fee Code Totals for All Funds	**100.00**	**8.00**	**284.00**	**20.00**	**16.00**	**10.00**
012-3456	100.00	8.00	284.00	20.00	16.00	10.00
095-2240	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**100.00**	**8.00**	**284.00**	**20.00**	**16.00**	**10.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary	0123456					
	FAMCLK	FAMLAF	FAMMFE	FAMMOTION	FAMNRECOR	FAMPRE
Fee Code Totals for All Funds	**125.00**	**3.00**	**30.00**	**0.00**	**45.60**	**32.00**
012-3456	125.00	3.00	30.00	0.00	45.60	32.00
095-2240	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**125.00**	**3.00**	**30.00**	**0.00**	**45.60**	**32.00**

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary	0123456			0253456		0303456
	FAMRS	FAMTRO	SEARCH	CVLL	FAMLL	CVCRF
Fee Code Totals for All Funds	**0.00**	**16.00**	**0.00**	**770.00**	**35.00**	**550.00**
012-3456	0.00	16.00	0.00	0.00	0.00	0.00
095-2240	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	550.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	770.00	35.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**0.00**	**16.00**	**0.00**	**770.00**	**35.00**	**550.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary	0303456	0363456		0433456		0952240
	FAMCRF	CVRMF	FAMRMF	CVCHS	FAMCHS	OCSERV
Fee Code Totals for All Funds	**25.00**	**680.00**	**170.00**	**440.00**	**20.00**	**265.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
095-2240	0.00	0.00	0.00	0.00	0.00	265.00
098-2221	0.00	0.00	0.00	0.00	0.00	0.00
030-3456	25.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	440.00	20.00	0.00
036-3456	0.00	680.00	170.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**25.00**	**680.00**	**170.00**	**440.00**	**20.00**	**265.00**

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary	0982221					
	CVACF	CVCDRF	CVSCFSB41	FAMACF	FAMCDRF	FAMSCFSB41
Fee Code Totals for All Funds	**110.00**	**330.00**	**319.00**	**5.00**	**15.00**	**0.00**
012-3456	0.00	0.00	0.00	0.00	0.00	0.00
095-2240	0.00	0.00	0.00	0.00	0.00	0.00
098-2221	110.00	330.00	319.00	5.00	15.00	0.00
030-3456	0.00	0.00	0.00	0.00	0.00	0.00
043-3456	0.00	0.00	0.00	0.00	0.00	0.00
036-3456	0.00	0.00	0.00	0.00	0.00	0.00
025-3456	0.00	0.00	0.00	0.00	0.00	0.00
012-3450	0.00	0.00	0.00	0.00	0.00	0.00
District Clerk Fund	**110.00**	**330.00**	**319.00**	**5.00**	**15.00**	**0.00**

District Clerk 38th District Court 454th Judicial District County Court at Law

454th Judicial District

Civil Family

Fund and GL Account Summary
Fee Code Totals for All Funds
012-3456
095-2240
098-2221
030-3456
043-3456
036-3456
025-3456
012-3450
District Clerk Fund

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

District Clerk

Civil Family

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
CERTC	Certified Copies	6.00	1	0.00	0	0.00	0	6.00	1
COPIES	Copies	35.30	3	0.00	0	0.00	0	35.30	3
FAMACF	Appellate Court Fee	5.00	1	0.00	0	0.00	0	5.00	1
FAMCDRF	County Dispute Resolution Fund	15.00	1	0.00	0	0.00	0	15.00	1
FAMCFF	Court Facility Fee	20.00	1	0.00	0	0.00	0	20.00	1
FAMCHS	Courthouse Security Fee	20.00	1	0.00	0	0.00	0	20.00	1
FAMCJF	County Jury Fund	10.00	1	0.00	0	0.00	0	10.00	1
FAMCLK	Clerk Filing Fee	50.00	1	0.00	0	0.00	0	50.00	1
FAMCRF	Court Reporter Fee	25.00	1	0.00	0	0.00	0	25.00	1
FAMLAF	Language Access Fund	3.00	1	0.00	0	0.00	0	3.00	1
FAMLL	Law Library Fee	35.00	1	0.00	0	0.00	0	35.00	1
FAMNRECORD	Copies	2.00	2	0.00	0	0.00	0	2.00	2
FAMRMF	Records Management and Preservation Fee/SB41	30.00	1	0.00	0	0.00	0	30.00	1
SEARCH	Search Fee	10.00	2	0.00	0	0.00	0	10.00	2
Sub-Totals		266.30	18	0.00	0	0.00	0	266.30	18

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

38th District Court

Civil Family

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
CVBOND	Filing and Approving Bond	5.00	1	0.00	0	0.00	0	5.00	1
FAMCC	Certified Copies	84.00	3	0.00	0	0.00	0	84.00	3
FAMCIT	Citations	8.00	1	0.00	0	0.00	0	8.00	1
FAMMOTION	Motion Fee	15.00	1	0.00	0	0.00	0	15.00	1
FAMNRECORD	Copies	45.00	2	0.00	0	0.00	0	45.00	2
FAMRMF	Records Management and Preservation Fee/SB41	20.00	1	0.00	0	0.00	0	20.00	1
FAMTRO	Issuance of Temporary Restraining Order	8.00	1	0.00	0	0.00	0	8.00	1
Sub-Totals		185.00	10	0.00	0	0.00	0	185.00	10

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

County Court at Law

Civil Family

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
FAMACF	Appellate Court Fee	55.00	11	0.00	0	0.00	0	55.00	11
FAMCC	Certified Copies	799.00	27	0.00	0	0.00	0	799.00	27
FAMCDRF	County Dispute Resolution Fund	165.00	11	0.00	0	0.00	0	165.00	11
FAMCFF	Court Facility Fee	220.00	11	0.00	0	0.00	0	220.00	11
FAMCHS	Courthouse Security Fee	220.00	11	0.00	0	0.00	0	220.00	11
FAMCIT	Citations	56.00	7	0.00	0	0.00	0	56.00	7
FAMCJF	County Jury Fund	110.00	11	0.00	0	0.00	0	110.00	11
FAMCLK	Clerk Filing Fee	610.00	15	0.00	0	0.00	0	610.00	15
FAMCRF	Court Reporter Fee	275.00	11	0.00	0	0.00	0	275.00	11
FAMLAF	Language Access Fund	33.00	11	0.00	0	0.00	0	33.00	11
FAMLL	Law Library Fee	385.00	11	0.00	0	0.00	0	385.00	11
FAMNRECORD	Copies	344.20	26	0.00	0	0.00	0	344.20	26
FAMPRE	Precept Fee	32.00	4	0.00	0	0.00	0	32.00	4
FAMRMF	Records Management and Preservation Fee/SB41	410.00	15	0.00	0	0.00	0	410.00	15
FAMRS	Record Search Fee	15.00	3	0.00	0	0.00	0	15.00	3
FAMSCFSB41	State Consolidated Fee/SB41	822.00	7	0.00	0	0.00	0	822.00	7
FAMSER	Sheriff Service Fee	100.00	1	0.00	0	0.00	0	100.00	1
Sub-Totals		4,651.20	193	0.00	0	0.00	0	4,651.20	193

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

454th Judicial District

Civil Family

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
CERTC	Certified Copies	38.00	2	0.00	0	0.00	0	38.00	2
COPIES	Copies	3.00	1	0.00	0	0.00	0	3.00	1
CVACF	Appellate Court Fee	110.00	22	0.00	0	0.00	0	110.00	22
CVAJ	Abstract of Judgment	8.00	1	0.00	0	0.00	0	8.00	1
CVCDRF	County Dispute Resolution Fund	330.00	22	0.00	0	0.00	0	330.00	22
CVCERT	Certified Mail Fee	340.00	1	0.00	0	0.00	0	340.00	1
CVCFF	Court Facility Fee	440.00	22	0.00	0	0.00	0	440.00	22
CVCHS	Courthouse Security Fee	440.00	22	0.00	0	0.00	0	440.00	22
CVCIT	Citation	248.00	20	0.00	0	0.00	0	248.00	20
CVCIVIL	Civil Fee	229.58	1	0.00	0	0.00	0	229.58	1
CVCJF	County Jury Fund	220.00	22	0.00	0	0.00	0	220.00	22
CVCLK	Clerk Filing Fee	1,100.00	22	0.00	0	0.00	0	1,100.00	22
CVCOPYCERT	Certified Copies	147.00	4	0.00	0	0.00	0	147.00	4
CVCOPYNON	Non-Certified Copies	633.00	10	0.00	0	0.00	0	633.00	10
CVCRF	Court Reporter Fee	550.00	22	0.00	0	0.00	0	550.00	22
CVINTER	Intervention Fee	15.00	1	0.00	0	0.00	0	15.00	1
CVLAF	Language Access Fund	66.00	22	0.00	0	0.00	0	66.00	22
CVLL	Law Library Fee	770.00	22	0.00	0	0.00	0	770.00	22
CVNRECORD	Copies	58.30	6	0.00	0	0.00	0	58.30	6
CVPOST	Sheriff Posting Fee	30.00	1	0.00	0	0.00	0	30.00	1
CVRMF	Records Management Fee/SB41	680.00	22	0.00	0	0.00	0	680.00	22
CVSCFSB41	State Consolidated Fee/SB41	319.00	2	0.00	0	0.00	0	319.00	2
CVSER	Service Fee	100.00	1	0.00	0	0.00	0	100.00	1
CVWRIT	WRIT	8.00	1	0.00	0	0.00	0	8.00	1
FAMACF	Appellate Court Fee	5.00	1	0.00	0	0.00	0	5.00	1
FAMCC	Certified Copies	284.00	8	0.00	0	0.00	0	284.00	8

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

454th Judicial District Continued...

