

NOTICE OF MEETING (•) OF THE COMMISSIONERS COURT OF JACK COUNTY, TEXAS

• Assistive Listening Devices Available on Request for Use During Court Session

Notice is hereby given that a Meeting of the above named Commissioners Court will be held on **Monday the 22nd day of September at 10:00 o'clock a. m.**, in the County Courthouse, Jacksboro, Texas, at which time the following subjects* will be discussed and appropriate action taken, to-wit:

These subjects may or may not be discussed in the order shown. All items listed below as part of the called "Consent Agenda Items" require no deliberation by the Court. Each Court member has the prerogative of removing an item from this agenda so that it may be considered separately.

FILED FOR RECORD

_____ O'CLOCK _____ M.

SEP 19 2014

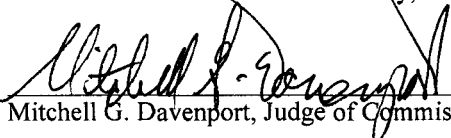
JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

1. PUBLIC FORUM (Limited to 5 minutes per person);
2. PAYMENT OF CLAIMS;
3. CONSENT AGENDA ITEMS:
 - (a) Approval of Minutes of Meeting of September 8, 2014;
 - (b) Review and Acceptance of Treasurer's and Auditor's Monthly Report for period ending August 31, 2014;
 - (c) Authorization for use of County Road Right-of-Way for Utility Crossings by:
 - (i) Road Crossing – Brigadier Operating, LLC on Martin Road – Precinct 3;
 - (d) Approval/Renewal of Performance Bond for Reserve Deputy Sheriff Kimberly Watson, Deputy Sheriff Melissa Wade, and Deputy Sheriff Michael Francis;
 - (e) Approval/Renewal of Agreement with Graford Independent School District for assessment and collection services regarding property taxes;
 - (f) Approve payment of flu shots for county employees through Faith Community Hospital program now scheduled for October 21, 2014, in the County Courtroom from 9:00 a.m. to 12:00 noon;
 - (g) Adoption of General Order Regarding Disbursements from County Energy Transportation Reinvestment Zone Increment Fund;
 - (h) Declaration of shelving unit currently located in the Assembly Room as Surplus Property and donation of same to the Jack County Museum under LGC §263.152(4) in return for disposal costs of same;
 - (i) Receiving of certificates or reports on continuing education involving the County Judge and the Tax Assessor-Collector;
4. **Timed Agenda:** None
5. Discussion of Commissioner Precinct Operations;
6. Update, if any, by Sheriff Mayo on the status of the improvement of the Jack County Emergency Communications System;
7. Update on Courthouse Repair Project 2014 details, if any;
8. Update on status of County activities, if any, under the CTIF Grant;
9. Reports, if any, by other Department Heads;
10. Action to participate officially in the Texas Political Subdivisions Workers' Compensation Alliance Network (the Alliance);
11. Approval of Resolution to expand county optional coverage on Workers' Compensation to include election workers and jurors;
12. Hiring of Lane Argo as Janitor primarily dealing with maintenance and approval of job description for same position;
13. Formalization of County policy regarding the purchase of items from the Heavy Equipment Fund and the disposition of precinct surplus motor grader(s);
14. Payment of final bill to Nedderman & Associates, Inc. for services in connection with courthouse exterior repairs;
15. Discussion of steps necessary for exchange of small right-of-way tract belonging to TxDOT and another which may belong to the County located at the intersection of Crooked Creek Road and State Highway No. 59;
16. FUTURE AGENDA ITEMS; AND;
17. ADJOURNMENT.

Dated and signed this the 19th day of September, 2014

Commissioners Court of Jack County, Texas



Mitchell G. Davenport, Judge of Commissioners Court

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners Court, is a true and correct copy of said Notice, and that I posted a true and correct copy of said Notice on the bulletin board at the Courthouse door of Jack County, Texas, at a place readily accessible to the general public at all times on the 19th day of September, 2014, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 19th day of September, 2014, at 9:24 o'clock a.m.

Janice Robinson, County Clerk of Jack County, Texas

By: Janice Robinson



MINUTES

On this the 22nd day of September, 2014 the Commissioners Court of Jack County, Texas met in Regular session at 10:02 a.m. with the following elected officials present:

Fearl F. Smith, Commissioner Pct. 1
James L Brock, Commissioner Pct. 2
James L. Cozart, Commissioner Pct. 3
Terry Ward, Commissioner Pct. 4
Mitchell G. Davenport, County Judge

FILED FOR RECORD
_____ O'CLOCK _____ M.

SEP 30 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

PUBLIC FORUM

Several members of the public were present but no one spoke.

PAYMENT OF ACCOUNTS AND CLAIMS

All accounts and claims were submitted to the Court for approval. Those submitted were approved and entered into the computer of the County Treasurer.

Judge Davenport made a motion to pay all bills. Commissioner Cozart seconded and the motion carried unanimously.

CONSENT AGENDA ITEMS

- (a) Approval of Minutes of Meetings of September 8, 2014;
- (b) Review and Acceptance of Treasurer and Auditor's Monthly Report for period ending August 31, 2014; - **REMOVED**
- (c) Authorization for use of County Road Right-of-Way for Utility Crossings by:
 - (i) Road Crossing – Brigadier Operating, LLC on Martin Road – Precinct 4;
- (d) Approval/Renewal of Performance Bond for Reserve Deputy Sheriff Kimberly Watson, Deputy Sheriff Melissa Wade, and Deputy Sheriff Michael Francis;
- (e) Approval/Renewal of Agreement with Graford Independent School District for assessment and collection services regarding property taxes;
- (f) Approve payment of flu shots for county employees through Faith Community Hospital program now scheduled for October 21, 2014, in the County Courtroom from 9:00 a.m. to 12:00 noon;
- (g) Adoption of General Order Regarding Disbursements from County Energy Transportation Reinvestment Zone Increment Fund;
- (h) Declaration of shelving unit currently located in the Assembly Room as Surplus Property and donation of same to the Jack County Museum under LGC §263.152(4) in return for disposal costs of same;
- (i) Receiving of certificates or reports on continuing education involving the County Judge and the Tax Assessor-Collector;

Judge Davenport made a motion to **EXCLUDE Item (b)** and approve the remainder of the Consent Agenda items. Commissioner Cozart seconded and the motion carried 4 - 0. Commissioner Smith did not vote.

