

# **PANOLA COUNTY SHERIFF'S OFFICE**

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

June 24, 2020

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

Dear Judge Jones,

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

Please ratify the hourly pay rate for Detention Officer Christian Fyffe from \$15.39 per hour to \$15.86 per hour effective May 30, 2020.

Sincerely,

A handwritten signature in black ink that reads "K Lake" followed by a stylized flourish.

Kevin Lake  
Sheriff

KL/lw

CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**

# **PANOLA COUNTY SHERIFF'S OFFICE**

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

June 24, 2020

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

Dear Judge Jones,

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

Please record the employment of Jeremy Thomas as a Detention Officer for the Panola County Sheriff's Office at a pay rate of \$15.86 per hour effective June 20, 2020.

Sincerely,

  
Kevin Lake  
Sheriff

KL/lw  
CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**

# ***PANOLA COUNTY SHERIFF'S OFFICE***

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

June 24, 2020

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

Dear Judge Jones,

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

Please record the employment of Jonathon Williamson as a Detention Officer for the Panola County Sheriff's Office at a pay rate of \$14.62 per hour effective June 27, 2020.

Sincerely,

A handwritten signature in black ink that reads "K. Lake" followed by a stylized flourish.

Kevin Lake  
Sheriff

KL/lw

CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**

# **PANOLA COUNTY SHERIFF'S OFFICE**

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

June 30, 2020


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

Dear Judge Jones,

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

Please record the employment of Madison Davis as a Detention Officer for the Panola County Sheriff's Office at a pay rate of \$14.62 per hour effective July 4, 2020.

Sincerely,

*K. Lake* 

Kevin Lake  
Sheriff

KL/lw

CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**

## PERSONNEL CHANGE REQUEST

Name: DEREK ANDERSON

Department: ROAD AND BRIDGE PCT 3

Position: OPERATOR

New Position

(If applicable) \_\_\_\_\_

Current wage or salary \$17.99

New wage or salary \$18.82

Effective date of change JULY 20, 2020

  
\_\_\_\_\_  
Elected Official/Department Head

Signature

  
\_\_\_\_\_  
Date Signed

## PERSONNEL CHANGE REQUEST

Name: TRAVIS LAWLESS

Department: ROAD AND BRIDGE PCT 3

Position: OPERATOR

New Position

(If applicable) \_\_\_\_\_

Current wage or salary	\$17.99
New wage or salary	\$18.82
Effective date of change	JULY 20, 2020

  
\_\_\_\_\_  
Elected Official/Department Head  
Signature

  
\_\_\_\_\_  
Date Signed

July 1, 2020

FROM: Melanie Earle, Road and Bridge Warehouse Coordinator

TO: Joni Reed, County Treasurer

SUBJECT: EFFECTIVE DATE OF RETIREMENT:

Please be advised of the effective date of retirement for Delton Williams, Tire Mechanic, for Panola County Road & Bridge Department, effective July 29, 2020 at 5:00 pm.

Melanie Earle



Road and Bridge

Warehouse Coordinator

NOTICE OF PROPOSED INSTALLATION  
PIPELINE AND/OR UTILITY LINES

TO: THE PANOLA COUNTY COMMISSIONER'S COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT, CARTHAGE, TEXAS

Formal notice is hereby given that:

Rockcliff Energy Management LLC proposes to place a  
(COMPANY NAME)

10 inch line within the Right-of-Way  
(PIPE SIZE)

of County Road: 3224 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 1,650 ft total 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 6th day of  
July, ~~2017~~.  
2020

FIRM: Cypress Energy Corp  
BY: Justin Smith  
TITLE: Sr. ROW Agent  
ADDRESS: 400 Travis Street, Ste 1909  
Shreveport, LA 71101  
PHONE: (318) 294-6875



# APPROVAL

July 7, 2020

TO: Rockcliff Energy Management, LLC  
Attn: Justin Smith @ Cypress Energy Corp  
400 Travis St., Ste #1909  
Shreveport, LA. 71101

RE: **CR #3224**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **10" line** within the right-of-way of County Road **#3224** 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

R 3224

Legend

- Feature 1
- Feature 2
- FM 9 Water I
- Panola



Google Earth

Google

800 ft

## Donation

Date June 30, 2020

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

\$ 255,022.85 and/or

Material of the following type and amount 325 Glauconite, Road Base, Processing & Pickup

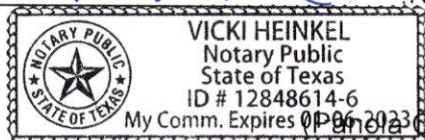
This donation is to be used as needed by the Panola County Road and Bridge Department to improve Panola County road number 321 & 322, or if no road is indicated, then it is to be used to improve any Panola County road as seen fit by the Department. This donation must be accepted by the Panola County 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.