Civil Family

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
FAMCDRF	County Dispute Resolution Fund	15.00	1	0.00	0	0.00	0	15.00	1
FAMCFF	Court Facility Fee	20.00	1	0.00	0	0.00	0	20.00	1
FAMCHS	Courthouse Security Fee	20.00	1	0.00	0	0.00	0	20.00	1
FAMCIT	Citations	16.00	2	0.00	0	0.00	0	16.00	2
FAMCJF	County Jury Fund	10.00	1	0.00	0	0.00	0	10.00	1
FAMCLK	Clerk Filing Fee	125.00	6	0.00	0	0.00	0	125.00	6
FAMCRF	Court Reporter Fee	25.00	1	0.00	0	0.00	0	25.00	1
FAMLAF	Language Access Fund	3.00	1	0.00	0	0.00	0	3.00	1
FAMLL	Law Library Fee	35.00	1	0.00	0	0.00	0	35.00	1
FAMMFE	Motion for Enforcement	30.00	2	0.00	0	0.00	0	30.00	2
FAMNRECORD	Copies	45.60	5	0.00	0	0.00	0	45.60	5
FAMPRE	Precept Fee	32.00	4	0.00	0	0.00	0	32.00	4
FAMRMF	Records Management and Preservation Fee/SB41	170.00	8	0.00	0	0.00	0	170.00	8
FAMTRO	Issuance of Temporary Restraining Order	16.00	2	0.00	0	0.00	0	16.00	2
OCSERV	OUT OF COUNTY SERVICE	265.00	1	0.00	0	0.00	0	265.00	1
Sub-Totals		7,999.48	318	0.00	0	0.00	0	7,999.48	318

	Gross		Positive Adjustments		Negative Adjustments		Net	
	Amount	Number	Amount	Number	Amount	Number	Amount	Number
Fee Code Summary Totals	13,101.98	539	0.00	0	0.00	0	13,101.98	539

Honorable Gina Champion
Medina County Clerk
Hondo, Texas

Bank Deposit Summary Report
Report Range from Jul 01 2026 To Jul 31 2026

8/4/2026 1:30:21 PM

Medina County Clerk FEE DEPARTMENT

MONTH July **REVENUE REMMITANCE FOR DAY ENDING** 2026

TO: **MEDINA COUNTY TREASURER**

TOTAL COLLECTED: _____

DATA RECEIPTS ISSUED _____ **THRU** _____

LESS:

PRINTER FEES _____
REFUNDS _____
BIRTH DSHS _____
OVER/(SHORT) _____

PLUS:
OTHER: (EXPLAIN)_____ _____

ABOVE FEES REPRESENT:

Department	GL Code	Fee Fund Description	Total Order Items	Amount
Due to Treasurer				
	012-3453	Birth Certificate County	112	$2,260.78
	012-3453	Certifications	15	$100.00
	012-3453	Copies	148	$1,529.00
	012-3453	Death Certificate County	28	$254.00
	012-3453	Informal Marriage License County	1	$12.50
	012-3453	Marriage Certified Copy	10	$200.00
	012-3453	Marriage License County	20	$600.00
	012-3453	Recording Fees/County Clerk	1274	$36,757.09
	012-3453	Vitals Archive Fee	171	$171.00
	032-3453	Records Management	1211	$12,110.00
	033-3453	Records Archive Fee	1200	$12,000.00
	095-2240	House Account	63	$44,858.25
	098-2221	Birth Certificate State	112	$203.22
	098-2221	Informal Marriage License State	1	$12.50
	098-2221	Marriage License State	20	$600.00
	098-2221	TX Home Visitation Program Contribution	1	$10.00
			Group Total	**$111,678.34**
			GRAND TOTAL	**$111,678.34**

$41,848.35

PREPARED BY: Kimberly Bermea 08/04/26
VANGUARD-PROD\medinaclerk *DEPUTY CLERK* *Date*

APPROVAL: _____
Gina Champion *COUNTY CLERK* *Date*

TRANSFERRED TO GENERAL FUND - CONFIRMATION NO. _____

Grand Total Summary

012-3453 Birth Certificate County	$2,260.78
098-2221 Birth Certificate State	$203.22
012-3453 Certifications	$100.00
012-3453 Copies	$1,529.00
012-3453 Death Certificate County	$254.00
095-2240 House Account	$44,858.25
012-3453 Informal Marriage License County	$12.50
098-2221 Informal Marriage License State	$12.50
012-3453 Marriage Certified Copy	$200.00
012-3453 Marriage License County	$600.00
098-2221 Marriage License State	$600.00
012-3453 Recording Fees/County Clerk	$36,757.09
033-3453 Records Archive Fee	$12,000.00
032-3453 Records Management	$12,110.00
098-2221 TX Home Visitation Program Contribution	$10.00
012-3453 Vitals Archive Fee	$171.00
Total	**$111,678.34**

Payment Grand Total

Account	$50,177.00
Cash	$2,931.00
Check	$3,451.59
Company Account Payment	$44,858.25
Credit Card	$9,883.00
IRS Direct Deposit	$210.00
Lien Filing Deposit	$120.00

Daily Fees Summary Report
Gina Champion, Medina County
Report Range from Jul 01 2026 To Jul 31 2026

Money Order	$47.50
Payment Total	**$111,678.34**

Void Totals

012-3453 Recording Fees/County Clerk		$25.00
032-3453 Records Management		$10.00
033-3453 Records Archive Fee		$10.00
012-3453 Birth Certificate County		$20.17
012-3453 Vitals Archive Fee		$1.00
098-2221 Birth Certificate State		$1.83
012-3453 Copies		$5.00
	Total	**$73.00**

Account Payments

Check		$560.00
Credit Card		$50.00
Direct Deposit		$44,248.25
	Total	**$44,858.25**

CA	2,931.00	+
CK	3,451.59	+
MO	47.50	+
CC	9,883.00	+
Escrow	610.00	+
	16,923.09	*
Dir. Dep.	44,248.25	+
St Tax	120.00	+
	44,368.25	*
IRS	210.00	+
	210.00	*
ERecord.	48,786.00	+
House Acct	1,391.00	+
	50,177.00	*
	16,923.09	+
July	44,368.25	+
2026	210.00	+
Total	50,177.00	+
	111,678.34	*

Report Range from Jul 01 2026 To Jul 31 2026

CCCASH2 Drawer; CCCIVIL1 Drawer; CCFRONTDESK1 Drawer; CCFRONTWINDOW Drawer; CCMARRIAGE1 Drawer; others

Initialization Time	Starting Balance	User Name
7/28/2026 9:18:09 AM	$100.00	Bermea Kimberly
7/29/2026 8:25:04 AM	$100.00	Bermea Kimberly
7/30/2026 9:08:14 AM	$100.00	Bermea Kimberly
7/31/2026 7:59:50 AM	$100.00	Bermea Kimberly
7/1/2026 4:20:44 PM	$100.00	Ibarra Aaron
7/2/2026 10:42:16 AM	$100.00	Ibarra Aaron
7/6/2026 11:14:13 AM	$100.00	Ibarra Aaron
7/7/2026 9:02:05 AM	$100.00	Ibarra Aaron
7/8/2026 4:17:39 PM	$100.00	Ibarra Aaron
7/9/2026 10:54:44 AM	$100.00	Ibarra Aaron
7/10/2026 8:25:44 AM	$100.00	Ibarra Aaron
7/17/2026 11:27:56 AM	$100.00	Ibarra Aaron
7/20/2026 10:03:01 AM	$100.00	Ibarra Aaron
7/21/2026 8:46:02 AM	$100.00	Ibarra Aaron
7/24/2026 4:15:15 PM	$100.00	Ibarra Aaron
7/27/2026 11:19:43 AM	$100.00	Ibarra Aaron
7/29/2026 4:25:37 PM	$100.00	Ibarra Aaron
7/31/2026 2:10:15 PM	$100.00	Ibarra Aaron

Payment Summary

Payment Method	Expected Amount
Bexar Medina Atascosa Counties WCID No1 ESCR	$66.00
Cash	$2,931.00
Check	$4,011.59
Corelogic	$80.00
Courthouse Direct CHD	$80.00
Credit Card	$9,933.00
CSC	$21,297.25
Datatree	$80.00
Direct Deposit	$44,248.25
East Texas Title Co	$80.00
EPN	$7,121.00
Hal Systems	$80.00
Hopdox	$33.00
INDECOMM	$183.00
IRS Direct Deposit	$210.00
John Howard Surveying Escrow	$50.00
Lien Filing Direct Deposit	$120.00
MEDINA APPRAISAL FTP ACCT	$80.00
MEDINA COUNTY APPRAISAL DISTRICT	$2.00
MEDINA COUNTY ESD 1	$2.00
MEDINA COUNTY ESD 5	$2.00
MEDINA COUNTY ESD 6	$4.00
MEDINA COUNTY GROUND WATER CONSERVATION DISTRICT	$6.00
Money Order	$47.50
OE Minerals II LLC	$80.00
PROSEARCH USA LLC	$44.00
Simplifile	$20,151.75
Stewart Title Escrow	$18.00

Report Range from Jul 01 2026 To Jul 31 2026

CCCASH2 Drawer; CCCIVIL1 Drawer; CCFRONTDESK1 Drawer; CCFRONTWINDOW Drawer; CCMARRIAGE1 Drawer; others

Payment Method	Expected Amount
Texas File LLC	$80.00
Texas Heritage Title Co Escrow	$44.00
Texas Heritage Title Co FTP	$80.00
TEXAS LONE STAR TITLE LLC	$80.00
Texas Recording Services LLC Escrow	$1.00
Thomas P Cate Escrow	$190.00
Title Data	$80.00
WEST MEDINA WATER SUPPLY CORP	$2.00
ZILLOW GROUP	$80.00
Total Payments	**$111,678.34**

