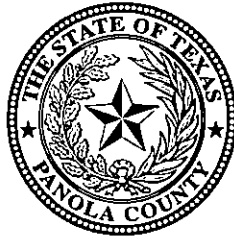


LORETTA MASON  
*Deputy Election Administrator*  
*Deputy Election Registrar*



PANOLA COUNTY COURTHOUSE  
522 W. COLLEGE  
CARTHAGE, TX 75633  
TELEPHONE (903) 693-0370  
FAX (903) 693-7283

CHEYENNE LAMPLEY  
*Election Administrator*  
*Voter Registrar*

August 20, 2019

Panola County Commissioners' Court

RE: Temp Worker

I am writing to record the temporary employment of Vanessa Massey for early voting and election day for 2019. She will begin October 21, 2019 and ends November 5, 2019 at the rate of \$8.50/hour.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Cheyenne Lampley".

Cheyenne Lampley

# County of Panola



*Bryan Murff*  
*Constable Precincts 1 & 4*  
*314 W Wellington Street*  
*Carthage, Texas 75633*

To The Commissioners Court

Ref: Retirement

Effective August 26, 2019 Deputy Constable Robert J Fleming will be retiring from this office after 20 plus years of service.

Bryan Murff, Constable Pct 1&4

A handwritten signature in cursive script that reads "Bryan Murff".

# **PANOLA COUNTY SHERIFF'S OFFICE**

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

August 16, 2019

The Honorable LeeAnn Jones  
Panola County Judge  
110 S. Sycamore  
Carthage, Texas 75633

Dear Judge Jones,

Please add the following items to the next scheduled meeting of the Panola County Commissioner's Court:

Please record the employment of Michelle Landreneaux as a Detention Officer for the Panola County Sheriff's Office at a pay rate of \$14.19 per hour effective August 17, 2019.

Please record the employment of James McBrayer as a Detention Officer for the Panola County Sheriff's Office at a pay rate of \$14.19 per hour effective August 24, 2019.

Sincerely,

A handwritten signature in black ink, appearing to read "K Lake", with a long horizontal stroke extending to the right.

Kevin Lake  
Sheriff

KL/lw

CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**



**BOBBIE DAVIS**  
COUNTY CLERK  
PANOLA COUNTY

August 28, 2019

Honorable LeeAnn Jones  
Panola County Commissioners  
110 South Sycamore  
Carthage, TX 75633

Dear Judge Jones and Commissioners,

Please record the deputation of Jacqueline McDonald as a Deputy Clerk in the County Clerk's Office, and an increase in pay to \$15.38 per hour, effective September 14, 2019.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Bobbie Davis". The signature is fluid and cursive, with the first name "Bobbie" and last name "Davis" clearly distinguishable.

Bobbie Davis  
Panola County Clerk

cc: Joni Reed, County Treasurer  
Jennifer Stacy, County Auditor



## Donation

Date 8-20-19

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

\$ N/A and/or

Material of the following type and amount 71.31 tons of oil dirt

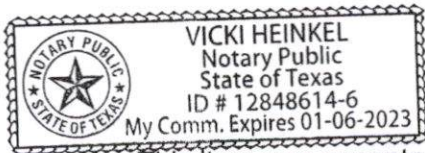
This donation is to be used as needed by the Panola County Road and Bridge Department to improve Panola County road number 336, or if no road is indicated, then it is to be used to improve any Panola County road as seen fit by the Department. This donation must be accepted by the Panola County Commissioners' Court according to Local Gov. 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 given freely and voluntarily.

C. M. [Signature] Commissioner, Precinct # 3

Sworn and subscribed to this 20th day of August, 2019

Vicki Heinkel, Notary Public, State of Texas, My commission expires 1-6-2023



(Panola County Commissioners' Court use only)

This item was accepted/~~disapproved~~ (strike one) at a meeting of the Panola County Commissioners' Court on this 3rd day of September, 202019

County Judge [Signature]

## Donation

Date 9-3-19

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

\$ 139,949.25 and/or

Material of the following type and amount 243.39 Tons of Road Oil

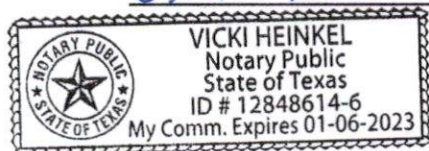
This donation is to be used as needed by the Panola County Road and Bridge Department to improve Panola County road number Precinct #3, or if no road is indicated, then it is to be used to improve any Panola County road as seen fit by the Department. This donation must be accepted by the Panola County Commissioners' Court according to Local Gov. 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 given freely and voluntarily.

[Signature] Commissioner, Precinct # 3

Sworn and subscribed to this 20th day of August, 2019

Vicki Heinkel, Notary Public, State of Texas, My commission expires 1-6-2023



(Panola County Commissioners' Court use only)

This item was accepted/~~disapproved~~ (strike one) at a meeting of the Panola County Commissioners' Court on this 3rd day of September, 202019

County Judge [Signature]

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:

PetroQuest Energy, LLC proposes to place a  
(COMPANY NAME)

4 inch pipe, with 6 inch casing line within the Right-of-Way  
(PIPE SIZE)

of County Road: 471 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 71 feet 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 21st day of  
August, 2018.

FIRM: PetroQuest Energy, LLC  
BY: Taylor Harris  
TITLE: Landman  
ADDRESS: 3591 St. Hwy 315  
Carthage, TX 75633  
PHONE: (903) 754-4799

Dale LaGrone will grant verbal, as of  
8/19/19.

# APPROVAL

September 3, 2019

TO: PetroQuest Energy, LLC  
Attn: Taylor Harris  
3591 St. Hwy 315  
Carthage, TX 75633

RE: **CR #471**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **4" pipe with 6" casing line** within the right-of-way of County Road **#471** 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	David A. Cole
Precinct #3	Craig M. Lawless
Precinct #4	Dale LaGrone



# Untitled Map

Write a description for your map.

