## 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 **28th** dow of Sontambar 2015 at 10:00 alabak a maintee of the solution of the solution

**<u>28th day of September, 2015 at 10:00 o'clock a.m.</u>, 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

1. PUBLIC FORUM (Limited to 5 minutes per person);

- 2. PAYMENT OF CLAIMS;
- 3. CONSENT AGENDA ITEMS:
  - (a) Approval of Minutes of Meetings of September 14, 2015;
  - (b) Review and Acceptance of Treasurer's and Auditor's Monthly Report for period ending August 31, 2015;
  - (c) Retention of Professional Services by Rylander, Clay, & Optiz to conduct annual independent audit of county funds and approval of execution of letter on scope of work;
  - (d) Approval/Renewal of Performance Bond for: Deputy Sheriff Michael Wayne Francis, Deputy Sheriff Melissa Kay Wade, Reserve Deputy Sheriff Kimberly K. Watson;
  - (e) Receiving of certificates or reports on continuing education involving Lisa R. Curd, member of the Jack County Historical Commission;
  - (f) Receiving of certificates or reports on continuing education involving members of the Jack County Child Welfare Board: Autumn Pardue (Open Meetings Act, Public Information Act), Molly Urbanczyk (Open Meeting Act), Susan Damron (Open Meeting Act, Public Information Act), Debra Tillery (Open Meetings Act, Public Information Act), Sharon Robinson (Open Meetings Act, Public Information Act), Linda Y. Wade (Open Meetings Act, Public Information Act), and Susan Coley (Open Meetings Act);
  - (g) Approval of Treasurer Kim Gibby's appointment of Kim Dungan to serve as Acting Deputy County Treasurer in accordance with Section 83.005, Texas Local Government Code;
  - (h) Adoption/Approval of County Longevity Policy for FY16;
  - (i) Appointment of Dr. Sushil Chokshi as County Health Authority;
  - (j) Appointment of Board Members for the County Child Welfare Board: 1 year term: Linda Wade, Susan Damron, Molly Urbanczyk, and Autumn Pardue; 2 year term: Mitchell Sherrod, Debra Tillery, Leslie Jackson, and Therrol Dubois; 3 year term: Debbie Brock, Susan Coley, and Sharon Robinson;
  - (k) Authorization for County Judge to execute the "Bridge Agreement" between the County and the Helen Farabee Centers until the full agreement is available;
  - (1) Approve payment of iDocket annual support fee (\$9,750) out of Records Management Fund;
  - (m) Execution/Adoption of Proclamation declaring October 4<sup>th</sup> 10<sup>th</sup> as National 4-H Week in Jack County;
- 4. Timed Agenda: None;
- 5. Discussion of Commissioner Precinct Operations;
- 6. Update on Courthouse Repair Project 2015 details, if any;
- 7. Update on status of County activities, if any, under the CTIF Grant;
- 8. Reports, if any, by other Department Heads;
- 9. Update by County Judge on status of flood damage claims and State's Declaration of Disaster;
- 10. Receive Annual Report from the County Child Welfare Board;
- 11. Amendments to Budget FY15 County Auditor;
- 12. Review of Wildland Fire Conditions and consideration of implementation of a Burn Ban;
- 13. Approval of renewal of License and Support Addendum to Hart Intercivic's multi-year agreement with Jack County for service of County's voting equipment;
- 14. FUTURE AGENDA ITEMS; AND;
- 15. ADJOURNMENT.

Dated this the 25th day of September, 2015

SEP 2 5 2015

| JAN | ICE ROBINSON, County ( | Clerk |
|-----|------------------------|-------|
|     | JACK COUNTY, TEXAS     |       |
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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 25th day of September, 2015, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 25th day of September, 2015, at 9:35 am

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Janice Robinson, County Clerk of Jack County, Texas



### MINUTES

On this the 28<sup>th</sup> day of September, 2015 the Commissioners Court of Jack County, Texas met in Regular session at 10:04 a.m. with the following elected officials present:

FILED FOR RECORD

Keith Umphress, 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

# OCT 1 2 2015

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_ DEPUTY

### PUBLIC FORUM

Alinda Cox, Jack County Agrilife Extension agent brought 4-H members Ashley Cox, Karson Hood, Trey Berry and Michael Berry to speak to the Court about National 4-H week and 4-H One Day.

### 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.

Commissioner Cozart made a motion to REMOVE invoice #79927 (JP Office - shirts) then pay the remainder of the bills. Commissioner Brock seconded and the motion carried unanimously.

### CONSENT AGENDA ITEMS

- (a) Approval of Minutes of Meetings of September 14, 2015 as amended;
- (b) Review and Acceptance of Treasurer's and Auditor's Monthly Report for period ending August 31, 2015;
- (c) Retention of Professional Services by Rylander, Clay, & Opitz to conduct annual independent audit of county funds and approval of execution of letter on scope of work;
- (d) Approval/Renewal of Performance Bond for: Deputy Sheriff Michael Wayne Francis, Deputy Sheriff Melissa Wade, Reserve Deputy Sheriff Kimberly K. Watson;
- (e) Receiving of certificates or reports on continuing education involving Lisa R. Curd, member of the Jack County Historical Commission;
- (f) Receiving of certificates or reports on continuing education involving members of the Jack County Child Welfare Board: Autumn Pardue (Open Meetings Act, Public Information Act), Molly Urbanczyk (Open Meetings Act), Susan Damron (Open Meetings Act, Public Information Act, Debra Tillery (Open Meetings Act, Public Information Act), Sharon Robinson (Open Meetings Act, Public Information Act), Linda Y. Wade (Open Meetings Act, Public Information Act), and Susan Coley (Open Meetings Act);
- (g) Approval of Treasurer Kim Gibby's appointment of Kim Dungan to serve as Acting Deputy County Treasurer in accordance with Section 83.005, Texas Local Government Code;
- (h) Adoption/Approval of County Longevity Policy for FY16;
- (i) Appointment of Dr. Sushil Chokshi as County Health Authority;
- (j) Appointment of Board Members for the County Child Welfare Board: 1 year term: Linda Wade, Susan Damron, Molly Urbanczyk, and Autumn Pardue; 2 year term: Mitchell Sherrod, Debra Tillery, Leslie Jackson, and Therrol Dubois; 3 year term: Debbie Brock, Susan Coley, and Sharon Robinson;
- (k) Authorization for County Judge to execute the "Bridge Agreement" between the County and the Helen Farabee Centers until the full agreement is available;
- (1) Approve payment of iDocket annual support fee (\$9,750) out of Records Management Fund;
- (m)Execution/Adoption of Proclamation declaring October 4<sup>th</sup> 10<sup>th</sup> as National 4-H Week in Jack County;

Judge Davenport made a motion to adopt the Consent Agenda items. Commissioner Cozart seconded and the motion carried unanimously.

### TIMED AGENDA

None.

PRECINCT OPERATIONS

Discussion of Commissioner Precinct Operations;

Nothing new to report.

### **REPAIR PROJECT 2015**

Update on Courthouse Repair Project 2015 details, if any;

Nothing new to report.

### CTIF GRANT

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

Treasurer Kim Gibby received payment which has been divided for payment to the correct precincts.

### DEPARTMENT HEAD REPORTS

Reports, if any, by other Department Heads;

Sheriff Mayo is considering the purchase of two (2) 2016 Ford Police Interceptor Utility vehicles. The cost for a Chevrolet Tahoe had increased in cost enough that it is no longer financially feasible for his department budget.

### STATE'S DECLARATION OF DISASTER

Update by County Judge on status of flood damage claims and State's Declaration of Disaster;

Nothing new to report.

### COUNTY CHILD WELFARE BOARD

Receive Annual Report from the County Child Welfare Board – Leslie Jackson;

Judge Davenport made a motion to accept the annual report presented by Leslie Jackson. Commissioner Brock seconded and the motion carried unanimously.

### AMENDMENTS TO BUDGET FY15

Amendments to Budget FY15 – County Auditor;

Nothing to report at this time.

### WILDLAND FIRE CONDITIONS

Review of Wildland Fire Conditions and consideration of implementation of a Burn Ban;

Judge Davenport made a motion to TABLE this item. Commissioner Cozart seconded and the motion carried unanimously.