Fee Distribution Summary

GL Code	Account Description	Amount
ACCT PYMT	Account payments	$44,858.25
012-3453	Birth Death Marriage CC	$2,260.78
098-2221	Birth State	$203.22
012-3453	Certifications	$100.00
012-3453	Copies	$1,529.00
012-3453	County Clerk	$36,757.09
012-3453	Death CC	$254.00
012-3453	Informal Marriage License County	$12.50
098-2221	Informal Marriage License State	$12.50
012-3453	Marriage Certified Copy	$200.00
012-3453	Marriage License County	$600.00
098-2221	Marriage License State	$600.00
033-3453	Records Archive Fee	$12,000.00
032-3453	Records Management	$12,110.00
098-2221	TX Home Visitation Program Contribution	$10.00
012-3453	Vitals Archive Fee	$171.00
	Total Fees	**$111,678.34**

Journal Summary

	GL Code	Account	Debits	Credits
ASSETS	Cash	Cash	$2,931.00	$0.00
	Check	Check	$4,011.59	$0.00
	Company Account	Company Account.	$50,177.00	$0.00
	Credit Card	Credit Card	$9,933.00	$0.00
	Direct Deposit	Direct Deposit	$44,248.25	$0.00
	IRS Direct Deposit	IRS Direct Deposit	$210.00	$0.00
	Lien Filing Deposit	Lien Filing Direct Deposit	$120.00	$0.00
	Money Order	Money Order	$47.50	$0.00
LIABILITY		CSC	$0.00	($21,003.75)
		Datatree	$0.00	($80.00)
		EPN	$0.00	($6,169.25)
		Hopdox	$0.00	($33.00)
		MEDINA COUNTY ESD 1	$0.00	($50.00)
		OE Minerals II LLC	$0.00	($480.00)
		Simplifile	$0.00	($17,042.25)
REVENUE	012-3453	Birth Certificate County	$0.00	($2,260.78)
	012-3453	Certifications	$0.00	($100.00)
	012-3453	Copies	$0.00	($1,529.00)

Report Range from Jul 01 2026 To Jul 31 2026

CCCASH2 Drawer; CCCIVIL1 Drawer; CCFRONTDESK1 Drawer; CCFRONTWINDOW Drawer; CCMARRIAGE1 Drawer; others

	GL Code	Account	Debits	Credits
REVENUE	012-3453	Death Certificate County	$0.00	($254.00)
	012-3453	Informal Marriage License County	$0.00	($12.50)
	012-3453	Marriage Certified Copy	$0.00	($200.00)
	012-3453	Marriage License County	$0.00	($600.00)
	012-3453	Recording Fees/County Clerk	$0.00	($36,757.09)
	012-3453	Vitals Archive Fee	$0.00	($171.00)
	032-3453	Records Management	$0.00	($12,110.00)
	033-3453	Records Archive Fee	$0.00	($12,000.00)
	098-2221	Birth Certificate State	$0.00	($203.22)
	098-2221	Informal Marriage License State	$0.00	($12.50)
	098-2221	Marriage License State	$0.00	($600.00)
	098-2221	TX Home Visitation Program Contribution	$0.00	($10.00)
		Total	**$111,678.34**	**($111,678.34)**

Gina Champion
Medina County Clerk
Hondo, Texas

Company Accounts Summary

8/4/2026 10:46:40 AM

Report Range from Jul 01 2026 To Jul 31 2026

Account Code	Account Name	Starting Balance	Payments	Withdrawals	Ending Balance	# of Filings
ABHR	ALLEN BOONE HUMPHRIES ROBINSON LLP	$368.00	$0.00	$0.00	$368.00	0
ACEC	Ace Surveying Copy Escrow	$65.00	$0.00	$0.00	$65.00	0
ALL	Allen and Associates Escrow	$68.00	$0.00	$0.00	$68.00	0
APPRFTP	MEDINA APPRAISAL FTP ACCT	$348.00	$0.00	$80.00	$268.00	0
APPRSL	MEDINA COUNTY APPRAISAL DISTRICT	$230.00	$0.00	$2.00	$228.00	1
BCW	BENTON CITY WATER SUPPLY CORPORATION	$2,101.00	$0.00	$0.00	$2,101.00	0
BMA	Bexar Medina Atascosa Counties WCID No1 ESCR	$4,048.75	$0.00	$66.00	$3,982.75	2
CAP	Capital Farm Credit ACA Escrow	$230.50	$0.00	$0.00	$230.50	0
CATC	Thomas P Cate USE THIS ACCT FIRST	$0.00	$0.00	$0.00	$0.00	0
CATR	Thomas P Cate Escrow	$912.50	$0.00	$190.00	$722.50	5
CDir	Courthouse Direct CHD	$610.40	$0.00	$80.00	$530.40	0
COREL	Corelogic	$480.00	$0.00	$80.00	$400.00	0
CPS	CPS Escrow	$695.00	$0.00	$0.00	$695.00	0
CPSR	CPS Recording Escrow	$0.00	$0.00	$0.00	$0.00	0
CSC	CSC	($48,698.50)	$21,003.75	$21,297.25	($48,992.00)	448
DAT	Datatree	$275.00	$80.00	$80.00	$275.00	0
DDB	Drought Drought and Bobbitt LLP	$9.25	$0.00	$0.00	$9.25	0
DHI	DHI Title Company Escrow	$4,069.00	$0.00	$0.00	$4,069.00	0
DTRG	DAVIDSON TROILO REAM AND GARZA	$48.00	$0.00	$0.00	$48.00	0
EAA	Edwards Aquifer Authority Escrow	$4,640.00	$0.00	$0.00	$4,640.00	0
EMCSUD	East Medina County Special Utility District	$167.00	$0.00	$0.00	$167.00	0
EPN	EPN	($12,577.25)	$6,169.25	$7,121.00	($13,529.00)	134
ESD1	MEDINA COUNTY ESD 1	$18.00	$50.00	$2.00	$66.00	1
ESD2	MEDINA COUNTY ESD 2	$0.00	$0.00	$0.00	$0.00	0
ESD4	MEDINA COUNTY ESD 4	$10.00	$0.00	$0.00	$10.00	0
ESD5	MEDINA COUNTY ESD 5	$44.00	$0.00	$2.00	$42.00	1
ESD6	MEDINA COUNTY ESD 6	$48.00	$0.00	$4.00	$44.00	2
EstTxTLCo	East Texas Title Co	$765.00	$0.00	$80.00	$685.00	0
GHK	Glenn H Kothmann	$29.00	$0.00	$0.00	$29.00	0
HAL	Hal Systems	$800.00	$0.00	$80.00	$720.00	0
HAY	Hay and Associates Escrow	$226.00	$0.00	$0.00	$226.00	0
HON	City of Hondo	$8.50	$0.00	$0.00	$8.50	0
Hopdox	Hopdox	$0.00	$33.00	$33.00	$0.00	1
HOW	John Howard Surveying Escrow	$140.00	$0.00	$50.00	$90.00	0
INDECOMM	INDECOMM	$0.00	$0.00	$183.00	($183.00)	3
KOC	Koch and Koch Land Surveyors Inc Escrow	$184.00	$0.00	$0.00	$184.00	0
MCGW	MEDINA COUNTY GROUND WATER CONSERVATION DISTRICT	$146.00	$0.00	$6.00	$140.00	3
MEC	Medina Electric Cooperative Inc	$422.00	$0.00	$0.00	$422.00	0
MVS	Medina Valley Surveys Inc	$54.00	$0.00	$0.00	$54.00	0
MVSWCD	Medina Valley Soil and Water Conservation District 226	$0.00	$0.00	$0.00	$0.00	0
OEMinerals	OE Minerals II LLC	$0.00	$480.00	$80.00	$400.00	0
PRD	PRD and DS Inc	$19.00	$0.00	$0.00	$19.00	0
Priorityinfo	Priority Research LLC	$375.00	$0.00	$0.00	$375.00	0
PRO	Property Insight	$24.00	$0.00	$0.00	$24.00	0
PROSRCH	PROSEARCH USA LLC	$193.00	$0.00	$44.00	$149.00	0
ROT	Rothe and Associates PLLC	$0.00	$0.00	$0.00	$0.00	0
Simplifile	Simplifile	($20,367.50)	$17,042.25	$20,151.75	($23,477.00)	412
STER	Stewart Title Escrow	$361.25	$0.00	$18.00	$343.25	0

Report Range from Jul 01 2026 To Jul 31 2026

Account Code	Account Name	Starting Balance	Payments	Withdrawals	Ending Balance	# of Filings
STEW	Stewart Title Escrows	$0.00	$0.00	$0.00	$0.00	0
TDATA	Title Data	$640.00	$0.00	$80.00	$560.00	0
THOC	Thomas Rothe PC Copies Escrow	$45.00	$0.00	$0.00	$45.00	0
TLST	TEXAS LONE STAR TITLE LLC	$480.00	$0.00	$80.00	$400.00	0
TXF	Texas File LLC	$550.00	$0.00	$80.00	$470.00	0
TXH	Texas Heritage Title Co Escrow	$104.75	$0.00	$44.00	$60.75	0
TXHCFTP	Texas Heritage Title Co FTP	$245.00	$0.00	$80.00	$165.00	0
TXHR	Texas Heritage Title Co USE THIS ACCT FIRST	$0.00	$0.00	$0.00	$0.00	0
TXR	Texas Recording Services LLC Escrow	$255.51	$0.00	$1.00	$254.51	0
TXR1	Texas Recording Services LLC Probate Indexes	$0.00	$0.00	$0.00	$0.00	0
UVESD1	UTOPIA VANDERPOOL EMERGENCY SERVICES DISTRICT 1	$14.00	$0.00	$0.00	$14.00	0
WESTMWSC	WEST MEDINA WATER SUPPLY CORP	$6.00	$0.00	$2.00	$4.00	1
ZIL	ZILLOW GROUP	$1,910.00	$0.00	$80.00	$1,830.00	0
	Totals	**($54,160.84)**	**$44,858.25**	**$50,177.00**	**($59,479.59)**	**1014**