Craig Lawless Commissioner, Precinct # 3

Sworn and subscribed to this 30th day of June, 2020

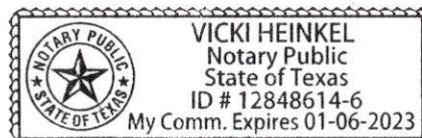
Vicki Heinkel Notary Public, State of Texas, My commission expires 1-6-2023

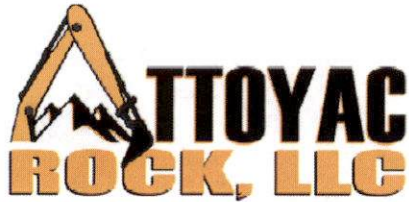


Panola County Commissioners' Court use only)

This item was accepted/disapproved (strike one) at a meeting of the Panola County Commissioners' Court on this 7th day of July, 2020.

County Judge Lee Ann Jones





# Invoice

Date	Invoice #
6/19/2020	8914
<b>Due Date</b>	<b>7/19/2020</b>
Account #	402

Bill To

Rockcliff Energy Management LLC  
Attn: Accounts Payable  
1301 McKinney Street, Suite 1300  
Houston, TX 77010

Job Name		P.O. No.	Terms	AFE
CR 321, CR 322			Net 30	
Item	Description	Quantity	Rate	Amount
Product #5	3x5 Glauconite	518.05	37.70	19,530.49T
Process	Processing	518.05	3.00	1,554.15
Product #1	Road Base	5,827.36	33.70	196,382.03T
Process	Processing	5,827.36	3.00	17,482.08
Pickup	Pickup 2 @ 5 days	10	200.00	2,000.00
Mob	Mobilization		3,500.00	3,500.00
			<b>Subtotal</b>	\$240,448.75
			<b>Sales Tax (6.75%)</b>	\$14,574.10
			<b>Total</b>	\$255,022.85

Please remit payment to:  
Attoyac Rock, LLC  
1450 Eddings Lane  
San Augustine, TX 75972  
936-275-3636

**Payments/Credits** \$0.00

**Balance Due** \$255,022.85

This invoice is DUE UPON RECEIPT or by DUE DATE. If other terms are not CONFIRMED, interest and late fees may be applied if not paid promptly,



Form #2201 Rev. 09/2017  
Submit to:  
**SECRETARY OF STATE**  
Government Filings  
Section P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
512-463-5569 - Fax  
Filing Fee: None



**STATEMENT OF OFFICER**

FILED FOR RECORD  
IN MY OFFICE

AT 3:00 O'CLOCK P M

**JUL 09 2020**

BOBBIE DAVIS  
COUNTY CLERK, PANOLA COUNTY, TEXAS  
BY B. Davis DEPUTY

**Statement**

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

Title of Position to Which Elected/Appointed: Justice of the Peace, Precincts #1, #2, #3, & #4 Civil Clerk

**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: June 22, 2020

Beverly Hazelwood  
Signature of Officer

Form #2204 Rev 9/2017  
Submit to:  
SECRETARY OF STATE  
Government Filings Section  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
FAX 512-463-5569  
Filing Fee: None



OATH OF OFFICE

FILED FOR RECORD  
IN MY OFFICE  
This space reserved for office use  
AT 3:00 O'CLOCK P M

JUL 09 2020

BOBBIE DAVIS  
COUNTY CLERK, PANOLA COUNTY, TEXAS  
BY B. Davis DEPUTY

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,  
I, Beverly Hazelwood, do solemnly swear (or affirm), that I will faithfully  
execute the duties of the office of Justice of the Peace, Precincts #1, #2, #3 & #4 Civil Clerk of  
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws  
of the United States and of this State, so help me God.

