

September 19, 2017

FROM: Kim Goodwin, Road and Bridge Warehouse Coordinator

TO: Joni Reed, County Treasurer

SUBJECT: EFFECTIVE DATE OF RETIREMENT:

Please be advised of the effective date of retirement for Dennis Palmer, Operator, Precinct #2, Panola County Road and Bridge Department, effective September 28, 2017

Kim Goodwin

*Kim Goodwin*

Road and Bridge

Warehouse Coordinator

September 15, 2017

Panola County Commissioners' Court,

I, Dennis Palmer am retiring effective September 28, 2017. Panola County I thank you for the opportunity to work here.

Sincerely,

Handwritten signature of Dennis Palmer, with the nickname "(Pop-eye)" written in parentheses at the end of the signature.

Dennis Palmer

September 19, 2017

FROM: Kim Goodwin, Road and Bridge Warehouse Coordinator

TO: Joni Reed, County Treasurer

SUBJECT EFFECTIVE DATE OF RESIGNATION:

Please be advised of the effective date of resignation for Chad Grimes, Driver, Precinct #1, Panola County Road and Bridge Department, effective September 28, 2017.

Kim Goodwin

*Kim Goodwin*

Road and Bridge

Warehouse Coordinator

NOTICE OF PROPOSED INSTALLATION  
PIPELINE AND/OR UTILITY LINES

TO: THE PANOLA COUNTY COMMISSIONER'S COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT, CARTHAGE, TEXAS

Formal notice is hereby given that:

Gill Water Supply Corp. proposes to place a  
(COMPANY NAME) Bore Co.Rd.3072 with a 2" casing for a 1" Water  
Service.Bore will be 1000ft from intersection of FM1794.Bore  
will be 3ft below ditch line. (line within the Right-of-Way  
(PIPE SIZE)

of County Road: 3072 as follows:  
(NUMBER OF ROAD)

The proposed pipeline will cross under the indicated roads on the attached sheet.  
Installation shall be made by boring a total length of 40ft. line in Panola County.

The location and description of the proposed line and appurtenances is more fully shown  
by the copies of the drawings attached to this notice. The line will be constructed and  
maintained on the County Right-of-Way as directed by the County Commissioners in  
accordance with current Panola County Specifications.

Construction of this line will begin on or after the 18th day of  
September, 2017.

FIRM: Gill Water Supply Corp.  
BY: Betty Bolt  
TITLE: Manager  
ADDRESS: 2323 FM 2625 W.  
Marshall Tx. 75672  
PHONE: 903) 938-5130

# APPROVAL

October 3, 2017

TO: Gill Water Supply Corp.  
Attn: Betty Bolt  
2323 FM 2625  
Marshall, TX 75672

RE: CR #3072

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **2" casing line for a 1" water service bore (3 ft below ditch line)** within the right-of-way of County Road #3072 as shown by accompanying drawings and notice except as noted below.

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner.

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

1. All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch.
2. All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground.
3. Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe.
4. All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.

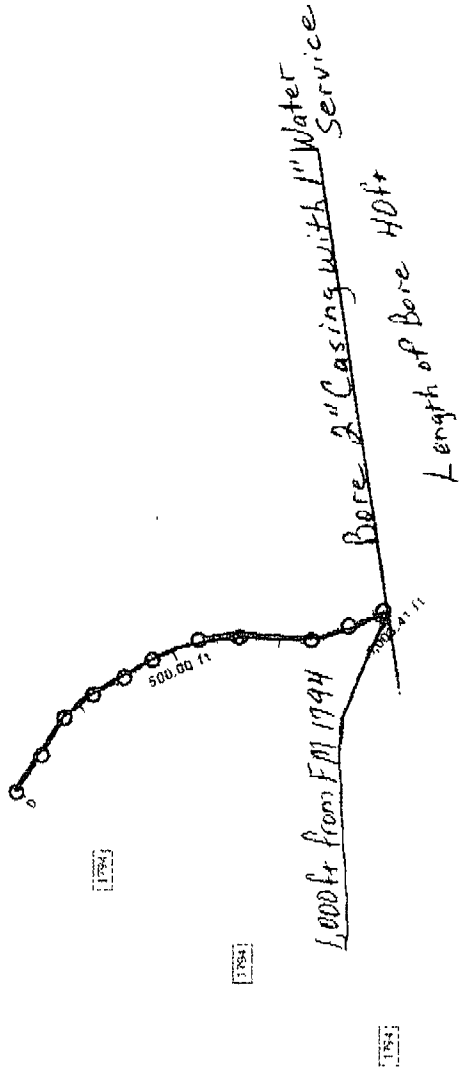
5. Parallel line will be installed as near the right-of-way lines as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court.
6. Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line.
7. Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times.

Approved:   
COUNTY JUDGE

COMMISSIONERS:

- Precinct #1 Ronnie LaGrone
- Precinct #2 John Gradberg
- Precinct #3 Craig M. Lawless
- Precinct #4 Dale LaGrone

Google Maps



Map data ©2017 Google United States 200 ft

Google

Measure distance  
Total distance 1,003.41 ft (305.84 m)

# Donation

Date September 26, 2017

The undersigned has secured a contribution from Tanos Drilling to Panola County for use in the Panola County Road and Bridge Fund. This contribution consists of:

\$ ----- and/or

material of the following type and amount 80 yards of SB2 Rock

This donation is to be used as needed by the Panola County Road and Bridge Department to improve Panola County road number #258, or if no road is indicated, then it is to be used to improve any Panola County road as seen fit by the Department. This donation must be accepted by the Panola County Commissioners' Court according to Local Govt. Code sec. 81.032 and Transportation Code sec. 252.214 and any money will be held by the Panola County Treasurer pending approval of deposit in the Road and Bridge Fund. Any material will not be used prior to the approval of the Court.

I acknowledge that this is intended as a donation and that no person or corporation has been promised any other benefit because of the donation, nor have been induced or coerced in any way by any official or employees of Panola County. I further certify that this donation was give freely and voluntarily.

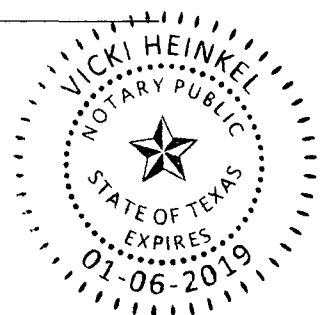
John Madhary Commissioner, Precinct # 2

Sworn and subscribed to this 26th day of September, 20 17

Vicki Heinkel, Notary Public, State of Texas, My commission expires 1-6-2019

(Panola County Commissioner' Court use only)

This item was accepted / ~~disapproved (strike one)~~ at a meeting of the Panola County Commissioners' Court on this 3rd day of October 20 18.  
County Judge Luther Jones





**NOTICE OF PROPOSED INSTALLATION  
PIPE AND / OR UTILITY LINES**

DATE September 28, 2017

TO: THE PANOLA COUNTY COMMISSIONERS COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT CARTHAGE, TEXAS

Formal notice is hereby given that:

MarkWest Energy East Texas Gas Company, L.L.C. proposes to place a  
(COMPANY NAME)

12" steel pipe line within the Right-of-Way of  
(PIPE SIZE)

County Road: 304 as follows:  
(NUMBER OF ROAD)

The proposed pipeline will cross under the indicated roads on the attached sheet. Installation shall be made by boring approx. 60 feet, total length of line in Panola County, Texas.

The location and description of the proposed line and appurtenances is more fully shown by the drawings attached to this notice. The line will be constructed and maintained on the County Right-of-Way as directed by the County Commissioners in accordance with current Panola, County Specifications.

Construction of this line will begin on or after the:

16th day of October, 2017.

FIRM: MarkWest East Texas Gas Company, L.L.C.

BY: Nate Cook

TITLE: Project Manager

ADDRESS: 607 SW Loop 436

Carthage, Texas 75633

PHONE: 903-694-2225

# APPROVAL

October 3, 2017

TO: MarkWest Energy East Texas Gas Company  
Attn. Paul B. Pinson  
325 W. Sabine St , Suite B  
Carthage, TX 75633

RE **CR #304**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **12" steel pipe line** within the right-of-way of County Road **#304** as shown by accompanying drawings and notice except as noted below.

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner.