$610.00

$1391.00

$ 781

Honorable Gina Champion
Medina County Clerk
Hondo, Texas

Revenue by Payment Type - Detail

8/4/2026 1:37:24 PM

Report Range from Jul 01 2026 To Jul 31 2026

Payment Method	Date	Customer	Order Number	Total Order Items	Total Paid	Payment Funds		
IRS Direct Deposit	07/07/2026 15:45:35	INTERNAL REVENUE SERVICE	20260707000050	5	**$150.00**	*IRS Direct Deposit* R00034988	$150.00	740068 0167571E
						012-3453 - Recording Fees/County Clerk		$50.00
						032-3453 - Records Management		$50.00
						033-3453 - Records Archive Fee		$50.00
						Total		**$150.00**
	07/22/2026 09:42:55	INTERNAL REVENUE SERVICES	20260722000010	1	**$30.00**	*IRS Direct Deposit* R00035218	$30.00	740068 0167909E
						012-3453 - Recording Fees/County Clerk		$10.00
						032-3453 - Records Management		$10.00
						033-3453 - Records Archive Fee		$10.00
						Total		**$30.00**
	07/22/2026 09:47:00	INTERNAL REVENUE SERVICES	20260722000011	1	**$30.00**	*IRS Direct Deposit* R00035397	$30.00	740068 0168089E
						012-3453 - Recording Fees/County Clerk		$10.00
						032-3453 - Records Management		$10.00
						033-3453 - Records Archive Fee		$10.00
						Total		**$30.00**
		Totals:	**3**	**7**	**$210.00**			
Lien Filing Deposit	07/07/2026 15:25:31	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	20260707000046	1	**$15.00**	*Lien Filing Deposit* R00034913	$15.00	4237687
						012-3453 - Recording Fees/County Clerk		$5.00
						032-3453 - Records Management		$10.00
						Total		**$15.00**
	07/22/2026 10:31:19	COMPTROLLER OF PUBLIC ACCOUNTS	20260722000016	1	**$15.00**	*Lien Filing Deposit* R00035260	$15.00	4398362
						012-3453 - Recording Fees/County Clerk		$5.00
						032-3453 - Records Management		$10.00
						Total		**$15.00**
	07/22/2026 10:39:03	COMPTROLLER OF PUBLIC ACCOUNTS	20260722000017	3	**$45.00**	*Lien Filing Deposit* R00035131	$45.00	4321529

Lien Filing Deposit						012-3453 - Recording Fees/County Clerk		$15.00
						032-3453 - Records Management		$30.00
						Total		**$45.00**
	07/22/2026 11:21:02	COMPTROLLER OF PUBLIC ACCOUNTS	20260722000022	3	**$45.00**	*Lien Filing Deposit*	R00035008	$45.00 4268635
						012-3453 - Recording Fees/County Clerk		$15.00
						032-3453 - Records Management		$30.00
						Total		**$45.00**
		Totals:	**4**	**8**	**$120.00**			
Grand Totals:			**7**	**15**	**$330.00**			

GENERAL - KOFILE VANGUARD- JULY 2026

DATE	AMOUNT	CC	LIENFILING	CLIENT ESCROW	TOTAL	DIRECT DEPOSIT	
7/1/2026	$ 119.50	$ 2,081.50	$ -	$ -	$ 2,201.00	-	$ 2,201.00
7/2/2026	$ 465.00	$ 272.00	$ -	$ -	$ 737.00	-	$ 737.00
7/6/2026	$ 151.50	$ 183.00	$ -	$ 50.00	$ 384.50	-	$ 384.50
7/7/2026	$ 629.00	$ 364.00	$ 15.00	$ 80.00	$ 1,088.00	-	$ 1,088.00
7/8/2026	$ 352.00	$ 199.00	$ -	$ -	$ 551.00	-	$ 551.00
7/9/2026	$ 205.00	$ 251.00	$ -	$ -	$ 456.00	-	$ 456.00
7/10/2026	$ 431.00	$ 224.00	$ -	$ -	$ 655.00	5,531.25	$ 6,186.25
7/13/2026	$ 331.00	$ 189.00	$ -	$ -	$ 520.00	-	$ 520.00
7/14/2026	$ 262.00	$ 578.50	$ -	$ -	$ 840.50	-	$ 840.50
7/15/2026	$ 157.00	$ 106.00	$ -	$ -	$ 263.00	-	$ 263.00
7/16/2026	$ 162.00	$ 508.00	$ -	$ -	$ 670.00	-	$ 670.00
7/17/2026	$ 262.59	$ 421.50	$ -	$ -	$ 684.09	-	$ 684.09
7/20/2026	$ 248.00	$ 615.00	$ -	$ 480.00	$ 1,343.00	-	$ 1,343.00
7/21/2026	$ 135.00	$ 171.50	$ -	$ -	$ 306.50	26,765.50	$ 27,072.00
7/22/2026	$ 46.00	$ 138.00	$ 105.00	$ -	$ 289.00	2,593.00	$ 2,882.00
7/23/2026	$ 108.00	$ 332.00	$ -	$ -	$ 440.00	-	$ 440.00
7/24/2026	$ 465.50	$ 391.00	$ -	$ -	$ 856.50	2,016.75	$ 2,873.25
7/27/2026	$ 315.00	$ 297.00	$ -	$ -	$ 612.00	-	$ 612.00
7/28/2026	$ 464.00	$ 1,348.00	$ -	$ -	$ 1,812.00	$ 7,190.75	$ 9,002.75
7/29/2026	$ 117.00	$ 482.50	$ -	$ -	$ 599.50	$ 151.00	$ 750.50
7/30/2026	$ 841.00	$ 203.50	$ -	$ -	$ 1,044.50	$ -	$ 1,044.50
7/31/2026	$ 163.00	$ 527.00	$ -	$ -	$ 690.00	$ -	$ 690.00
TOTAL	$6,430.09	9,883.00	120.00	610.00	$17,043.09	$44,248.25	$61,291.34

..E-RECORDINGS - *ONLINE ONLY - DIRECT DEPOSIT*

DATE	CSC E-FILE	EPN E-FILE AMOUNT	SIMPLIFILE AMOUNT	INDECOMM	HOPDOX	OTHER-HOUSE ACCOUNTS	
7/1/2026	923.25	135.00	1,964.75	-	-	$ 2.00	$3,025.00
7/2/2026	816.00	382.00	621.00	-	-	$ 29.00	$1,848.00
7/6/2026	$ 1,457.00	$ 782.25	$ 1,336.00	$ -	$ -	$ 131.00	$3,706.25
7/7/2026	$ 1,049.50	$ 389.00	$ 1,181.50	$ -	$ -	$ 2.00	$2,622.00
7/8/2026	$ 2,011.00	$ 284.00	$ 1,266.75	$ -	$ -	$ 2.00	$3,563.75
7/9/2026	$ 616.50	$ 351.00	$ 926.25	$ -	$ -	$ 2.00	$1,895.75
7/10/2026	$ 642.00	$ 446.75	$ 252.00	$ -	$ -	$ 20.00	$1,360.75
7/13/2026	$ 814.00	$ 62.00	$ 852.75	$ -	$ 33.00	$ 42.00	$1,803.75
7/14/2026	$ 878.00	$ 205.00	$ 1,185.75	$ -	$ -	$ -	$2,268.75
7/15/2026	$ 1,246.25	$ 184.00	$ 469.00	$ -	$ -	$ 44.00	$1,943.25
7/16/2026	$ 580.00	$ 412.25	$ 738.00	$ -	$ -	$ 2.00	$1,732.25
7/17/2026	$ 611.25	$ 216.00	$ 444.75	$ -	$ -	$ 2.00	$1,274.00
7/20/2026	$ 836.25	$ 465.25	$ 1,291.50	$ -	$ -	$ 1.00	$2,594.00
7/21/2026	$ 1,234.75	$ 151.00	$ 782.00	$ -	$ -	$ 960.00	$3,127.75
7/22/2026	$ 769.50	$ 357.25	$ 259.75	$ -	$ -	$ 40.00	$1,426.50
7/23/2026	$ 989.00	$ 37.00	$ 615.00	$ -	$ -	$ 25.00	$1,666.00
7/24/2026	$ 942.00	$ 620.00	$ 1,239.00	$ -	$ -	$ 35.00	$2,836.00
7/27/2026	$ 1,934.25	$ 70.00	$ 597.00	$ -	$ -	$ -	$2,601.25
7/28/2026	$ 520.00	$ 334.00	$ 812.75	$ -	$ -	$ 2.00	$1,668.75
7/29/2026	$ 549.00	$ 217.00	$ 1,088.00	$ 183.00	$ -	$ -	$2,037.00
7/30/2026	$ 1,209.00	$ 422.00	$ 830.25	$ -	$ -	$ 50.00	$2,511.25
7/31/2026	$ 668.75	$ 598.25	$ 1,398.00	$ -	$ -	$ -	$2,665.00
TOTAL	$21,297.25	$7,121.00	$20,151.75	$183.00	$33.00	$1,391.00	$50,177.00

IRS DEPOSITS -

DATE	AMOUNT	
7/1/2026	$ -	$5,226.00
7/2/2026	$ -	$2,585.00
7/6/2026	$ -	$4,090.75
7/7/2026	$ 150.00	$3,860.00
7/8/2026	$ -	$4,114.75
7/9/2026	$ -	$2,351.75
7/10/2026	$ -	$7,547.00
7/13/2026	$ -	$2,323.75
7/14/2026	$ -	$3,109.25
7/15/2026	$ -	$2,206.25
7/16/2026	$ -	$2,402.25
7/17/2026	$ -	$1,958.09
7/20/2026	$ -	$3,937.00
7/21/2026	$ -	$30,199.75
7/22/2026	$ 60.00	$4,368.50
7/23/2026	$ -	$2,106.00
7/24/2026	$ -	$5,709.25
7/27/2026	$ -	$3,213.25
7/28/2026	$ -	$10,671.50
7/29/2026	$ -	$2,787.50
7/30/2026	$ -	$3,555.75
7/31/2026	$ -	$3,355.00
TOTAL	$210.00	91,308.59

GENERAL	$16,923.09
E-REC	$48,786.00
IRS	$210.00
LIENFILING	$120.00
HOUSE DD	$44,248.25
HOUSE W/D	$1,391.00
TOTAL	$111,678.34

$50 → CC

$560 → general receipts.