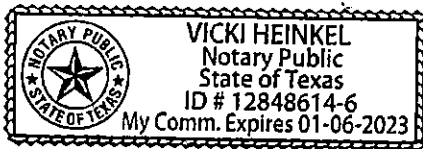
Beverly Hazelwood  
Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas  
County of Panola

Sworn to and subscribed before me on this 22nd day of June, 2020.

(Affix Notary Seal,  
only if oath  
administered by a  
notary.)



Vicki Heinkel  
Signature of Notary Public or  
Signature of Other Person Authorized to Administer An  
Oath

Vicki Heinkel

Printed or Typed Name



**Nationwide®**  
is on your side

JONI REED  
Page 1 of 1

**RECEIVED**  
*JWR* *6/26/2020*  
INITIAL DATE

**Date prepared** June 18, 2020  
**Plan name** PANOLA COUNTY  
**Plan number** 0025281001  
**Questions?** Call 877-496-1630  
**Visit us online** [www.nrsforu.com](http://www.nrsforu.com)

JONI REED  
PANOLA COUNTY TREASURER  
110 SOUTH SYCAMORE AVE RM 212  
CARTHAGE TX 75633

### Important information about the investment options in your Plan

Nationwide regularly assesses the current investment options available in the product that you have selected for your Plan. We've identified opportunities to improve our product offering to enhance its competitiveness and simplify investment choices for participants. As a result, we're excited to offer you an updated investment lineup, detailed below.

#### Plan details

Plan name: PANOLA COUNTY  
Plan number: 0025281001

#### What to expect

Subject to your approval, on or about October 16, 2020, the investment options will be updated as indicated on the enclosed insert. Please review this insert carefully.

#### Next steps

As the Plan Sponsor, it's your decision to determine which investment options are made available in your Plan. If you consent to these changes, no further action is needed and the changes outlined will occur on the date indicated. If you don't wish to accept these changes, please complete the enclosed Opt-Out form and return it to us by July 27, 2020.

**NOTE:** If you accept, you and your participants can find the updated product offering on the online service center after the effective date of the change. Additionally, Nationwide will notify Plan participants in advance of the effective date of the change. If we receive your Opt-Out form after July 27, 2020, you'll be responsible for notifying the participants the changes won't take place.

#### We're here to help

If you have any questions or need additional information, contact our solutions center at 877-496-1630. Our specialists are available Monday through Friday, 8 a.m. to 8 p.m. Eastern time.

PO Box 182797, Columbus OH 43218-2797

Retirement Specialists are Registered Representatives of Nationwide Investment Services Corporation, Member FINRA.

Nationwide, the Nationwide N and Eagle, Nationwide is on your side are service marks of Nationwide Mutual Insurance Company. © 2020 Nationwide  
NRN-1884AO.3 (05/20)

11376001803013







The following investment options will be added to your Plan on approximately October 16, 2020. If your Plan previously deactivated any of these investment options, they will be reactivated and available for investment.

Investment Addition Name	Ticker
Nationwide Destination 2065 Fund Instl Sv Class	NWATX
Parnassus Core Equity Fund Investor Shares	PRBLX
Loomis Sayles Limited Term Govt and Agency Fund Class Y	NELYX

Assets invested in and contributions to the closing investment options will be redirected as follows on approximately October 16, 2020. The closing investment options will no longer be available for investment.

Assets Invested in and Contributions to:	Will be directed to:	
Closing Investment Name	Ticker	Replacement Investment Name
Neuberger Berman Sustainable Equity Fund Investor Class	NBSRX	Parnassus Core Equity Fund Investor Shares
Invesco Quality Income Fund Class Y	VUSIX	Loomis Sayles Limited Term Govt and Agency Fund Class Y

#### Why are we making these changes?

- Nationwide Destination 2065 Fund Institutional Service Class, a new investment option to your plan, is being added as it is part of a target date series that has already been adopted by your plan
- Parnassus Core Equity Fund Investor Shares, a new investment option to your plan, will replace Neuberger Berman Sustainable Equity Fund Investor Class; Neuberger Berman Sustainable Equity Fund Investor Class is being replaced as it is no longer meeting performance criteria
- Loomis Sayles Limited Term Government and Agency Fund Class Y, a new investment option to your plan, will replace Invesco Quality Income Fund Class Y; the replacement fund will complement the other funds in the lineup by providing exposure to the short government category