(b) Review and Acceptance of Treasurer and Auditor's Monthly Report for period ending August 31, 2014;

Judge Davenport made a motion to **APPROVE Item (b)** of the Consent Agenda items. Commissioner Ward seconded and the motion carried 4 - 0. Commissioner Smith did not vote.

TIMED AGENDA

None

PRECINCT OPERATIONS

Discussion of Commissioner Precinct Operations;

Commissioner Smith will be attending continuing education classes in October 2014.

Commissioner Cozart still has the bridge closed on Burwick Road but work is progressing well.

Commissioner Ward will notify the Court when Lester Road closes for Bridge Replacement. He is waiting for notification.

Commissioner Brock will be requesting authorization to place a stop sign at Rick Road and Back Cemetery Road.

JACK COUNTY EMERGENCY COMMUNICATIONS SYSTEM

Update, if any, by Sheriff Mayo on the status of the improvement of the Jack County Emergency Communications System;

Sheriff Mayo was not available for a report.

COURTHOUSE REPAIR PROJECT 2014

Update on Courthouse Repair Project 2014 details, if any;

There was nothing to report at this time.

CTIF GRANT

Update on status of County activities, if any, under the CTIF Grant;

There was nothing to report at this time.

DEPARTMENT HEAD REPORTS

Reports, if any, by other Department Heads;

There was nothing new to report from any department.

TEXAS POLITICAL SUBDIVISIONS WORKERS' COMPENSATION ALLIANCE NETWORK

Action to participate officially in the Texas Political Subdivisions Workers' Compensation Alliance Network (the Alliance);

Commissioner Ward made a motion to approve participation in this Alliance. Judge Davenport seconded and the motion carried 4 – 0. Commissioner Smith did not vote.

RESOLUTION ON WORKERS' COMPENSATION

Approval of Resolution to expand county optional coverage on Workers' Compensation to include Election Personnel, Jurors, and Volunteer Law Enforcement;

Judge Davenport made a motion to approve this Resolution on Workers' Compensation. Commissioner Cozart seconded and the motion carried unanimously.

JANITOR / MAINTENANCE HIRING AND JOB DESCRIPTION

Hiring of Lane Argo as Janitor primarily dealing with maintenance and approval of job description for same position;

Commissioner Ward made a motion to approve the job description. Commissioner Cozart seconded and the motion carried unanimously. Hiring decisions will be made by Danny Nash for his department.

HEAVY EQUIPMENT FUND PURCHASES

Formalization of County policy regarding the purchase of items from the Heavy Equipment Fund and the disposition of precinct surplus motor grader(s);

Commissioner Cozart made a motion to approve the policy that was presented to the Court. Commissioner Brock seconded and the motion carried unanimously.

NEDDERMAN & ASSOCIATES, INC

Payment of final bill to Nedderman & Associates, Inc. for services in connection with courthouse exterior repairs;

Commissioner Smith made a motion to approve this payment. Judge Davenport seconded and the motion carried unanimously.

RIGHT-OF-WAY TRACT EXCHANGE

Discussion of steps necessary for exchange of small right-of-way tract belonging to TxDOT and another which may belong to the County located at the intersection of Crooked Creek Road and State Highway No. 59;

John Rupe was in attendance to discuss his conversations with Tx DOT about the exchange of this small right-of-way. Judge Davenport will contact TxDOT to verify steps necessary to proceed with this request.

Judge Davenport made a motion to TABLE this item. Commissioner Cozart seconded and the motion carried 4 – 0. Commissioner Smith did not vote.

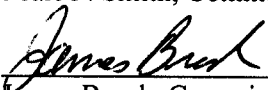
ADJOURNMENT

There being no further business motion was made by Commissioner Cozart to adjourn and seconded by Commissioner Brock. The motion carried unanimously.

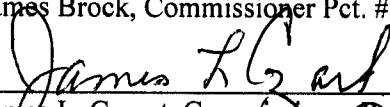
Meeting was adjourned at 11:44 a.m.



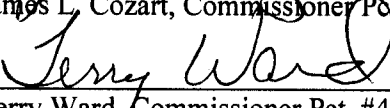
Pearl F. Smith, Commissioner Pct. #1



James Brock, Commissioner Pct. #2



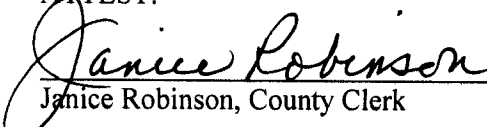
James L. Cozart, Commissioner Pct. #3



Terry Ward, Commissioner Pct. #4

Mitchell G. Davenport, County Judge

ATTEST:



Janice Robinson, County Clerk



JACK COUNTY EMERGENCY COMMUNICATIONS SYSTEM

Update, if any, by Sheriff Mayo on the status of the improvement of the Jack County Emergency Communications System;

Sheriff Mayo was not available for a report.

COURTHOUSE REPAIR PROJECT 2014

Update on Courthouse Repair Project 2014 details, if any;

There was nothing to report at this time.

CTIF GRANT

Update on status of County activities, if any, under the CTIF Grant;

There was nothing to report at this time.

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Reports, if any, by other Department Heads;

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Judge Davenport made a motion to TABLE this item. Commissioner Cozart seconded and the motion carried 4 – 0. Commissioner Smith did not vote.

ADJOURNMENT

There being no further business motion was made by Commissioner Cozart to adjourn and seconded by Commissioner Brock. The motion carried unanimously.

Meeting was adjourned at 11:44 a.m.



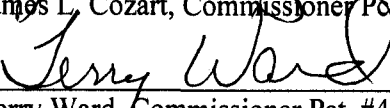
Pearl F. Smith, Commissioner Pct. #1



James Brock, Commissioner Pct. #2



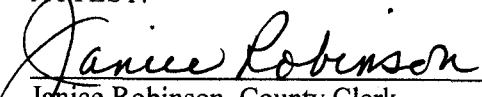
James L. Cozart, Commissioner Pct. #3



Terry Ward, Commissioner Pct. #4

Mitchell G. Davenport, County Judge

ATTEST:



Janice Robinson, County Clerk

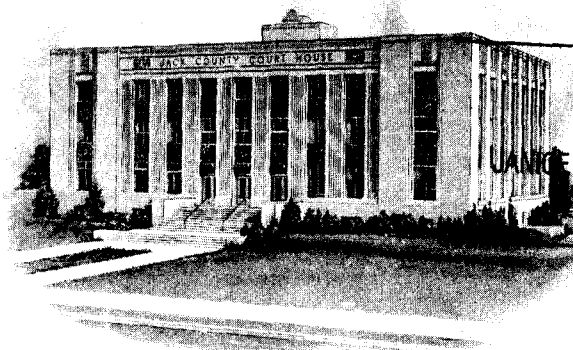


SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

DEPUTY

JACK COUNTY



JACKSBORO, TEXAS

KIM GIBBY

County Treasurer

100 N. Main St., Ste. 201

Jacksboro, Texas 76458

AUDITOR AND TREASURER'S CERTIFICATE

I hereby certify that the following constitutes the Jack County Treasurer's Report for the monthly period ending on August 31, 2014.