## Legend

Possible Frac Route

Untitled Path



Google Earth

2000 ft

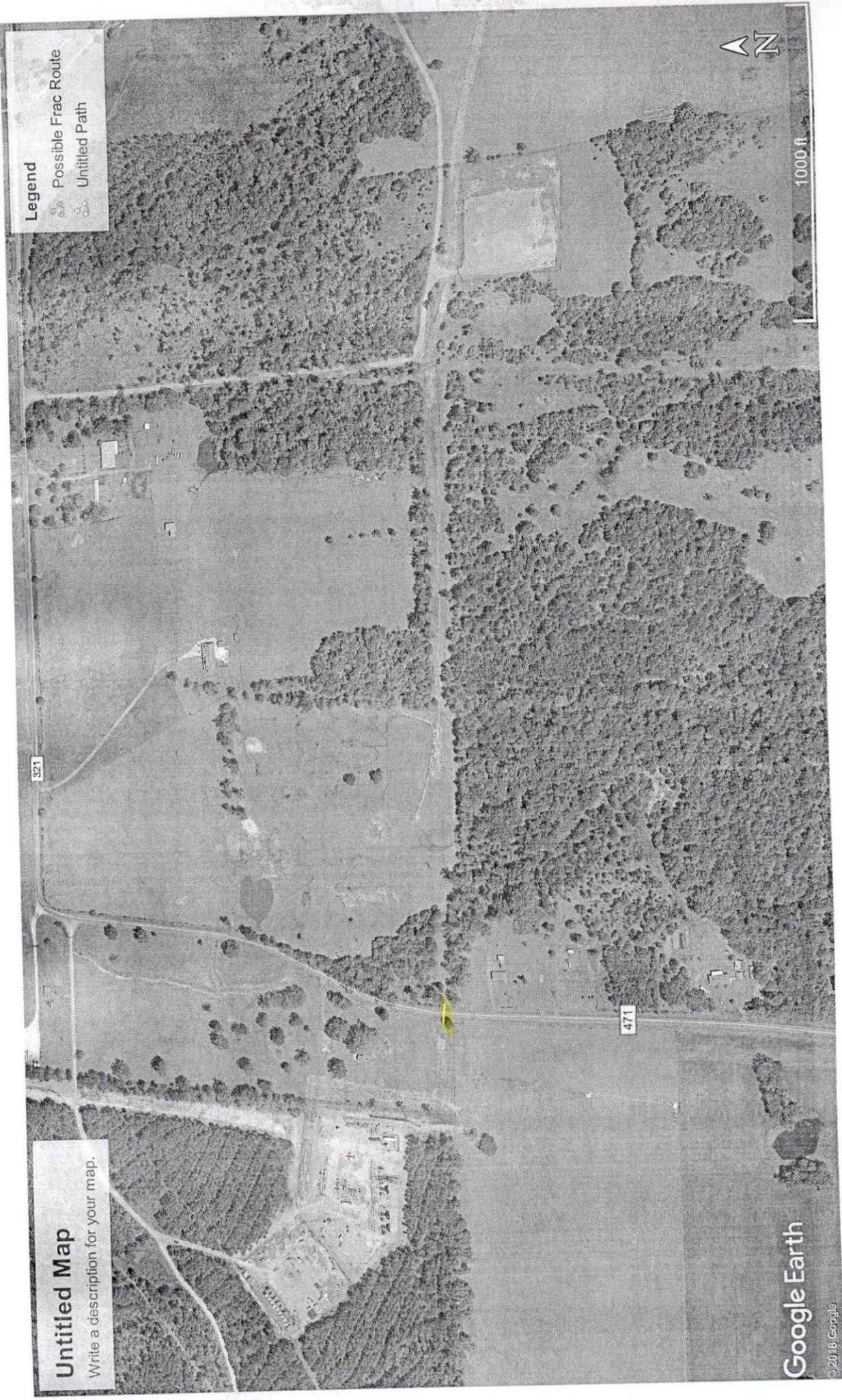


# Untitled Map

Write a description for your map.

## Legend

- Possible Frac Route
- Untitled Path



Google Earth

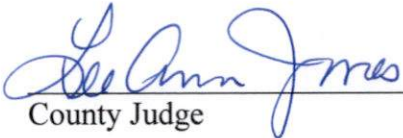
© 2018 Google



**PANOLA COUNTY**  
**2019**  
**BUDGET AMENDMENT #15**

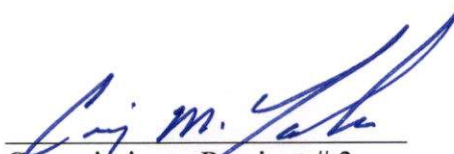
We hereby amend the Panola County Budget for the Fiscal Year 2019 as set forth above according to the procedures outlined under Local Government Code, Chapter 111, Subchapter A Sections 111.010 (c), (d). A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2019.

Signed on this 3rd day of September, 2019.

  
County Judge

  
Commissioner Precinct # 1

  
Commissioner Precinct # 2

  
Commissioner Precinct # 3

  
Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 3rd day of September, 2019 as the same appears on file in the office of the County Clerk of Panola County.

  
County Clerk



September 3, 2019





Panola County, Texas

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT13924 - 9-3-19 AMD#15

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000995	2019 COUNTY BUDGET JAN...	409-BENEFITS TERMINATION PAY RETIREMENT	8/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-52030</a>	RETIREMENT & DEATH BENEFIT	409-RETIREMENT (IT & BTP)	15,921.00	1,000.00	16,921.00
September:	1,000.00				
<a href="#">100-409-54080</a>	CONTINGENCY	409-BENEFITS TERMINATION PAY RETIREMENT	45,189.00	-1,000.00	44,189.00
September:	-1,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000996	2019 COUNTY BUDGET JAN...	409-PRE-EMPLOYMENT PHYSICALS	8/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	409-PRE-EMPLOYMENT PHYSICALS	45,189.00	-2,000.00	43,189.00
September:	-2,000.00				
<a href="#">100-409-54490</a>	PHYSICALS & DRUG SCREEN TESTS	409-PRE-EMPLOYMENT PHYSICALS	4,000.00	2,000.00	6,000.00
September:	2,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000997	2019 COUNTY BUDGET JAN...	426-OFFICE SUPPLIES	8/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-426-53100</a>	OFFICE SUPPLIES & REPAIRS	426-OFFICE SUPPLIES	1,427.00	75.00	1,502.00
September:	75.00				
<a href="#">100-426-53120</a>	LAW BOOKS	426-OFFICE SUPPLIES	10,000.00	-75.00	9,925.00
September:	-75.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000998	2019 COUNTY BUDGET JAN...	477-FURNITURE & EQUIPMENT	8/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-477-53120</a>	LAW BOOKS	477-FURNITURE & EQUIPMENT	17,000.00	-900.00	16,100.00
September:	-900.00				
<a href="#">100-477-55270</a>	FURNITURE & EQUIPMENT	477-FURNITURE & EQUIPMENT	6,915.00	900.00	7,815.00
September:	900.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000999	2019 COUNTY BUDGET JAN...	477-WITNESS EXPENSE	8/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	477-WITNESS EXPENSE	-145,558.00	-30,000.00	-175,558.00
September:	-30,000.00				
<a href="#">100-477-54180</a>	WITNESS EXPENSE	477-WITNESS EXPENSE	35,000.00	30,000.00	65,000.00
September:	30,000.00				

## Budget Adjustment Register

Packet: GLPKT13924 - 9-3-19 AMD#15

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001000	2019 COUNTY BUDGET JAN...	510-CAMERAS FOR VOTER/REG & 3RD FLOOR	8/30/2019

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	510-CAMERAS FOR VOTER/REG & 3RD FLOOR	-145,558.00	-8,000.00	-153,558.00
September:	-8,000.00				
<a href="#">100-510-55270</a>	FURNITURE & EQUIPMENT	510-CAMERAS FOR VOTER/REG & 3RD FLOOR	1,250.00	8,000.00	9,250.00
September:	8,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001001	2019 COUNTY BUDGET JAN...	510-CHAIRS IN PROBATION OFFICE	8/30/2019