### HART INTERCIVIC RENEWAL

Approval of renewal of License and Support Addendum to Hart Intercivic's multi-year agreement with Jack County for service of County's voting equipment;

Judge Davenport made a motion to approve annual support payment and multi-year agreement with Hart Intercivic. Commissioner Ward seconded and the motion carried unanimously.

### ADJOURNMENT

There being no further business motion was made by Commissioner Cozart to adjourn and seconded by Commissioner Brock. The motion carfied unanimously. Meeting was adjourned at 12:14 p.m.

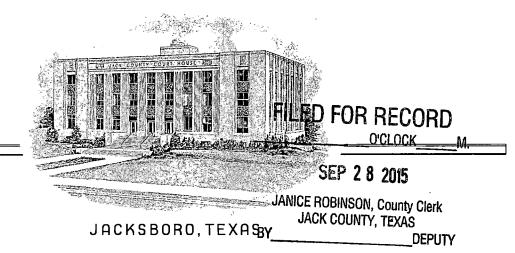
Keith, Umphress, Commissioner Pct. #1 Ner dames Brock, Commissioner Pct. #2 ₽ct. #3 Cozart, Commissi oner Commissioner Pct. #4 Terry

G. Davenport, County Judge

12 ice Robinson, County Clerk



# JACK COUNTY



### KIM GIBBY

County Treasurer 100 N. Main St., Ste. 201 Jacksboro, Texas 76458

## **AUDITOR & TREASURER'S CERTIFICATE**

I hereby certify that the following constitutes the Jack County Treasurer's Report for the monthly period ending on Aug. 31, 2015.

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, Jack County surer Agreed: Lisa Perny, Jack Qounty Auditor

### **ORDER APPROVING TREASURER'S REPORT**

After comparing and examining the Treasurer's Report for the monthly period ending Aug. 31, 2015, 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 28 <sup>th</sup> day of September, 2015.               |   |
|---|---|
|   |   |
| - Dens But  | - |
| Keith Umphress, James Brock,  |   |
| Commissioner, Pct. 1, Jack County Commissioner, Pct. 2, Jack County |   |
| Amelant - Jerry Ward -  |   |
| James L. Cozart, () Terry Ward,                                     |   |
| Commissioner, Pct. 3, Jack County                                   |   |
| Mitchell & - Donannon -   |   |
| Mitchell G. Davenport,  |   |
| County Judge of Jack County Texas                                   |   |
|   |   |
| ATTEST:   |   |
| Xance Kobenson -  |   |
| Jarice Robinson, County Clerk of Jack County, Texas                 |   |
|   |   |

| TRE/    | ASUR       | ER'S REPORT A              | UGUS      | ST   | 2015         |    | · · · · · · · · · · · · · · · · · · · |
|---------|------------|----------------------------|-----------|------|--------------|----|---------------------------------------|
| UNCLAI  | MED PRO    | PERTY ACCOUNT              | · · ·     | T    |              |    | <del></del>                           |
| Date    |            | Description                |           |      |              |    | Balance                               |
| 8/1/15  |            | BEGINNING BALANCE          |           | \$   | 6,930.19     |    |                                       |
|         |            | Credits                    |           |      |              |    |                                       |
|         |            | Debits                     |           | \$   | -            |    | · · · · · · · · ·                     |
|         |            | ENDING BALANCE             | 8/31/2015 |      | ··· · · · ·  | \$ | 6,930.19                              |
| TEXSTA  | R - JAIL ( | CONSTRUCTION               |           |      |              |    |                                       |
| 8/1/15  | j          | BEGINNING BALANCE          |           | \$   | 106,814.31   |    |                                       |
|         |            | Credits                    |           | \$   | 7.44         |    |                                       |
|         | 1          | Debits                     |           | \$   | -            |    |                                       |
|         |            | ENDING BALANCE             | 8/31/2015 | 1    | ·· · · -     | \$ | 106,821.75                            |
| TEXSTA  | R - JAIL I | &S                         |           | +    |              |    |                                       |
| 8/1/15  | i.         | BEGINNING BALANCE          |           | \$   | 40,910.90    |    |                                       |
|         |            | Credits                    |           | \$   | 2.88         | -  |                                       |
|         |            | Debits                     |           | \$   |              |    |                                       |
|         |            | ENDING BALANCE             | 8/31/2015 | -    |              | \$ | 40,913.78                             |
| EXTRAD  | ITION AC   | COUNT                      |           | †    |              |    |                                       |
| Date    |            | Description                |           |      |              |    |                                       |
| 8/31/15 | i          | BALANCE                    |           |      |              |    | Balance                               |
| ····    |            |                            |           |      |              |    | \$1,422.90                            |
| 00078 A |            |                            | ·····     | +-   |              |    |                                       |
| Date    | Rec'd From | Description                |           | +    | <u> </u>     |    |                                       |
| 8/31/15 |            | BALANCE SHOWN ON STATEMENT |           | \$ : | 5,090,578.59 |    |                                       |

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|                              |       | R            | E   | CAP OF     | Μ        | ONEY AL                               | JG   | UST 201     | 5    |            |      |            |                    |
|------------------------------|-------|--------------|-----|------------|----------|---------------------------------------|------|-------------|------|------------|------|------------|--------------------|
| Fund                         |       | Balance      |     | Transfer   | <u> </u> | Receipts                              | Ac   | cts Payable |      | Payroll    |      | Transfer   | <br>Balance        |
| Designation                  |       | 08/01/15     |     | Out        |          | · · · · · · · · · · · · · · · · · · · |      |             |      | ······     |      | In         | 08/31/15           |
| ****                         |       |              |     |            |          |                                       |      |             |      |            |      |            |                    |
| 0 Precinct #1                | \$    | 214,631.13   | \$  | -          | \$       | 86.00                                 | \$   | 22,908.74   | \$   | 6,931.22   | \$   | 26,920.00  | \$<br>211,797.17   |
| 0 Precinct #2                | \$    | 217,295.39   | \$  | -          |          |                                       | \$   | 63,335.31   | \$   | 7,138.08   | \$   | 26,920.00  | \$<br>173,742.00   |
| 0 Precinct #3                | \$    | 291,134.95   | \$  | -          | \$       | 1,500.00                              | \$   | 18,010.41   | \$   | 7,347.58   | \$   | 26,920.00  | \$<br>294,196.96   |
| 0 Precinct #4                | \$    | 265,338.07   | \$  |            |          |                                       | \$   | 17,219.27   | \$   | 7,624.36   | \$   | 26,920.00  | \$<br>267,414.44   |
| 0 Road & Bridge              | \$    |              | \$  | 107,680.00 | \$       | 29,691.53                             |      |             |      |            | \$   |            | \$<br>247,033.80   |
| 1 R&B Heavy Equipment        | \$    | 121,525.52   | \$  |            | \$       | 507.70                                | \$   | 1,451.43    |      |            | \$   |            | \$<br>120,581.79   |
| 2 CTIF Fund                  | \$    | (6,716.60)   |     |            | \$       | 3.47                                  | \$   | 92,934.80   |      | •          | \$   | -          | \$<br>(99,647.93)  |
| 0 Lateral Road               | \$    | 228,793.37   | \$  |            |          |                                       |      |             |      |            | \$   | -          | \$<br>228,793.37   |
| 0 Law Library                | \$    | 31,224.85    | \$  |            | \$       | 525.00                                | \$   | 207.00      |      |            | \$   | -          | \$<br>31,542.85    |
| 1 Appellate Judicial System  | \$    | -            | \$  |            | \$       | 75.00                                 | \$   | 75.00       |      |            | \$   | -          | \$<br>-            |
| 2 County Court RTA           | \$    | 87,978.26    | \$  |            | \$       | 3,710.00                              |      |             |      |            | \$   | -          | \$<br>91,688.26    |
| 3 District Court RTA         | \$    | 2,312.46     | \$  | -          | \$       | 140.00                                |      |             |      |            | \$   | -          | \$<br>2,452.46     |
| Records Preservation         | \$    | 9,069.98     | \$  |            | \$       | 150.00                                |      |             |      |            | \$   | -          | \$<br>9,219.98     |
| 1 Work Program               | \$    | 45.17        | \$  | -          |          |                                       |      |             |      |            | \$   | -          | \$<br>45.17        |
| 2 Guardianship Fund          | \$    | 3,680.00     | \$  | -          | \$       | 60.00                                 |      |             |      |            | \$   |            | \$<br>3,740.00     |
| 3 Emergency Mgmt             | \$    | (74,715.32)  | \$  | -          |          |                                       | \$   | 596.02      |      |            | \$   | -          | \$<br>(75,311.34)  |
| 4 CH Renovation              | \$    | 364,009.85   | \$  | -          |          |                                       |      |             |      |            | \$   |            | \$<br>364,009.85   |
| 5 CH Renovation I&S fund bal | \$    | 61,248.92    | \$  | -          | \$       | 637.51                                |      |             |      |            | \$   | -          | \$<br>61,886.43    |
| 0 General Fund               | \$    | 2,740,198.71 | \$  | -          | \$       | 54,400.44                             | \$   | 174,013.72  | \$   | 104,545.32 | \$   | -          | \$<br>2,516,040.11 |
| 1 Judge's State Supplement   | \$    | 2,916.87     | \$  | -          |          |                                       |      |             |      |            | \$   | -          | \$<br>2,916.87     |
| 2 Dist. & Co. Court Tech     | \$    | 7,035.45     | \$  |            | \$       | 12.18                                 |      |             |      |            | \$   |            | \$<br>7,047.63     |
| 3 Probate Education          | \$    | 2,912.32     | \$  | -          | \$       | 22.00                                 |      |             |      |            | \$   | -          | \$<br>2,934.32     |
| 4 Records Management         | \$    | 4,786.16     | \$  | -          | \$       | 178.55                                |      |             |      |            | \$   |            | \$<br>4,964.71     |
| 5 Courthouse Security        | \$    | 150,967.08   | \$  | -          | \$       | 614.39                                | \$   | 270.64      |      |            | \$   |            | \$<br>151,310.83   |
| 6 Justice Court Tech         | \$    | 23,923.95    | \$  | -          | \$       | 152.00                                |      |             |      |            | \$   | -          | \$<br>24,075.95    |
| 8 Interest & Sinking         | \$    | 330,588.11   | \$  | -          | \$       | 1,273.56                              | \$   | 3,500.00    |      |            | \$   |            | \$<br>328,361.67   |
| 9 State Fines & Fees         | \$    | 619.71       | \$  | -          | \$       | 6,340.57                              |      |             |      |            | \$   |            | \$<br>6,960.28     |
| **********                   | ***** | *****        | *** | *****      | ****     | *****                                 | **** | *****       | **** | *****      | **** | ******     |                    |
| TOTALS                       | \$    | 5,405,826.63 | \$  | 107,680.00 | \$       | 100,079.90                            | \$   | 394,522.34  | \$   | 133,586.56 | \$   | 107,680.00 | \$<br>4,977,797.63 |