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

- 1 All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch
- 2 All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground
- 3 Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe
4. All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same

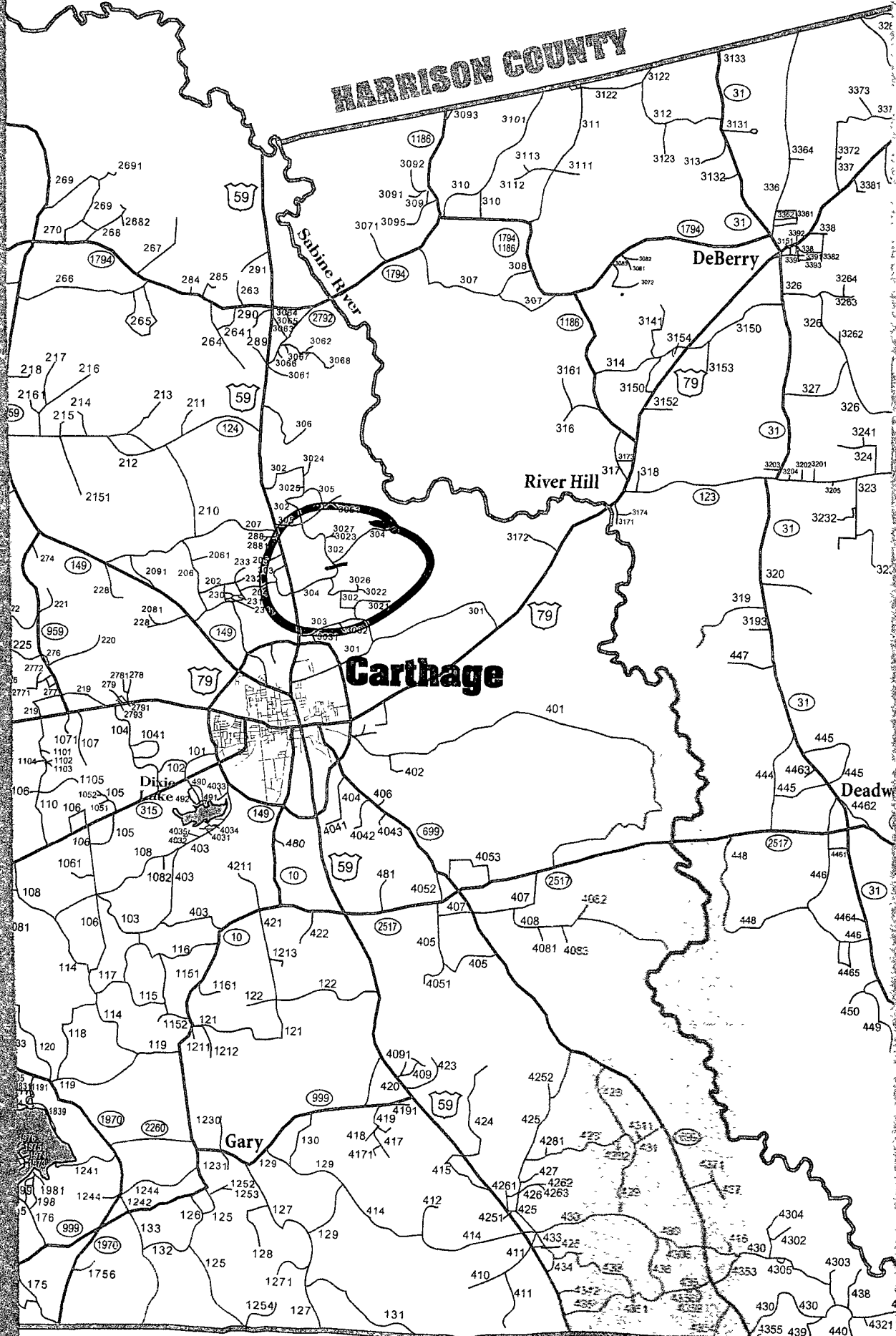
- 5 Parallel line will be installed as near the right-of-way lines as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court
- 6 Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line.
- 7 Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times.

Approved.   
COUNTY JUDGE

COMMISSIONERS:

Precinct #1 Ronnie LaGrone  
Precinct #2 John Gradberg  
Precinct #3 Craig M. Lawless  
Precinct #4 Dale LaGrone

# HARRISON COUNTY



**Carthage**

**DeBerry**

**River Hill**

**Dixie Lake**

**Deadwood**

**Gary**

# SHELBY COUNTY

PANOLA COUNTY, TEXAS

**INVITATION TO BID**

RETURN BID TO:

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

**1:30 P.M., TUESDAY, NOVEMBER 14, 2017**

MARK ENVELOPES

**“ELECTRICAL REPAIRS, MAINTENANCE  
AND INSTALLATION WORK”**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Invitation to Bid and specifications should be directed to Maintenance Superintendent Fred Hightower at (903) 693-0318.

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Signature

**INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners' Court of Panola County, Texas, sealed bids will be received for:

**ELECTRICAL REPAIRS, MAINTENANCE AND INSTALLATION WORK**

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids to any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633**

Not later than **1:30 p.m., Tuesday, November 14, 2017**

Mark Envelopes:

**"ELECTRICAL REPAIRS, MAINTENANCE  
AND INSTALLATION WORK"**

**BIDS RECEIVED AFTER OPENING DATE AND TIME WILL NOT BE CONSIDERED**

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Signature

**INVITATION TO BID**  
**INSTRUCTIONS/TERMS OF CONTRACT**

**FUNDING:** Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2018.

**LATE BIDS:** Bids received after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the bidder without the permission of Panola County for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submission of their bid.

**SALES TAX:** Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales tax.

**BID AWARD.** Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of Panola County.

**CONTRACT:** This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

**DELIVERY:** All delivery fees and freight or handling charges shall be as stated on the bid and contract forms section and if not so stated no such cost, fee or charge will be paid.

**CONFLICT OF INTEREST:** No public official shall have interest in this contract, in accordance with V.T.C.A., Local Government Code Title 5, Subtitle C, Chapter 171.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

**EXCEPTIONS/SUBSTITUTIONS:** All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part

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Signature of Bidder

of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners' Court reserves the right to **accept any and all** or none of the exception(s)/substitution(s) deemed to be in the best interest of the county.

**DESCRIPTIONS:** Any reference to model and/or make/manufacturer used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

**ADDENDA:** Any interpretations, corrections or changes in this ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Panola County. Addenda will be mailed to all who are known to have received a copy of this ITB. Bidders shall acknowledge receipt of all addenda.

**BIDS MUST COMPLY** with all federal, state, county and local laws concerning these types of service.

**DESIGN, STRENGTH, QUALITY** of materials must conform to the highest standards of manufacturing practice

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

Panola County may request any other information sufficient to determine bidder's ability to meet these minimum standards listed above.

**REFERENCES:** Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

**BIDDER SHALL PROVIDE** with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

**SUCCESSFUL BIDDER SHALL** defend, indemnify, and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages

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Signature of Bidder



received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. **Successful bidder** indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment costs which may be obtained against Panola County growing out of such injury or damages.

**WAGES:** Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State law.

**TERMINATION OF CONTRACT.** This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best bidder as it deems to be in the best interest of the county.

**TERMINATION FOR DEFAULT:** Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. meet schedules;
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any or all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful bidder shall fail to perform, keep or observe any of the terms

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Signature of Bidder

and conditions to be performed, kept or observed, Panola County shall give the successful bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees Panola County shall not be liable to prosecution for damages in the event that the county declared the bidder in default.

NOTICE. Any notices provided by this bid (or required by law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS/COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATION: Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

INVOICES shall show (a) name and address of successful bidder; (b) county purchase order number; and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with State of Texas Prompt Payment Act, V.T.C.S. Article 601f. Successful bidder is required to pay subcontractors within ten (10) days.

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the

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Signature of Bidder

proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title

**REMEDIES:** The successful bidder and Panola County agree that both parties have all **rights, duties, and remedies** available as stated in the Uniform Commercial Code.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

**ASSIGNMENT:** The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

**SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

**ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to Panola County Courthouse Maintenance Superintendent Fred Hightower at (903) 693-0318.

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Signature of Bidder

**BID FORM AND CONTRACT**  
**ELECTRICAL REPAIRS, MAINTENANCE**  
**AND INSTALLATION WORK**

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY PANOLA COUNTY, IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisements, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids. I/we understand that the bid should include delivery to the Panola County Courthouse in Carthage, Texas.

**ELECTRICAL SERVICES:**

**LABOR:**

Electrician (Per Hour Charge)	\$ _____
Journeyman (Per Hour Charge)	\$ _____
Helper (Per Hour Charge)	\$ _____

**PARTS:**

Markup (%) above cost	_____
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Exceptions to specifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

**ACCEPTED:**

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
DATE

PANOLA COUNTY, TEXAS

**INVITATION TO BID**

**RETURN BID TO:**

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County

Sealed bids shall be received no later than:

**1:30 P.M., TUESDAY, NOVEMBER 14, 2017**

MARK ENVELOPES

**“HOUSEKEEPING SERVICES FOR PANOLA COUNTY  
COURTHOUSE, ANNEXES, JUDICIAL CENTER, PANOLA COUNTY  
SHERIFF’S DEPARTMENT, PANOLA COUNTY DETENTION CENTER,  
PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE  
RESTROOMS, AND EXPOSITION CENTER”**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners’ Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend

Any questions concerning this Invitation to Bid and specifications should be directed to Panola County Courthouse Maintenance Superintendent Fred Hightower, (903) 693-0318.

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Signature

**PANOLA COUNTY  
INVITATION TO BID**

**INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners' Court of Panola County, Texas, sealed bids will be received for:

**"HOUSEKEEPING SERVICES FOR PANOLA COUNTY  
COURTHOUSE, ANNEXES, JUDICIAL CENTER, PANOLA COUNTY  
SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER,  
PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE  
RESTROOMS AND EXPOSITION CENTER"**

IT IS UNDERSTOOD that the Commissioners' Court of Panola County, Texas reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633**

**Not later than 1:30 p.m., Tuesday, November 14, 2017**

Mark Envelopes:

**"HOUSEKEEPING SERVICES FOR PANOLA COUNTY  
COURTHOUSE, ANNEXES, JUDICIAL CENTER, PANOLA COUNTY  
SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER,  
PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE  
RESTROOMS AND EXPOSITION CENTER"**

**BIDS RECEIVED AFTER OPENING DATE  
AND TIME WILL NOT BE CONSIDERED**

---

Signature

**INVITATION TO BID**  
**INSTRUCTIONS/TERMS OF CONTRACT**

**FUNDING:** Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2018.

**LATE BIDS:** Bids received after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the bidder without the permission of Panola County for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submission of their bid.