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

County Clerk County Court County Court at Law

County Court at Law

Civil Appellate Family Probate or Mental Health

Fund and GL Account Summary	Totals	Fee Totals	012-3450	012-3453			
			SERVI	CVADR	CVCFFF	CVCIT	CVCLK
Fee Code Totals for All Funds	**10,667.00**	**10,667.00**	**60.00**	**405.00**	**540.00**	**88.00**	**1,350.00**
County Clerk G/L Account 012-3453	10.00	10.00	0.00	0.00	0.00	0.00	0.00
012-3450 Law Enforcement Fees	60.00	60.00	60.00	0.00	0.00	0.00	0.00
098-2221 State	207.00	207.00	0.00	0.00	0.00	0.00	0.00
012-3453 Co Clerk Fees	5,885.00	5,885.00	0.00	405.00	540.00	88.00	1,350.00
043-3453 Co CH Security, Co Clk Fee	820.00	820.00	0.00	0.00	0.00	0.00	0.00
032-3453 CC Records Mgmt, CC Fees	810.00	810.00	0.00	0.00	0.00	0.00	0.00
025-3453 Law Library, CC Fees	1,435.00	1,435.00	0.00	0.00	0.00	0.00	0.00
033-3453 CC Pres. & Restorvation, CC Fees	210.00	210.00	0.00	0.00	0.00	0.00	0.00
030-3453 Court Reporter Fee	1,025.00	1,025.00	0.00	0.00	0.00	0.00	0.00
099-2240 4th Court of Appeals	205.00	205.00	0.00	0.00	0.00	0.00	0.00
County Clerk Fund	**10,667.00**	**10,667.00**	**60.00**	**405.00**	**540.00**	**88.00**	**1,350.00**

Kimberly Bermea 8/4/26

Kimberly Bermea, Asst. Chief Deputy Clerk

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

County Clerk County Court County Court at Law

County Court at Law

Civil Appellate Family Probate or Mental Health

Fund and GL Account Summary	012-3453					
	CVJF	CVJSF	CVLF	CVNCC	CVWRT	MISC
Fee Code Totals for All Funds	**270.00**	**34.00**	**81.00**	**36.00**	**16.00**	**20.00**
County Clerk G/L Account	0.00	0.00	0.00	0.00	0.00	0.00
012-3450 Law Enforcement Fees	0.00	0.00	0.00	0.00	0.00	0.00
098-2221 State	0.00	0.00	0.00	0.00	0.00	0.00
012-3453 Co Clerk Fees	270.00	34.00	81.00	36.00	16.00	20.00
043-3453 Co CH Security, Co Clk Fee	0.00	0.00	0.00	0.00	0.00	0.00
032-3453 CC Records Mgmt, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
025-3453 Law Library, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
033-3453 CC Pres. & Restorvation, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
030-3453 Court Reporter Fee	0.00	0.00	0.00	0.00	0.00	0.00
099-2240 4th Court of Appeals	0.00	0.00	0.00	0.00	0.00	0.00
County Clerk Fund	**270.00**	**34.00**	**81.00**	**36.00**	**16.00**	**20.00**

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

County Clerk County Court County Court at Law

County Court at Law

Civil Appellate Family Probate or Mental Health

Fund and G/L Account Summary	012-3453					
	PRADR	PRARGP	PRCC	PRCFFF	PRCIG	PRCIT
Fee Code Totals for All Funds	**195.00**	**60.00**	**13.00**	**280.00**	**280.00**	**644.00**
County Clerk G/L Account	0.00	0.00	0.00	0.00	0.00	0.00
012-3450 Law Enforcement Fees	0.00	0.00	0.00	0.00	0.00	0.00
098-2221 State	0.00	0.00	0.00	0.00	0.00	0.00
012-3453 Co Clerk Fees	195.00	60.00	13.00	280.00	280.00	644.00
043-3453 Co CH Security, Co Clk Fee	0.00	0.00	0.00	0.00	0.00	0.00
032-3453 CC Records Mgmt, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
025-3453 Law Library, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
033-3453 CC Pres. & Restorvation, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
030-3453 Court Reporter Fee	0.00	0.00	0.00	0.00	0.00	0.00
099-2240 4th Court of Appeals	0.00	0.00	0.00	0.00	0.00	0.00
County Clerk Fund	**195.00**	**60.00**	**13.00**	**280.00**	**280.00**	**644.00**

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: 07/01/2026 - 07/31/2026 Sorted by: By date, by receipt number

County Clerk County Court County Court at Law

County Court at Law

Civil Appellate Family Probate or Mental Health

Fund and GL Account Summary	012-3453					
	PRCJF	PRCLK	PRINV	PRJSF	PRJSF1	PRLAF
Fee Code Totals for All Funds	**140.00**	**560.00**	**125.00**	**62.00**	**22.00**	**42.00**
County Clerk G/L Account	0.00	0.00	0.00	0.00	0.00	0.00
012-3450 Law Enforcement Fees	0.00	0.00	0.00	0.00	0.00	0.00
098-2221 State	0.00	0.00	0.00	0.00	0.00	0.00
012-3453 Co Clerk Fees	140.00	560.00	125.00	62.00	22.00	42.00
043-3453 Co CH Security, Co Clk Fee	0.00	0.00	0.00	0.00	0.00	0.00
032-3453 CC Records Mgmt, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
025-3453 Law Library, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
033-3453 CC Pres. & Restorvation, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
030-3453 Court Reporter Fee	0.00	0.00	0.00	0.00	0.00	0.00
099-2240 4th Court of Appeals	0.00	0.00	0.00	0.00	0.00	0.00
County Clerk Fund	**140.00**	**560.00**	**125.00**	**62.00**	**22.00**	**42.00**

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

County Clerk County Court County Court at Law

County Court at Law

Civil Appellate Family Probate or Mental Health

Fund and GL Account Summary	012-3453					
	PRLET	PRNCC	PROATH	PRPPA	PRPS	PRSEAL
Fee Code Totals for All Funds	**200.00**	**141.00**	**16.00**	**140.00**	**120.00**	**5.00**
County Clerk G/L Account	0.00	0.00	0.00	0.00	0.00	0.00
012-3450 Law Enforcement Fees	0.00	0.00	0.00	0.00	0.00	0.00
098-2221 State	0.00	0.00	0.00	0.00	0.00	0.00
012-3453 Co Clerk Fees	200.00	141.00	16.00	140.00	120.00	5.00
043-3453 Co CH Security, Co Clk Fee	0.00	0.00	0.00	0.00	0.00	0.00
032-3453 CC Records Mgmt, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
025-3453 Law Library, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
033-3453 CC Pres. & Restorvation, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
030-3453 Court Reporter Fee	0.00	0.00	0.00	0.00	0.00	0.00
099-2240 4th Court of Appeals	0.00	0.00	0.00	0.00	0.00	0.00
County Clerk Fund	**200.00**	**141.00**	**16.00**	**140.00**	**120.00**	**5.00**

Transaction Date Range: 07/01/2026 - 07/31/2026 Sorted by: By date, by receipt number

County Clerk County Court County Court at Law

County Court at Law

Civil Appellate Family Probate or Mental Health

Fund and GL Account Summary	025-3453		030-3453		032-3453	033-3453
	CVLL	PRLL	CVCRF	PRCRF	CVRMFC	RMPF
Fee Code Totals for All Funds	945.00	490.00	675.00	350.00	810.00	210.00
County Clerk G/L Account	0.00	0.00	0.00	0.00	0.00	0.00
012-3450 Law Enforcement Fees	0.00	0.00	0.00	0.00	0.00	0.00
098-2221 State	0.00	0.00	0.00	0.00	0.00	0.00
012-3453 Co Clerk Fees	0.00	0.00	0.00	0.00	0.00	0.00
043-3453 Co CH Security, Co Clk Fee	0.00	0.00	0.00	0.00	0.00	0.00
032-3453 CC Records Mgmt, CC Fees	0.00	0.00	0.00	0.00	810.00	0.00
025-3453 Law Library, CC Fees	945.00	490.00	0.00	0.00	0.00	0.00
033-3453 CC Pres. & Restorvation, CC Fees	0.00	0.00	0.00	0.00	0.00	210.00
030-3453 Court Reporter Fee	0.00	0.00	675.00	350.00	0.00	0.00
099-2240 4th Court of Appeals	0.00	0.00	0.00	0.00	0.00	0.00
County Clerk Fund	**945.00**	**490.00**	**675.00**	**350.00**	**810.00**	**210.00**