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### **Jack County** Bank Account Reconciliaton 8/31/2015

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| Bank Balance According to Statement | \$<br>5,090,578.59 |
|-------------------------------------|--------------------|
| Outstanding Deposits                | \$<br>-            |
| Outstanding Checks                  | \$<br>112,780.96   |
| Balance                             | \$<br>4,977,797.63 |

Balance per General Ledger by Fund

|    | c per deneral Leager by Fund | <br>               |
|----|------------------------------|--------------------|
| 10 | PCT. 1                       | \$<br>211,797.17   |
| 20 | PCT. 2                       | \$<br>173,742.00   |
| 30 | PCT. 3                       | \$<br>294,196.96   |
| 40 | PCT. 4                       | \$<br>267,414.44   |
| 50 | ROAD & BRIDGE C.W.           | \$<br>247,033.80   |
| 51 | R&B Heavy Equipment          | \$<br>120,581.79   |
| 51 | CTIF Fund                    | \$<br>(99,647.93)  |
| 60 | LATERAL ROADS                | \$<br>228,793.37   |
| 70 | LAW LIBRARY                  | \$<br>31,542.85    |
| 71 | Appellate Judicial System    | \$<br>-            |
| 72 | County Court RTA             | \$<br>91,688.26    |
| 73 | District Court RTA           | \$<br>2,452.46     |
| 80 | Preservation fund            | \$<br>9,219.98     |
| 81 | Work Program                 | \$<br>45.17        |
| 82 | Guardianship Fund            | \$<br>3,740.00     |
| 83 | Emergency Management         | \$<br>(75,311.34)  |
| 84 | Courthouse Renovations       | \$<br>364,009.85   |
| 85 | Courthouse Renovations I&S   | \$<br>61,886.43    |
| 90 | GENERAL                      | \$<br>2,516,040.11 |
| 91 | COUNTY JUDGE EXCESS          | \$<br>2,916.87     |
| 92 | Dist. & Co. Clerk Tech       | \$<br>7,047.63     |
| 93 | PROBATE                      | \$<br>2,934.32     |
| 94 | RECORDS MANAGEMENT           | \$<br>4,964.71     |
| 95 | COURTHOUSE SECURITY          | \$<br>151,310.83   |
| 96 | J.P. TECHNOLOGY              | \$<br>24,075.95    |
| 98 | INTEREST & SINKING           | \$<br>328,361.67   |
| 99 | State Fines & Fees           | \$<br>6,960.28     |
|    | Balance per General Ledger   | \$<br>4,977,797.63 |
|    | Balance per Bank Statement   | \$<br>4,977,797.63 |
|    | Unlocated difference         | \$<br>(0.00)       |
|    |                              |                    |

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FILED FOR RECORD

SEP 2 8 2015

### Longevity Increment Policy FY16 (2015 - 2016)

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_\_DEPUTY

WHEREAS, the Commissioners Court of Jack County desires this year to express its appreciation to its personnel who have been faithful, long-term employees of the County;

WHEREAS, the Commissioners Court desires to express that appreciation in a measurable form and may do so by the paying of a longevity increment to its qualified employees;

**THEREFORE,** it is Ordered for the Fiscal Year 2016 (2015 - 2016) that a longevity increment will be paid to qualified employees and under the following terms:

- 1. This increment is for this year only and in no means sets a precedent of such increment in any future years;
- 2. This increment will be paid to all eligible county employees and elected or appointed county officials;
- 3. An employee of the County is not eligible to participate in this increment unless on November 30, 2015 that the employee shall have been employed continuously by the County for the five (5) preceding years;
- 4. Only full-time employees are eligible for the longevity increment;
- 5. If eligible, the employee shall receive for this year a longevity increment equal to \$5 per month for each month of employment with the County up to a maximum of 20 years of service;
- 6. If any employee has left the County's employment in the time of their service, their time of service and eligibility herein shall be calculated from the starting date of their most recent date of employment with the County;
- 7. Any employee having left the County's employ loses all time of service for the purpose of the calculation of this longevity increment;
- 8. Any amount paid under this policy shall be paid to the employee with the first salary check in December and shall be subject to all Federal deductions and contributions to the Texas County and District Retirement System.

**PASSED, APPROVED AND ADOPTED** on the 28<sup>th</sup> day of September, A.D. 2015.

**COUNTY OF JACK** By: Mitchell G. Davenport,

am Bre

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

County Commissioner, Prct. 1, Jack County arri

James L/Qozart, County Commissioner, Prct. 3, Jack County

Terry Ward,

County Commissioner, Prct. 4, Jack County

ATTEST:

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



Brian Keith Umpress,

County Judge of Jack County, Texas



## **TEXAS DEPARTMENT OF STATE HEALTH SERVICES**

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\_O'ĈLOCK\_\_\_\_M.