**SALES TAX:** Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales tax.

**BID AWARD:** Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of Panola County.

**CONTRACT:** This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

**DELIVERY:** All delivery fees and freight or handling charges shall be as stated on the bid and contract forms section and if not so stated no such cost, fee or charge will be paid.

**CONFLICT OF INTEREST:** No public official shall have interest in this contract, in accordance with V.T.C.A., Local Government Code Title 5, Subtitle C, Chapter 171.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

**EXCEPTIONS/SUBSTITUTIONS:** All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part

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Signature of Bidder



of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners' Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best **interest of the county.**

**DESCRIPTIONS:** Any reference to model and/or make/manufacturer used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

**ADDENDA:** Any interpretations, corrections or changes in this ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Panola County. Addenda will be mailed to all who are known to have received a copy of this ITB. Bidders shall acknowledge receipt of all addenda.

**BIDS MUST COMPLY** with all federal, state, county and local laws concerning these types of service.

**DESIGN, STRENGTH, QUALITY** of materials must conform to the highest standards of manufacturing practice.

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required,
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

Panola County may request any other information sufficient to determine bidder's ability to meet these minimum standards listed above.

**REFERENCES:** Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

**BIDDER SHALL PROVIDE** with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

**SUCCESSFUL BIDDER SHALL** defend, indemnify, and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages

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Signature of Bidder

received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from **liability, claim or demand** on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment costs which may be obtained against Panola County growing out of such injury or damages.

**WAGES:** Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State law.

**TERMINATION OF CONTRACT:** This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best bidder as it deems to be in the best interest of the county.

**TERMINATION FOR DEFAULT:** Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. meet schedules;
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any or all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful bidder shall fail to perform, keep or observe any of the terms

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Signature of Bidder

and conditions to be performed, kept or observed, Panola County shall give the successful bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees Panola County shall not be liable to prosecution for damages in the event that the county declared the bidder in default.

NOTICE: Any notices provided by this bid (or required by law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS/COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATION: Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

INVOICES shall show (a) name and address of successful bidder; (b) county purchase order number; and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with State of Texas Prompt Payment Act, V.T.C.S. Article 601f. Successful bidder is required to pay subcontractors within ten (10) days.

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the

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Signature of Bidder

proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

**REMEDIES:** The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

**ASSIGNMENT:** The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

**SILENCE OF SPECIFICATIONS.** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

**ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to Panola County Maintenance Superintendent Fred Hightower at (903) 693-0318.

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Signature of Bidder

**SPECIFICATIONS  
COURTHOUSE MAINTENANCE  
PANOLA COUNTY COURTHOUSE, ANNEXES, JUDICIAL CENTER,  
PANOLA COUNTY SHERIFF'S DEPARTMENT, PANOLA COUNTY  
DETENTION CENTER, PROBATION OFFICES, ROAD AND BRIDGE  
WAREHOUSE RESTROOMS AND EXPOSITION CENTER**

It is the intent of these specifications to describe bidder qualifications, salary and wage requirements, employee requirements, insurance requirements, and a description of minimum requirements for proper cleaning of the Panola County Courthouse, Annexes, Judicial Center, Panola County Sheriff's Department, Panola County Detention Center, Probation Offices, Road and Bridge Warehouse Restrooms, and Exposition Center.

**BIDDER QUALIFICATIONS:**

2. Minimum of five (5) years experience in cleaning multi-story buildings of a minimum of 30,000 square feet per building. Bidder shall attach references to bid.

**OR**

2. If bidder has not had minimum experience required, furnish a satisfactory Performance Bond in an amount equal to twelve (12) months compensation on the basis of the bid submitted, such bond to be conditioned as required and collectable by Panola County for failure to perform the terms and conditions of bid on contract. Letter of Commitment for Performance Bond shall be attached to bid.

**SALARIES AND WAGES:**

3. Panola County and Contractor agree the Contractor is an independent contractor under this agreement and will in no way be considered to be an agent, partner, or employee of Panola County.
4. Salaries and wages of employees and any other amounts required to be paid under state and federal law, payroll taxes, unemployment insurance and FICA shall be paid by Contractor.

**EMPLOYEES:**

5. Contractor must employ and use adequately trained employees, and a qualified supervisor properly trained to insure that all phases of the contract are properly performed in a professional manner.

6. Contractor agrees to comply fully with all state and federal laws and regulations including those of the U. S. Naturalization and Immigration laws, equal employment opportunity, hours and wages of employees, occupational safety and health, and discrimination.

#### **INSURANCE:**

7. Contractor shall obtain and maintain in effect at all times during the term of the contract the following insurance, and will provide Certificates of Insurance to Contract Administrator prior to commencing contract:
  - A. Workers' Compensation;
  - B. Bodily Injury with limits of \$500,000 for each person and \$500,000 for each incident or occurrence.

#### **INDEMNITY:**

8. Contract shall indemnify, hold harmless and defend Panola County, its representatives, employees, and agents from and against all claims, causes of actions or lawsuits, including negligence; the condition or use of personal property; damages; death or injuries to persons or property; including but not limited to attorney's fees and litigation expenses regarding or concerning or arising out of or resulting from or alleged to have been sustained by Contractor or Contractor's employees in connection with Courthouse Maintenance Agreement. The express indemnity of Panola County by Contractor includes any alleged negligence acts or omissions of Panola County in any action, claim, or suit brought against Panola County, its representatives, employees, agents, invitees, and licensees by Contractor, its agents, employees, representatives, volunteers, invitees, or any guest of the Contractor.

#### **AREAS OF RESPONSIBILITY**

9. Contractor will be responsible for proper maintenance and cleaning of all areas of the Panola County Courthouse, Annexes, Judicial Center, Panola County Sheriff's Department, Probation Offices, and all areas of the Panola County Detention Center (except the cell area), Road and Bridge Warehouse Restrooms, and Exposition Center.

RESPONSIBILITY INCLUDES MAINTENANCE AND CLEANING OF AREAS OUTSIDE EACH ENTRANCE OF THE COURTHOUSE, ANNEXES, JUDICIAL CENTER, PANOLA COUNTY SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER, PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE RESTROOMS, AND EXPOSITION CENTER.

## **MANNER AND FREQUENCY OF CLEANING:**

**NOTE: IT WILL BE NECESSARY TO CLEAN SOME AREAS PRIOR TO CLOSE OF BUSINESS EACH DAY.**

### **10. WORK TO BE PERFORMED DAILY:**

- A. Public areas (hallways, stairways, elevator, etc.):
  - i. Vacuumed, swept, and mopped so that no dirt, trash, paper clips, staples, etc are left on the floors, this includes areas under benches, trash cans, etc.
  - ii. Walls, baseboards, and handrails spot checked and cleaned.
  - iii. Hallway benches and chairs spot checked and cleaned.
  - iv. Drinking fountains thoroughly cleaned.
  - v. Trash cans emptied and liners replaced.
  - vi. Carpet in all halls and corridors vacuumed with an industrial type vacuum and spot cleaned.
  
- B. Entrances:
  - i. All exterior walkways swept, including steps at main entrance.
  - ii. All glass entries cleaned with "Windex" type product so that glass is clear of fingerprints, smudges, etc.
  - iii. All cobwebs, etc. swept down.
  - iv. Doors spot checked and cleaned of dirt, smudges, etc.
  
- C. Restrooms:
  - i. Toilet bowls and urinals thoroughly cleaned both on the inside and outside of the bowls and urinals.
  - ii. Floors swept so that there is no paper, dirt, paper clips, etc. left on the floors.
  - iii. Floors mopped so that they are clean of all dirt, water spots, etc., paying particular attention to areas around toilet bowls, urinals and sinks.
  - iv. Walls spot cleaned.
  - v. Doors to stalls and partitions between stalls thoroughly cleaned.
  - vi. Sinks thoroughly cleaned.
  - vii. Window sills dusted.
  - viii. Hand towels, toilet tissue, soap dispensers, and room deodorant checked and replaced.
  - ix. Trash cans emptied, liners replaced, and front of trash receptacle cleaned
  - x. Mirrors cleaned.
  
- D. Offices and Courtrooms:
  - i. Swept or vacuumed so that there is no dirt, paper clips,

- staples, etc. left of floors. This includes all accessible areas such as under desks, chairs, waste paper baskets, etc.
  - ii. Offices with vinyl floors mopped unless otherwise directed by department head.
  - iii. Trash cans emptied and liners replaced.
  - iv. Desk and work station tops cleaned and shined with a cleaner appropriate for the surface. This includes the entire tops (under calendars, staplers, tape dispensers, etc.) and all other areas where work has been properly removed from desk.
  - vi. Vinyl furniture spot cleaned.
- E. Contractor shall make sure that all lights are turned off in offices, all office and courtrooms doors are locked, and all exterior Courthouse doors are locked prior to leaving the building at night.