County Clerk County Court County Court at Law

County Court at Law

Civil Appellate Family Probate or Mental Health

Fund and G/L Account Summary	043-3453		098-2221		099-2240	
	CVCHS	PRCHS	PRJTF	PRSB41	CVACF	PRACF
Fee Code Totals for All Funds	**540.00**	**280.00**	**70.00**	**137.00**	**135.00**	**70.00**
County Clerk G/L Account	0.00	0.00	0.00	0.00	0.00	0.00
012-3450 Law Enforcement Fees	0.00	0.00	0.00	0.00	0.00	0.00
098-2221 State	0.00	0.00	70.00	137.00	0.00	0.00
012-3453 Co Clerk Fees	0.00	0.00	0.00	0.00	0.00	0.00
043-3453 Co CH Security, Co Clk Fee	540.00	280.00	0.00	0.00	0.00	0.00
032-3453 CC Records Mgmt, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
025-3453 Law Library, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
033-3453 CC Pres. & Restorvation, CC Fees	0.00	0.00	0.00	0.00	0.00	0.00
030-3453 Court Reporter Fee	0.00	0.00	0.00	0.00	0.00	0.00
099-2240 4th Court of Appeals	0.00	0.00	0.00	0.00	135.00	70.00
County Clerk Fund	**540.00**	**280.00**	**70.00**	**137.00**	**135.00**	**70.00**

County Clerk County Court County Court at Law

County Court at Law

Civil Appellate Family Probate or Mental Health

Fund and GL Account Summary	CC PRAPPBOND
Fee Code Totals for All Funds	**10.00**
County Clerk G/L Account	10.00
012-3450 Law Enforcement Fees	0.00
098-2221 State	0.00
012-3453 Co Clerk Fees	0.00
043-3453 Co CH Security, Co Clk Fee	0.00
032-3453 CC Records Mgmt, CC Fees	0.00
025-3453 Law Library, CC Fees	0.00
033-3453 CC Pres. & Restorvation, CC Fees	0.00
030-3453 Court Reporter Fee	0.00
099-2240 4th Court of Appeals	0.00
County Clerk Fund	**10.00**

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

County Court at Law

Civil Appellate Family Probate or Mental Health

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
CVACF	Appellate Court Fee	135.00	27	0.00	0	0.00	0	135.00	27
CVADR	Alternative Dispute Resolution Fee	405.00	27	0.00	0	0.00	0	405.00	27
CVCFFF	COURT FACILITY FEE FUND	540.00	27	0.00	0	0.00	0	540.00	27
CVCHS	Courthouse Security Fee	540.00	27	0.00	0	0.00	0	540.00	27
CVCIT	Citation	88.00	10	0.00	0	0.00	0	88.00	10
CVCLK	Clerk Filing Fee	1,350.00	27	0.00	0	0.00	0	1,350.00	27
CVCRF	Court Reporter Fee	675.00	27	0.00	0	0.00	0	675.00	27
CVJF	COUNTY JURY FUND	270.00	27	0.00	0	0.00	0	270.00	27
CVJSF	Judge Signature	34.00	17	0.00	0	0.00	0	34.00	17
CVLF	LANGUAGE ACCESS FUND	81.00	27	0.00	0	0.00	0	81.00	27
CVLL	Law Library Fee	945.00	27	0.00	0	0.00	0	945.00	27
CVNCC	Non-Certified Copies	36.00	7	0.00	0	0.00	0	36.00	7
CVRMFC	Records Managment Fee - County	810.00	27	0.00	0	0.00	0	810.00	27
CVWRT	Writ	16.00	1	0.00	0	0.00	0	16.00	1
MISC	MISCELLANEOUS FEE	20.00	1	0.00	0	0.00	0	20.00	1
PRACF	Appellate Court Fee	70.00	14	0.00	0	0.00	0	70.00	14
PRADR	Alternative Dispute Resolution Fee	195.00	13	0.00	0	0.00	0	195.00	13
PRAPPBOND	APPROVING BOND	10.00	2	0.00	0	0.00	0	10.00	2
PRARGP	Annual Report of the Guardian of the Person Fee	60.00	6	0.00	0	0.00	0	60.00	6
PRCC	Certified Copies	13.00	2	0.00	0	0.00	0	13.00	2
PRCFFF	COURT FACILITY FEE FUND	280.00	14	0.00	0	0.00	0	280.00	14
PRCHS	Courthouse Security Fee	280.00	14	0.00	0	0.00	0	280.00	14
PRCIG	Court-Initiated Guardianship Fee	280.00	14	0.00	0	0.00	0	280.00	14
PRCIT	Citation Fee	644.00	17	0.00	0	0.00	0	644.00	17
PRCJF	COURT JURY FUND	140.00	14	0.00	0	0.00	0	140.00	14
PRCLK	Clerk Fee	560.00	14	0.00	0	0.00	0	560.00	14
PRCRF	Court Reporter Fee	350.00	14	0.00	0	0.00	0	350.00	14
PRINV	Inventory and Appraisement Fee	125.00	5	0.00	0	0.00	0	125.00	5

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

County Court at Law Continued...

Civil Appellate Family Probate or Mental Health

Fee Code Summary									
Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
PRJSF	Judge's Signature Fee	62.00	30	0.00	0	0.00	0	62.00	30
PRJSF1	Judge's Signature Fee	22.00	11	0.00	0	0.00	0	22.00	11
PRJTF	Judicial Training Fund Fee	70.00	14	0.00	0	0.00	0	70.00	14
PRLAF	LANGUAGE ACCESS FUND	42.00	14	0.00	0	0.00	0	42.00	14
PRLET	Letters	200.00	16	0.00	0	0.00	0	200.00	16
PRLL	Law Library Fee	490.00	14	0.00	0	0.00	0	490.00	14
PRNCC	Non-Certified Copies	141.00	17	0.00	0	0.00	0	141.00	17
PROATH	Administering Oath Fee	16.00	8	0.00	0	0.00	0	16.00	8
PRPPA	PUBLIC PROBATE ADMINISTRATOR	140.00	14	0.00	0	0.00	0	140.00	14
PRPS	Personal Service Fee	120.00	2	0.00	0	0.00	0	120.00	2
PRSB41	SB41 STATE FEE	137.00	1	0.00	0	0.00	0	137.00	1
PRSEAL	Seal Fee	5.00	1	0.00	0	0.00	0	5.00	1
RMPF	Records Management Preservation Fee	210.00	14	0.00	0	0.00	0	210.00	14
SERVI	SERVICE BY THE SHERIFFS OFFICE	60.00	1	0.00	0	0.00	0	60.00	1
Sub-Totals		10,667.00	606	0.00	0	0.00	0	10,667.00	606

	Gross		Positive Adjustments		Negative Adjustments		Net	
	Amount	Number	Amount	Number	Amount	Number	Amount	Number
Fee Code Summary Totals	10,667.00	606	0.00	0	0.00	0	10,667.00	606

ODYSSEY - CIVIL CASES - JULY 2026

DATE	CASH/CHECK	CC	TOTAL
7/1/2026	$ -	$ -	$ -
7/2/2026	$ 56.00	$ -	$ 56.00
7/6/2026	$ -	$ -	$ -
7/7/2026	$ -	$ -	$ -
7/8/2026	$ -	$ -	$ -
7/9/2026	$ -	$ 19.00	$ 19.00
7/10/2026	$ -	$ -	$ -
7/13/2026	$ 133.00	$ -	$ 133.00
7/14/2026	$ -	$ -	$ -
7/15/2026	$ -	$ -	$ -
7/16/2026	$ -	$ -	$ -
7/17/2026	$ -	$ -	$ -
7/20/2026	$ -	$ -	$ -
7/21/2026	$ -	$ -	$ -
7/22/2026	$ -	$ -	$ -
7/23/2026	$ -	$ -	$ -
7/24/2026	$ -	$ 37.00	$ 37.00
7/27/2026	$ 4.00	$ -	$ 4.00
7/28/2026	$ -	$ -	$ -
7/29/2026	$ -	$ 20.00	$ 20.00
7/30/2026	$ -	$ -	$ -
7/31/2026	$ -	$ -	$ -
TOTAL	$193.00	$76.00	$269.00

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E-FILE

DATE	CC
7/1/2026	$ 261.00
7/2/2026	$ 555.00
7/6/2026	$ 337.00
7/7/2026	$ 461.00
7/8/2026	$ 1,001.00
7/9/2026	$ 775.00
7/10/2026	$ 219.00
7/13/2026	$ 237.00
7/14/2026	$ 1,298.00
7/15/2026	$ 69.00
7/16/2026	$ 52.00
7/17/2026	$ 16.00
7/20/2026	$ 929.00
7/21/2026	$ 251.00
7/22/2026	$ 47.00
7/23/2026	$ 338.00
7/24/2026	$ 512.00
7/27/2026	$ 710.00
7/28/2026	$ 1,345.00
7/29/2026	$ 294.00
7/30/2026	$ 265.00
7/31/2026	$ 426.00
TOTAL	$ 10,398.00

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TOTAL $10,667.00

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026** Sorted by: **By date, by receipt number**