This report was prepared for the purposes of comparing and reconciling the actual balances of the County's cash accounts and investments, if any, to its general ledger for the period stated.

Respectfully submitted,

- Kim Gibby -

Kim Gibby, Jack County Treasurer

Agreed:

- Earlene Rhoades -

Earlene Rhoades, Jack County Auditor

ORDER APPROVING TREASURER'S REPORT

After comparing and examining the Treasurer's Report for the monthly period ending August 31, 2014, and determining that the report is correct, the Court finds that the report should be approved. It is therefore ORDERED that the report is approved.

It is FURTHER ORDERED that the amounts received and paid from each fund, and the cash balance remaining in the Treasurer's custody are as indicated in the report itself.

ORDERED this 22nd day of September, 2014.

- Fearl Smith -

Fearl Smith,
Commissioner, Pct. 1, Jack County

- James Brock -

James Brock,
Commissioner, Pct. 2, Jack County

- James L. Cozart -

James L. Cozart,
Commissioner, Pct. 3, Jack County

- Terry Ward -

Terry Ward,
Commissioner, Pct. 4, Jack County

- Mitchell G. Davenport -

Mitchell G. Davenport
County Judge of Jack County, Texas

ATTEST:

- Janice Robinson -

Janice Robinson, County Clerk of Jack County, Texas



TREASURER'S REPORT AUGUST 2014				
UNCLAIMED PROPERTY ACCOUNT				
Date	Rec'd From	Description		Balance
8/31/14		BALANCE FORWARD		\$5,870.12
EXTRADITION ACCOUNT				
Date	Rec'd From	Description		Balance
8/31/14		BALANCE FORWARD		\$1,422.90
00078 ACCOUNT				
Date	Rec'd From	Description		
8/31/14		BALANCE SHOWN ON STATEMENT	\$ 4,615,836.86	
		Outstanding Checks	117,307.48	Balance
		ENDING BALANCE	8/31/14	\$4,498,529.38

	RECAP OF MONEY AUGUST 2014						
Fund	Balance	Transfer	Receipts	Accts Payable	Payroll	Transfer	Balance
Designation	07/31/14	Out				In	08/31/14

Precinct #1	\$ 209,468.08	\$ -		\$ 22,029.86	\$ 7,414.56	\$ 26,278.00	\$ 206,301.66
Precinct #2	\$ 213,579.89	\$ -		\$ 22,796.59	\$ 7,073.48	\$ 26,278.00	\$ 209,987.82
Precinct #3	\$ 250,582.29	\$ -	\$ 1,000.00	\$ 29,536.39	\$ 7,686.28	\$ 26,278.00	\$ 240,637.62
Precinct #4	\$ 238,145.19	\$ -		\$ 40,673.13	\$ 5,893.42	\$ 26,278.00	\$ 217,856.64
Road & Bridge	\$ 606,633.56	\$ 105,112.00	\$ 31,015.34			\$ -	\$ 532,536.90
R&B Heavy Equipment	\$ (138,224.86)	\$ -	\$ 1,038.17	\$ 40.00		\$ -	\$ (137,226.69)
Lateral Road	\$ 211,908.68	\$ -				\$ -	\$ 211,908.68
Law Library	\$ 27,943.85	\$ -	\$ 420.00	\$ 197.00		\$ -	\$ 28,166.85
Appellate Judicial System	\$ -	\$ -	\$ 60.00	\$ 60.00		\$ -	\$ -
County Court RTA	\$ 44,045.00	\$ -	\$ 5,680.00			\$ -	\$ 49,725.00
District Court RTA	\$ 827.46	\$ -	\$ 125.00			\$ -	\$ 952.46
Records Preservation	\$ 7,239.98	\$ -	\$ 140.00			\$ -	\$ 7,379.98
Work Program	\$ 45.17	\$ -				\$ -	\$ 45.17
Guardianship Fund	\$ 3,240.00	\$ -	\$ 40.00			\$ -	\$ 3,280.00
Emergency Mgmt	\$ (61,469.42)	\$ -		\$ 614.26		\$ -	\$ (62,083.68)
CH Renovation	\$ 373,110.85	\$ -		\$ 9,101.00		\$ -	\$ 364,009.85
CH Renovation I&S fund bal	\$ 45,998.29	\$ -	\$ 1,075.93			\$ -	\$ 47,074.22
General Fund	\$ 2,284,143.82	\$ -	\$ 78,718.44	\$ 156,421.33	\$ 99,170.46	\$ -	\$ 2,107,270.47
Judge's State Supplement	\$ 2,916.87	\$ -				\$ -	\$ 2,916.87
Dist. & Co. Court Tech	\$ 6,605.49	\$ -	\$ 42.83			\$ -	\$ 6,648.32
Probate Education	\$ 2,623.32	\$ -	\$ 12.00			\$ -	\$ 2,635.32
Records Management	\$ 5,474.03	\$ -	\$ 352.08			\$ -	\$ 5,826.11
Courthouse Security	\$ 159,341.31	\$ -	\$ 1,009.65	\$ 270.64		\$ -	\$ 160,080.32
Justice Court Tech	\$ 22,971.21	\$ -	\$ 328.00			\$ -	\$ 23,299.21
Interest & Sinking	\$ 266,923.41	\$ -	\$ 2,008.74			\$ -	\$ 268,932.15
State Fines & Fees	\$ 393.30	\$ -	\$ 10,829.52			\$ -	\$ 11,222.82

TOTALS	\$ 4,784,466.77	\$ 105,112.00	\$ 133,895.70	\$ 281,740.20	\$ 127,238.20	\$ 105,112.00	\$ 4,509,384.07

XX

Jack County**Bank Account Reconciliaton**

8/31/2014

Bank Balance According to Statement	\$ 4,615,836.86
Outstanding Deposits	\$ -
Outstanding Checks	\$ 117,307.48
Balance	<u>\$ 4,498,529.38</u>