# Investment Lineup Changes

Page 2 of 2

	Investment Addition:	Assets invested in and contributions to:	Will be directed to:	Assets invested in and contributions to:	Will be directed to:
<b>Fund Name</b>	Nationwide Destination 2065 Instl Sv <sup>5</sup>	Neuberger Berman Sustainable Eq Investor	Parnassus Core Equity Investor	Invesco Quality Income Y	Loomis Sayles Ltd Term Govt and Agency Y
<b>Ticker<sup>1</sup></b>	NWATX <sup>5</sup>	NBSRX	PRBLX	VUSIX	NELYX
<b>Share Class</b>	Institutional Service	Investor	Investor	Y	Y
<b>Morningstar Category</b>	US Fund Target-Date 2060+ <sup>5</sup>	US Fund Large Blend	US Fund Large Blend	US Fund Intermediate Core Bond	US Fund Short Government
<b>1-Year<sup>2</sup></b>	N/A	-3.77%	1.58%	6.36%	4.83%
<b>3-Year<sup>2</sup></b>	N/A	4.98%	9.76%	3.25%	2.61%
<b>5-Year<sup>2</sup></b>	N/A	5.97%	9.13%	2.83%	1.82%
<b>10-Year<sup>2</sup></b>	N/A	9.41%	11.28%	3.40%	1.98%
<b>Since Inception<sup>2</sup></b>	-7.80%	8.75%	10.49%	3.63%	3.99%
<b>Inception Date<sup>3</sup></b>	2/28/2020	3/16/1994	8/31/1992	9/25/2006	3/31/1994
<b>Gross Prospectus Expense Ratio</b>	0.68%	0.86%	0.86%	0.61%	0.55%
<b>Expense Waiver<sup>2</sup></b>	N/A	N/A	N/A	0.10%	N/A
<b>Expense Waiver Type<sup>3</sup></b>	N/A	N/A	N/A	Contractual	N/A
<b>Expense Waiver Expiration<sup>3</sup></b>	N/A	N/A	N/A	5/31/2021	N/A
<b>Net Prospectus Expense Ratio</b>	0.68%	0.86%	0.86%	0.51%	0.55%
<b>Maximum Asset Management Charge</b>	0.80%	0.95%	0.95%	0.95%	0.95%
<b>Total Net Expenses (maximum)</b>	1.48%	1.81%	1.81%	1.46%	1.50%
<b>Mutual Fund Service Fee Payments to Nationwide<sup>4</sup></b>	0.25%	0.30%	0.50%	0.25%	0.20%

Both the product informational brochures and underlying fund prospectuses can be obtained by calling 877-849-3282. Before investing, carefully consider the fund's investment objectives, risks, and charges and expenses. The product informational brochure and underlying fund prospectus contain this and other important information. Read the prospectuses carefully before investing.

<sup>1</sup> Ticker symbols are provided to help you research mutual funds. Pricing and performance data for these funds published in publicly available media, such as newspapers and websites, may be different than what's specific to your Plan.

<sup>2</sup> Performance data is as of April 30, 2020. Performance data represents past performance and is no guarantee of future results. Investment return and principal value will fluctuate and you may have a gain or loss if your investment option is redirected. Current performance may be higher or lower than the listed data. Returns are net of all fees charged by the fund and represent change in Net Asset Value (NAV) with capital gains and dividends reinvested.

<sup>3</sup> Please refer to the prospectus with information about the expense waiver.

<sup>4</sup> Nationwide may receive service fee payments from mutual funds or their affiliates in connection with certain investment options. Learn more about these payments by visiting your Plan's website.

<sup>5</sup> The target date is the approximate date when investors plan to start withdrawals. The Funds offer continuous rebalancing over time to become more conservative as investors approach their planned retirement date. The principal value of the Funds are not guaranteed at any time, including the target date.

Retirement Specialists are Registered Representatives of Nationwide Investment Svcs. Corporation, Member FINRA.

Nationwide, the Nationwide N and Eagle, Nationwide is on your side are service marks of Nationwide Mutual Insurance Company. © 2020 Nationwide

NRX-0426AO.0520



Nationwide®

## Fund Change Opt Out Form

If you do **NOT** wish to have the indicated changes made to your Plan and wish to retain the investment options currently available, please complete this form and email a copy to [RPFundCommunications@nationwide.com](mailto:RPFundCommunications@nationwide.com) or fax to 855-326-8053. Completed forms must be received by July 27, 2020. Please note opting out of changes will decline ALL proposed changes to your Plan.