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	510-CHAIRS IN PROBATION OFFICE	-145,558.00	-2,000.00	-147,558.00
September:	-2,000.00				
<a href="#">100-510-55270</a>	FURNITURE & EQUIPMENT	510-CHAIRS IN PROBATION OFFICE	1,250.00	2,000.00	3,250.00
September:	2,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001002	2019 COUNTY BUDGET JAN...	510-DESK PROB, VOTER, JP2	8/30/2019

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	510-DESK PROB, VOTER, JP2	-145,558.00	-10,000.00	-155,558.00
September:	-10,000.00				
<a href="#">100-510-55270</a>	FURNITURE & EQUIPMENT	510-DESK PROB, VOTER, JP2	1,250.00	10,000.00	11,250.00
September:	10,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001003	2019 COUNTY BUDGET JAN...	499-CONFERENCES & DUES	8/30/2019

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-499-54270</a>	CONFERENCES AND DUES	499-CONFERENCES & DUES	4,000.00	121.00	4,121.00
September:	121.00				
<a href="#">100-499-54990</a>	MISCELLANEOUS	499-CONFERENCES & DUES	500.00	-121.00	379.00
September:	-121.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001004	2019 COUNTY BUDGET JAN...	595-TRANSFER STATION	8/30/2019

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	595-TRANSFER STATION	45,189.00	-680.00	44,509.00
September:	-680.00				
<a href="#">100-595-54680</a>	TRASH DISPOSAL	595-TRANSFER STATION	408,730.00	680.00	409,410.00
September:	680.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001005	2019 COUNTY BUDGET JAN...	300-MILLER WELDING MACHINE REBATE	8/30/2019

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
----------------	--------------	------------------------	--------	------------	-------

**Budget Adjustment Register**
**Packet: GLPKT13924 - 9-3-19 AMD#15**

<a href="#">300-360-41020</a>	MISCELLANEOUS REVENUE	300-MILLER WELDING MACHINE REBATE	0.00	-300.00	-300.00
January: -25.00	April: -25.00	July: -25.00	October: -25.00		
February: -25.00	May: -25.00	August: -25.00	November: -25.00		
March: -25.00	June: -25.00	September: -25.00	December: -25.00		
<a href="#">300-629-55270</a>	FURNITURE & EQUIPMENT	300-MILLER WELDING MACHINE REBATE	5,300.00	300.00	5,600.00
September: 300.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001006	2019 COUNTY BUDGET JAN...	623-REPLENISH REPAIRS & SUPPLIES	8/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">200-623-53560</a>	REPAIR AND MAINTENANCE SU	623-REPLENISH REPAIRS & SUPPLIES	74,950.00	4,800.00	79,750.00
September: 4,800.00					
<a href="#">200-623-53560</a>	REPAIR AND MAINTENANCE SU	623-REPLENISH REPAIRS & SUPPLIES	74,950.00	10,000.00	84,950.00
September: 10,000.00					
<a href="#">200-623-53560</a>	REPAIR AND MAINTENANCE SU	623-REPLENISH REPAIRS & SUPPLIES	74,950.00	10,000.00	84,950.00
September: 10,000.00					
<a href="#">200-623-53570</a>	PARTS AND REPAIRS	623-REPLENISH REPAIRS & SUPPLIES	77,400.00	-10,000.00	67,400.00
September: -10,000.00					
<a href="#">200-623-55262</a>	BUILDING	623-REPLENISH REPAIRS & SUPPLIES	50,050.00	-4,800.00	45,250.00
September: -4,800.00					
<a href="#">200-623-55270</a>	FURNITURE & EQUIPMENT	623-REPLENISH REPAIRS & SUPPLIES	85,000.00	-10,000.00	75,000.00
September: -10,000.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001007	2019 COUNTY BUDGET JAN...	2019 UNCLAIMED CAP. CREDITS	9/3/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	2019 UNCLAIMED CAP. CREDITS	-145,558.00	-92,998.00	-238,556.00
September: -92,998.00					
<a href="#">100-409-54070</a>	ECONOMIC DEVELOPMENT/ C	2019 UNCLAIMED CAP. CREDITS	14,300.00	92,998.00	107,298.00
September: 92,998.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001008	2019 COUNTY BUDGET JAN...	491-VOTER REGISTRATION PHONE	9/3/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	491-VOTER REGISTRATION PHONE	45,189.00	-1,300.00	43,889.00
September: -1,300.00					
<a href="#">100-491-54200</a>	COMMUNICATION TELEPHONE	491-VOTER REGISTRATION PHONE	1,900.00	1,300.00	3,200.00
September: 1,300.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001009	2019 COUNTY BUDGET JAN...	403-OFFICE SUPPLIES ENCUMB IN 2018	9/3/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-403-53100</a>	OFFICE SUPPLIES & REPAIRS	403-OFFICE SUPPLIES ENCUMB IN 2018	10,000.00	584.00	10,584.00
September: 584.00					
<a href="#">100-409-54080</a>	CONTINGENCY	403-OFFICE SUPPLIES ENCUMB IN 2018	45,189.00	-584.00	44,605.00
September: -584.00					



# Budget Adjustment Register

Packet: GLPKT13924 - 9-3-19 AMD#15

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001010	2019 COUNTY BUDGET JAN...	477-PROFESSIONAL SERVICES	9/3/2019

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	477-PROFESSIONAL SERVICES	-145,558.00	-10,000.00	-155,558.00
September: -10,000.00					
<a href="#">100-477-54150</a>	PROFESSIONAL SERVICES	477-PROFESSIONAL SERVICES	33,450.00	10,000.00	43,450.00
September: 10,000.00					

## Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2019	2019 COUNTY BUDGET JA	<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	-145,558.00	-152,998.00	-298,556.00
		<a href="#">100-403-53100</a>	OFFICE SUPPLIES & REPAIRS	10,000.00	584.00	10,584.00
		<a href="#">100-409-52030</a>	RETIREMENT & DEATH BENEFITS	15,921.00	1,000.00	16,921.00
		<a href="#">100-409-54070</a>	ECONOMIC DEVELOPMENT/ CHA	14,300.00	92,998.00	107,298.00
		<a href="#">100-409-54080</a>	CONTINGENCY	45,189.00	-5,564.00	39,625.00
		<a href="#">100-409-54490</a>	PHYSICALS & DRUG SCREEN TESTI	4,000.00	2,000.00	6,000.00
		<a href="#">100-426-53100</a>	OFFICE SUPPLIES & REPAIRS	1,427.00	75.00	1,502.00
		<a href="#">100-426-53120</a>	LAW BOOKS	10,000.00	-75.00	9,925.00
		<a href="#">100-477-53120</a>	LAW BOOKS	17,000.00	-900.00	16,100.00
		<a href="#">100-477-54150</a>	PROFESSIONAL SERVICES	33,450.00	10,000.00	43,450.00
		<a href="#">100-477-54180</a>	WITNESS EXPENSE	35,000.00	30,000.00	65,000.00
		<a href="#">100-477-55270</a>	FURNITURE & EQUIPMENT	6,915.00	900.00	7,815.00
		<a href="#">100-491-54200</a>	COMMUNICATION TELEPHONE	1,900.00	1,300.00	3,200.00
		<a href="#">100-499-54270</a>	CONFERENCES AND DUES	4,000.00	121.00	4,121.00
		<a href="#">100-499-54990</a>	MISCELLANEOUS	500.00	-121.00	379.00
		<a href="#">100-510-55270</a>	FURNITURE & EQUIPMENT	1,250.00	20,000.00	21,250.00
		<a href="#">100-595-54680</a>	TRASH DISPOSAL	408,730.00	680.00	409,410.00
		<a href="#">200-623-53560</a>	REPAIR AND MAINTENANCE SUPP	74,950.00	24,800.00	99,750.00
		<a href="#">200-623-53570</a>	PARTS AND REPAIRS	77,400.00	-10,000.00	67,400.00
		<a href="#">200-623-55262</a>	BUILDING	50,050.00	-4,800.00	45,250.00
		<a href="#">200-623-55270</a>	FURNITURE & EQUIPMENT	85,000.00	-10,000.00	75,000.00
		<a href="#">300-360-41020</a>	MISCELLANEOUS REVENUE	0.00	-300.00	-300.00
		<a href="#">300-629-55270</a>	FURNITURE & EQUIPMENT	5,300.00	300.00	5,600.00
2019 Total:				756,724.00	0.00	756,724.00
Grand Total:				756,724.00	0.00	756,724.00



Panola County, Texas

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT13876 - 2019 ADJ#15 9-3-2019

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000992	2019 COUNTY BUDGET JAN...	CAUSE NO. 2013-359 J-W POWER COMPANY	8/16/2019
<b>Summary Description:</b> CAUSE NO 2013-359 JUDGMENT PAYMENT MADE ON 8-20-19 TO BRUSNIAK LAW, PLLC DBA RYAN LAW			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	CAUSE NO. 2013-359 J-W POWER COMPANY	45,189.00	-4,112.00	41,077.00
August:	-4,112.00				
<a href="#">100-478-54880</a>	SETTLEMENTS & OTHERS	CAUSE NO. 2013-359 J-W POWER COMPANY	91,905.00	4,112.00	96,017.00
August:	4,112.00				

# Budget Adjustment Register

Packet: GLPKT13876 - 2019 ADJ#15 9-3-2019

## Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2019	2019 COUNTY BUDGET JA	<a href="#">100-409-54080</a>	CONTINGENCY	45,189.00	-4,112.00	41,077.00
		<a href="#">100-478-54880</a>	SETTLEMENTS & OTHERS	91,905.00	4,112.00	96,017.00
2019 Total:				137,094.00	0.00	137,094.00
Grand Total:				137,094.00	0.00	137,094.00

THE STATE OF TEXAS  
COUNTY OF PANOLA

§ IN THE COMMISSIONERS' COURT  
§ OF PANOLA COUNTY, TEXAS

**NOTICE OF FEES CHARGED BY THE SHERIFF AND CONSTABLES  
OF PANOLA COUNTY, TEXAS EFFECTIVE JANUARY 1, 2020**


On the 3<sup>rd</sup> day of September, 2019, the Commissioners' Court of Panola County, Texas pursuant to the provisions of Section 118.131 of the Local Government Code, set the following fees to be charged by the offices of the Sheriff and Constables of Panola County, Texas to become effective on January 1, 2020:

Subpoenas	\$ 50.00
Summons	50.00
Writ of Attachment	100.00
Writ of Garnishment	50.00
Writ of Sequestration	100.00
Order of Sale	100.00
Writ of Possession	100.00
Forcible Detainer	50.00
Small Claims Citation	50.00
Justice Court Citation	50.00
All Other Court Citations	50.00
Citation by Posting	25.00
Restraining Order	50.00
Notice of Hearing to Show Cause	50.00
Precept to Serve	50.00
Trustee Sale (Notice)	50.00
Trustee Sale (Posting)	25.00
Injunction	50.00
Writ of Execution	100.00
Writ of Habeas Corpus	100.00
Any writ of process not listed that requires delivery of the process only	50.00
Any writ of process not listed involving seizure of persons, property, sale of property, stand-bys to prevent breaches of the peace and/or to supervise the execution of any court order, or requiring any action other than delivery of the process only	100.00

IT IS ORDERED by the Commissioners' Court that all citations, precepts, writs or other process of service should be mailed or delivered to Sheriff Kevin Lake, Panola County Sheriff's Department, 314 W. Wellington, Carthage, Texas 75633. Checks or money orders should be made payable to Panola County only.

IT IS FURTHER ORDERED that the District and County Clerks, the Justice Courts, Sheriff and Constables make appropriate revisions of their fee schedules and deposit requirements to incorporate therein the above fees prescribed by this Court.

BY ORDER OF THE COMMISSIONERS'  
COURT OF PANOLA COUNTY, TEXAS



LEE ANN JONES, COUNTY JUDGE



PANOLA COUNTY, TEXAS

**REQUEST FOR PROPOSAL**

RETURN PROPOSAL TO:

**COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE  
110 S. SYCAMORE, ROOM 216-A  
CARTHAGE, TEXAS 75633**

The enclosed REQUEST FOR PROPOSAL (RFP) and accompanying SPECIFICATIONS AND PROPOSAL SHEET are for your convenience in submitting an offer for the enclosed referenced service for Panola County.

Sealed proposals shall be received **no later than:**

**1:30 p.m., TUESDAY, OCTOBER 1, 2019**

**MARK ENVELOPES**

**"AIR CONDITIONING AUTOMATION IN PANOLA COUNTY  
COURTHOUSE, SHERIFF'S DEPARTMENT AND JUDICIAL CENTER"**

Proposer shall sign the proposal on each page. Proposals which are not signed can be rejected. Proposals must be submitted on the enclosed form and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this proposal. Please note that all proposals must be received at the designated location by the deadline shown. Proposals 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 the Commissioners' Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Request for Proposal and specifications should be directed to Building Maintenance Superintendent Tommy Earle, Office (903) 693-0318; Cell (903) 692-2844.

---

Signature

## **REQUEST FOR PROPOSAL**

### **INSTRUCTIONS/TERMS OF CONTRACT**

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

#### **AIR CONDITIONING AUTOMATION IN PANOLA COUNTY COURTHOUSE, SHERIFF'S DEPARTMENT AND JUDICIAL CENTER**

IT IS UNDERSTOOD that the Commissioners' Court of Panola County, Texas reserves the right to reject any or all proposals as it shall deem to be in the best interests of Panola County. The award of this contract shall be made to the responsible offerer whose proposal is determined to be the lowest evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors.

PROPOSALS SHALL include this RFP and all additional documents submitted. Each proposal shall be placed in a separate sealed envelope, 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. FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.