Balance per General Ledger by Fund

10	PCT. 1	\$ 206,301.66
20	PCT. 2	\$ 209,987.82
30	PCT. 3	\$ 240,637.62
40	PCT. 4	\$ 217,856.64
50	ROAD & BRIDGE C.W.	\$ 532,536.90
51	R&B Heavy Equipment	\$ (137,226.69)
60	LATERAL ROADS	\$ 211,908.68
70	LAW LIBRARY	\$ 28,166.85
71	Appellate Judicial System	\$ -
72	County Court RTA	\$ 49,725.00
73	District Court RTA	\$ 952.46
80	Preservation fund	\$ 7,379.98
81	Work Program	\$ 45.17
82	Guardianship Fund	\$ 3,280.00
83	Emergency Management	\$ (62,083.68)
84	Courthouse Renovations	\$ 364,009.85
85	Courthouse Renovations I&S	\$ 47,074.22
90	GENERAL	\$ 2,107,270.47
91	COUNTY JUDGE EXCESS	\$ 2,916.87
92	Dist. & Co. Clerk Tech	\$ 6,648.32
93	PROBATE	\$ 2,635.32
94	RECORDS MANAGEMENT	\$ 5,826.11
95	COURTHOUSE SECURITY	\$ 160,080.32
96	J.P. TECHNOLOGY	\$ 23,299.21
98	INTEREST & SINKING	\$ 268,932.15
99	State Fines & Fees	\$ 11,222.82
	Balance per General Ledger	\$ 4,509,384.07
	Balance per Bank Statement	\$ 4,498,529.38
	Unlocated difference	\$ (10,854.69)

SEP 22 2014

APPLICATION FOR PERMIT TO CROSS COUNTY ROAD
TO CONSTRUCT PIPELINE OR UTILITYJANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

THE STATE OF TEXAS
COUNTY OF JACK

NOW COMES - Brigadier Operating LLC, hereinafter called Company, and respectfully makes this application to the Commissioners Court of Jack County, Texas, to grant unto the Company authorization to lay a pipeline or place a utility across and under the public roads of the County of Jack, State of Texas, conditioned as follows:

1. That said Company, in consideration for the grant by said County, does hereby agree that said pipeline/utility of the following description, crossing a county road in Precinct - 4, Jack County, Texas, at a point hereinafter indicated, will be constructed in such a manner that the construction of same will not interfere with public travel, and that no construction will begin until the Commissioner of said precinct, his agents, or employee approves said location by an on-site inspection.

DESCRIPTION AND LOCATION (Map must be attached. Aerial photos are not acceptable. Location should include GPS coordinates of crossing.):

Dig across Martin Rd. at $33^{\circ}18'55.16''N$
 $98^{\circ}16'16.61''W$

Map Attached

2. The Company assures the County that it has obtained authorization, if any is required, from any landowners adjoining the crossing to cross whatever portion of their land, if any, lies beneath the roadway.

3. Such pipeline/utility shall be encased, so buried, covered, constructed and maintained as not to interfere with the use and occupancy of such roads by the public or the County. That a pipeline shall be buried to the depth of at least three (3) feet below the surface of the borrow ditch, that the pipeline/utility shall be situated no closer than three (3) feet from the edge of the roadway, and that the road will be restored at the time of construction to its original condition.

4. In the event it becomes necessary to build a Farm-to-Market Road or other road across such roads, it will become the duty of said the Company to adjust its pipeline with such construction without compensation from the County.

5. If said crossing is accomplished by crossing the traveled portion of said road, then the Company agrees it shall, that at its expense, bore under the road as its means of crossing and not cut or trench said road for a crossing. Said boring shall be at a depth of at least three (3) feet below the depth of the borrow ditch.

6. The Company shall fill and level ditches using appropriate fill material or gravel so as to return the road and/or borrow ditch in same condition as before construction so far as possible. Company shall remove any large rocks unearthed at construction at its expense.

7. The Company shall pay, at the time of application, the sum of ~~\$500.00~~ for each crossing unto the Treasurer of Jack County, Texas. In the event that the permit is not granted, the application fee will be returned.

8. Said access herein granted may be assigned by the Company without further grant or procedure but grantee shall be bound by the same conditions.

9. In the event that the Company abandons its line, the Company shall remove its line from the roadway and this grant is vacated.

10. The Company is responsible to present this application to the Commissioner of the Precinct involved and obtain his signature evidencing the fact that he has seen the application and discussed the location with the Company. The Company shall then present the Application with the appropriate check to the County Judge's Office to then make arrangements for placing the matter on the Commissioners Court Agenda for approval.

11. The Company shall call the County Commissioner 48 hours prior to starting the actual work.

DATED THIS 10 day of September, 2014.

Recommended by:

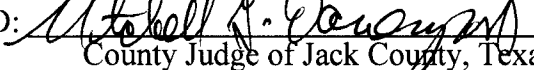
APPLICANT: Brigadier Operating LLC -

Phone No. 940-229-1815 -

COMMISSIONER:

PRECINCT # - _____

By: Nathan Chapoy -

APPROVED:  -
County Judge of Jack County, Texas

33° 18' 55.16" N
98° 16' 16.61" W

X
Henderson
S-2

Martin Rd.

2190

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES



Western Surety Company

FILED FOR RECORD

_____ O'CLOCK _____ M.

CONTINUATION CERTIFICATE

SEP 22 2014

Western Surety Company hereby continues in force Bond No. _____
JANICE ROBINSON, County Clerk
68655861 COUNTY, TEXAS briefly
BY _____ DEPUTY
described as RESERVE DEPUTY SHERIFF COUNTY OF JACK

_____ ,
for KIMBERLY K. WATSON

_____, as Principal,

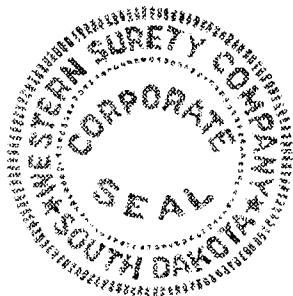
in the sum of \$ TEN THOUSAND AND NO/100 Dollars, for the term beginning

October 03, 2014, and ending October 03, 2015, subject to all

the covenants and conditions of the original bond referred to above.

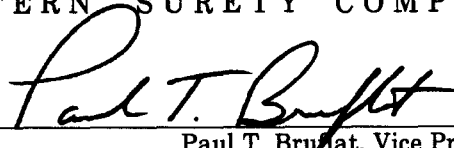
This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 21 day of May, 2014.



