

APPOINTMENT OF PANOLA COUNTY ELECTIONS ADMINISTRATOR

We, the members of the Panola County Elections Commission did meet on August 20, 2020 for the purpose of filling the position of County Elections Administrator for Panola County.

It is the order of the County Elections Commission of Panola County that Loretta Mason be appointed Elections Administrator of Panola County, to perform the duties provided by law according to Sec. 31.043, Texas Election Code.

Said appointee is to assume duties of office effective August 20, 2020.

Signed this the 20 day of August, 2020.

Lee Ann Jones  
Chair - Lee Ann Jones, Panola County Judge

Bobbie Davis  
Vice-Chair - Bobby Davis, Panola County Clerk

Holly Gibbs  
Secretary - Holly Gibbs, Panola County Tax Assessor-Collector

Linda Lawless  
Linda Lawless - Republican Party County Chairman

John Foster  
John Foster - Democratic Party County Chairman

FILED FOR RECORD  
IN MY OFFICE

AT 2:07 O'CLOCK P M

AUG 20 2020

BOBBIE DAVIS  
COUNTY CLERK, PANOLA COUNTY, TEXAS

BY B. Davis DEPUTY



A TRUE COPY  
I hereby certify  
Bobbie Davis  
COUNTY CLERK  
PANOLA COUNTY, TEXAS  
BOBBIE DAVIS  
COUNTY CLERK

**County Clerk's Certificate**

**The State of Texas**           §

**County of Panola**           §

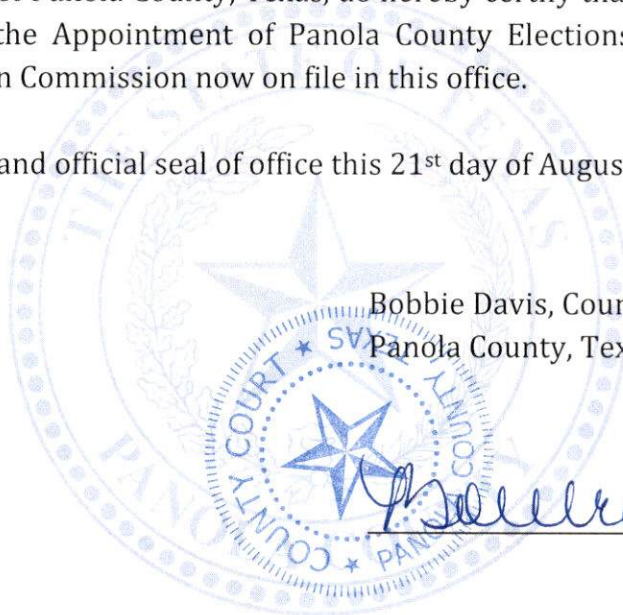
I, Bobbie Davis, Clerk of Panola County, Texas, do hereby certify that the foregoing is a true and correct copy of the Appointment of Panola County Elections Administrator by the Panola County Election Commission now on file in this office.

Given under my hand and official seal of office this 21<sup>st</sup> day of August, 2020.

Bobbie Davis, County Clerk  
Panola County, Texas



A handwritten signature in blue ink, appearing to read 'Bobbie Davis', is written over a horizontal line. The signature is cursive and fluid.



Panola County Courthouse

110 S Sycamore St., Room 100

Carthage, Texas 75633

Loretta Mason

Election Administrator

Voter Registrar

August 21, 2020

Panola County Commissioners' Court

RE: Early Voting

I am requesting the Court record the employment of Kelsey Lake, upon completion of the physical and drug screen, for the position of Deputy Election Administrator/Deputy Election Registrar, effective August 31, 2020. At a stating rate of \$15.00 per hour.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Loretta Mason".

Loretta Mason

COUNTY OF PANOLA

PRECINCT NO. 1

ANNUAL ROAD REPORT

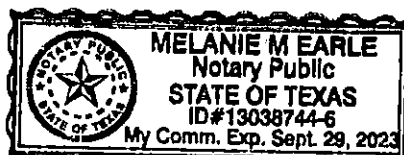
1. Condition of each road, culvert, and bridge in the precinct and the primary cause of any road, culvert, or bridge degradation: **All roads in the precinct are in fair condition with exception of CR 153, 108, 119, 106, & 163. The roads are in poor condition due to degradation by heavy truck traffic such as oilfield trucks, saltwater trucks, timber trucks, bulk feed and fertilizer trucks.**
2. The amount of money necessary for maintenance of the precinct roads during the next fiscal year: **\$350,000.00 for routine maintenance and an estimated cost of \$1,455,000.00 to rebuild the roads above.**
3. Number of traffic control devices in the precinct defaced or torn down: **73**
4. Any new road that should be opened in the precinct: **None at this time**
5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements: **Bridge repairs, MTXDOT recommendations and observations. Road repairs as needed. Estimated costs to replace culverts \$13,500.00**

Submitted by the undersigned on this 24<sup>th</sup> day of August.