### 1. Plan Information

Plan name: PANOLA COUNTY

Plan number: 0025281001

Plan Mailing Address: 110 S. Sycamore, Room 312

City: Carthage

State: TX

Zip: 75633

Phone: 903-693-0325

Email Address: joni.reed@co.panda.tx.us

### 2. Opt Out & Authorization

☒ I choose to opt out of the proposed changes to my Plan.

Signature: Lee Ann Jones

Date: 7-7-20

Printed Name: LeeAnn Jones, County Judge

### 3. Submission Information

Please send the completed form to one of the following:

Fax to: 855-326-8053

Email to: [RPFundCommunications@nationwide.com](mailto:RPFundCommunications@nationwide.com)

**NOTE:** If any information on this form has changed, please submit the enclosed Plan Sponsor Contact/Address Update form in addition to this form.

11376001803037



Nationwide®

Nationwide Retirement Solutions  
Plan Sponsor Contact & Address Update Form

Plan Information

Plan Name:

Panola County

Plan Number:

0025281001

Plan Address & Contact Change

Address Change:

110 S. Sycamore St., Room 312

Primary Contact Name:

Primary Contact Title:

Telephone Number:

Fax Number:

Email Address:

Payroll Contact Change

Payroll Contact Name:

Payroll Contact Title:

Telephone Number:

Fax Number:

Email Address:

Authorization

Signature of Plan Sponsor Authorized Person:

Lee Ann Jones

Date:

7-7-20

Form Return

By mail: Nationwide Retirement Solutions  
PO Box 182797  
Columbus, OH 43218-2797

By fax: 877-677-4329  
(please be sure to include a fax coversheet which  
reflects the Plan Sponsor Name)

By email: NRSFORU@nationwide.com

11376001803044



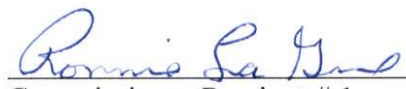


**PANOLA COUNTY**  
**2020**  
**BUDGET AMENDMENT #14**

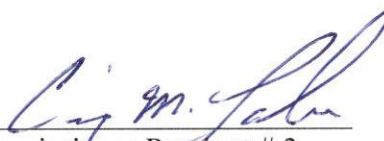
We hereby amend the Panola County Budget for the Fiscal Year 2020 as set forth above according to the procedures outlined under Local Government Code, Chapter 111, Subchapter A Sections 111.010 (c), (d). A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2020.

Signed on this 7<sup>th</sup> day of July, 2020.

  
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 7<sup>th</sup> day of July, 2020 as the same appears on file in the office of the County Clerk of Panola County.

  
County Clerk



July 7, 2020



Panola County, Texas

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT15102 - FY20 ADJ #14 7-7-2020

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001191	2020 COUNTY BUDGET JAN...	409-PRE-EMPLOYMENT PYSICALS	7/6/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	409-PRE-EMPLOYMENT PYSICALS	232,913.00	-2,000.00	230,913.00
July:	-2,000.00				
<a href="#">100-409-54490</a>	PHYSICALS & DRUG SCREEN TE	409-PRE-EMPLOYMENT PYSICALS	2,000.00	2,000.00	4,000.00
July:	2,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001192	2020 COUNTY BUDGET JAN...	560-BENEFITS TERMINATION PAY	7/6/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	560-BENEFITS TERMINATION PAY	232,913.00	-5,000.00	227,913.00
July:	-5,000.00				
<a href="#">100-560-51800</a>	BENEFITS TERMINATION PAY	560-BENEFITS TERMINATION PAY	15,000.00	5,000.00	20,000.00
July:	5,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001193	2020 COUNTY BUDGET JAN...	560-TAHOE REPAIRS VIN#4670	7/6/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	560-TAHOE REPAIRS VIN#4670	-180,939.00	-14,242.00	-195,181.00
July:	-14,242.00				
<a href="#">100-560-54540</a>	PARTS REPAIRS GAS AND TRAN	560-TAHOE REPAIRS	241,000.00	14,242.00	255,242.00
July:	14,242.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001194	2020 COUNTY BUDGET JAN...	570-NCIC RESIGN	7/6/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	570-NCIC RESIGN	-180,939.00	-2,500.00	-183,439.00
July:	-2,500.00				
<a href="#">100-570-53930</a>	MISCELLANEOUS SUPPLIES	570-NCIC RESIGN	43,000.00	2,500.00	45,500.00
July:	2,500.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001195	2020 COUNTY BUDGET JAN...	PCT.3 -CAR-TEX TRANSPORT DONATION	7/6/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">200-360-41020</a>	MISCELLANEOUS REVENUE	PCT.3 -CAR-TEX TRANSPORT DONATION	0.00	-1,500.00	-1,500.00
July:	-1,500.00				
<a href="#">200-623-55280</a>	ROAD OIL PRE MIX & GRAVEL	PCT.3 -CAR-TEX TRANSPORT DONATION	405,185.00	1,500.00	406,685.00
July:	1,500.00				