**11. WORK TO BE PERFORMED WEEKLY:**

- A. Front lobbies of all buildings and all vinyl floors buffed.
- B. Marble walls spot cleaned.
- C. Dust:
  - i. Baseboards
  - ii. Pictures and other wall hangings.
  - iii. File cabinet tops.
  - iv. Interior window sills and ledges.
  - v. Lamps, vases, coffee, and end tables, and other such standard office furniture.
  - vi. Counter and table tops.
  - vii. Tops of partitions and door frames.
- D. General housekeeping (see 10 A, B, C, & D above) of College Street Annex.
- E. Road and Bridge Warehouse Restrooms.

**12. WORK TO BE PERFORMED QUARTERLY:**

- A. Venetian blinds vacuumed.
- B. All marble walls thoroughly cleaned and polished.
- C. All baseboards thoroughly cleaned of fust, dirt, water, and wax spots, etc.
- D. Corridors and halls with carpet to be shampooed.
- E. Automatic floor scrubber used on all halls and corridors without carpet.
- F. Woodwork in Judicial Building wiped down with lemon oil

**13. WORK TO BE PERFORMED SEMI-ANNUALLY:**

- A. Courthouse main lobby and hallway floor stripped and waxed.



- B Detention Center lobby and hallway floors stripped and waxed.
- C Judicial Building lobbies stripped and waxed.
- D. Interior of windows cleaned with a "Windex" type product.
- E. Wooden desks, chairs, etc. polished.
- F. Maintenance rooms and closets cleaned.

**14. WORK TO BE PERFORMED ANNUALLY:**

- A. All office vinyl floors stripped and waxed.
- B. Carpet in offices shampooed.
- C. Venetian blinds removed, washed and replaced.
- D. Wash 1<sup>st</sup> and 2<sup>nd</sup> floor outside windows of Panola County Courthouse and Panola County Sheriff's Department.

ON ALL WORK REQUIRED TO BE PERFORMED QUARTERLY, SEMI-ANNUALLY AND ANNUALLY, CONTRACTOR WILL PROVIDE THE CONTRACT ADMINISTRATOR A DETAILED WORK SHEET WITHIN FIFTEEN (15) DAYS THAT WILL SHOW WHAT WORK WAS PERFORMED, WHEN IT WAS PERFORMED, AND WHO DID THE WORK. PANOLA COUNTY RESERVES THE RIGHT TO REQUEST SUCH DOCUMENTATION ON ALL WORK PERFORMED UNDER THESE SPECIFICATIONS.

**EXPOSITION CENTER:**

To be cleaned on a monthly basis either at the beginning or end of each month.

**SUPPLIES:**

- 15. Contract will supply equipment (including floor scrubber and industrial type vacuum). Panola County will furnish all cleaning supplies (including trash can liners), restroom supplies (including toilet tissue, hand towels, hand soap and room deodorant)

**CONTRACT PERIOD:**

- 16. Contract will be for a period beginning January 1, 2018 and ending December 31, 2018
- 17. This Contract is non-assignable and cannot be sublet to any third party.

**CANCELLATION**

- 18. Panola County has the right to cancel Contract with successful bidder by giving thirty (30) days written notice of intent to cancel for failure to satisfactorily perform any of the terms, conditions or obligations required. Any misconduct, unsatisfactory service or work or violation of the bid requirements is grounds for termination.
- 19. Contract shall have the right to cancel only for non-payment.

**COMPENSATION:**

20. Payment for services will be made in equal monthly installments during the term of the Contract with payment being due on or before the 10<sup>th</sup> of the month following service upon receipt of an invoice from Contractor.

# BID FORM AND CONTRACT HOUSEKEEPING

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY PANOLA COUNTY, IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisements, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids. I/we understand that the bid should include delivery to the Panola County Courthouse in Carthage, Texas.

I (we) hereby agree to perform janitorial services at the Panola County Courthouse, Annexes, Judicial Center, Panola County Sheriff's Department, Detention Center, Probation Offices, Road and Bridge Warehouse Restrooms, and Exposition Center as set out in the foregoing Invitation to Bid and Specifications (which shall be attached to and made a part of this contract) for the period of January 1, 2018 to December 31, 2018 for the sum of:

**JANITORIAL SERVICES:**

\$ \_\_\_\_\_ Per Month

Exceptions to specifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

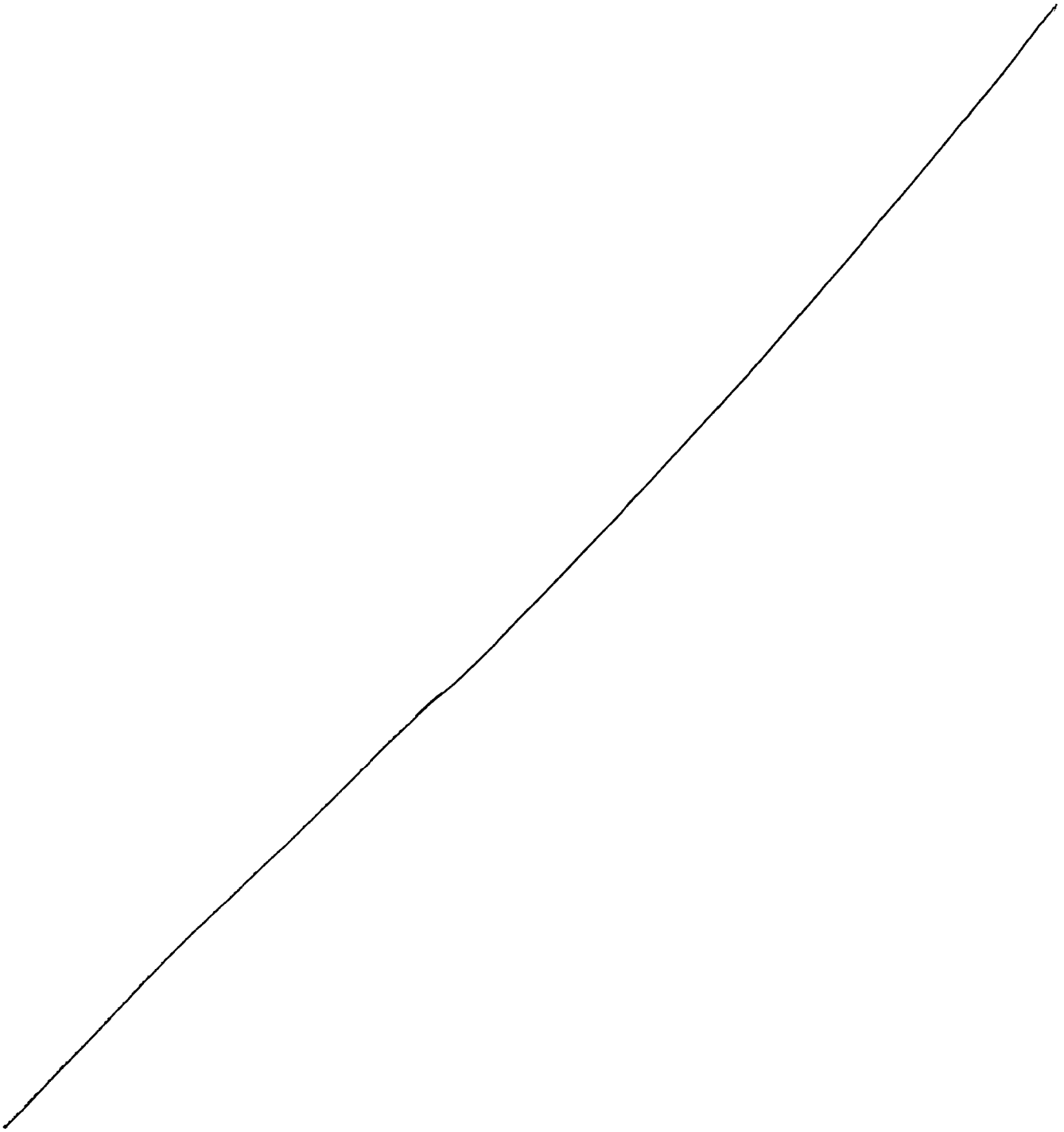
\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

**ACCEPTED:**

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
DATE



**KATIE NIELSEN**  
*Assistant District Attorney*

**KEVIN JONES**  
*Criminal Investigator*



123rd JUDICIAL DISTRICT  
PANOLA COUNTY, TEXAS

COUNTY COURT AT LAW  
PANOLA COUNTY, TEXAS

**DANNY BUCK DAVIDSON**  
*Criminal District Attorney*

September 14, 2017

County Judge, LeeAnn Jones  
Panola County Courthouse  
Carthage, Texas

RE: Two murders occurring in Panola County on July 28, 2017

Dear Judge Jones:

As you are aware my office is working short handed due to budget cuts and the above referenced matter is of great concern to me as a professional prosecutor and financially as a former County Judge.

Initial investigation by our Ranger and Sheriff's Office could be classified as Capital Murders. This past month the County Judge of Smith County told me the cost of a Capital murder were now at \$750,000.00 per case 8 cases could cost our county \$6 million.

In an effort to have the staff to review the investigation and prepare for an upcoming grand jury I am today hiring Mr. Rick Berry as an Assistant Criminal District Attorney for Panola County for the investigation of the events in Panola County surrounding deaths of two individuals on July 28, 2017 and the prosecution of indicted cases. Mr. Berry is a former Harrison County Criminal District Attorney and is presently serving as a Prosecutor Pro-Tem in five felony cases in which my office is disqualified..