KIRK COLE INTERIM COMMISSIONER OCT 2 1 2015

P.O. Box 149347 Austin, Texas 78714-9347 1-888-963-7111 TTY: 1-800-735-2989 www.dshs.state.tx.us

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_\_DEPUTY

## Local Health Authority Contact Information

| Name: Sushil Chokshi Date: October 12, 2015   |
|---|
| County/City: Jack County  |
| Home Phone: ( <u>940)567 - 3224</u> Home Fax: ()<br>Benbrook817 - 735- 4-045 Ext.293<br>Work Phone: ( <u>940)567- 6633</u> Work Fax: () |
| Cell Phone: ( <u>940)567-1995</u> 24/Emergency: ( <u>940)567-1995</u>   |
| E-Mail Address: SUShilchokshi & sbcglobal.net   |

These numbers will be kept confidential and only those with authority will be contacting you. It is very important that we contact you in case of an event. If you should have to change your contact information please contact Rosylyn Morris at 817-264-4502, rosylyn.morris@dshs.state.tx.us.

Thank you for your cooperation,

Rosylyn Morris Texas Department of State Health Services Health Service Region 2/3 1301 South Bowen Road, Suite 200 Arlington, TX 76013 817-264-4502

| STATE OF | FILED FOR RECORD  |
|----------|---|
| H        | OCT 2 1 2015<br>JANICE ROBINSON, County Clerk<br>JACK COUNTY, TEXAS<br>BYDEPUTY |

## THE STATE OF TEXAS

# **Statement of Elected/Appointed Officer**

(Please type or print legibly)

I, SUSHIL CHOKSHI, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

/ Smill B. Cholom

**Affianced Signature** 

Sush: 1 Chokshi Printed Name

County Nealth

Position to Which Elected/Appointed

City and/or County

SWORN TO and subscribed before me by affiant on this 20/ day of 1/2014

Signature of Person Authorized to Administer Oaths/Affidavits

ount, Texas

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(Seal)

| ATEOR   | FILED FOR RECORD                                    |
|---------|---|
|         | OCT 2 1 2015  |
| E B A B | JANICE ROBINSON, County Clerk<br>JACK COUNTY, TEXAS |
|         | BYDEPUTY  |

# **OATH OF OFFICE** For Local Health Authorities in the State of Texas

I, SUSHIL CHOKSHI, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Health Authority of the State of Texas and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Sushil Chokshi Affiant PO Box 489, J'boro, Tx 176458 Mailing Address ZIP <u>940-567-1995 ((-e||)</u> (Area Code) Phone Number (day and evening) <u>sushilchokshi & sbc global.net</u> Email Address SWORN TO and subscribed before me this 207 day of October ,20/5. Signature of Person Administering Oath Printed Name Sack Country, Texas

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### Jack County Child Welfare Board Annual Report to Jack County Commissioners August 3, 2015

SEP 2 8 2015

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_ DEPUTY

### I. Current Organization

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A. 8 current board members (staggered 3 year terms) Linda Wade, Susan Damron, Molly Urbanczyk, Autumn Pardue, Leslie Jackson, Debra Tillery, Therol DuBoise, Mitchell Sherrod

3 proposed board members - Susan Coley, Sharon Robinson and Debbie Brock

- B. Board Members volunteered collectively over 300 hours this past fiscal year.
- C. Current member in Region 2 Child Welfare Advisory Council
- D. Current member of Greater Texas Community Partners non-profit organization GTCP membership give access to bulk purchase of items for Rainbow Room

### II. Objective

- A. Educate the public regarding child abuse and promote child abuse prevention
  - 1. Participated in the Health Fair September 2014 with an information booth.
  - 2. Promoted April Child Abuse Prevention month by distributing information materials, series in the local newspaper, Facebook promotion, highway banner, and a balloon release.
  - 3. Donated money for backpacks and participated in the distribution at the Jack County Back to School Fair August 4, 2015. Helped 200 Jack County students have a new backpack and supplies for the first day of school.
- B. Operation of Rainbow Room The Rainbow Room is an immediate resource for CPS for children who are being removed from their homes to foster care or to family placements, for families working with Family Basic Safety Services (CPS) and for county families with emergency needs. Referrals are taken from CPS, school, law enforcement, churches and civic organizations. The Rainbow Room is currently located in a spare room upstairs at the First United Methodist Church of Jacksboro.
  - 1. The Rainbow Room has received numerous donations from community, church and civic groups.
  - 2. Items maintained in the Rainbow Room are things such as new clothing, pajamas, diapers, car seats, canvas bags for personal items, toiletries, books, toys, play pens, bedding and cleaning supplies.
- C. Facilitation of the work of law enforcement and CPS workers in our county.
  - 1. Sponsor 2 law enforcement officers to the nationally attended Crimes Against Children Conference in Dallas in August 2015.
  - 2. Hosted a Christmas Party for CPS workers in our area and gave them an appreciation gift for their hard work over the last year.

### III. Direct Assistance Provided by CWB in 2014-2015.

### A. Provided emergency funding for local families

- 1. Rental assistance
- 2. Utility assistance
- 3. School clothes, shoes and supplies
- 4. Cribs and bedding
- 5. Cleaning supplies
- 6. Exterminator services
- 7. Medication monies
- 8. 3 \$1000 scholarships (1 to a graduate from Bryson, Jacksboro, and Perrin)
- IV. Fundraising

- A. Raised over \$1200 in private donations through a fundraising letter campaign and individual efforts.
- B. 2014 Fall Fundraiser Mexican dinner before Volleyball and Football game on September 12, 2014 at the Jacksboro High School cafeteria.

Jack County has had over 127 completed CPS investigations for the 2014-2015 fiscal year.

Respectfully submitted

Jack County Child Welfare Board Chairperson, Leslie Jackson

12015 Date

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# RENEWAL OF THE ADDENDUM TO THE HAGE BOBINSON, County Clerk WARRANTY, SUPPORT, AND LICENSE AGREEMENT DEPUTY

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WHEREAS, Hart InterCivic and <u>Jack County, TX</u> ("Client") entered into an Addendum to the Warranty, Support, and License Agreement on or about <u>June 28, 2010</u> and

WHEREAS, the second term commitment in the Addendum was defined as three (3) years and stated:

"Second Term Commitment. After the Initial Term Commitment Period, Client may elect to renew for a period equal to the Second Term Commitment Period by sending written notice to Hart. For the Second Term Commitment Period, Hart may increase the Annual Fee one time at the beginning of such period by a maximum of four percent (4%) of the Annual Fee for the Base Year, and such adjusted fee shall apply for the remainder of the Second Term Commitment Period."

And WHEREAS Client now wishes to extend the Addendum into the second term of  $\frac{12}{2015} - \frac{11}{2018}$  at the rate of  $\frac{6,939.00}{200}$  per year with current equipment and software licenses (additional equipment and licenses will increase the rate but will also lock in to this agreement),

**THEREFORE**, Client's signature below signifies a commitment to a second term under the conditions in the Addendum and the understanding that any unused portion of this commitment may be transferred to any future voting system (e.g., Verity) offered by Hart InterCivic during this second term.

| Customer Name:<br>Jack (Dout       | 1 (Counti | Clerk)                 |           |               |
|------------------------------------|-----------|------------------------|-----------|---------------|
| Billing Address:<br>100 N. Main St | Ste 208   | City:<br>Tacksbord     | State:    | zip:<br>76458 |
| Primary Phone $940.567.2111$       |           | Email:                 | ) jackoon |               |
| Signature:                         | evendor   |                        | 2001-000  | <u></u>       |
| Printed Name:<br>Mitchell G. Davar | port      | Title:<br>County Judge | - Jack    | County Tx     |

Agreed and Accepted:

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

Execute and email to plichtenheld@hartic.com or fax to 512.252.6905

|  | Invoice Number                               | 062534             |
|--|--|--------------------|
| Hart InterCivic  | Invoice Date                                 | 09/16/2015         |
| 15500 Wells Port Drive   | Customer ID                                  | JAC58211           |
| Austin, TX 78728<br>Phone: (800) 223-4278  | Project                                      | ELSM-000098        |
| Fax: (800) 831-1485  | Page   | 1 of 1             |
| BILL TO: A COLOR STATE AND A COLOR AND A | SHIP TO: STATE A SERVICE STATE AND A SERVICE | provide the second |
| Accounts Pavable   | Jan Robinson                                 |                    |

| Jack County Clerk<br>Janice Robinson, Co Clerk<br>100 N Main St, Suite 208<br>Jacksboro, TX 76458 | Jack County Clerk<br>100 N Main St, Suite 208<br>JACKSBORO, TX 76458 |
|---|--|
| かかからない、学校のでの時TERMSでは、学生、オージーンを使行きたが SALESPE   | ERSON CONTRACT NUMBER  |

Effective Period: 12/1/2015 to 11/30/2016

Net 90 Days

Invoice has a 4% renewal rate increase per multi-year agreement and is due on or before beginning term date.