**Budget Adjustment Register**

Packet: GLPKT15102 - FY20 ADJ #14 7-7-2020

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001196	2020 COUNTY BUDGET JAN...	PCT.3 - 623-WATER TRUCK	7/6/2020
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">200-623-54480</a>	CONTRACTOR SERVICES	PCT.3 - 623-WATER TRUCK	2,600.00	7,400.00	10,000.00
July:	7,400.00				
<a href="#">200-623-55290</a>	LUMBER PILING & CULVERTS	PCT.3 - 623-WATER TRUCK	27,400.00	-7,400.00	20,000.00
July:	-7,400.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001197	2020 COUNTY BUDGET JAN...	435-EQUIPMENT FOR COURTROOM	7/6/2020
Summary Description: DUE TO COVID EQUIPMENT HAD TO BE PURCHASE TO PROPERLY MEET GUIDELINES			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-435-53100</a>	OFFICE SUPPLIES & REPAIRS	435-EQUIPMENT FOR COURTROOM	3,000.00	-1,057.00	1,943.00
July:	-1,057.00				
<a href="#">100-435-55270</a>	FURNITURE & EQUIPMENT	435-EQUIPMENT FOR COURTROOM	4,000.00	1,057.00	5,057.00
July:	1,057.00				

Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2020	2020 COUNTY BUDGET JA	<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	-180,939.00	-16,742.00	-197,681.00
		<a href="#">100-409-54080</a>	CONTINGENCY	232,913.00	-7,000.00	225,913.00
		<a href="#">100-409-54490</a>	PHYSICALS & DRUG SCREEN TESTI	2,000.00	2,000.00	4,000.00
		<a href="#">100-435-53100</a>	OFFICE SUPPLIES & REPAIRS	3,000.00	-1,057.00	1,943.00
		<a href="#">100-435-55270</a>	FURNITURE & EQUIPMENT	4,000.00	1,057.00	5,057.00
		<a href="#">100-560-51800</a>	BENEFITS TERMINATION PAY	15,000.00	5,000.00	20,000.00
		<a href="#">100-560-54540</a>	PARTS REPAIRS GAS AND TRANS. E	241,000.00	14,242.00	255,242.00
		<a href="#">100-570-53930</a>	MISCELLANEOUS SUPPLIES	43,000.00	2,500.00	45,500.00
		<a href="#">200-360-41020</a>	MISCELLANEOUS REVENUE	0.00	-1,500.00	-1,500.00
		<a href="#">200-623-54480</a>	CONTRACTOR SERVICES	2,600.00	7,400.00	10,000.00
		<a href="#">200-623-55280</a>	ROAD OIL PRE MIX & GRAVEL	405,185.00	1,500.00	406,685.00
		<a href="#">200-623-55290</a>	LUMBER PILING & CULVERTS	27,400.00	-7,400.00	20,000.00
			2020 Total:	795,159.00	0.00	795,159.00
			Grand Total:	795,159.00	0.00	795,159.00



APPROVED

07-07-2020

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

NAME:

Cassandra Brooks

POSITION:

Chief Deputy

DEPARTMENT:

Tax Office

DATE:

On line Conf:

CONFERENCE:

Fundamentals of the American with Disabilities Act,

LOCATION:

FSIA, userra, sexual harassment, Accounting in a County

DATES:

Tax Office, Ethics for County DAC,

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 courses

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?

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.)