SUBMISSION OF PROPOSALS: Sealed proposals shall be submitted to:

**COUNTY JUDGE**

**PANOLA COUNTY COURTHOUSE**

**110 S. SYCAMORE, ROOM 216-A**

**CARTHAGE, TEXAS 75633**

**Not later than 1:30 p.m., Tuesday, October 1, 2019**

Mark Envelopes:

#### **AIR CONDITIONING AUTOMATION IN PANOLA COUNTY COURTHOUSE, SHERIFF'S DEPARTMENT AND JUDICIAL CENTER**

**ALL PROPOSALS MUST BE RECEIVED BEFORE OPENING DATE AND TIME.**

---

Signature

**REQUEST FOR PROPOSAL**  
**INSTRUCTIONS/TERMS OF CONTRACT**

**FUNDING:** Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2019.

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

**ALTERING PROPOSALS:** Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

**WITHDRAWAL OF PROPOSAL:** A proposal may not be withdrawn or canceled by the offerer without the permission of county for a period of ninety (90) days following the date designated for the receipt of proposals, and offerer so agrees upon submission of their proposal.

**PROPOSALS WILL BE** received and publicly acknowledged at the location, date and time stated above. Offerers, their representatives and interested persons may be present. The proposals shall be received and acknowledged only so as to avoid disclosure of the contents to competing offerers and kept secret during negotiation.

However, all proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposal and identified by offerer as such.

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

**CONTRACT:** This proposal, accompanying documents and any negotiated terms, when properly accepted by county, shall constitute a contract equally binding between the successful offerer and 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 County Judge.

**IF DURING THE** life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to county.

---

Signature

**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 VTCA, Local Government Code Title 5, Subtitle C, Chapter 171.

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

**EXCEPTIONS/SUBSTITUTIONS:** All proposals meeting the intent of this request for proposal will be considered for award. Offerers taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the proposal. The absence of such a list shall indicate that the offerer has not taken exceptions and shall hold the offerer 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 county.

**DESCRIPTIONS:** Any reference to model and/or make/manufacture used in specifications is descriptive, not restrictive. It is used to indicate the type and quality desired.

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

**PROPOSALS 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 OFFERERS:** A prospective offerer must affirmatively demonstrate offerer's responsibility. A prospective offerer 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;

---

Signature

5. be otherwise qualified and eligible to receive an award.

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

**PROPOSAL SELECTION:** The proposal award shall be based on the following percentage evaluation factors:

- 15% Offerer's Qualifications/Experience and Financial Status
- 25% Proposed Pricing
- 30% Meets Needs and Requirements of Panola County As Well As Future Needs Through Enhancements and Upgrades
- 30% Offerer's Support/Service-Including Skills, Number and Availability of Support and Service Personnel

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

**OFFERER SHALL PROVIDE** with this proposal all documentation required by this RFP. Failure to provide this information may result in rejection of proposal.

**SUCCESSFUL OFFERER SHALL** defend, indemnify and save harmless 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 received or sustained by any person, persons or property on account of any negligent act or fault of the successful offerer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from contract award. Successful offerer indemnifies and will indemnify and save harmless 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 offerer shall pay any judgment costs which may be obtained against county growing out of such injury or damages.

**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 offerer must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best offerer 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

---

Signature

interest of the county in the event of breach or default of this contract. 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 county to award another offerer, purchase elsewhere and charge the full increase in cost to the defaulting offerer.

In the event the successful bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, 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 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.

**TERMINATION:** It is Panola County's intent to pay the consideration herein set forth for the full term of contract. However, in order to not create a debt and be in compliance with the Texas Constitution, Panola County reserves the right to terminate contract at the end of the budget years.

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

**NOTICE:** Any notices provided by this bid (or required by law) to be given to the successful offerer by 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 offerer at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

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

**PAYMENT** will be made upon receipt of a valid invoice for services to be rendered, 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.

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

---

Signature

**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 offerer shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of 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.

---

Signature

# **REQUEST FOR PROPOSAL**

## **AIR CONDITIONING AUTOMATION IN PANOLA COUNTY COURTHOUSE, SHERIFF'S DEPARTMENT AND JUDICIAL CENTER**

Proposal should include any and all expenses involved with the installation of:

- 50 discharge air sensors
- Fan status sensor on each unit
- Network Automation Device
- Add routers where needed
- Scheduling feature
- System alarm sent by phone or email
- Network graphic
- Hard wired in
- Install new thermostat wire where needed

Proposer shall provide three (3) references.

Successful proposer shall begin project within thirty (30) days of receiving proposal.

Successful proposer shall work its schedule around all courtrooms while occupied.

For more information regarding this Proposal contact Building Maintenance Superintendent Tommy Earle Office (903) 693-0318; Cell (903) 692-2844.



# BID PROPOSAL

## AIR CONDITIONING AUTOMATION IN PANOLA COUNTY COURTHOUSE, SHERIFF'S DEPARTMENT AND JUDICIAL CENTER

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.

**EQUIPMENT/ INSTALLATION**  
**(See Specifications)**

\$ \_\_\_\_\_

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  
**REQUEST FOR PROPOSAL**

RETURN PROPOSAL TO:

**COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE  
110 S. SYCAMORE, ROOM 216-A  
CARTHAGE, TEXAS 75633**

The enclosed REQUEST FOR PROPOSAL (RFP) and accompanying SPECIFICATIONS AND PROPOSAL SHEET are for your convenience in submitting an offer for the enclosed referenced service for Panola County.

Sealed proposals shall be received no later than:

**1:30 p.m., TUESDAY, OCTOBER 1, 2019**

MARK ENVELOPES

**"CONSTRUCTION MANAGER"**

Proposer shall sign the proposal on each page. Proposals which are not signed can be rejected. Proposals must be submitted on the enclosed form and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this proposal. Please note that all proposals must be received at the designated location by the deadline shown. Proposals 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 the Commissioners' Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Request for Proposal and specifications should be directed to Building Maintenance Superintendent Tommy Earle, Office (903) 693-0318; Cell (903) 692-2844.

---

Signature

## **REQUEST FOR PROPOSAL**

### **INSTRUCTIONS/TERMS OF CONTRACT**

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

#### **CONSTRUCTION MANAGER**

IT IS UNDERSTOOD that the Commissioners' Court of Panola County, Texas reserves the right to reject any or all proposals as it shall deem to be in the best interests of Panola County. The award of this contract shall be made to the responsible offerer whose proposal is determined to be the lowest evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors.

PROPOSALS SHALL include this RFP and all additional documents submitted. Each proposal shall be placed in a separate sealed envelope, 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. FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.

SUBMISSION OF PROPOSALS: Sealed proposals shall be submitted to:

**COUNTY JUDGE**

**PANOLA COUNTY COURTHOUSE**

**110 S. SYCAMORE, ROOM 216-A**

**CARTHAGE, TEXAS 75633**

**Not later than 1:30 p.m., Tuesday, October 1, 2019**

**Mark Envelopes:**

**CONSTRUCTION MANAGER**

**ALL PROPOSALS MUST BE RECEIVED BEFORE OPENING DATE AND TIME.**

---

Signature

**REQUEST FOR PROPOSAL**  
**INSTRUCTIONS/TERMS OF CONTRACT**

**FUNDING:** Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2019.

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

**ALTERING PROPOSALS:** Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

**WITHDRAWAL OF PROPOSAL:** A proposal may not be withdrawn or canceled by the offerer without the permission of county for a period of ninety (90) days following the date designated for the receipt of proposals, and offerer so agrees upon submission of their proposal.