Mr. Berry has previously successfully prosecuted three Capital Murder cases.

Mr. Berry has been assisting me since this incident began and I wish him to continue assisting me in an official capacity as Assistant Criminal District Attorney for any prosecution and investigation about this incident.

Panola County will be paying Mr. Berry an agreed rate of \$150.00 per hour plus expenses for his assistance in this matter.

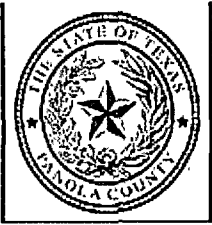
Please advise if you have any questions in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Danny Buck Davidson", with a large, sweeping flourish extending to the right.

Danny Buck Davidson

cc: Sidney Burns



**FISCAL YEAR 2018**  
**VEHICLE INVENTORY TAX INTEREST FUND**

**Fund: 190 - V.I.T. INTEREST  
REVENUES**

	<b>CASH BALANCE</b>	813
<u>190-360-41001</u>	INTEREST EARNINGS	160
		<u>973</u>

**EXPENDITURES**

<u>190-499-51040</u>	DEPUTIES	627
<u>190-499-52010</u>	SOCIAL SECURITY TAXES	50
<u>190-499-52030</u>	RETIREMENT & DEATH BENEFITS	151
<u>190-499-52040</u>	WORKERS COMPENSATION	10
<u>190-499-52060</u>	UNEMPLOYMENT INSURANCE	4
<u>190-499-52070</u>	OTHER POST EMPLOYMENT BENEFITS	131

**Fund 190 Total: 973**

*Debbie Crawford*

APPROVED BY DEBBIE CRAWFORD, PANOLA COUNTY TAX ASSESSOR/COLLECTOR

*9-20-17*

DATE

In accordance with section 111.095 of the local government code I hereby approve and submit this budget to the county budget officer.



**PANOLA COUNTY 2017 BUDGET AMENDMENT #14**  
**October 3, 2017**

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	
<b>GENERAL FUND</b>			
<b>REVENUES</b>			
<u>100-360-41020</u>	MISCELLANEOUS REVENUE	3,724	
			<u>3,724</u>
<b>EXPENDITURES</b>			
<b>COUNTY JUDGE</b>			
<u>100-400-53100</u>	OFFICE SUPPLIES & REPAIRS	(600)	
<u>100-400-54200</u>	COMMUNICATION TELEPHONE	(200)	
<u>100-400-54270</u>	CONFERENCES & DUES	800	
			0
<b>MISC. &amp; NON-DEPARTMENTAL</b>			
<u>100-409-54080</u>	CONTINGENCY	(18,500)	
<u>100-409-54990</u>	MISCELLANEOUS	1,500	
<u>100-409-55270</u>	FURNITURE & EQUIPMENT	2,000	
			(15,000)
<b>CRIMINAL DISTRICT ATTORNEY</b>			
<u>100-477-51020</u>	APPOINTED OFFICIALS	(10,000)	
<u>100-477-54150</u>	PROFESSIONAL SERVICES	10,000	
			0
<b>BUILDING MAINTENANCE</b>			
<u>100-510-53560</u>	REPAIR & MAINTENANCE SUPPLIES	(8,000)	
<u>100-510-54570</u>	REPAIRS & RENOVATIONS	8,000	
			0
<b>SHERIFF</b>			
<u>100-560-54540</u>	PARTS REPAIRS GAS AND TRANS E	(7,776)	
			(7,776)
<b>CORRECTIONS/JAIL</b>			
<u>100-570-53560</u>	REPAIR & MAINTENANCE SUPPLIES	(7,500)	
<u>100-570-53930</u>	MISCELLANEOUS SUPPLIES	6,000	
<u>100-570-55270</u>	FURNITURE & EQUIPMENT	13,000	
			11,500
<b>HEALTH &amp; PAUPERS CARE</b>			
<u>100-646-54890</u>	ATTORNEY FEES	15,000	
			<u>15,000</u>
<b>GRAND TOTAL GENERAL FUND</b>			<u><u>3,724</u></u>



**PANOLA COUNTY  
2017  
BUDGET AMENDMENT #14**

We hereby amend the Panola County Budget for the Fiscal Year 2017 as set forth above according to the procedures outlined under Vernons Texas Codes Annotated Local Government Code, Chapter 111, Subchapter A Sections 111.010 (d), 111.0106, 111.0107, 111.0108. A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2017.

Signed on this 3rd day of October, 2017.

Lee Ann Jones  
County Judge

Ronnie La Grone  
Commissioner Precinct # 1

John Hodberg  
Commissioner Precinct # 2

C. M. [Signature]  
Commissioner Precinct # 3

Dale La Grone  
Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 3rd day of October, 2017 as the same appears on file in the office of the County Clerk of Panola County.

Maureen Davis  
County Clerk



**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

**ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED**

**DECEMBER 31, 2016**

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**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1  
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**ROBINSON & PAYNE, PLLC**  
CERTIFIED PUBLIC ACCOUNTANTS  
325 WEST SABINE ST, STE 8  
CARTHAGE, TEXAS 75633

MEMBERS OF  
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
TEXAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

TELEPHONE  
(903) 693-8522

## INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Panola County Emergency Services District No. 1  
Carthage, Texas

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major special revenue fund of the Panola County Emergency Services District No. 1 (the District), as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major special revenue fund of the District as of December 31, 2016, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

To the Board of Commissioners of the  
Panola County Emergency Services District No. 1  
Page 2 of 2

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and budgetary comparison information on pages 3 through 6 and 12 be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 13, 2017, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Robinson & Payne*

Robinson & Payne, PLLC  
Certified Public Accountants

September 13, 2017

## MANAGEMENT'S DISCUSSION AND ANALYSIS

In this section of the Annual Financial and Compliance Report, we, the managers of Panola County Emergency Services District No. 1, discuss and analyze the District's financial performance for the year ended December 31, 2016. Please read it in conjunction with the independent auditors' report on page 1, and the District's basic financial statements that begin on page 7.

### FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent period by \$2,703,705 (net position).
- At the close of the current year, fund balance for the District's special revenue fund was \$873,666.

### OVERVIEW OF THE FINANCIAL STATEMENTS

The discussion and analysis are intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

#### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to the financial reports of a business enterprise. The Statement of Net Position (on page 7) presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. The Statement of Activities (on page 9) presents information showing how the government's net position changed during the most recent period. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods.

#### Fund Financial Statements

The fund financial statements start on page 10. The District reports only one fund type: governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. These statements also reflect the flow of current financial resources and supply the basis for tax levies and the appropriations budget.

The District maintains only one individual governmental fund, a special revenue fund, which it uses to account for all of its operations.

The District adopts an annual appropriated budget for its special revenue fund. A budgetary comparison statement has been provided for the special revenue fund to demonstrate compliance with this budget.

The notes to the financial statements (starting on page 13) provide narrative explanations or additional data needed for full disclosure in the government-wide statements or the fund financial statements.



GOVERNMENT-WIDE FINANCIAL ANALYSIS

Our analysis of comparative balances and changes therein for the current year's operations presents both current and prior year data and discusses significant changes in the accounts. Our analysis focuses on the net position (Table I) and changes in net position (Table II) of the District's governmental activities.

Net position of the District increased from \$2,607,886 to \$2,703,705. The increase results from the District's revenues exceeding expenditures by \$95,819 as shown in Table II on page 5. Unrestricted net position – the part of net position that can be used to finance day-to-day operations without constraints established by legislation, legal requirements, or designations made by the Board – was \$905,525 at December 31, 2016. Unrestricted net position increased by \$101,703 during the year.

By far the largest portion of the District's net position, 67%, reflects its investment in capital assets (e.g., buildings and equipment). The District uses these capital assets to provide its fire protection services; consequently, these assets are not available for future spending.

**Table I**  
**Panola County Emergency Services District No. 1**

	Governmental Activities	
	2016	2015
<b>NET POSITION</b>		
<b>ASSETS:</b>		
Current and other assets	\$ 1,447,214	\$ 1,529,277
Capital assets	1,798,180	1,804,063
Total Assets	<u>3,245,394</u>	<u>3,333,340</u>
<b>LIABILITIES:</b>		
Other liabilities	<u>3,166</u>	<u>11,013</u>
Total Liabilities	<u>3,166</u>	<u>11,013</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>		
Unearned revenues-advance tax collections	<u>538,523</u>	<u>714,441</u>
Total Deferred Inflows of Resources	<u>538,523</u>	<u>714,441</u>
<b>NET POSITION:</b>		
Invested in capital assets, net of related debt	1,798,180	1,804,063
Unrestricted	<u>905,525</u>	<u>803,823</u>
Total Net Position	<u>\$ 2,703,705</u>	<u>\$ 2,607,886</u>

**Table II**  
**Panola County Emergency Services District No. 1**

**CHANGES IN NET POSITION**

	Governmental Activities	
	2016	2015
Revenues:		
General Revenues:		
Property taxes	\$ 817,921	\$ 854,342
Investment earnings	3,596	3,096
Other income	-	125
Total Revenue	<u>821,517</u>	<u>857,563</u>
Expenses:		
Fire department operating expense	237,115	297,996
Tax assessment	7,373	7,552
Professional & legal	45,863	45,130
Insurance	49,781	47,990
Other board expenses	1,742	3,045
Depreciation	383,824	360,384
Total Expenses	<u>725,698</u>	<u>762,097</u>
Increase in net position	95,819	95,466
Net Position at January 1	<u>2,607,886</u>	<u>2,512,420</u>
Net Position at December 31	<u>\$ 2,703,705</u>	<u>\$ 2,607,886</u>

**THE DISTRICT'S FUNDS**

As the District completed the year, its governmental fund reported a fund balance of \$873,666, an increase of \$96,208 in comparison with the prior year. This is due to the current year's revenues exceeding current year expenditures.