WESTERN SURETY COMPANY

By _____



Paul T. Brumat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One RESERVE DEPUTY SHERIFF COUNTY OF JACK

bond with bond number 68655351

for KIMBERLY K. WATSON

as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Paul T. Bruflat with the corporate seal affixed this 21 day of May, 2014.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat

Paul T. Bruflat, Vice President

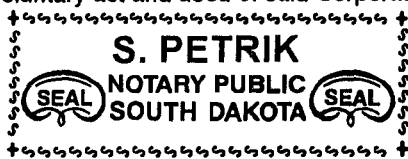
STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA

} ss

On this 21 day of May, 2014, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires August 11, 2016

S. Petrik

Notary Public





Western Surety Company

FILED FOR RECORD
____ O'CLOCK ____ M.

CONTINUATION CERTIFICATE

SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY 69596954 briefly
DEPUTY

Western Surety Company hereby continues in force Bond No. _____

described as DEPUTY SHERIFF COUNTY OF JACK

for MELISSA KAY WADE

_____, as Principal,

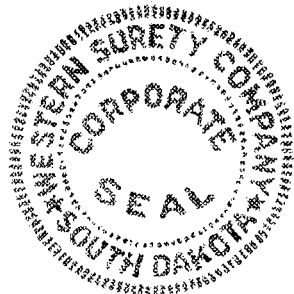
in the sum of \$ TEN THOUSAND AND NO/100 Dollars, for the term beginning

October 14, 2014, and ending October 14, 2015, subject to all

the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 30 day of July, 2014.



WESTERN SURETY COMPANY

By Paul T. Bruhat
Paul T. Bruhat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One DEPUTY SHERIFF COUNTY OF JACK

bond with bond number 69596954

for MELISSA KAY WADE

as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Paul T. Bruflat with the corporate seal affixed this 30 day of July, 2014.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat

Paul T. Bruflat, Vice President

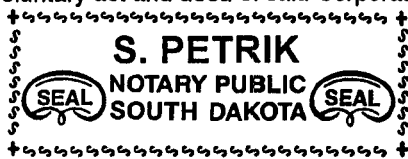
STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA

} ss

On this 30 day of July, 2014, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires August 11, 2016

S. Petrik

Notary Public



WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES



Western Surety Company

FILED IN RECORD
O'CLOCK M.

CONTINUATION CERTIFICATE SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

Western Surety Company hereby continues in force Bond No. BY 69790648 DEPUTY briefly

described as DEPUTY SHERIFF COUNTY OF JACK

for MICHAEL WAYNE FRANCIS

_____, as Principal,

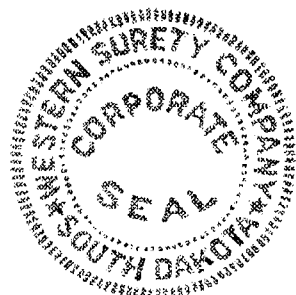
in the sum of \$ TEN THOUSAND AND NO/100 Dollars, for the term beginning

October 11, 2014, and ending October 11, 2015, subject to all

the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 19 day of June, 2014.



WESTERN SURETY COMPANY

By Paul T. Brufat
Paul T. Brufat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One DEPUTY SHERIFF COUNTY OF JACK

bond with bond number 69790648

for MICHAEL WAYNE FRANCIS

as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Paul T. Bruflat with the corporate seal affixed this 19 day of June, 2014.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat

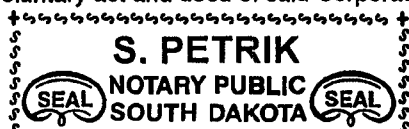
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA
COUNTY OF MINNEHAHA

} ss

On this 19 day of June, 2014, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires August 11, 2016

S. Petrik

Notary Public



OCT 08 2014

THE STATE OF TEXAS
COUNTY OF JACK

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

CONTRACT FOR ASSESSMENT AND COLLECTION SERVICES

On this the 5th day of September, 2014, the County of Jack (hereinafter called "the County") and the **Graford Independent School District** (hereinafter called "the Taxing Unit"), enter into the following agreement, beginning on October 1, 2014 for a period of Three (3) years. This agreement will automatically renew every 3 year period, unless either party gives written notice of termination within 90 days of the expiration of the agreement.

PURPOSE

The parties to this agreement wish to consolidate the assessment and collection of property taxes in one agency of the Taxing Unit's parcels located in Jack County, Texas: Jack County Tax Assessor-Collector (hereinafter called "the JCTAC") and the Taxing Unit enters this agreement to eliminate the duplication of services and to promote governmental efficiency.

This agreement will only apply to the collection of taxes in regard to those parcels of property that are located in Jack County.

The parties enter this agreement pursuant to the authority granted by Section 6.24, Texas Property Tax Code, and Chapter 791, Texas Government Code.

SERVICES TO BE PERFORMED REGARDING THE TAXING UNIT'S PARCELS

(1) The County shall collect the taxes owing to the Taxing Unit for the years 2008 and forward. The County further agrees to perform for the Taxing Unit all the duties provided by the laws of the State of Texas for the collection of taxes for said Taxing Unit for the years 2008 and forward except those that may be retained herein.

(2) The County shall perform all the functions in the definition section of this agreement. Specifically, the County agrees to prepare tax statements for each taxpayer. The County shall mail said tax statements to each taxpayer within the Taxing Unit.

(3) The Taxing Unit hereby designates the County as its Tax Assessor-Collector for purposes of compliance with TEX.REV.CIV.STAT.ANN.ART.7244c (Vernon Supp. 1980). In addition the parties agree that the County shall perform all of the duties of the Tax Assessor-Collector of the Taxing Unit as set forth in Chapter 26, 31 and 33 of the Property Tax Code except those excluded herein.

(4) The County shall issue tax certificates regarding properties in said Taxing Unit by the authority granted by Section 31.08, State Property Tax Code. Said fee for tax certificates to be retained by the County to cover the cost of this service.

(5) Contrary to anything contained herein, the County will only perform services relative to those parcels of the Taxing Unit located in Jack County, will not provide services for prior years, will not provide services regarding collection of delinquent taxes prior to 2008 and

will not set the annual effective tax rate.

PAYMENT

(1) The County has estimated its cost of assessing and collecting taxes for all participating taxing units for the period of this contract during the normal budgeting process. The estimate of the cost of assessing and collecting has been approved in the same manner as the rest of the budget.

(2) Based upon budgeted estimates and methods set forth in paragraph (1) of this Section, the Taxing Unit agrees to pay the County one percent (1%) of the gross taxes collected for services rendered during the term of this agreement.

REMITTANCE OF COLLECTIONS

During the tax collection year, disbursements shall be made to the Taxing Unit on a monthly basis by the Tax Assessor-Collector.