Felice Liston

Please refer to enclosed renewal agreement to lock in this new rate for the second term.

|   |                      | Units | Price      | Amount   |
|---|----------------------|-------|------------|----------|
| Annual Software License and Support -<br>Pending Multi-Year Renewal Agreement |                      | 1.00  | 6,939.0000 | 6,939.00 |
| Pending Multi-re  | ar Kenewai Agreement |       | FILED FOR  | RECORD   |

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SEP 2 3 2015

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_\_DEPUTY

| REMITTANCE | HART INTERCIVIC, INC.<br>Dept 0453<br>PO BOX 120453<br>Dallas, TX 75312-0453 | BILLING<br>INQUIRIES | HART INTERCIVIC<br>PO BOX 80649<br>Austin, TX 78708-0649<br>800.223.HART * Fax:800.831.1485<br>www.hartintercivic.com * info@hartic.com | Sales Total<br>Sales Tax | 6,939.00<br>0.00 |
|------------|--|----------------------|---|--------------------------|------------------|
| ORIGINAL I | NVOICE   |                      | TAX ID# 95-3248916  | and a nTOTAL and the     | \$6,939.00       |

### DISCLAIMER

"NO PRINTED STANDARD OR STOCK FORM CAN MEET ALL REQUIREMENTS. ANY USER OF THIS COMPANY'S STANDARD OR STOCK FORMS SHOULD BE AWARE OF THAT, ALTHOUGH THIS COMPANY IS PROUD OF THE QUALITY OF ITS FORMS, IT MAKES NO WARRANTY OF MERCHANTABILITY NOR DOES IT ADVISE AS TO THE SELECTION AND COMPLETION OF ANY PARTICULAR FORM FOR ANY PARTICULAR PURPOSE. IN THE EVENT ANY USER OR PURCHASER OF THIS COMPANY'S STOCK FORM IS DISSATISFIED WITH SUCH FORM OR BELIEVES IT TO BE DEFECTIVE, THE COMPANY WILL BE PLEASED TO RETURN THE PURCHASE PRICE FOR SUCH FORM AND THIS WILL BE THE EXCLUSIVE REMEDY OF SUCH PERSON. IN NO EVENT SHALL THIS COMPANY BE LIABLE TO ANY PURCHASER OR USER OF THIS COMPANY'S FORM FOR LOSS OF PROFITS OR OTHER CONSEQUENTIAL DAMAGES, AND THE LIABILITY OF THIS COMPANY FOR IMPERFECTIONS, LATE DELIVERY OR OTHER DEFECTS IS EXPRESSLY LIMITED TO THE AMOUNT OF THE PURCHASE PRICE."

### INFORMATION REGARDING RETURNED MERCHANDISE

THE COMPANY WILL ACCEPT RETURN OF SALEABLE STOCK MERCHANDISE AND ISSUE CREDIT FOR THE PURCHASE PRICE IF RETURNED WITHIN 30 DAYS OF INVOICE. THE CREDIT MAY VARY DEPENDING ON QUANTITY RETURNED FOR CREDIT.

A 15% HANDLING CHARGE WILL BE DEDUCTED ON ACCEPTABLE RETURNED STOCK MERCHANDISE IF MERCHANDISE IS RETURNED 30 TO 90 DAYS FROM INVOICE DATE.

NO CREDIT WILL BE ISSUED FOR MERCHANDISE RETURNED MORE THAN 90 DAYS FROM THE INVOICE DATE.

MERCHANDISE MADE TO SPECIAL ORDER, DISCONTINUED ITEMS, BROKEN PACKAGES OR BOXES, OR OBSOLETE PRODUCTS ARE NOT ACCEPTABLE FOR RETURN.

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Enclosed with this draft invoice you will find the renewal agreement for your License & Support Addendum. The initial term of that agreement is expiring. By signing and returning the renewal agreement, you guarantee that your License & Support fees to Hart will not increase, after a onetime 4% increase, for the next three (3) years (per the terms of the Addendum).

Note that the draft invoice already includes the 4% increase, so this is the rate that you "lock in" at for 3 years. If you choose not to renew the License & Support Addendum, your License & Support fee will increase by 4% each upcoming year.

If you elect to renew, complete the enclosed form and fax or email the completed form on or before your renewal date to 512.252.6905 or plichtenheld@hartic.com. If you have questions, please call me.

Best Regards,

Pete Lichtenheld Vice President of Operations Fax 512.252.6905 Phone 512.252.6578

# FILED FOR RECORD

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# Monthly Auditor's Report Jack County

August 2015

SEP 2 8 2015

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_\_ DEPUTY

|    | Fund                                    | Received  | Disbursed  | Fund Balance |
|----|---|-----------|------------|--------------|
| 10 | Precinct 1                              | -         | 28,840.39  | 214,631.13   |
| 20 | Precinct 2                              | -         | 70,646.90  | 173,742.00   |
| 30 | Precinct 3                              | 1,500.00  | 25,558.03  | 294,196.96   |
| 40 | Precinct 4                              | -         | 24,843.66  | 267,414.44   |
| 50 | General Road & Bridge Fund              | -         | -          | 247,033.80   |
| 51 | Road & Bridge Heavy Equipment           | -         | 1,451.43   | 120,581.79   |
| 52 | CTIF Fund                               | 3.47      | 92,934.80  | (99,647.93)  |
| 60 | Lateral Road Fund                       | -         | -          | 228,793.37   |
| 70 | Law Library                             | 140.00    | 207.00     | 31,542.85    |
| 71 | Appellate Judicial System Fund          | 75.00     | 75.00      | -            |
| 72 | County Court Record Tech Archive Fund   | 3,710.00  | -          | 91,688.26    |
| 73 | District Court Record Tech Archive Fund | 140.00    | -          | 2,452.46     |
| 80 | Records Preservation                    | 150.00    | -          | 9,219.98     |
| 81 | Jack County Work Program                | -         | -          | 45.17        |
| 82 | Guardianship                            | 60.00     | -          | 3,740.00     |
| 83 | Emergency Management                    | -         | 596.02     | (75,311.34)  |
| 84 | Courthouse Renovation Fund              | -         | -          | 364,009.85   |
| 85 | Courthouse Renovation I&S Fund          | 637.51    | -          | 61,886.43    |
| 90 | General Fund                            | 54,400.44 | 278,559.04 | 2,516,040.11 |
| 91 | County Judge State Supplement           | -         | . <b></b>  | 2,916.87     |
| 92 | District and County Court Tech          | 12.18     | -          | 7,047.63     |
| 93 | Probate Education                       | 22.00     | -          | 2,934.32     |
| 94 | Records Management                      | 178.55    | -          | 4,964.71     |
| 95 | Courthouse Security                     | 614.39    | 270.64     | 151,310.83   |
| 96 | Justice Court Tech Fund                 | 152.00    | ~          | 24,075.95    |
| 97 | County Jail Construction                | -         | -          | -            |
| 98 | Interest & Sinking                      | 1,273.56  | 3,500.00   | 328,361.67   |
| 99 | State Fines & Fees                      | 6,340.57  | -          | 6,960.28     |
|    | TOTALS                                  | 69,409.67 | 527,482.91 | 596,892.58   |

Auditor

Date



September 28, 2015

Commissioners' Court Jack County 100 Main Street Jacksboro, Texas 76458

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Jack County, Texas (the "County") regulatory basis financial statements as of and for the year ending September 30, 2015.

#### Communication

Effective two-way communication between our firm and the Commissioners' Court is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the County and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the regulatory basis financial statements, illegal acts that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

### Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by the firm and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

#### **The Audit Planning Process**

Our audit approach places a strong emphasis on obtaining an understanding of how your County functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your County. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of business objectives, strategies, risks, and performance.