**PROPOSALS WILL BE** received and publicly acknowledged at the location, date and time stated above. Offerers, their representatives and interested persons may be present. The proposals shall be received and acknowledged only so as to avoid disclosure of the contents to competing offerers and kept secret during negotiation.

However, all proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposal and identified by offerer as such.

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

**CONTRACT:** This proposal, accompanying documents and any negotiated terms, when properly accepted by county, shall constitute a contract equally binding between the successful offerer and 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 County Judge.

**IF DURING THE** life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to county.

---

Signature

**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 VTCA, Local Government Code Title 5, Subtitle C, Chapter 171.

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

**EXCEPTIONS/SUBSTITUTIONS:** All proposals meeting the intent of this request for proposal will be considered for award. Offerers taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the proposal. The absence of such a list shall indicate that the offerer has not taken exceptions and shall hold the offerer 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 county.

**DESCRIPTIONS:** Any reference to model and/or make/manufacture used in specifications is descriptive, not restrictive. It is used to indicate the type and quality desired.

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

**PROPOSALS 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 OFFERERS:** A prospective offerer must affirmatively demonstrate offerer's responsibility. A prospective offerer 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.

---

Signature

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

**PROPOSAL SELECTION:** The proposal award shall be based on the following point evaluation factors:

- 30 Previous Related Experience
- 05 Identity and Location of Offeror
- 10 Personnel
- 05 Project Management
- 10 Project Schedule
- 10 References
- 30 Costs

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

**OFFERER SHALL PROVIDE** with this proposal all documentation required by this RFP. Failure to provide this information may result in rejection of proposal.

**SUCCESSFUL OFFERER SHALL** defend, indemnify and save harmless 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 received or sustained by any person, persons or property on account of any negligent act or fault of the successful offerer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from contract award. Successful offerer indemnifies and will indemnify and save harmless 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 offerer shall pay any judgment costs which may be obtained against county growing out of such injury or damages.

**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 offerer must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best offerer 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. County reserves the

---

Signature

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 county to award another offerer, purchase elsewhere and charge the full increase in cost to the defaulting offerer.

In the event the successful bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, 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 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.

**TERMINATION:** It is Panola County's intent to pay the consideration herein set forth for the full term of contract. However, in order to not create a debt and be in compliance with the Texas Constitution, Panola County reserves the right to terminate contract at the end of the budget years.

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

**NOTICE:** Any notices provided by this bid (or required by law) to be given to the successful offerer by 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 offerer at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

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

**PAYMENT** will be made upon receipt of a valid invoice for services to be rendered, 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.

**REMEDIES:** The successful offerer and 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.

---

Signature



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

---

Signature

# **REQUEST FOR PROPOSAL**

## **CONSTRUCTION MANAGER**

Proposal should include any and all expenses involved with the renovation of the old sheriff's department offices on the third floor, remodeling of the 9-1-1 Rural Addressing Office to house the Justice of the Peace, Pcts. #2 and #3; and remodeling of the Kitchen to house the Panola County Elections Office:

### **Third Floor:**

- Repair stucco on all walls where needed
- Seal all windows
- Tint all windows
- Paint all rooms
- Clear coat existing doors

### **9-1-1 Rural Addressing:**

- Build a counter with swinging door to go across room

### **Kitchen / New Voter:**

- Repair stucco and paint where fixed
- Seal all windows against leakage
- Demolish and remove counter
- Remove cabinets
- Build counter
- Build solid ballot board
- Patch holes and paint old J.P. #2 offices
- Carpet kitchen area

Proposer shall provide three (3) references.

Successful proposer shall begin project within thirty (30) days of receiving proposal.

For more information regarding this Proposal contact Building Maintenance Superintendent Tommy Earle Office (903) 693-0318; Cell (903) 692-2844.

# **BID PROPOSAL**

## **CONSTRUCTION MANAGER**

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.

**EQUIPMENT/ INSTALLATION**  
**(See Specifications)**

\$ \_\_\_\_\_

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

# **CREDIT CARD USE POLICY AND FORMS**

## **PANOLA COUNTY**

### **CREDIT CARD USE POLICY**

**PURPOSE:** To establish guidelines for the use of existing and future Panola County credit cards in order to facilitate county business while protecting the financial integrity of the County. By approval of this policy, the Panola County Commissioners Court hereby finds and affirms that a public interest and public purpose for county business exists for the use of current credit cards. All future credit cards must be approved as meeting a public interest and public purpose for county government. Specified purposes for the use of a County credit card are for accommodations, fuel, and general county purposes, including Sheriff's detention functions and building services.

**SCOPE:** This policy applies to all persons, elected officials and employees, who are authorized by a department head or by the Commissioners Court to use a Panola County credit card.

#### **PROCEDURE:**

- Persons authorized according to this policy to use a Panola County credit card must execute a "Credit Card Use Certification" before using a credit card. The individual's Credit Card Use Certification will be kept on file in the County Treasurer's Office and may be revoked at any time by the individual by giving written notice to the County Treasurer.
- Once a credit card charge has been made, the individual using the card must complete a "Credit Card Charge Report" showing that a county public purpose has been met and attach an original itemized receipt for the goods or services charged. A credit card charge document that only shows the total amount due is not an itemized receipt. The Credit Card Charge Report must be signed by the employee using the credit card and his or her Department Head. The Department Head's signature indicates that the employee was authorized to make the purchases and that the purchases were reasonable and were made in accordance with all applicable procedures and current laws. The report and receipt(s) will be provided to the County Auditor. Failure to provide an original itemized receipt for a charge may result in the charge being deemed to be a personal expense of the employee.

#### **GENERAL GUIDELINES APPLICABLE TO THE USE OF ANY PANOLA COUNTY CREDIT CARD:**

- Panola County credit cards may be used only for official county business, and all expenses incurred on such cards must be reasonable. Use of a Panola County credit card for any personal charge is strictly prohibited. Personal charges include but are not limited to purchasing fuel for a personal vehicle, entertainment, alcohol, cash advances, telephone calls, personal Internet service, items for non-employees, and all unauthorized charges.
- Only persons authorized by this policy may use a Panola County credit card.
- Panola County credit cards may be used only for reasonable expenses for the purposes authorized by this policy. Any unauthorized use of a Panola County credit card will result in discipline up to and including termination of employment.
- Whenever an employee has a Panola County credit card in his or her possession, the employee must safeguard the credit card and account number to the same degree that he or she would safeguard his or her personal credit card and information.
- Panola County credit card numbers may not be given out over the telephone or on-line except as provided by the Credit Card Travel Use Guidelines, below.
- Officers and employees of the County are expressly prohibited from maintaining Panola County credit card numbers in any format or on any device.
- Making a copy of a Panola County credit card is not permitted for any purpose.
- A person authorized to use a Panola County credit card may not allow any other individual to use the card.
- No personal expenses may be charged to a county credit card even if the employee intends to reimburse the County for the charge.
- Any unauthorized use of a Panola County credit card will be considered to be a personal charge by the individual making the charge. Payment for any personal charges must be made to the County immediately and may result in employee discipline and/or county collection efforts including payroll deductions, suit to collect a debt, or criminal prosecution.
- Lost or stolen credit cards must be reported immediately to the law enforcement and the County Treasurer or County Auditor.