LOCATION OF TAX OFFICE

The tax assessing and collecting office shall be located during the term of this agreement within the Courthouse of Jack County, Jacksboro, Texas as determined by the Commissioners Court.

ADMINISTRATIVE PROVISIONS

(1) The County shall not be liable to the Taxing Unit for any failure to collect taxes nor shall the Tax Assessor-Collector be liable unless the failure to collect taxes results from some failure on his / her part to perform the duties imposed upon him / her by law and by this agreement.

(2) A biennial audit of the County Tax Assessor-Collector's operations shall be made by an independent certified public accountant selected by the County. The costs and expenses related to such audit shall be carried as an item of expense in the budget of the County and paid from operational expense funds of the County. Reports and financial statements prepared by the independent auditor in accordance with generally accepted accounting principles shall be furnished directly to the Taxing Unit. Said certified audit shall contain an unqualified auditor's opinion and shall specifically contain an analysis of the methods used by the Tax Assessor-Collector.

DELINQUENT TAX COLLECTIONS

All delinquent tax collections and decisions relative to same shall remain under the exclusive authority of the Taxing Unit.

CANCELLATION

Either party may cancel this agreement by written notice delivered 90 days prior to the expiration of the agreement.

DEFINITIONS

For purpose of this agreement the terms "Assessment and Collections" shall include the following: calculation of tax, preparation of tax rolls, pro-ration of taxes, correction of clerical errors in tax rolls, collection of current liabilities and issuance of refunds.

Executed in duplicate at Jacksboro, Texas on the 5th day of September, but effective on October 1, 2014.

County of Jack

By: *Michael S. Davenport*

County Judge

Accepted: *Sharon Robinson*

Jack County Tax Assessor-Collector

Graford Independent School District

By: *Dennis Holt*

Authorized Representative

Attest:

Janice Roberts

County Clerk



Attest:

Deanna Bol

Secretary

Jack County Museum
PO Box 861
Jacksboro, TX 76458

FILED FOR RECORD

_____ O'CLOCK _____ M.

SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

August 15, 2014

Jack County Commissioners
% Mitchell Davenport
County Courthouse
Jacksboro, TX 76458


To Whom It May Concern,

The Jack County Museum board has heard that there is possibly a shelving unit which at one time resided in the County Extension Agent's office. The shelving unit, if it is deemed no longer in use, would be of great benefit to the Jack County Museum. Recently the Museum was able to obtain a portable building which has been deemed as our Research Building. Due to the fact the Jack County Museum is a 501-C-3 organization and our funds are quite limited, it would be of great help to us if the courthouse would consider donating this item to the museum for the purpose of displaying artifact items.

With this same request, we would hope to remind the court and you as individuals to remember the mission statement of the museum which is to collect and preserve of rich heritage of Jack County. If other items should come up which are possibly of a useful nature, or of historical significance in our county, we encourage you to please remember the museum.

Thank you in advance for considering the gifting of this item to the museum.

Sincerely,



Anna Fitzgerald, Treasurer
(940) 507-2282

JUDICIAL EDUCATION RECORD

Fiscal Year Reporting Period 9/1/2014 - 8/31/2015

Honorable Mitchell G. Davenport
Judge

Jack County
100 N Main St Ste 206
Jacksboro, TX 76458-1746
Phone: (940) 567-2241
Fax: (940) 567-5502

Id: 7661

Term: 1/1/1991 - 12/31/2014

FILED FOR RECORD

____ O'CLOCK ____ M.

SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

Date	Description	Earned Hours
9/1/2014	Excess hours carried from 2014	16.00

You have met your education requirement for this reporting period.

Judicial Education Requirements

Experienced judges are required to obtain 16.0 hours of approved judicial education for each fiscal year reporting period.

If you are EXEMPT, please disregard the above education requirement.

According to the Court of Criminal Appeals Rules of Judicial Education Rule 2 d.

"A Constitutional county judge is exempt from continuing judicial education requirement for any fiscal year for which the judge files an affidavit with the Registrar stating that the judge does not perform judicial functions."

Judges claiming this exemption must submit an affidavit claiming exemption each reporting period to the Texas Association of Counties.

Judicial Education Questions

If you have questions pertaining to your judicial education records, please contact Joyce Francis at 800-456-5974.

Print Date: 09/04/2014

TEXAS ASSOCIATION *of* COUNTIES



**TAX ASSESSOR-COLLECTOR
CONTINUING EDUCATION TRANSCRIPT
Reporting Period: 01/01/2014 - 12/31/2014**

Honorable Sharon Robinson
Tax Assessor Collector
Jack County
100 N Main St Ste 209
Jacksboro, TX 76458-1746

ID: 22644
Phone: (940) 567-2352
Fax:
Enrollment Date: 01/01/2014

<u>Date</u>	<u>Course</u>	<u>Units</u>
04/08/2014	County Tax A/C Duties - WEBINAR	0.50
04/08/2014	Board of Director Webinar	1.25
04/30/2014	Overview of NMVTIS Webinar	2.50
06/08/2014	TACA Annual Conference- Ft Worth	10.25
08/28/2014	Laws & Rules Regulating Accounting in a County Tax Office	2.00
09/09/2014	CPTAD Web Videos	4.00

Total Hours for year: 20.50

You have met your continuing education requirements for 2014.

You may carry forward 0.50 hours to the next reporting period.

FILED FOR RECORD

_____ O'CLOCK _____ M.

SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

SB546 requires a county tax assessor-collector to successfully complete 20 hours of continuing education per year. These hours must include 10 hours of instruction on laws relating to the assessment and collection of property taxes for a county assessor-collector who assesses or collects property taxes. Up to 10 additional hours, over the required 20, will be carried forward into the next year. Please contact the Tax Assessor-Collector Association Education Committee or TAC Education Services with any questions.

09/09/2014

If this report does not agree with your records, please
call TAC Education Services at 1-800-456-5974.



Tax Assessor-Collector Association Professional County Collector Maintenance

Ms. Gaye Low
Chief Deputy
Jack County
100 N Main St Ste 209
Jacksboro, TX 76458-1746

ID: 196363
Phone: (940) 567-2352
Fax: (940) 567-5322
Program Start: 01/01/2014
Program End: 12/31/2014

In order to retain this designation, the TACA Associate member must earn 10 Continuing Education Hours annually. A maximum of 5 hours may be carried forward if you earn more than the required 10.