The Board made various amendments to the District's budget during 2016.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

At the end of 2016, the District had \$5,737,698 invested in a broad range of capital assets, including buildings and improvements and equipment used in providing fire protection services.

This year's additions included trucks and equipment amounting to \$377,940.

At year end, the District had no outstanding debt.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The District's elected and appointed officials considered many factors when setting the 2017 budget and tax rates. These factors included, but were not limited to, property values and anticipated needs of the individual fire departments and for general board expenditures.

The Board adopted a 2017 budget of \$835,400 and a tax rate of \$.0213.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the District's finances and show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Drew Nixon, CPA, 1509 West Panola, Carthage, Texas 75633.

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1**  
**EXHIBIT 1**  
**STATEMENT OF NET POSITION**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

<u>ASSETS</u>	
Cash and cash equivalents	\$ 552,971
Investments	800,000
Taxes receivable	31,859
Prepaid expenses	40,464
Other receivables	21,920
Capital assets, net of accumulated depreciation	
Land	10,803
Building and improvements	284,693
Equipment	1,502,684
Total Assets	3,245,394
 <u>LIABILITIES</u>	
Accounts payable	3,166
Total Liabilities	3,166
 <u>DEFERRED INFLOWS OF RESOURCES</u>	
Unearned revenue – advance tax collections	538,523
Total Deferred Inflows of Resources	538,523
 <u>NET POSITION</u>	
Invested in capital assets, net of related debt	1,798,180
Unrestricted	905,525
Total Net Position	\$ 2,703,705

The accompanying notes are an integral part  
of these financial statements.

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**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1**  
**EXHIBIT 2**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

EXPENSES

Fire department operating expenses	\$	237,115
Tax assessment		7,373
Professional & legal		45,863
Insurance		49,781
Other board expenses		1,742
Depreciation		383,824
Total expenses		725,698

GENERAL REVENUES

Property taxes		817,921
Investment earnings		3,596
Total general revenues		821,517
Increase in net position		95,819
Net position – beginning of the year		2,607,886
Net position – end of the year	\$	2,703,705

The accompanying notes are an integral part  
of these financial statements.

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1**  
**EXHIBIT 3**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2016**

	Special Revenue Fund	Total Governmental Funds
<b><u>ASSETS</u></b>		
Cash and cash equivalents	\$ 552,971	\$ 552,971
Investments	800,000	800,000
Receivables (net of allowances)		
Delinquent taxes	31,859	31,859
Prepaid insurance	40,464	40,464
Due from Panola County	21,920	21,920
	<u>1,447,214</u>	<u>1,447,214</u>
<b><u>LIABILITIES</u></b>		
Accounts payable	3,166	3,166
	<u>3,166</u>	<u>3,166</u>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Unearned revenue – advance tax collections	538,523	538,523
Deferred revenues – property taxes	31,859	31,859
	<u>570,382</u>	<u>570,382</u>
<b><u>FUND BALANCES</u></b>		
Assigned Fund Balance	873,666	873,666
	<u>873,666</u>	<u>873,666</u>
Total Liabilities, Deferred Inflows and Fund Balance	<u>\$ 1,447,214</u>	<u>\$ 1,447,214</u>

The accompanying notes are an integral part  
of these financial statements.

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1**  
**EXHIBIT 4**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Special Revenue Fund</u>	<u>Total Governmental Funds</u>
<u>REVENUES</u>		
General Revenues:		
Property taxes	\$ 812,426	\$ 812,426
Interest	3,596	3,596
Total Revenues	816,022	816,022
 <u>EXPENDITURES</u>		
Fire department operating expenses	237,115	237,115
Tax assessment	7,373	7,373
Professional & legal	45,863	45,863
Insurance	49,781	49,781
Other board expenses	1,742	1,742
Capital expenditures	377,940	377,940
Total Expenditures	719,814	719,814
Net Change in Fund Balance	96,208	96,208
Fund Balance, Beginning of Year	777,458	777,458
Fund Balance, End of Year	\$ 873,666	\$ 873,666

The accompanying notes are an integral part  
of these financial statements.



**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1**  
**EXHIBIT 5**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE – BUDGET AND ACTUAL**  
**SPECIAL REVENUE FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
<u>REVENUES</u>				
Property taxes	\$ 836,194	\$ 836,194	\$ 822,748	\$ (13,446)
Interest	2,000	2,000	3,596	1,596
Total Revenues	<u>838,194</u>	<u>838,194</u>	<u>826,344</u>	<u>(11,850)</u>
<u>EXPENDITURES</u>				
Fire department operating expense	228,394	243,084	237,115	5,969
Tax assessment	12,000	12,000	7,373	4,627
Tax collection fees	16,000	16,000	10,322	5,678
Professional & legal	40,000	40,000	45,863	(5,863)
Insurance	50,000	50,000	49,781	219
Other board expenses	6,500	6,500	1,742	4,758
Capital expenditures	485,300	470,610	377,940	92,670
Total Expenditures	<u>838,194</u>	<u>838,194</u>	<u>730,136</u>	<u>108,058</u>
Net Change in Fund Balance	-	-	96,208	96,208
Fund Balance, Beginning of Year	<u>777,458</u>	<u>777,458</u>	<u>777,458</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ 777,458</u>	<u>\$ 777,458</u>	<u>\$ 873,666</u>	<u>\$ 96,208</u>

The accompanying notes are an integral part  
of these financial statements.

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2016**

**NOTE 1 – CREATION OF THE DISTRICT**

The Panola County Emergency Services District No. 1 was created after a public election held in 1996, under the provision of Section 48-d of Article III of the Constitution of Texas. The District was established to provide fire protection services to residents of the District

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A. Reporting Entity

The accompanying financial statements present the District's primary government and component units over which the District exercises significant influence. Significant influence or accountability is based primarily on operational or financial relationships with the District. The District exercises no influence over any other reporting entity; therefore, the District has no component units. The District has a relationship with Panola County, Texas, in that the Commissioners of the District, by statute, are appointed by the Commissioner's Court of Panola County, Texas. The District, however, is responsible for its own financial activities and is not considered a component unit of Panola County.

B. Basis of Presentation, Measurement Focus, and Basis of Accounting

The Statement of Net Position and the Statement of Activities are government-wide financial statements. These statements include the financial activities of the overall government. The government-wide financial statements use the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied.

The governmental fund financial statements use the current financial resources measurement focus and the modified accrual basis of accounting applicable to governmental funds in accordance with the standards established by the Governmental Accounting Standards Board. Under this method, all expenditures and all revenues currently measurable and available are accrued.

The District reports the following major governmental fund

Special Revenue Fund – The District accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources, as they are needed.

The District does not utilize a formal encumbrance accounting system.

C. Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and certificates of deposit with an original maturity of less than 90 days.

D. Capital Assets

Capital assets, which include buildings and improvements and equipment, are reported in the governmental column in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The District's capitalization policy includes real or personal property with a value equal to or greater than \$5,000 and has an estimated life of greater than 1 year.

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2016**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

D. Capital Assets (cont.)

Buildings and improvements and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings & improvements	22
Equipment	8-10

E. Budgets and Budgetary Accounting

The board of commissioners is responsible for preparing and adopting the District's annual budget. This budget is prepared on the modified accrual basis of accounting applicable to governmental funds. The budget is primarily a management tool. The board is responsible for monitoring expenditures within guidelines established by the budget.

F. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has no items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until then. Deferred revenue is reported in the governmental fund Balance Sheet. Net delinquent taxes receivable as of December 31, 2016 are recorded as deferred revenue. Also, any current taxes collected between October 1 and December 31 in the current year are not available for use until January 1 of next year. These advance tax collections are recorded as deferred inflows of resources.

G. Fund Balances

In fund financial statements, governmental funds may report fund balances in the following classifications:

1. *Nonspendable fund balance* – amounts that are not in spendable form, such as fund balances associated with inventories, prepaids, and long-term loans and notes receivable
2. *Restricted fund balance* – amounts that can be spent only for the specific purposes stipulated by their providers, such as grantors, bondholders, and higher levels of government, through constitutional provisions, or by enabling legislation.
3. *Committed fund balance* – amounts that can only be used for the specific purposes determined by a formal action of the District's Board of Commissioners (the District's highest level of decision-making authority). These amounts cannot be used for any other purpose unless the District's Board of Commissioners takes the same level of action to remove or change the constraint
4. *Assigned fund balance* – amounts intended to be used by the government for specific purposes but to not meet the criteria to be classified as restricted or committed. Intent can be expressed by the District's Board of Commissioners or an individual to whom the Board of Commissioners has delegated the authority to assign fund balances

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016**

**G Fund Balances (cont )**

- 5 *Unassigned fund balance* – amounts that are available for any purpose; these amounts are reported only in a General Fund

The District’s total fund balance is reported as Assigned Fund Balance. This amount is intended by the District’s Board of Commissioners to be used only to provide fire protection and prevention services to the residents of the District.