### **CREDIT CARD TRAVEL USE GUIDELINES:**

In addition to the foregoing General Guidelines applicable to the use of any Panola County credit card, the following guidelines apply to the use of Panola County credit cards for travel on County business:

- Only overnight accommodations may be guaranteed on or charged to the credit card.
- Mini bar items, dry cleaning, and movies or other entertainment may not be charged to the credit card.
- If required to reserve overnight accommodations, the Panola County credit card number may be provided by phone to the service provider.
- Credit cards must be picked up from and returned to the County Treasurer's Office.

Credit cards must be returned immediately upon completing the actions for which the purchase order relating to the use of the card is complete.

**CREDIT CARD USE CERTIFICATION**

I \_\_\_\_\_ hereby acknowledge that I have received a copy of the Panola County Credit Card Use Policy ("Policy") and that I have read the Policy and have been able to have any questions about the requirements of the Policy answered. I understand the consequences of my failure to comply with the policy. I hereby agree to comply with the terms of the Policy.

I understand and agree that my use of a Panola County credit card is limited to payment for reasonable expenses for an authorized use for county business only and that any unauthorized use of a county credit card could have criminal implications.

I understand and agree that any unauthorized use of the Panola County credit card will be a personal debt that I owe the County and that must be paid immediately upon my return of the credit card to the County Treasurer.

I hereby request and authorize the County to deduct any unauthorized charges from my pay check up to the amount of the unauthorized charge over one or more pay periods as may be needed.

I hereby acknowledge that my failure to repay any unauthorized charge that I make on a County credit card creates a debt that the County may collect by any legal means including criminal prosecution

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## CREDIT CARD CHARGE REPORT

EMPLOYEE: \_\_\_\_\_

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

DEPARTMENT: \_\_\_\_\_

P. O. #: \_\_\_\_\_

[illegible]

**ALL REPORTS MUST BE ACCOMPANIED BY DETAILED DOCUMENTATION & RECEIPTS**

EMPLOYEE: \_\_\_\_\_

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

SUPERVISOR: \_\_\_\_\_

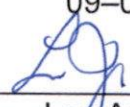
DATE: \_\_\_\_\_



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

**APPROVED**

09-03-2019

  
Lee Ann Jones,  
County Judge

**NAME:** Joni W. Reed  
**POSITION:** Wellness Coordinator  
**DEPARTMENT:** Treasurer  
**DATE:** August 16, 2019

**CONFERENCE:** 2020 Healthy County Boot Camp  
**LOCATION:** Austin, Texas  
**DATES:** February 12, 2020 to February 14, 2020

**NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:** 3

Does the conference meet your educational requirements for the year? N/A

If not, how much of your requirements will be met by this conference? N/A

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

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

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.)**

As the Wellness Coordinator this training is to help county employees come together  
and hopefully all become healthier and participate in the program that TAC provides  
and therefore decrease our insurance costs. Also, enables us to provide county  
employees with a healthier lifestyle.

APPROVED

09-03-2019

*A.J.*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Brian Murff

POSITION:

CONSTABLE Pct 1 & 4

DEPARTMENT:

CONSTABLE

DATE:

8-15-19

CONFERENCE:

ETJPCA School

LOCATION:

HENDERSON

DATES:

8-15-19

to

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

1/2

Does the conference meet your educational requirements for the year? \_\_\_\_\_

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?

All

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

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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED

09-03-2019

*L.A.*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Charles Blue

POSITION:

Deputy Constable

DEPARTMENT:

CONSTABLE Pct. 2 & 3

DATE:

8-15-19

CONFERENCE:

ETJPCA School

LOCATION:

HENDERSON

DATES:

8-15-19

to

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

1/2

Does the conference meet your educational requirements for the year? \_\_\_\_\_

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?

All

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

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

yes

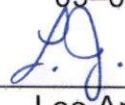
Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019



Lee Ann Jones,  
County Judge

NAME:

Travis Curry

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

L.A.J.  
Lee Ann Jones,  
County Judge

NAME:

Chris Dickerson

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)


Require Classes for License



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

  
Lee Ann Jones,  
County Judge

NAME:

Robert Duncan

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License

APPROVED

09-03-2019



Lee Ann Jones,  
County Judge

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

NAME:

Albert Garza

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*L.A.*

Lee Ann Jones,  
County Judge

NAME:

Chadd Gray

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



APPROVED

09-03-2019

*LJ.*

Lee Ann Jones,  
County Judge

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

NAME:

Phillip Grimes

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*Lg.*  
Lee Ann Jones,  
County Judge

NAME:

Jeff Martin

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19

to

9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*L.J.*

Lee Ann Jones,  
County Judge

NAME:

Calahan Malone

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED  
09-03-2019

Lee Ann Jones,  
County Judge

NAME: Richard Mojica

POSITION: Deputy

DEPARTMENT: Panola County Sheriff Office

DATE: 8.22.19

CONFERENCE: 3186 - Legal Law Update

LOCATION: Panola County Sheriff Office EOC Room

DATES: 9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*L.A.J.*

Lee Ann Jones,  
County Judge

NAME:

Jeremy Nagle

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*L.G.*

Lee Ann Jones,  
County Judge

NAME:

Josh Nagle

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*L.A.*

Lee Ann Jones,  
County Judge

NAME:

Jacob Samford

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

APPROVED

09-03-2019

*L.A.J.*

Lee Ann Jones,  
County Judge

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

NAME:

Shelly Avery

POSITION:

Detention Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*L.G.*  
Lee Ann Jones,  
County Judge

NAME:

Christina Lyles

POSITION:

Detention Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17-19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License

APPROVED

09-03-2019

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Joyce Wilder

POSITION:

Detention Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.10.19 to 9.10.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



APPROVED

09-03-2019

*AA*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Heather Bowen

POSITION:

Telecommunicator Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.10.19 to 9.10.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*Lg.*

Lee Ann Jones,  
County Judge

NAME:

Shakarni Manning

POSITION:

Telecommunication Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License



APPROVED

09-03-2019

*LAJ*

Lee Ann Jones,  
County Judge

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

NAME:

Ronnie Endsley

POSITION:

Transport Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

Lee Ann Jones,  
County Judge

NAME:

Greg Almeida

POSITION:

Bailiff

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License

APPROVED

09-03-2019

*Lg.*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: Brant Shrell

POSITION: Courthouse Deputy

DEPARTMENT: Panola County Sheriff Office

DATE: 8.22.19

CONFERENCE: 3186 - Legal Law Update

LOCATION: Panola County Sheriff Office EOC Room

DATES: 9.10.17 to 9.10.17

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

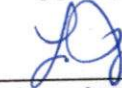
Require Classes for license



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019



Lee Ann Jones,  
County Judge

NAME:

Denise Gray

POSITION:

Civil Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

  
Lee Ann Jones,  
County Judge

NAME:

Hollie Mojica

POSITION:

Civil Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.10.19 to 9.10.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for License



APPROVED

09-03-2019

*LAJ*

Lee Ann Jones,  
County Judge

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

NAME:

Hollie Mojica

POSITION:

Secretary

DEPARTMENT:

Panola Co. Sheriff's Office

DATE:

August 23, 2019

CONFERENCE:

CPR Training

LOCATION:

PCSO

DATES:

August 15, 2019 to August 15, 2019

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

1/2 day

Does the conference meet your educational requirements for the year? \_\_\_\_\_

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? \_\_\_\_\_

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

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.)

Relatable training

APPROVED

09-03-2019

*L.A.*

Lee Ann Jones,  
County Judge

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

NAME:

James ferris

POSITION:

Investigator

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



APPROVED

09-03-2019

*L.A.J.*  
Lee Ann Jones,  
County Judge

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

NAME:

Sgt. Jeff Iry

POSITION:

Investigator

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

Lee Ann Jones,  
County Judge

NAME:

Adam Jones

POSITION:

Investigator

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*L. G.*  
Lee Ann Jones,  
County Judge

NAME: Chris Weik

POSITION: Investigator

DEPARTMENT: Panola County Sheriff Office

DATE: 8.22.19

CONFERENCE: 3186 - Legal Law Update

LOCATION: Panola County Sheriff Office EOC Room

DATES: 9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



APPROVED

09-03-2019

*L.A.*

Lee Ann Jones,  
County Judge

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

NAME:

LT. Sarah fields

POSITION:

LT. Investigations

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*L.A.J.*  
Lee Ann Jones,  
County Judge

NAME:

Heather Green

POSITION:

Admin Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.10.19 to 9.10.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



APPROVED

09-03-2019

*L.A.*

Lee Ann Jones,  
County Judge

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

NAME:

Tared Bailey

POSITION:

Detention Officer

DEPARTMENT:

Panola Co. Sheriff's Office

DATE:

August 23, 2019

CONFERENCE:

Intermediate Crime Scene Investigation

LOCATION:

Civic Center

DATES:

July 22, 2019 to July 25, 2019

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

4

Does the conference meet your educational requirements for the year?

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?

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

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



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

LAJ.  
Lee Ann Jones,  
County Judge

NAME:

LT. Tina McMullen

POSITION:

Jail Administrator

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

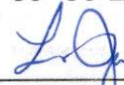
Do you have sufficient funds in your budget for this conference? yes

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

Require Classes for license

APPROVED

09-03-2019



Lee Ann Jones,  
County Judge

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

NAME:

Chris Hansen

POSITION:

Detention Corporal

DEPARTMENT:

Panola Co. Sheriff's Office

DATE:

August 23, 2019

CONFERENCE:

Police Academy

LOCATION:

Kilgore College

DATES:

July 22, 2019 to November 27, 2019

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: \_\_\_\_\_

Does the conference meet your educational requirements for the year? \_\_\_\_\_

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? \_\_\_\_\_

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

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

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 for Peace Officer license



APPROVED

09-03-2019

*LA*

Lee Ann Jones,  
County Judge

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

NAME:

Garrett Wallace

POSITION:

Sgt Sweat Deputy

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.10.19 to 9.10.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

APPROVED

09-03-2019

*LAJ*

Lee Ann Jones,  
County Judge

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

NAME:

LT. Jeff Scarborough

POSITION:

LT. Patrol Admin

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-03-2019

*Lee Ann Jones*  
Lee Ann Jones,  
County Judge

NAME:

LT. Alan Smith

POSITION:

Patrol LT.

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license



APPROVED

09-03-2019

*LJ*

Lee Ann Jones,  
County Judge

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

NAME:

Sgt Tabitha Martinez

POSITION:

Assistant Jail Administrator

DEPARTMENT:

Panola County Sheriff Office

DATE:

8.22.19

CONFERENCE:

3186 - Legal Law Update

LOCATION:

Panola County Sheriff Office EOC Room

DATES:

9.17.19 to 9.17.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

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 hrs

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

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

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.)

Require Classes for license

APPROVED

09-03-2019

*L.A.J.*  
Lee Ann Jones,  
County Judge

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

NAME:

Travis Wilson

POSITION:

Reserve Deputy

DEPARTMENT:

Panola Co. Sheriff's Office

DATE:

August 23, 2019

CONFERENCE:

Intermediate Crime Scene Investigation

LOCATION:

Civic Center

DATES:

July 22, 2019 to July 25, 2019

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

4

Does the conference meet your educational requirements for the year?

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?

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

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

09-03-2019

*LA*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: David Johnson

POSITION: Deputy

DEPARTMENT: PCSO

DATE: 8-26-19

CONFERENCE: Legal Updates

LOCATION: PCSO

DATES: 9-10-19 to 9-10-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 0

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?  
0

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.)

This is a TCOLE required class

APPROVED

09-03-2019

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: William L. Magness, Jr  
POSITION: Patrol Deputy  
DEPARTMENT: Panola SO  
DATE: 26 Aug 19

CONFERENCE: Legal Update  
LOCATION: Panola SO  
DATES: Sep 10, 2019 to Sep 18 2019

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 0

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?

0

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? —

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 required by TCOLE



**APPROVED**

09-03-2019



Lee Ann Jones,  
County Judge

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

**NAME:** Jennifer Stacy

**POSITION:** County Auditor

**DEPARTMENT:** County Auditor

**DATE:** 11-7-19 thru 11-8-19

**CONFERENCE:** Texas Public Funds Investment Conference

**LOCATION:** The Westin Houston Hotel, Memorial City

**DATES:** November 6 to November 8

**NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:** 3

**Does the conference meet your educational requirements for the year?** no

**If not, how much of your requirements will be met by this conference?** 10 hours

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

10

**How many days have you been away from your job this year for conferences, not counting this conference?** 8

**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.)**

This conference will help me understand the County's investment options. Experts from the financial industry discuss the influences on the current economy and timely trends in investing.

---

---

---

---

---

---

APPROVED

09-03-2019

Lee Ann Jones,  
County Judge

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

NAME: Jennifer Stacy  
POSITION: County Auditor  
DEPARTMENT: County Auditor  
DATE: 02/12/20 thru 02/14/20  
CONFERENCE: 2020 Healthy County Boot Camp  
LOCATION: Austin Texas  
DATES: 02/11/20 to 02/14/20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 4

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

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

0

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.)

This conference will inform me about upcoming opportunities to save money for the county through the healthy county program.