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

07-07-2020

Lee Ann Jones,  
County Judge

NAME: Clarissa Moon

POSITION: FCH Agent

DEPARTMENT: Extension

DATE: 23 September 2020

CONFERENCE: SNAP-Ed Training

LOCATION: San Antonio, Texas

DATES: 21 September -- 24 September 2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 4

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?

N/A

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.) N/A

Statewide Training for SNAP-Ed (supplemental nutritional programs)

N/A

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.) N/A

Statewide Training for SNAP-Ed (supplemental nutritional programs)

N/A

**2020 Statewide Texas A&M AgriLife Extension Service SNAP-Ed Training**

**25 Years of Serving Texans: Celebrating Diverse Cultures**

**September 22 – 24, 2020**

**Hotel Contessa, San Antonio, TX**

**Monday, September 21<sup>st</sup>**

4:00 – 6:00 Check In

**Tuesday, September 22<sup>nd</sup>**

6:30 – 7:00 Morning Fitness (optional)

7:30 – 8:30 Breakfast

8:30 – 9:00 Welcome & Opening Comments

9:00 – 10:00 General Session – Keynote Speaker

10:00 – 10:15 Break

10:15 – 11:45 General Session

11:45 – 1:00 Lunch

1:00 – 2:00 Programmatic Updates

2:00 – 2:50 Concurrent Sessions

2:50 – 3:10 Break

3:10 – 4:00 Concurrent Sessions

5:30 Recognition Dinner

**Wednesday, September 23<sup>rd</sup>**

6:30 – 7:00 Morning Fitness (optional)

7:30 – 8:30 Breakfast

8:30 – 9:00 Welcome

9:00 – 10:00 General Session

10:00 – 10:20 Break

10:20 – 11:45 General Session

11:45 – 12:45 Lunch

12:45 – 1:45 Panel

2:00 – 2:40 Concurrent Sessions

2:45 – 3:25 Concurrent Sessions

3:25 – 3:45 Break

3:40 – 4:25 Concurrent Sessions

4:30 – 5:10 Concurrent Sessions

Dinner on your own

**Thursday, September 24<sup>th</sup>**

6:30 – 7:00 Morning Fitness (optional)

7:30 – 8:30 Breakfast

8:30 – 10:00 General Session

10:00 – 10:30 Closing Comments





# HOTEL CONTESSA®

*Luxury Suites on the Riverwalk*

## COVID-19 OPERATIONAL RESPONSE

Hotel Contessa places the health and safety of our staff and guests as our highest and most important business priority. As part of our commitment to health and safety, we continuously monitor guidance and recommendations from the World Health Organization (WHO) and the U.S. Centers for Disease Control and Prevention (CDC). We have undertaken a number of actions and initiatives to address the ongoing COVID-19 concerns, including the measures that follow.

## GENERAL MEASURES

- Signage has been placed throughout the hotel to promote safe physical distancing in all public spaces.
- There will be entrance greeters to encourage guests to wear proper face masks and to answer any safety concerns while visiting Hotel Contessa.
- Hand-sanitizer stations have been placed throughout the hotel.
- All public areas have furniture adjusted to promote physical distancing and discourage large gathering spaces.
- We have established the role of COVID-19 Action Leaders who are responsible for ensuring all employees are following correct PPE usage and physical distancing protocols while performing their duties at all times. Additionally, this role will be available to assist guests to maintain proper physical distances while visiting Hotel Contessa.

## EMPLOYEES

- All employees will adhere to CDC, WHO, and local regulatory protective guidelines, including PPE face masks and gloves depending on their position.
- All employees have received extensive training and education in maintaining safe physical distancing and personal hygiene in accordance with CDC, WHO and local regulatory guidelines.
- All employees take a health screening before each shift including a temperature and general wellness check.

## CHECK-IN EXPERIENCE

- Procedures have been implemented to minimize contact during the arrival experience.
- The front desk has eliminated cash transactions with the exception of making change for our guests. Guests may use a valid credit card or Apple Pay.
- Protective glass has been installed at the front desk reception area to provide safe physical distancing.
- Guest room keys are sanitized extensively prior to delivery to guests. Open key is available for guests who would like to utilize their smart phone as a room key.

## ELEVATORS AND STAIRS

- All touch points are cleaned and sanitized every hour including elevator buttons and door handles.
- The number of guests will be limited to one guest or one party for each elevator use.
- Hotel employees will assist to monitor usage during peak times.