<u>Date</u>	<u>Course Title</u>	<u>Units</u>
04/09/2014	Board of Director Webinar	1.25
04/29/2014	County Tax A/C Duties - WEBINAR	0.50
04/30/2014	Overview of NMVTIS Webinar	2.50
06/08/2014	TACA Annual Conference- Ft Worth	10.25

Total Hours for Year: 14.50

**You have met your continuing education requirements for the
period ending 12/31/2014.**

You may carry forward 4.50 hours to the next reporting period.

FILED FOR RECORD

____ O'CLOCK ____ M.

SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

08/13/2014

If this report does not agree with your records, please
call TAC Education Services at 1-800-456-5974.

Texas Association of Counties
Certificate of Attendance

presented to

Kim Gibby
Jack County

FILED FOR RECORD

_____ O'CLOCK _____ M.

SEP 25 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

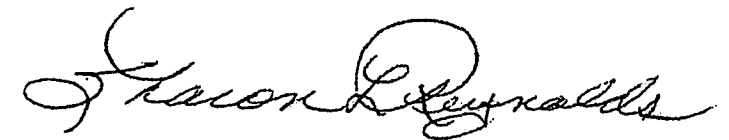
for completion of 16 hours of educational instruction during the

66th Annual County Treasurers' Association of Texas Conference

August 4-7, 2014 • Ambassador Hotel • Amarillo, Texas



Honorable David Betancourt, President
County Treasurers' Association of Texas



Honorable Sharon L. Reynolds, Chair
Certification and Validation Committee

SEP 22 2014

IN THE COMMISSIONERS COURT

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

JACK COUNTY, TEXAS

BY _____ DEPUTY

GENERAL ORDER REGARDING DISBURSEMENTS FROM
COUNTY ENERGY TRANSPORTATION REINVESTMENT ZONE INCREMENT FUND

BE IT REMEMBERED, that on the 31st day of January, 2014, this Commissioners Court created a County Energy Transportation Reinvestment Zone pursuant to §222.1071 of the Texas Transportation Code.


Prior to the distribution of any funds from the increment fund of the County Energy Transportation Reinvestment Zone, the Commissioners Court of Jack County, Texas makes the following findings:

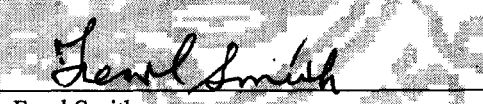
- (1) Funds available within said increment fund will be distributed and will be utilized for transportation infrastructure projects located throughout the political boundaries of Jack County, Texas; and,
- (2) The support and funding of transportation infrastructure projects is a general governmental function delegated to the Commissioners Court of Jack County, Texas and authorized by the Texas Constitution and statutes; and,
- (3) All disbursements from such fund shall be specifically authorized by separate order in conformity with these general provisions.


Dated: September 22, 2014


COUNTY OF JACK

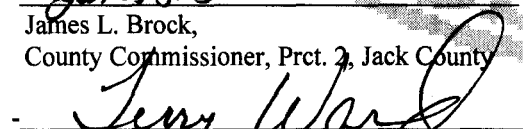
By:


Mitchell G. Davenport,
County Judge of Jack County, Texas

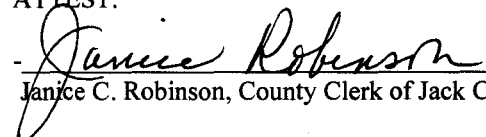

Pearl Smith,
County Commissioner, Prct. 1, Jack County


James L. Brock,
County Commissioner, Prct. 2, Jack County


James L. Cozart,
County Commissioner, Prct. 3, Jack County


Terry Ward,
County Commissioner, Prct. 4, Jack County

ATTEST:


Janice C. Robinson, County Clerk of Jack County, Texas



FILED FOR RECORD

_____ O'CLOCK _____ M.

SEP 22 2014

**Jack County
Job Description**

Job Title: Maintenance/Custodian Supervisor
Department: Bldg Maintenance
Employee Name:
Salary: 29,504.00

Job Code Number:

DOT Code:

Employee ID:

Reports To: Building Superintendant
/Commissioner's Court

Prepared By: Human Resources

Approved By: Commissioner's Court

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS
BY _____ DEPUTY

Location: Jack County
FLSA Status: Nonexempt
Approved Date:

SUMMARY

General cleaning and manual labor to be performed primarily in and around County Courthouse, Courthouse Annex and other County buildings as directed by Commissioner's Court. In addition to regular custodian/maintenance duties, this individual will help supervise work being performed in County buildings and assume the responsibilities of the Building Custodian in his/her absence.

SUPERVISION RECEIVED

Works under the general supervision of the Building Maintenance Superintendant/Commissioner's Court.

SUPERVISION EXERCISED

None except.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Assist in supervision of custodian personnel.
2. Perform minor maintenance, plumbing, electrical, air conditioning and painting.
3. General cleaning of buildings. Mopping, buffing, stripping and waxing of floors.
4. Insure security of buildings. This includes removal of ice and snow from walkway leading to buildings.
5. Work closely with all departments to insure a good workflow.
6. Act as supervisor for custodian personnel or as otherwise directed by Superintendant/Commissioners' Court.
7. This is a full-time position and is essential that the individual be at work during the hours of 6:00 a.m. to 3:00 p.m., Monday through Friday, excluding sanctioned holidays; schedule/approved vacation, or illness as stated in the guidelines of the employee manual.

8. Performs other related tasks as directed by Superintendent/Commissioners' Court.
 9. Insure inspections on Elevators and Boiler is current.
 10. Maintain chemicals levels and fluid levels on boiler. Perform minor repairs and maintenance on Boiler.
 11. Replace gaskets as needed on boiler radiators. Repair and/or replace lines and fittings as needed to insure safe and proper operation of heating system.
 12. Repair and replace gaskets, valves, fittings, faucets in restrooms, kitchen, break rooms and mop closets as needed.
 13. Repair/replace door knobs, locks, window panes, air-conditioners, light fixtures and flooring as needed.
 14. Maintain record of all required inspection and see that these are properly inspected.
 15. Insure that drain areas around exterior of courthouse are properly cleaned to insure drains will work properly.
 16. Mow, edge, trim trees, trim scrubs/hedges, and fertilize lawn. Weed flower beds.
 17. General maintenance and repair on sprinkler system. Responsible for the operation of this system.
 18. Insure courthouse flags are replaced as needed. Insure flags are raised and lowered as directed by County Judge.
 19. Paint, stain, sand as needed to maintain appearance of wood, metal, masonry, sheetrock, etc.
- Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Individual must possess working knowledge of heating, plumbing, electrical, air conditioning, emergency generators, and custodial procedures and practices. One (1) to two (2) years of maintenance operations.