We will obtain an understanding of internal control to assess the impact of internal control on determining the nature, timing and extent of audit procedures, and we will establish an overall materiality limit for audit purposes.

SEP 2 8 2015

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JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY

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We will conduct formal discussions among engagement team members to consider how and where your regulatory basis financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the accountbalance or class-of-transactions level consists of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the County's internal control).

We will then determine the nature, timing and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

### The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate amount of misstatements, which if detected and not corrected, would cause us to modify our opinion on the regulatory basis financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current regulatory basis financial statements as well as regulatory basis financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

### Our Approach to Internal Control Relevant to the Audit

Our audit of the regulatory basis financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the County's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

#### Timing of the Audit

We will schedule final field work commencing in December 2015. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

### Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the County.

This communication is intended solely for the information and use of the Commissioners' Court and management and is not intended to be and should not be used by anyone other than these specified parties.

RYLANDER, CLAY & OPITZ, LLP

Simpson

Partner





September 28, 2015

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# SEP 2 8 2015

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_\_ DEPUTY

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Honorable Judge Mitchell Davenport Jack County 100 Main Street Jacksboro, Texas 76458

### The Objective and Scope of the Audit of the Regulatory basis financial Statements

You have requested that we audit the financial statements of Jack County, Texas (the "County"), which comprise general purpose financial statements in accordance with standards necessary for the County's bond company ("regulatory basis financial statements"), which is not intended to be in accordance with accounting principles generally accepted in the United States of America as defined in GASB # 34 as of and for the year-ending September 30, 2015. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the regulatory basis financial statements.

We will also perform the audit of the County as of September 30, 2015, so as to satisfy the audit of requirements imposed by the Single Audit Act of the state of Texas.

### The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act of Texas. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the regulatory basis financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the County's preparation and fair presentation of the regulatory basis financial statements in order to design audit procedures that are

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appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the regulatory basis financial statements that we have identified during the audit.

We will also communicate to the Commissioners' Court (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the regulatory basis financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by the County and that are to be included as part of our audit are listed as an attachment.

Our report(s) on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards identified above. Our report(s) on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards identified above.

### The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the regulatory basis financial statements in accordance with standards necessary for the County's bond company;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of regulatory basis financial statements that are free from material misstatement, whether due to fraud or error; and
- c. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- d For (a) making us aware of significant vendor relationships where the vendor is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and (c) report distribution including submitting the reporting package[s]; and
- e. To provide us with:
  - (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the regulatory basis financial statements such as records, documentation, and other matters;
  - (2) Additional information that we may request from management for the purpose of the audit; and
  - (3) Unrestricted access to persons within the County from whom we determine it necessary to obtain audit evidence.



- (4) When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
- (5) If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the regulatory basis financial statements taken as a whole.

Management is responsible for identifying and ensuring that County complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the County involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the regulatory basis financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the County received in communications from employees, former employees, regulators, or others.

Management is responsible for the preparation of the supplementary information in accordance with the regulatory basis. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited regulatory basis financial statements or, if the supplementary information will not be presented with audited regulatory basis financial statements, to make the audited regulatory basis financial statements, to make the audited regulatory basis financial statements of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Commissioners' Court is responsible for informing us of its views about the risks of fraud or abuse within the County, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the County.

The County agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the County agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. The County agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the County seeks such consent, we will be under no obligation to grant such consent or approval.

Because Rylander, Clay & Opitz, LLP ("RCO") will rely on the County and its management and Commissioners' Court to discharge the foregoing responsibilities, the County holds harmless and releases



RCO, its partners, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of the County's management which has caused, in any respect, RCO's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

### The County's Records and Assistance

If circumstances arise relating to the condition of the County's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the regulatory basis financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the County's books and records. The County will determine that all such data, if necessary, will be so reflected. Accordingly, the County will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by County personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with county auditor and assistant county auditor. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform certain non-audit services necessary for the preparation of the regulatory basis financial statements, including drafting the regulatory basis financial statements and supplementary information. The independence standards of the "Government Auditing Standards" issued by the Comptroller General of the United States GAS require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the County, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit service to be performed. The County has agreed to contract with Birdwell, Quinn & Co., P.C. and has determined that they possess suitable skill, knowledge, or experience and understands the services to be performed sufficiently to oversee them. Accordingly, the management of the County agrees to the following:

- 1. The County has contracted with Kenneth Savell with Birdwell, Quinn & Co., P.C., who possesses suitable skill, knowledge, and experience to oversee the services.
- 2. Kenneth Savell will assume all management responsibilities for subject matter and scope of the regulatory financial statements.
- 3. The County will evaluate the adequacy and results of the services performed.
- 4. The County accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the management and those charged with governance of the County of the objectives of the non-audit service, the services to be performed, the County's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the non-audit service. We believe this letter documents that understanding.



#### **Other Relevant Information**

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with Government Auditing Standards, a copy of our most recent peer review report is enclosed for your information.

### Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from County personnel and contracted accountants
- b. Timely responses to our inquiries
- c. Timely completion and delivery of client assistance requests
- d. Timely communication of all significant accounting and financial reporting matters
- e. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the County agrees it will compensate RCO for any additional costs incurred as a result of the County's employment of a partner or professional employee of RCO.

In the event we are requested or authorized by the County or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the County, the County will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of RCO. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of RCO audit personnel and at a location designated by RCO.

### Claim Resolution

The County and RCO agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by RCO or the date of this arrangement letter if no report has been issued. The County waives any claim for punitive damages. RCO's liability for all claims, damages and costs of the County arising from this engagement is limited to the amount of fees paid by the County to RCO for the services rendered under this arrangement letter.

If any term or provision of this Agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

### Reporting

We will issue a written report upon completion of our audit of the County's regulatory basis financial statements. Our report will be addressed to the Commissioners' Court of the County. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on the County's regulatory basis financial statements, we will also issue the following types of reports:

- Reports on internal control related to the regulatory basis financial statements. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.
- A report on the fairness of the presentation of the County's schedule of expenditures of state awards for the year ending September 30, 2015.
- An accompanying schedule of findings and questioned costs.
- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a material effect, as defined by the Single Audit Act of the state of Texas.

This letter constitutes the complete and exclusive statement of agreement between Rylander, Clay & Opitz LLP and Jack County, Texas, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the regulatory basis financial statements including our respective responsibilities.

RYLANDER, CLAY & OPITZ LLP

Partner

Confirmed on behalf of the County:



### ATTACHMENT A FUNDS AND ACCOUNT GROUPS

- General Fund
- Debt Service Fund
- Special Revenue Funds
- Capital Project Fund
- Agency Fund
- General Fixed Asset Account Group
- General Long Term Debt Account Group



HOUSTON OFFICE 5718 Westheimer I Suite 800 Houston, Texas 77057 Phone I 713.260.5230 Fax I 713.260.5240 FORT BEND OFFICE Four Sugar Grove Building 4800 Sugar Grove Blvd. | Suite 100 Stafford, Texas 77477 Phone | 281.494.5151

### System Review Report

September 9, 2014

### To the Partners of Rylander Clay & Opitz, LLP and the Peer Review Committee of the Texas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Rylander Clay & Opitz, LLP (the Firm) in effect for the year ended June 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included audits performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Rylander Clay & Opitz, LLP in effect for the year ended June 30, 2014, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies) or fail.* Rylander Clay & Opitz, LLP has received a peer review rating of *pass.* 

Fitte, Roberts : Co., P.C.