**H. Net Position**

In the government-wide financial statements, net position represents the difference between assets and liabilities. Net position invested in capital assets, net of any related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets, and adding back any unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors or laws and regulations of other governments.

**NOTE 3 – FIRE PROTECTION SERVICES**

Each year, the District enters into agreements with the Flatwoods, Inter Community, Woods, Clayton, Beckville, Community Four, and Gary Volunteer Fire Departments to provide fire protection and prevention services to the residents of the District. This continuous agreement may be terminated upon adequate written notice by either party.

**NOTE 4 – EXPENDITURES**

In 2015, the District disbursed a base amount of \$28,200 to each volunteer fire department for expenses incurred in fire protection and prevention services. These funds were distributed to the departments in quarterly payments of \$7,050, contingent upon provision of supporting documentation for their expenditures. In 2016, the District disbursed monthly amounts to each volunteer fire department of \$1,000 each month for the months January through April and \$1,500 each month for the months May through December. Expenditures in excess of the quarterly payment amount were submitted to the District for payment as needed. The remaining expenditures reflect the cost of goods and services shared by the District and the departments.

**NOTE 5 – EXPLANATION OF CERTAIN DIFFERENCES BETWEEN THE GOVERNMENTAL FUND FINANCIAL STATEMENTS AND THE GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The fund balance and the change in fund balance for total governmental funds reported on the governmental fund financial statements differ from the net position and change in net position for governmental activities as reported in the government-wide financial statements

When capital assets that are to be used in governmental activities are purchased or constructed, the costs of those assets are reported as expenditures in governmental funds. However, the Statement of Net Position includes those capital assets among the assets of the District as a whole. The net effect of including the beginning balances for capital assets, net of depreciation, is an increase to net position. The details of capital assets at the beginning of the year are as follows:

<u>Capital Assets</u> <u>At the Beginning of the Year</u>	<u>Historic</u> <u>Cost</u>	<u>Accumulated</u> <u>Depreciation</u>	<u>Net Value at the</u> <u>Beginning of the Year</u>	<u>Change in</u> <u>Net Assets</u>
Land	\$ 10,803	\$ -	\$ 10,803	
Building and improvements	506,799	199,872	306,927	
Equipment	<u>4,849,456</u>	<u>3,363,122</u>	<u>1,486,334</u>	
Total				<u>\$ 1,804,064</u>

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016**

**NOTE 5 – EXPLANATION OF CERTAIN DIFFERENCES BETWEEN THE GOVERNMENTAL FUND FINANCIAL STATEMENTS AND THE GOVERNMENT-WIDE FINANCIAL STATEMENTS (cont.)**

Current year capital outlays are expenditures in the fund financial statements, but they should be shown as increases in capital assets in the government-wide financial statements. Moreover, current year depreciation expense is not reported in the fund financial statements, but is reflected as a decrease in net position in the government-wide financial statements.

Summary reconciliations of the governmental fund Balance Sheet to the Statement of Net Position and the Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities are presented below and on the following page.

<b>Total Fund Balance – Governmental Funds</b>	\$	873,666
Uncollected taxes (assumed collectible) from current & prior year levies		31,859
Capital assets, beginning of the year, net of accumulated depreciation		1,804,064
Current year capital outlays		377,940
Current year depreciation expense		(383,824)
<b>Net Position of Governmental Activities</b>	<b>\$</b>	<b><u>2,703,705</u></b>

<b>Total Change in Fund Balance – Governmental Funds</b>	\$	96,208
Current year increase in net taxes receivable		5,495
Current year capital outlays		377,940
Current year depreciation expense		(383,824)
<b>Change in Net Position of Governmental Activities</b>	<b>\$</b>	<b><u>95,819</u></b>

**NOTE 6 – DEPOSITS WITH FINANCIAL INSTITUTIONS**

During the 2016 fiscal year, all deposits and investments were comprised of bank demand deposits and bank time deposits. The District's demand deposits and time deposits are fully covered by federal depository insurance and collateral held by the District's agent, First State Bank & Trust Co., in the name of the District.

In compliance with the Public Funds Investment Act, the District has adopted a deposit and investment policy. Specific policies applicable to deposits and investments of the District and the risks of such are described below.

- a. **Custodial Credit Risk-Deposits:** In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The District's policy regarding types of deposits allowed is that such deposits be covered by depository insurance or fully collateralized by pledged securities held by the pledging institution's agent in the name of Panola County Emergency Services District No. 1. The highest combined balances of cash, savings, and time deposit accounts amounted to \$1,484,279 and occurred during the month of January 2016. The market value of securities pledged as of the date of the highest combined balance on deposit was \$1,670,678. The total amount of FDIC coverage at the time of the highest combined balance was \$250,000. During the year, the District was not exposed to custodial credit risk for deposits. At December 31, 2016 the District's cash deposits were entirely covered by FDIC insurance or by pledged collateral held by the District's agent bank in the District's name.
  
- b. **Custodial Credit Risk- Investments:** For an investment, this is the risk that, in the event of a failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District's temporary investments are on deposit with First State Bank and are not included in this type of custodial credit risk. During the year, the District was not exposed to custodial credit risk for investments.

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016**

**NOTE 6 – DEPOSITS WITH FINANCIAL INSTITUTIONS (cont.)**

- c. Concentration Risk. This risk is the risk of loss attributed to the magnitude of a government’s investment in a single issuer. The District does not have a specific policy regarding concentration of credit risk, as it does not contemplate the investment of funds in such instruments. During the year, the District was not exposed to concentration of credit risk.
- d. Interest Rate Risk. Interest rate risk occurs when potential purchasers of debt securities do not agree to pay face value for those securities if interest rates rise. The District does not have a specific policy regarding interest rate risk, as it does not contemplate the investment of funds in such instruments. During the year, the District was not exposed to interest rate risk.

A summary of the composition of the deposit balances as of December 31, 2016 is shown below:

Demand Deposit Accounts	\$ 552,972
Certificates of Deposit	<u>800,000</u>
Total:	<u>\$ 1,352,972</u>

**NOTE 7 - AD VALOREM TAXES**

The District’s ad valorem taxes are levied on October 1, but do not become due until January 1 of the following year. Taxes become past due February 1 and become delinquent June 30. Because the taxes are not due and payable until January 1, no current taxes receivable are reported as of December 31.

Since delinquent taxes were due on January 1 of the fiscal and budget year, any unpaid taxes are recorded as a receivable, net of allowance for uncollectibles. This receivable has been reported in the assets section of the balance sheet and offset as deferred revenues in the deferred inflows of resources section.

The following is a summary of the gross delinquent taxes and the allowance for uncollectible taxes:

Delinquent Taxes	\$42,479
Allowance for Uncollectible Taxes	<u>10,620</u>
Net Taxes receivable	<u>\$31,859</u>

By policy, any taxes, regardless of character (delinquent, advance) collected between October 1 and December 31 are not available for use until January 1, the beginning of the next fiscal year. Therefore, all of these receivable and advance collections are recorded as unearned revenues in the deferred inflows of resources section of the balance sheet and statement of net position

A summary of taxes collected and recognized as current, unearned or deferred revenue is summarized below:

	<u>Recognized in Current Year</u>	<u>Deferred Revenue</u>	<u>Unearned Revenues</u>
Advanced tax collections in 2015	\$ 714,441	\$ -	\$ -
Collections from January 1, 2016 to September 30, 2016	97,985	-	-
Advance collections of 2016 taxes	-	-	516,603
Due from Panola County Tax Assessor at December 31, 2016	-	-	21,920
Delinquent taxes receivable (net of allowance)	-	<u>31,859</u>	-
Total	<u>\$ 812,426</u>	<u>\$ 31,859</u>	<u>\$ 538,523</u>

The 2016 tax rate per \$100 valuation is .0213.

**PANOLA COUNTY EMERGENCY SERVICES DISTRICT NO. 1  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016**

**NOTE 8 – CAPITAL ASSET ACTIVITY**

Capital asset activity for the year ended December 31, 2016 was as follows:

	<u>Beginning Balance</u>	Primary Government		<u>Ending Balance</u>
		<u>Additions</u>	<u>Retirements</u>	
Governmental Activities				
Land	\$ 10,803	\$ -	\$ -	\$ 10,803
Buildings and improvements	506,799	-	-	506,799
Equipment	<u>4,849,456</u>	<u>377,940</u>	<u>(7,300)</u>	<u>5,220,096</u>
Totals at Historic Cost	<u>5,367,058</u>	<u>377,940</u>	<u>(7,300)</u>	<u>5,737,698</u>
Less Accumulated Depreciation:				
Buildings and improvements	199,872	22,234	-	222,106
Equipment	<u>3,363,122</u>	<u>361,590</u>	<u>(7,300)</u>	<u>3,717,412</u>
Total Accumulated Depreciation	<u>3,562,994</u>	<u>383,824</u>	<u>(7,300)</u>	<u>3,939,518</u>
Governmental Activities, Capital Assets, Net	<u>\$ 1,804,064</u>	<u>\$ (5,884)</u>	<u>\$ -</u>	<u>\$ 1,798,180</u>

**NOTE 9 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. At no time during the last three fiscal years have claims exceeded commercial coverage.