County Clerk County Court County Court at Law

County Court at Law

Criminal

Fund and GL Account Summary	Totals	Fee Totals	012-3450	012-3453			
			CRSHERR	CRAF	CRARFC	CRATTY	CRCCC
Fee Code Totals for All Funds	**20,674.40**	**20,674.40**	**246.68**	**60.34**	**130.00**	**825.78**	**1,905.04**
012-3450 Law Enforcement Fees	246.68	246.68	246.68	0.00	0.00	0.00	0.00
098-2221 State	2,030.72	2,030.72	0.00	0.00	0.00	0.00	0.00
012-3453 Co Clerk Fees	16,751.45	16,751.45	0.00	60.34	130.00	825.78	1,905.04
043-3453 Co CH Security, Co Clk Fee	99.11	99.11	0.00	0.00	0.00	0.00	0.00
032-3453 CC Records Mgmt, CC Fees	17.61	17.61	0.00	0.00	0.00	0.00	0.00
031-3453 Co Records Mgmt; CC Fees	808.18	808.18	0.00	0.00	0.00	0.00	0.00
012-3456 District Clerk Fees	19.84	19.84	0.00	0.00	0.00	0.00	0.00
095-2240 Overpayment Fee	4.00	4.00	0.00	0.00	0.00	0.00	0.00
097-2220 Restitution	696.81	696.81	0.00	0.00	0.00	0.00	0.00
County Clerk Fund	**20,674.40**	**20,674.40**	**246.68**	**60.34**	**130.00**	**825.78**	**1,905.04**

Kimberly Bermea 8/24/26

Kimberly Bermea, Deputy Clerk

Receipt Journal by Fund and Fee Code

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

County Court at Law

Criminal

Fee Code Summary									
Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
CORM	Records Management Fee - County	158.18	28	0.00	0	0.00	0	158.18	28
CRAF	Administrative Fee	60.34	20	0.00	0	0.00	0	60.34	20
CRARFC	Arrest Fee - County	130.00	28	0.00	0	0.00	0	130.00	28
CRATTY	County Attorney Fee	825.78	56	0.00	0	0.00	0	825.78	56
CRCCC	Consolidated Court Costs Fee	1,905.04	56	0.00	0	0.00	0	1,905.04	56
CRCF	Clerk's Fee	1,321.31	56	0.00	0	0.00	0	1,321.31	56
CRCHS	Courthouse Security Fee	99.11	56	0.00	0	0.00	0	99.11	56
CRDDCF	DWI and Drug Court Fund	101.64	12	0.00	0	0.00	0	101.64	12
CREMS	EMS Trauma Fund	203.26	12	0.00	0	0.00	0	203.26	12
CRFEEOVER	Criminal Overpayment Fee	4.00	4	0.00	0	0.00	0	4.00	4
CRFINE	Fine	12,393.40	56	0.00	0	0.00	0	12,393.40	56
CRFTA	Failure To Appear Fee	4.46	1	0.00	0	0.00	0	4.46	1
CRJF	Jury Fee	28.12	28	0.00	0	0.00	0	28.12	28
CRJSF	Judicial Support Fee	104.00	28	0.00	0	0.00	0	104.00	28
CRNONC	Non-Certified Copies	5.00	1	0.00	0	0.00	0	5.00	1
CRREST	Restitution	696.81	9	0.00	0	0.00	0	696.81	9
CRRMFC	Records Management Fee - Clerk	17.61	28	0.00	0	0.00	0	17.61	28
CRRMP	Records Management and Preservation Fee	650.00	28	0.00	0	0.00	0	650.00	28
CRSHERR	Sheriff Fee	246.68	28	0.00	0	0.00	0	246.68	28
CRSJFC	Support of the Judicial Fund - County	19.84	56	0.00	0	0.00	0	19.84	56
CRSJFS	Support of Judicial Fund - State	112.28	56	0.00	0	0.00	0	112.28	56
CRSTF	State Traffic Fee	780.00	28	0.00	0	0.00	0	780.00	28
CRTAF	Traffic Appeals Fee	78.00	28	0.00	0	0.00	0	78.00	28
CRTPF	Time Payment Fee	68.88	20	0.00	0	0.00	0	68.88	20
EFF	Electronic Filing Fee	165.17	56	0.00	0	0.00	0	165.17	56
HB66	HB66	495.49	56	0.00	0	0.00	0	495.49	56
Sub-Totals		20,674.40	835	0.00	0	0.00	0	20,674.40	835

Receipt Journal by Fund and Fee Code

TXMEDINAPROD

Transaction Date Range: **07/01/2026 - 07/31/2026**

Fee Code Summary

	Gross		Positive Adjustments		Negative Adjustments		Net	
	Amount	Number	Amount	Number	Amount	Number	Amount	Number
Fee Code Summary Totals	20,674.40	835	0.00	0	0.00	0	20,674.40	835

ODYSSEY CRIMINAL FINES/FEES - JULY 2026

DATE	AMOUNT	CC	TOTAL
7/1/2026	$ 3,890.00	$ 492.00	$ 4,382.00
7/2/2026	$ -	$ -	$ -
7/6/2026	$ -	$ 354.00	$ 354.00
7/7/2026	$ -	$ 177.00	$ 177.00
7/8/2026	$ 990.00	$ 135.50	$ 1,125.50
7/9/2026	$ -	$ 751.00	$ 751.00
7/10/2026	$ 130.00	$ 1,616.00	$ 1,746.00
7/13/2026	$ 370.00	$ 158.00	$ 528.00
7/14/2026	$ 3,176.00	$ 440.00	$ 3,616.00
7/15/2026	$ -	$ 196.00	$ 196.00
7/16/2026	$ 180.00	$ -	$ 180.00
7/17/2026	$ -	$ 150.00	$ 150.00
7/20/2026	$ -	$ 299.00	$ 299.00
7/21/2026	$ 240.00	$ 415.00	$ 655.00
7/22/2026	$ -	$ 178.00	$ 178.00
7/23/2026	$ -	$ 82.00	$ 82.00
7/24/2026	$ -	$ 125.00	$ 125.00
7/27/2026	$ 5,011.00	$ 288.90	$ 5,299.90
7/28/2026	$ -	$ 419.00	$ 419.00
7/29/2026	$ -	$ 211.00	$ 211.00
7/30/2026	$ -	$ 60.00	$ 60.00
7/31/2026	$ 40.00	$ 100.00	$ 140.00
	$ 14,027.00	**$ 6,647.40**	$ 20,674.40

TOTAL	**$ 20,674.40**

MEDINA COUNTY ENVIRONMENTAL HEALTH DEPARTMENT
MONTHLY REPORT RECAPITULATION

FOR THE MONTH ENDING: JULY

FUNDS RECEIVED FOR RECEIPT NUMBERS: 27333 to 27378

SEPTIC TANK STATE FEE	012-3424		$ 430.00
SEPTIC TANK RECEIPTS	012-3424		$ 10,190.00
EHG INSPECTION RECEIPTS	012-3424		$ -
FLOOD PLAIN PERMIT FEE	012-3424		$ 565.00
MISCELLANEOUS	012-3686		$ -
EHG FOOD PERMIT RECEIPTS	027-3228		$ 100.00
NSF CHECK(S)	0	012-3424	
TOTAL FUNDS COLLECTED			$ 11,285.00

I, Pat Brawner, Medina County Environmental Health Group Inspector do hereby certify and affirm that this report is true and correct to the best of my knowledge.

8/3/2026
Date

Pat Brawner, Medina County EHG Inspector

The following copies must be attached to the monthly report:
Permit Application Fees - Weekly Reports, to include copies of receipts & checks.
Permit Application Fees Report - Cheat Sheet

MEDINA COUNTY PRETRIAL SERVICES
MONTHLY REPORT RECAPITULATION

FOR THE MONTH ENDING: July, 2026

FUNDS RECEIVED FOR RECEIPT NUMBERS: 208007 to 208180

GEN FD PTS AMS FEE	012-3406	$ 315.00
GEN FD PTS DRUG TEST FEE	012-3406	$ 3,264.67
GEN FD PTS PR BOND FEE	012-3406	$ 1,303.00
TOTAL FUNDS COLLECTED		$ 4,882.67

I, Darcy Hasty, Pretrial Services Coordinator, do hereby certify and affirm that this report is true and correct to the best of my knowledge.

a A

7/31/2026

Medina County PTS Coordinator

The following copies must be attached to the monthly report:
AMS, Drug Testing & PR Bond Fees- Weekly Reports, to include copies of receipts & checks.
Pretrial Fees Report - Cheat Sheet