## GUEST ROOMS

- Guest rooms are cleaned and disinfected in accordance with CDC, WHO and local regulatory guidelines prior to each guests arrival. Additionally, all guest rooms are treated with an electrostatic disinfectant cleaning system.
- Housekeeping services will only be provided every four days. This is to minimize personal contact.
- Extra towels and sheets will be provided in sealed plastic protective bags to ensure cleanliness.
- Please set any dirty linen or trash in bags outside of your room. The bags will be collected daily between 11am and 2pm. Bags are provided in the top left-hand draw of the dresser.

## FOOD AND BEVERAGE OPERATIONS

- Restaurant seating will be arranged to comply with appropriate physical distancing guidelines.
- Contact less room service will be available. A table and tray with food items will be set outside of guest room. We will pick up the table outside of guest room when finished.
- Breakfast, lunch, and dinner will be provided in a safe and physically distanced manner.
- Atrium seating will be arranged to provide appropriate physical distancing levels for guests. Table side service will be available. Seating at the bar will not be available.
- The mini bar has been removed from guest rooms. Mini bar items including soda, bottled water and snacks are available for purchase at the front desk.



## **PUBLIC RESTROOMS**

- All hard surfaces and touch points are cleaned and sanitized every hour.
- The number of guests will be limited for each restroom use. Please allow for proper physical distancing while waiting to use the restrooms.
- Hotel employees will assist to monitor usage during peak periods.

## **CONFERENCES AND MEETINGS**

- All meeting rooms will be arranged to meet or exceed physical distancing standards.
- All meeting rooms are cleaned and disinfected in accordance with CDC, WHO and local regulatory guidelines prior to each day. Additionally, all meeting rooms are treated daily with an electrostatic disinfectant cleaning system.
- Employees will enter meeting rooms only upon request during meeting room usage.

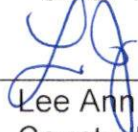
## **EMPLOYEE AND GUEST HEALTH CONCERNS**

- Our employees have been given clear instructions on how to respond swiftly and report any suspected cases of COVID-19 on property.
- Employees are instructed to stay home if they do not feel well and are instructed to contact a manager if they notice a co-worker or guest with a cough, shortness of breath, or other known symptoms of COVID-19.
- Employees and guests who are exhibiting any of the symptoms of COVID-19 while at the hotel are instructed to immediately notify their manager (employee) or hotel management (guests).
- If we are alerted to a suspected case of COVID-19 at the hotel, we will alert Security to take appropriate actions.
- We are closely monitoring all U.S. government policy changes, Centers for Disease Control & Prevention (CDC) and World Health Organization (WHO) guidelines, local government mandates and public health advancements and will evolve our protocols and procedures to protect the health and safety of our employees and guests.

**THANK YOU FOR YOUR SUPPORT  
OF OUR CONTINUED EFFORTS.**

APPROVED

07-07-2020

  
Lee Ann Jones,  
County Judge

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

NAME:

Garrett Wallace

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff's Office

DATE:

6-30-20

CONFERENCE:

Basic TCOLE Instructor

LOCATION:

ETPA Kilgore, TX

DATES:

August 3 to August 7

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

5

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

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?

6

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

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

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

Relatable training



APPROVED

07-07-2020

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Garrett Wallace

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff's Office

DATE:

6-30-20

CONFERENCE:

Firearms Instructor Course

LOCATION:

ETPA Kilgore, TX

DATES:

August 10 to August 14

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

5

Does the conference meet your educational requirements for the year?

yes

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?

6

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

3

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

07-07-2020

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

James Ferris

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff's Office

DATE:

6-30-20

CONFERENCE:

Basic TCOLE Instructor

LOCATION:

ETPA Kilgore, TX

DATES:

August 3 to August 7

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

5

Does the conference meet your educational requirements for the year?

yes

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

yes

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

6

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

2

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

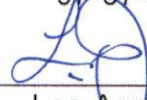
yes

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

Relatable training

APPROVED

07-07-2020



Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

James Ferris

POSITION:

Deputy

DEPARTMENT:

Panola County Sheriff's Office

DATE:

6-30-20

CONFERENCE:

Firearms Instructor Course

LOCATION:

ETPA Kilgore, TX

DATES:

August 10 to August 14

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

5

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

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?

6

How many days have you been away from your job this year for conferences, not counting this conference? 3

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