CERTIFICATES, LICENSES, REGISTRATIONS

Other specialized job requirements include a valid Texas driver's license. Must be insurable by Comal County Insurance Company in order to operate County vehicles.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply commonsense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to toxic or caustic chemicals. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests will be required including background investigation, drug screen and physical.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Approval: _____
(Commissioner's Court)

Approval: _____
(County Judge)

Effective Date: _____

Revision History: _____

Acknowledgement of employee: _____
(Printed Last, First Name, MI)

Signature of employee: _____

ANNUAL REVIEW:

Date of Performance Review	Initials of Supervisor/Employee

SEP 22 2014

Formalization of County Policy on Purchasing Items from Heavy Equipment Fund and Disposition of Surplus Motor Grader(s)

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS
DEPUTY

In 2011, we incorporated a Heavy Equipment fund into our budget for FY12 under and arrangements were discussed in our budget workshops for that year whereby a portion of the Jack County Special Tax Rate (Road and Bridge Tax) was set and dedicated for the purpose purchasing heavy equipment under a rotation plan with the precincts.

We have purchased motor graders under the plan now for the last three years under that plan and disposed of some of the County's older motor graders. That plan is represented in the budgets then and since adopted by the Commissioners Court.

In light of recent budget workshops and discussions, I decided to research the minutes and visit the wording of this policy in preparation of our upcoming purchase and another motor grader under that plan.

In that search, I determined that the Minutes do not include that policy in written form. The Minutes contain one reference by way of the August 15, 2011 Agenda whereby the Commissioners would determine the rotation method for purchase of the graders in the event that "Precinct 5 (Heavy Equipment Fund) was adopted into the budget For FY12.

The Minutes do not include the arrangement, the results of the selection, or the details of the program.

I would propose to you in light of what I understand to have been the original agreement and in light of your practice since the plan has been set in motion the adoption of the following written policy for your Minutes:

Policy on Purchasing Items from Heavy Equipment Fund and Disposition of Surplus Motor Grader(s)

The informal rotation plan previously used in the purchase of motor graders from the Heavy Equipment Fund be formally adopted so that each year a motor grader in precinct order will be purchased out of said Fund per the annual budget adopted and ratify the action taken since FY12 under the original agreement and the grader purchases will be in numerical order which for FY15 will be Precinct 1.

Further under the initial terms of the plan, the Precinct benefiting that year will after the new purchase release the County's oldest motor grader in that Precinct for sale. Another Commissioner may opt to put that grader into service in his Precinct. In return, he will offer his oldest grader for sale. Ultimately, the proceeds of a grader sold annually under this arrangement shall be placed into the Heavy Equipment Fund for future purchases.



Nedderman & Associates, Inc.

2404 Empire Central
Dallas, TX 75235

August 18, 2014

Mr. Terry Ward
Jack County Commissioner
% Judge Davenport
100 Main Street
Jacksboro, Texas 76458

FILED FOR RECORD

____ O'CLOCK ____ M.

SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

RE: Nedderman Billings for Court House Exterior Renovation

Dear Terry,

Per our discussion last week, please find enclosed the following:

- Change Order #01-in the amount of \$1,264,523-Major change in scope
- Charge Order #02-in the amount of \$27,427-Change of Bright White Roofing
- Change Order #03-in the amount of \$5,709-Required Replacement Marble
- Recap of Final Expense
- Application for Payment and Schedule of Values for billings 1 through 12
- Billing #11 dated July 31, 2012 in the amount of \$9,101.00 has not been paid

I am still waiting on the quarry information from Randy with Mid-Continental Restoration. On the re-sealing of the exterior stone, Randy stated that it should last 7-10 years. He would recommend 7 year, or earlier if the building begins to turn black in areas. Application that he recommended would be two coats of a light spray on. He is working on pricing estimate for you.

I have not heard back about the additional door painting/restoration from Tom Clark.

After your review, please call me with any questions. It was great to see you and the Judge Davenport again.

Sincerely,

Paul Fahrenbruch

Enclosures: (16)

214.351.0882 Office ~ 214.351.3389 Fax

JACK COUNTY

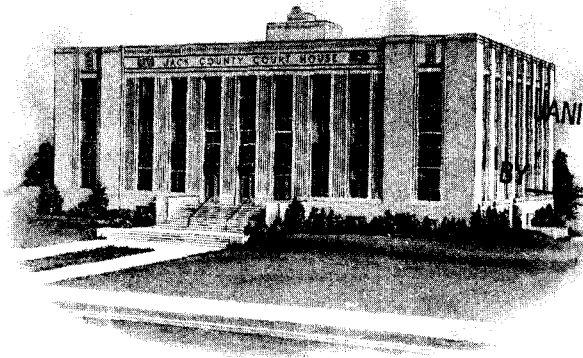
MITCHELL G. DAVENPORT
COUNTY JUDGE

100 MAIN, SUITE 206
JACKSBORO, TEXAS 76458

(940) 567-2241

FAX: (940) 567-5502

EMAIL ADDRESS: countyjudge@jackcounty.org



JACKSBORO, TEXAS

FILED FOR RECORD
O'CLOCK _____ M.

SEP 22 2014

JANICE ROBINSON, County Clerk
JACK COUNTY, TEXAS
DEPUTY

RESOLUTION TO ADD OPTIONAL WORKERS' COMPENSATION COVERAGE

WHEREAS Jack County has entered into a contract with Texas Association of Counties (TAC) for coverage of County personnel under the TAC Risk Management Pool, hereinafter called the Pool; and

WHEREAS the basic contract with the TAC Pool affords coverage for regular county employees, but provides for optional wider coverage by election of Commissioners' Court and

WHEREAS it is the desire and intent in Commissioners' Court that Election Personnel, Jurors, and Volunteer Law Enforcement be afforded coverage under the Pool;

THEREFORE, upon motion made by County Judge Mitchell G. Davenport and seconded by Commissioner James L. Cozart, the following order was adopted: Election Personnel, Jurors, and Volunteer Law Enforcement will be included for Workers' Compensation benefits under the County's contract with Texas Association of Counties Risk Management Pool.

DONE IN OPEN COURT this 22nd day of September, 2014.

ATTEST:

Number of Election Personnel: 18 Assumed Annual Salary: \$2,250

Number of Jurors: 60 Assumed Annual Salary: \$3,500

Number of Volunteer Law Enforcement: 3 Assumed Annual Salary: \$15,600