IN '26AUG5 AM10:27 TU

MONTHLY REPORT FOR JULY 2026			
TAX OFFICE MONTHLY REPORT			
DEBT			
Anticipation Note: Capital Improvements			
Anticipation Note: 16-17			
Anticipation Note: Series 2018			
Certificates of Obligation: Series 2019	$12,272.10		
Anticipation Note: Series 2020	$ 4,536.12		
Anticipation Note: Series 2025	$ 4,479.19		
ANTICIPATION NOTE DELINQUENT	$ 2,196.10		
CERTIFICATES OF OBLIGATION	$ 8,616.08		
JAIL BOND DELINQUENT	$ 16.49		
TIME WARRANT DELINQUENT	$ 0.97	TOTAL	
			$ 32,117.05
MISC.			
TAX CERTIFICATES	$ 170.00		
FILE TAPES	$ 625.00		
INTEREST 151-211	$ 3,225.55		
OPEN RECORDS REQUEST COPY			
NSF CHECK CHARGE COLLECTED		TOTAL	
			$ 4,020.55
5% COMM ON STATE BEER FEES	$ 55.00		
OCCUPATION TAX	$ 370.00	TOTAL	
			$ 425.00
AD VALOREM TAX M&O			
AD VALOREM TAX CURRENT	$ 144,651.52		
AD VALOREM TAX DELINQUENT	$ 70,104.67		
ROLLBACK TAX	$ -	TOTAL	
			$ 214,756.19
FM & LR CURRENT	$ 41,214.50		
FM & LR DELINQUENT	$ 17,668.05	TOTAL	
ROLLBACK TAX			$ 58,882.55
COMMISSION COLLECTED FOR COLLECTIONS			
EMERGENCY SERVICE DISTRICT			
AND MWD COMMISSIONS	$ 1,152.59		
HOSPITAL DISTRICT COMMISSION	$ 870.72		
SCHOOLS AND CITIES		TOTAL	
EXCESS PROCEEDS FROM TAX SALES			$ 2,023.31
SPECIAL DISTRICTS			
MEDINA COUNTY PRECINCT #2 SPECIAL ROAD TAX	$ 4,679.97		
POTRANCO RANCH PUBLIC IMPROVEMENT DISTRICT #1	$ 456.74		
POTRANCO RANCH PUBLIC IMPROVEMENT DISTRICT #2	$ 946.25		
POTRANCO ACRES PUBLIC IMPROVEMENT DISTRICT #3	$ 992.04		
POTRANCO OAKS PID #1 (PID #4)	$ 7,485.13		
THE ENCLAVE AT POTRANCO RANCH PID#1 (PID#6)	$ 481.17		
POTRANCO WEST PID #7	$ -		
MEGAN'S LANDING PID #8	$ 4,455.59		
		TOTAL	$ 19,496.89
AUTO REPORT			
AUTO REPORT COUNTY COMMISSION	$ 14,577.29		
AUTO REPORT ADDN R&B	$ 60,090.00		
AUTO REPORT ROAD/BRIDGE			
AUTO REPORT SPECIAL PLATE COMMISSION			
AUTO REPORT NSF/REFUNDS		TOTAL	$ 74,667.29
SALES TAX COMMISSION FOR 2023 SALES		TOTAL	$ -
TITLE COMMISSION	$ 5,770.00		
INTEREST INCOME 162-426	$ 357.03	TOTAL	$ 6,127.03
BOAT TITLING AND REGISTRATION			
BOAT REGISTRATION COMM.	$ 483.30		
BOAT TAX COMMISSION	$ 1,135.38	TOTAL	$ 1,618.68
	TOTAL		$ 414,134.54

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 26.

Meeting Date: 10/02/2026
Item Title: Order - General Fund instead of Salary Fund
Submitted By:

Summary of Request/Problem

Discuss and take possible action to enter an Order for use of a General Fund instead of a Salary Fund pursuant to Local Government Code §154.007(a)

Recommendation/Action Requested and Justification

Attachments

Order Salary Fund

ORDER No. 2026-10-02-07

ORDER TO USE GENERAL FUND INSTEAD OF SALARY FUND

WHEREAS, Medina County compensates its district, county, and precinct officers on a salary basis pursuant to Chapter 154 of the Texas Local Government Code; and

WHEREAS, Section 154.007(a) of the Texas Local Government Code provides that at its first regular meeting in the first month of each fiscal year, the Commissioners Court may direct, by order entered in its minutes, that all money that otherwise would be deposited in a salary fund created under said chapter shall instead be deposited in the general fund of the county; and

WHEREAS, the Commissioners Court of Medina County, Texas, is meeting on this 2nd day of October, 2026, being the first regular meeting in the first month of the current fiscal year; and

WHEREAS, the Commissioners Court finds that utilizing the county General Fund rather than maintaining a separate statutory salary fund increases administrative efficiency, simplifies payroll processing, and streamlines county financial accounting;

NOW, THEREFORE, BE IT ORDERED by the Commissioners Court of Medina County, Texas, that:

Pursuant to the authority granted under Texas Local Government Code § 154.007(a), all fees, commissions, and other money that otherwise would be required to be deposited into a dedicated officer's salary fund created under Chapter 154 shall instead be deposited directly into the General Fund of Medina County.

PASSED AND APPROVED, on this 2nd day of October 2026.

_____
County Judge

_____
Commissioner Precinct 1

_____
Commissioner Precinct 2

_____
Commissioner Precinct 3

_____
Commissioner Precinct 4

ATTEST:

_____
Gina Champion, County Clerk

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 27.

Meeting Date: 10/02/2026
Item Title: Order - Waive Requisitions
Submitted By:

Summary of Request/Problem

Discuss and take possible action to enter an Order to waive the requirement of the County Judge's approval of requisitions pursuant to Local Government Code §113.901(c)

Recommendation/Action Requested and Justification

Attachments

Order - Waive Requisitions

ORDER No. 2026-10-02-08

WAIVING THE REQUIREMENT FOR REQUISITIONS

WHEREAS, pursuant to Section 113.901(c) of the Texas Local Government Code, the Commissioners Court of a county may waive, by Order entered into its minutes, the requirement for a requisition for an expenditure; and

WHEREAS, the Commissioners Court of Medina County, Texas, finds that waiving the requisition requirement for expenditures will improve administrative efficiency and streamline county operations;

NOW, THEREFORE, IT IS ORDERED by the Commissioners Court of Medina County, Texas, that the requirement for a written requisition signed by the county judge is hereby waived;

IT IS FURTHER ORDERED THAT all expenditures made under this waiver must still comply with all other applicable county purchasing policies, budget allocations, and auditing procedures required by law.

PASSED AND APPROVED THIS 2nd DAY OF OCTOBER 2026.

_____
County Judge

_____
Commissioner Precinct 1

_____
Commissioner Precinct 2

_____
Commissioner Precinct 3

_____
Commissioner Precinct 4

ATTEST:

_____
Gina Champion, County Clerk

MEDINA COUNTY
COMMISSIONERS COURT ITEM SUMMARY SHEET

Agenda Item 28.

Meeting Date: 10/02/2026
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)

- Precinct 1 - salvage: Dell latitude laptop

Recommendation/Action Requested and Justification

Attachments

PCT 1 Laptop Disposal Form
PCT 1 Laptop Disposal Pics

ASSET DISPOSAL FORM

Jessica Castiglione 9-22-26

Please submit ONE form per Disposal Date | *(Medina County Auditor's Office)* | *Please ATTACH a Picture of Each Asset*

From Department: Precicnt 1 Commissioner *Department Head:* *Jessica Castiglione* *Dept. Head Approval:* *Date:* 9/21/2026

Commissioner's Court Date of Approval *Item # on CC Minutes:* *(attach a copy of the Commissioner's Crt Meeting minutes)*

Location of Asset	Asset Tag Number	Description of Item	Make	Model	Model#	Serial # / VIN #	Status Condition	Disposition Status
County Judge's Office	N/A	Laptop	Dell	Latitude	E6530		Good	Discarded

KEY: Status Condition ----> *Excellent* (like new) *Good* (working) *Poor* (need repair) *Not Working* *<---- Status Condition KEY*

KEY: Disposition Status ----> *Sold* *Discarded* *Destroyed* *To be Transferred* *<---- Disposition Status KEY*

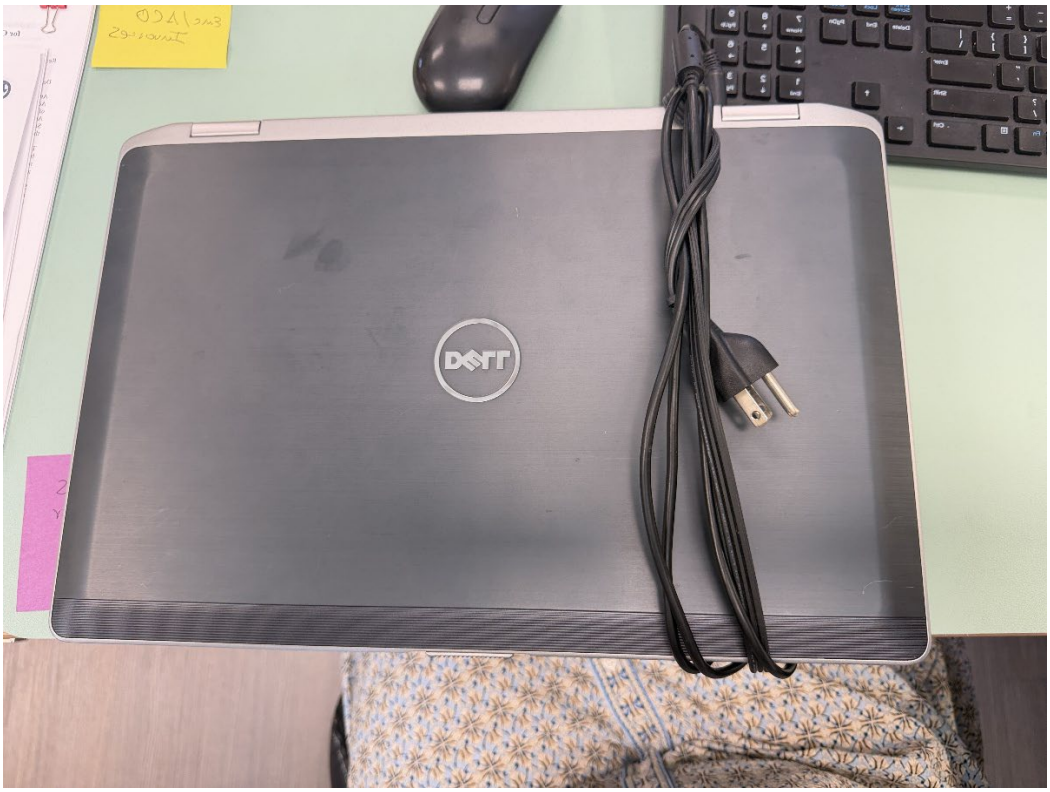
Date Inventoried: _____

By: _____

IN '26SEP23 AM9:58AM

Updated: 8/28/2017

PLEASE ATTACH A PICTURE OF EACH ASSET WITH THIS FORM



SERVICE TAG(S/N): 1HQNNX1
3249481429
EXPRESS SERVICE CODE
DPN: TJGG3 A01
DELL
Latitude E6530
19.5V⎓3.34A / 4.62A
DESIGNED BY DELL
ST 中国制造/中國製造 Made in China