**NOTE 10 – COMMITMENTS AND CONTINGENT LIABILITIES**

As of December 31, 2016, there were no known contingent liabilities.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To The Board of Commissioners of the  
Panola County Emergency Services District No 1  
Carthage, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major special revenue fund of the Panola County Emergency Services District No. 1, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 13, 2017.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Panola County Emergency Services District No. 1's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Panola County Emergency Services District No. 1's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



To the Board of Commissioners of the  
Panola County Emergency Services District No 1  
Page 2 of 2

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Robinson & Payne*

Robinson & Payne, PLLC  
Certified Public Accountants

September 13, 2017

APPROVED

10-03-2017



Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

Toni Hughes

POSITION:

JP 2

DEPARTMENT:

Justice of the Peace

DATE:

9/13/17

CONFERENCE:

Legal Updates

LOCATION:

Marshall, TX

DATES:

November 9 to November 9

Does the conference meet your educational requirement for the year? no

If not, how much of your requirements will be met by this conference? -

How much of your requirements have been met already, not counting this conference?

none for JP yet

How many days have you been away from your job this year for conferences, not counting this conference? 4 days

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

To Receive training and changes on Legal Updates.

**East Texas Justice of the Peace  
And Constables Association Inc.**

**Meeting November 8<sup>th</sup> & 9<sup>th</sup>, 2017  
Marshall Visual Art Center, 208 E. Burleson, Marshall, TX. 75672**

**Registration Form:**

JP2                      Toni Hughes                      Panola  
Title                      Name                      County

1108 Sycamore Rm 103, Carthage TX                      75633  
Address                      City,                      State                      Zip Code

No                      Yes  
I will attend the Wed. evening Meal                      I will attend lunch

903-693-0377                      thughes@co.panola.tx.us  
Phone Number                      e-mail address

**Registration Fee: \$25.00 until Oct. 25th, after Nov.7th \$35.00**

**Make Checks payable to: ETJPCA  
P.O. Box 355  
Marshall, Texas 75671-0355**

**Any questions or comments contact:**

**Nancy George  
Sec. / Tres. ETJPCA  
Office 903- 923-4011  
Home 903-930-8400  
Fax 903-927-1826**

*Handwritten mark*

**You Can Fax your Form in and pay at the Door we need to  
Know that you are attending for planning purposes.**

#PO 014053

# East Texas Justices of the Peace & Constables Association, Inc.

P. O. Box 355  
Marshall, Texas 75671-0355

903/903-923-4011  
903/927-1826 Fax

Constable Steve Bowser, President  
903-850-5326 sbowser@co.wood.tx.us

Judge Nancy George Sec./Tres.  
nancyg@co.harrison.tx.us 903-923-4011

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Notice to all Board members and to all members:

**Our next Meeting will be held in Marshall, Texas on November 8 & 9<sup>th</sup> 2017 hosted by Harrison County Justices of the Peace and Constables.**

**Hotel: Comfort Suites, 5204 East End Blvd S (Hwy59), Marshall, Texas. 75672 phone 903-927-1139, with a rate of \$89.99, plus motel tax. Cut-Off date Oct 18, 2017.**

**The Schedule is as follows:**

**Board meeting: November 8<sup>th</sup> 2017 at 6:30 P.M. at TBA**

**Training Meeting: November 9<sup>th</sup> 2017 at the Marshall Visual Art Center. 208 E. Burleson, Marshall, Texas 75672**

**Reg. & Check In: 8:00 AM, Welcome 8:30 AM, Training 9:00AM, The program is on "Legal Update" (Law Enforcement will get Tcole credit). Put on by Marshall Police Department.**

**Lunch at 12:00 noon: Provided by "Bear Creek Smokehouse"**

**Registration Fee will be \$25.00 until October 25, 2017 and after November 7<sup>th</sup> the fee will be \$35.00. You can make your payment to ETJPCA at P.O. Box 355, Marshall, TX. 75671. You can also fax your registration form to 903-927-1826 or e-mail it to Nancy George at nancyg@co.harrison.tx.us . you can bring your payment to the meeting.**

**We need to know in advance if you are coming for planning purposes. Walking in does not help the Host Committee in planning.**

**Our Web-site is up so check it out at: www.etjpc.com**

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

10-03-2017



Lee Ann Jones,  
County Judge

NAME: MARIA HERNANDEZ

POSITION: CRIMINAL CLERK

DEPARTMENT: JUSTICE OF THE PEACE PCT 2 & 3

DATE: 09-14-2017

CONFERENCE: LEGAL UPDATES

LOCATION: MARSHALL, TX

DATES: NOVEMBER 09, 2017

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 2 DAY

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met already, not counting this conference?

-----

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

TO RECEIVE TRAINING AND CHANGES ON LEGAL UPDATES O RECEIVE TRAINING AND CHANGES ON LEGAL UPDATES O RECEIVE TRAINING AND CHANGES ON LEGAL UPDATES

**East Texas Justice of the Peace  
And Constables Association Inc.**

**Meeting November 8<sup>th</sup> & 9<sup>th</sup>, 2017  
Marshall Visual Art Center, 208 E. Burleson, Marshall, TX. 75672**

**Registration Form:**

Criminal Clerk Maria Hernandez Panola  
Title Name County

110 S. Sycamore Room 103 Carthage, TX 75103  
Address City, State Zip Code

NO I will attend the Wed. evening Meal Yes I will attend lunch

903-693-0377 Phone Number maria.hernandez@co.panola.tx.us e-mail address

**Registration Fee: \$25.00 until Oct. 25th, after Nov. 7th \$35.00**

**Make Checks payable to: ETJPCA  
P.O. Box 355  
Marshall, Texas 75671-0355**

**Any questions or comments contact:**

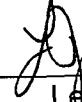
**Nancy George  
Sec. / Tres. ETJPCA  
Office 903- 923-4011  
Home 903-930-8400  
Fax 903-927-1826**

**You Can Fax your Form in and pay at the Door we need to  
Know that you are attending for planning purposes.**

#P0014053

APPROVED

10-03-2017



Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME Timothy Windham

POSITION Deputy

DEPARTMENT Panola County Sheriff's Office

DATE 9-13-17

CONFERENCE Interacting with Deaf/Hearing impaired drivers

LOCATION Carthage P.D.

DATES 10-17-17 to 10-17-17

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE 1/2

Does the conference meet your educational requirements for the year? No

If not, how much of your requirements will be met by this conference? 4


How much of your requirements have been met already, not counting this conference?  
4

How many days have you been away from your job this year for conferences, not counting this conference? 1/2

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference (continue on the back if necessary.)

Required training

APPROVED  
10-03-2017  
  
Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Chris Dickerson  
POSITION: Deputy  
DEPARTMENT: Panola County Sheriff's Office  
DATE: 9-13-17

CONFERENCE: Interacting with Deaf/Hearing impaired Drivers  
LOCATION: Carthage P.D.  
DATES: 10-17-17 to 10-17-17

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1/2

Does the conference meet your educational requirements for the year? No

If not, how much of your requirements will be met by this conference? 4

How much of your requirements have been met already, not counting this conference?  
4

How many days have you been away from your job this year for conferences, not counting this conference? 1/2

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Required training



APPROVED

10-03-2017

Lee Ann Jones,  
County Judge

### PANOLA COUNTY OFFICIAL/EMPLOYEE REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: Josh Nagle

POSITION: Deputy

DEPARTMENT: Panola County Sheriff's Office

DATE: 9-13-17

CONFERENCE: Interacting with Deaf/Hearing impaired Drivers

LOCATION: Carthage P.P.

DATES: 10-19-17 to 10-19-17

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1/2

Does the conference meet your educational requirements for the year? No

If not, how much of your requirements will be met by this conference? 2

How much of your requirements have been met already, not counting this conference?  
4

How many days have you been away from your job this year for conferences, not counting this conference? 1/2

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Required training

APPROVED

10-03-2017



Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: James Ferris

POSITION: Investigator

DEPARTMENT: Panola County Sheriff's Office

DATE: 09/19/2017

CONFERENCE: Glock Armorer Course

LOCATION: Marshall PD

DATES: 10/31/2017 to 10/31/2017

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1

Does the conference meet your educational requirements for the year? No

If not, how much of your requirements will be met by this conference? 8 hours

How much of your requirements have been met already, not counting this conference?

8 hours

How many days have you been away from your job this year for conferences, not counting this conference? 1

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Course covers maintenance & repair of department & deputy owned Glock service pistols.

APPROVED

10-03-2017



Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: William Alexander

POSITION: Deputy Constable

DEPARTMENT: Panola County Constable 14

DATE: \_\_\_\_\_

CONFERENCE: CIT training

LOCATION: Tyler Tx

DATES: Aug 8, 2017 to Aug 8, 2017

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1

Does the conference meet your educational requirements for the year? YES

If not, how much of your requirements will be met by this conference? 8hrs

How much of your requirements have been met already, not counting this conference?  
32

How many days have you been away from your job this year for conferences, not counting this conference? 1

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

mandatory class Billy needs for CE hours.