Fitts, Roberts & Co., P.C. Mark K. Johnson, CPA

|   | FILED FOR BECODD   |
|---|--|
| 7   | <sup>©CLOCK</sup> M.<br>SEP 2 8 2015<br>JANICE ROBINSON, County Clerk<br>JACK COUNTY, TEXAS<br>TRETY COMPANY<br>DEPUTY   |
| CONTINUATI  | ON CERTIFICATE   |
| described as <u>DEPUTY SHERIFF COUNTY OF JA</u>       |  |
| for MICHAEL WAYNE FRANCIS                             |  |
|   | , as Principal,<br>Dollars, for the term beginning   |
|   | ding <u>October 11</u> , <u>2016</u> , subject to all  |
| the covenants and conditions of the original bond     | l referred to above.   |
|   | ss condition that the liability of Western Surety Company<br>hereof shall not be cumulative and shall in no event exceed |
| the total sum above written.                          |  |
| Dated this <u>26</u> day of <u>June</u>               | , 2015   |
| SEAL  | WESTERN SURETY COMPANY<br>By<br>Paul T. Bruffat, Vice President  |
| THIS "Continuation Certificate" M<br>Form 90-A-8-2012 | UST 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, any Assistant Secretary, any Assistant 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 \_\_\_\_\_\_ with the corporate seal affixed this \_\_26\_\_\_\_\_ day of \_\_June \_\_\_\_\_ 2015\_\_\_

ATTEST lelson, Assistant Secretary

F SURE PANY

aul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA COUNTY OF MINNEHAHA On this <u>26</u> day of <u>June</u>, <u>2015</u>, before me, a Notary Public, persolitarily appeared Paul T. Bruflat and <u>L. Nelson</u>

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



Votrik Notary Public

| SIDGE DE  | FILED FOR RECORD |
|---|------------------|
| Western Surety Con  | SEP 2 8 2015     |
| CONTINUATION CERTIFICATE  |                  |
| Western Surety Company hereby continues in force Bond No69<br>described as <u>DEPUTY SHERIFF COUNTY OF JACK</u>   |                  |
| for MELISSA KAY WADE  | <u></u>          |
|   |                  |
| in the sum of \$ TEN THOUSAND AND NO/100<br>October 14 , 2015 , and ending October 1  |                  |
| the covenants and conditions of the original bond referred to above.  |                  |
| This continuation is issued upon the express condition that the liabili<br>under said Bond and this and all continuations thereof shall not be cumula<br>the total sum above written. |                  |
| Dated this <u>26</u> day of <u>June</u> , <u>2015</u> .   |                  |
| WESTERN   | SURETY COMPANY   |



By

Paul T. Brunat, Vice President

14 (H) (H)

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

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

Form 90-A-8-2012

OMPANIES

# 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

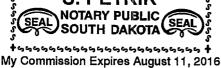
Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

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 \_\_\_\_\_\_ with the corporate seal affixed this \_\_\_\_26 \_\_\_\_ day of \_\_\_\_\_ June \_\_\_\_\_ 2015

SURE ATTEST MPANY Ο Relson Paul T. Bruflat, Vice President Velson, Assistant Secretary 1111111111 STATE OF SOUTH DAKOTA COUNTY OF MINNEHAHA 26 \_\_\_ day of . 2015 On this June-., before me, a Notary Public, personally appeared Paul T. Bruflat L. Nelson and Vice President who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as \_ and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation. +~~~~~~~~~~~~~~~~~~~~~~~ . Vetrik S. PETRIK

Notary Public



Form F1975-1-2012

|                    | DE WESTERN SURETY COMPANY . ONE OF AMERICA'S OLDEST BONDING COMPANIES DESENDED                |
|--------------------|---|
|                    |   |
|                    | SEP 2 8 2015  |
|                    | JANICE ROBINSON County Clark  |
|                    | Western Surety Company DEPUTY   |
|                    |   |
|                    | CONTINUATION CERTIFICATE  |
|                    | CONTINUATION OBIGINIOATE  |
| Western            | Surety Company hereby continues in force Bond No. 68655351 brie                               |
|                    | Surety Company hereby continues in force Bond No. 68655351 brief                              |
| described as       | RESERVE DEPUTY SHERIFF COUNTY OF JACK   |
| <u>-</u>           |   |
| for <u>KIMBERL</u> | K. WATSON   |
|                    | , as Princip  |
| in the sum of      | \$ _TEN THOUSAND_AND_NO/100 Dollars, for the term beginning                                   |
| Q                  | ctober 03 , 2015 , and ending October 03 , 2016 , subject to                                  |
| the covenant       | s and conditions of the original bond referred to above.                                      |
|                    |   |
| This con           | tinuation is issued upon the express condition that the liability of Western Surety Compa     |
| under said B       | ond and this and all continuations thereof shall not be cumulative and shall in no event exce |
| the total sun      | a above written.  |
|                    |   |
| Dated thi          | s 04 day of June , 2015 .   |
| و موجود المراجع    |   |
| and the second     | WESTERN SURETY COMPAN   |
| A BOOM             |   |
|                    | By By Paul T. Brutat, Vice Preside  |
|                    | EAL S   |
|                    |   |
| Allow .            |   |
|                    |   |
|                    |   |
|                    | THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.                            |
|                    |   |
| Form 90-A-8-2012   |   |
|                    |   |

- •

# 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 <u>KIMBERLY K. WATSON</u>

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 \_\_\_\_ with the corporate seal affixed this \_\_\_\_04 June dav of 2015

ATTEST SURE MPANY Rels Jelson, Assistant Secretary f. Bruflat, Vice President Paul WWWWWW STATE OF SOUTH DAKOTA COUNTY OF MINNEHAHA

<u>04</u> day of \_ June , before me, a Notary Public, personally appeared On this 2015 Paul T. Bruflat L. Nelson Mannas and

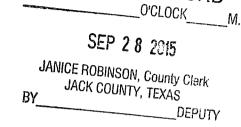
Vice President who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



. Votnik Notary Public

# CERTIFICATE of COURSE COMPLETION FILED FOR RECORD

**Open Meetings Act** 



I, Lisa R. Curd, certify that I have

completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 17th day of September, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-204915M

### CERTIFICATE of COURSE COMPLETION FILED FOR RECORD

### **Public Information Act**

#### SEP 2 8 2015

0'CLOCK

M.

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_DEPUTY

I, Lisa R. Curd, certify that I have completed a course of training on the Texas Public Information Act that satisfies the

legal requirements of Government Code, Section 552.012.

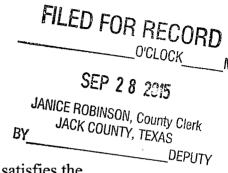
Certificate is issued effective this 17th day of September, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-204916P

**Public Information Act** 



I, Autumn Pardue, certify that I have

completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 14th day of September, 2015.

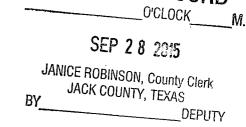


NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-204757P

# CERTIFICATE of COURSE COMPLETION FILED FOR RECORD

**Open Meetings Act** 



I, Autumn Pardue, certify that I have

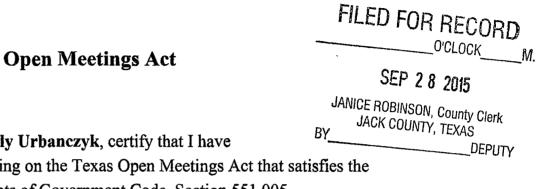
completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 14th day of September, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-204756M



I, Molly Urbanczyk, certify that I have

completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 13th day of September, 2015.

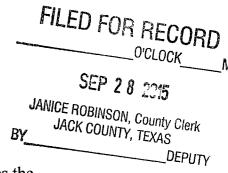


NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

5

Certificate No.: 15-204710M

**Public Information Act** 



I, Susan Damron, certify that I have

completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 26th day of August, 2015.

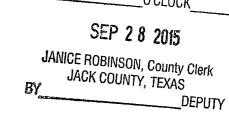


NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-204078P

# CERTIFICATE of COURSE COMPLETION FILED FOR RECORD O'CLOCK\_M.

**Open Meetings Act** 



I, Susan Damron, certify that I have

completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

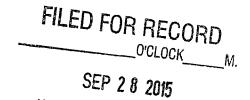
Certificate is issued effective this 26th day of August, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-204077M

**Public Information Act** 



I, **Debra Tillery**, certify that I have By JACK COUNTY, TEXAS completed a course of training on the Texas Public Information Act that satisfies the \_\_\_\_\_\_DEPUTY legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 16th day of July, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-202625P

### FILED FOR RECORD

O'CLOCK

**Open Meetings Act** 

SEP 2 8 2015

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_DEPUTY

I, Debra Tillery, certify that I have

completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 13th day of July, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-202473M

\_M.

| Public Information Act   | FILED FOR RECORD  |
|--|---|
|  | SEP 2 8 2015  |
| I, Sharon Robinson, certify that I have                              | JANICE ROBINSON, County Clerk<br>JACK COUNTY, TEXAS<br>BY |
| completed a course of training on the Texas Public Information Act t | hat satisfies the DEPUTY                                  |
| legal requirements of Government Code, Section 552.01                | 2   |

Certificate is issued effective this 17th day of July, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-202656P

**Open Meetings Act** 

0'CLOCK

M.

FILED FOR RECORD

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY DEPUTY

I, Sharon Robinson, certify that I have

completed a course of training on the Texas Open Meetings Act that satisfies the

legal requirements of Government Code, Section 551.005.

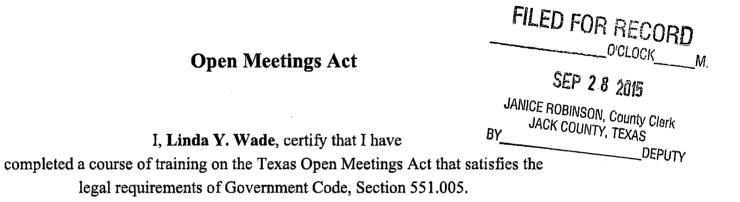
Certificate is issued effective this 17th day of July, 2015.

NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-202665M



SEP 2 8 2015



Certificate is issued effective this 25th day of June, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-201942M

# CERTIFICATE of COURSE COMPLETION FILED FOR RECORD

**Public Information Act** 

SEP 2 8 2015 JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_\_DEPUTY

O'CLOCK

I, Linda Y. Wade, certify that I have

completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

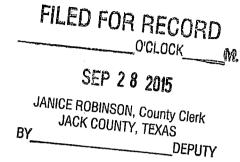
Certificate is issued effective this 7th day of September, 2015.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-204478P

#### **Open Meetings Act**



I, Susan Coley, certify that I have

completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 13th day of July, 2015.

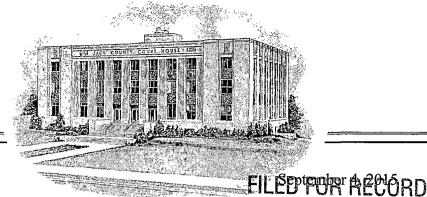


NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 15-202466M

# JACK COUNTY

The Hon. Kim Gibby Jack County Treasurer 100 N. Main St., Suite 201 Jacksboro, TX 76458 (940) 567-2251 (office) (940) 567-5978 (fax)



JACKSBORO, TEXAS

### SEP 2 8 2015

O'CLOCK

M.

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_ DEPUTY

It has come to my attention that the Jack County Treasurer's Office has not acted in accordance with statute. From time to time I am absent from my office due to vacation, scheduled appointments, family emergencies or personal reasons. Therefore, I ask the Jack County Commissioners Court to officially appoint Kim Dungan to act as my representative should I be "absent, unavoidably detained, incapacitated or unable to act." For your reference, I have cited the statute below:

LOCAL GOVERNMENT CODE

TITLE 3. ORGANIZATION OF COUNTY GOVERNMENT SUBTITLE B. COMMISSIONERS COURT AND COUNTY OFFICERS

CHAPTER 83. COUNTY TREASURER

Sec. 83.005. APPOINTMENT OF PERSON TO ACT IN TREASURER'S PLACE.

a) In a county in which the county treasurer does not have a deputy, the county treasurer may appoint a person, subject to the approval of the commissioners court, to act in the treasurer's place. The appointed person may act in the treasurer's place only if the treasurer is absent, unavoidably detained, incapacitated, or unable to act.(b) The treasurer shall provide the commissioners court with the details justifying an

appointment under this section. The commissioners court may require proof of any detail provided by the treasurer.

(c) The appointed person may act for the treasurer only after:

(1) the commissioners court approves the appointment;

(2) the appointment is recorded in the minutes of the court; and

(3) the appointed person gives a surety bond in favor of the county and the county treasurer, as their interests may appear, in an amount determined by the commissioners court.

(d) If the treasurer appoints a person other than a regularly employed county employee, the appointed person may not receive any compensation from the county. Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1997, 75th Leg., ch. 103, Sec. 1, eff. Sept. 1, 1997.

Thank you in advance for your consideration in the matter.

Kim L

Kim Gibby Jack County Treasurer

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\_O'CLOCK

М.

SEP 2 8 2015

JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS BY\_\_\_\_\_ DEPUTY

### **Certificate of Appointment** For a Local Health Authority

I, Mitchell G. Davenport, acting in the capacity as a

(Check the appropriate designation below)

\_\_\_\_Non-physician and the Local Health Department Director

<u>Mayor or Designee</u>

X County Judge of Designee

Chairperson of the Public Health District

do hereby certify the physician, Dr. Sushil Chokshi, who is licensed by the Texas Board of Medical Examiners, was duly appointed as the Local Health Authority for Jack County, Texas.

Date term of office begins October 1, 2015.

Date term of office ends October 1, 2016, unless removed by law.

The Local Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

\_\_\_\_Director, \_\_\_\_\_

\_\_\_\_City Council for the City of \_\_\_\_\_\_

<u>X</u> Commissioners Court for Jack County

\_\_\_Board of Health for the \_\_\_\_\_Public Health District

I certify to the above information on this the 28th day of September, 2015.



Signature of appointing official

Revised by the Division of Regional and Local Health Services, February 2008



## Invoice

|   |   | Date          | Invoice#   |  |
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|   |   | 9/10/15       | 312772     |  |
| Bill To FILED FOR RECORD  |   |               |            |  |
| Jack County Clerk<br>Janice Robinson  | 0'CLOCKM.   |               |            |  |
| 100 N. Main Street, Suite 208<br>Jacksboro, Texas 76458<br>ACCT # 11143 JACKCC1 | SEP 2 8 2015<br>JANICE ROBINSON, County Clerk<br>JACK COUNTY, TEXAS<br>BYDEPUTY |               |            |  |
|   | [   | Terms         | Due Date   |  |
|   |   | Due on receip | t 09/10/15 |  |
| Description   | Qty   | Rate          | Amount     |  |
| SupportFee 20151001 to 20161001   |   | 9,750.00      | 9,750.00   |  |
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| Thank you for using iDocket.com   | · · · · · ·   | Total         | 9,750.00   |  |

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FILED FOR RECORD UCLOC SEP 2 8 2015 JANICE ROBINSON, County Clerk JACK COUNTY, TEXAS DEPUTY

**2015** National 4-H Week

WHEREAS, The Jack County Commissioners Court is proud to honor the 4-H Youth Development Program of the Texas A&M AgriLife Extension Service for 108 years of providing experience-based education to youngsters throughout the Lone Star State; and

WHEREAS, This admirable program, which seeks to provide a learning experience for the whole child, including head, heart, hands, and health, helps young Texans to acquire knowledge, develop life skills, and form attitudes to enable them to become self-directed, productive, and contributing members of our society; and

WHEREAS, Its more than 607,000 urban, suburban, and rural youth participants, ranging in age from eight to nineteen, hail from diverse ethnic and socioeconomic backgrounds and truly represent a cross-section of the state; and

WHEREAS, The program undoubtedly could not have achieved the success that it has today were it not for the service of its more than 29,000 volunteers, who have given generously of their time, talents, energies, and resources to the youth of Texas; and

WHEREAS, Throughout its proud history, the 4-H program has developed positive role models for countless Texans and through its innovative and inspiring programs, continues to build character and to instill the values that have made our state strong and great; now, therefore, be it,

Jack County Commissioners Court

**RESOLVED**, That the hereby designates October 4-10, 2015 as National 4-H Week in Texas and commend the 4-H Youth Development Program of the Texas A&M AgriLife Extension Service and the many men and women who have made the program a success.

County Judge ms Broch ommissioner Precinct 2 ommissioner Precinct 1 Commissioner Precíndt 3 Commissioner Precinct 4 September 28, 2015 Date