Ramir La Grap  
Commissioner, Precinct 1

Subscribed and sworn to, before me, the undersigned authority, this 24<sup>th</sup>  
day of August 2020

Melanie Earle  
Notary Republic, State of Texas,  
My Commission Expires Sept 29, 2023




COUNTY OF PANOLA

PRECINCT NO. 2

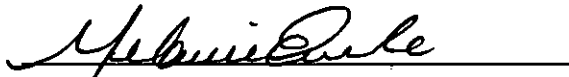
ANNUAL ROAD REPORT

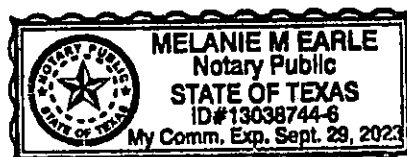
1. Condition of each road, culvert, and bridge in the precinct and the primary cause of any road, culvert, or bridge degradation: **All roads in the precinct are in fair condition with exception of CR 266, 224, 237, 235 and 236. The roads are in poor condition due to degradation by heavy truck traffic such as oilfield trucks, saltwater trucks, timber trucks, bulk feed and fertilizer trucks.**
2. The amount of money necessary for maintenance of the precinct roads during the next fiscal year: **\$239,982.00 for routine maintenance and an estimated cost of \$675,000.00 to rebuild the roads above.**
3. Number of traffic control devices in the precinct defaced or torn down: **63**
4. Any new road that should be opened in the precinct: **None at this time**
5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements: **Bridge repairs, MTXDOT recommendations and observations. Road repairs as needed. Estimated costs to replace culverts \$6,000.00**

Submitted by the undersigned on this 25<sup>th</sup> day of August.

  
Commissioner, Precinct POT 2

Subscribed and sworn to, before me, the undersigned authority, this 25<sup>th</sup>  
day of August 2020

  
Notary Republic, State of Texas,  
My Commission Expires Sept 29, 2023



COUNTY OF PANOLA

PRECINCT NO. 3


ANNUAL ROAD REPORT

1. Condition of each road, culvert, and bridge in the precinct and the primary cause of any road, culvert, or bridge degradation: **All roads in the precinct are in fair condition with exception of CR 301, 302, 304, 3041, 3062, & 3068. The roads are in poor condition due to degradation by heavy truck traffic such as oilfield trucks, saltwater trucks, timber trucks, bulk feed and fertilizer trucks.**
2. The amount of money necessary for maintenance of the precinct roads during the next fiscal year: **\$350,000.00 for routine maintenance and an estimated cost of \$862,500.00 to rebuild the roads above.**
3. Number of traffic control devices in the precinct defaced or torn down: **74**
4. Any new road that should be opened in the precinct: **None at this time**
5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements: **Bridge repairs, MTXDOT recommendations and observations. Road repairs as needed. Estimated costs to replace culverts \$25,000.00**

Submitted by the undersigned on this 25<sup>th</sup> day of August.

  
Commissioner, Precinct 3

Subscribed and sworn to, before me, the undersigned authority, this 25<sup>th</sup>  
day of August 2020

  
Notary Republic, State of Texas,  
My Commission Expires Sept 29, 2023


COUNTY OF PANOLA

PRECINCT NO. 4


ANNUAL ROAD REPORT

1. Condition of each road, culvert, and bridge in the precinct and the primary cause of any road, culvert, or bridge degradation: **All roads in the precinct are in fair condition with exception of CR 466, 463, 436, 455, 121, & 432. The roads are in poor condition due to degradation by heavy truck traffic such as oilfield trucks, saltwater trucks, timber trucks, bulk feed and fertilizer trucks.**
2. The amount of money necessary for maintenance of the precinct roads during the next fiscal year: **\$450,000.00 for routine maintenance and an estimated cost of \$825,000.00 to rebuild the roads above.**
3. Number of traffic control devices in the precinct defaced or torn down: **59**
4. Any new road that should be opened in the precinct: **None at this time**
5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements: **Bridge repairs, MTXDOT recommendations and observations. Road repairs as needed. Estimated costs to replace culverts \$16,000.00**

Submitted by the undersigned on this 24<sup>th</sup> day of August.

  
Commissioner, Precinct 4

Subscribed and sworn to, before me, the undersigned authority, this 24<sup>th</sup>  
day of August, 2020

  
Notary Republic, State of Texas,  
My Commission Expires Sept 29, 2023



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:

Midcoast G&P (East Texas) L.P. proposes to place a  
(COMPANY NAME)

8" natural gas pipe line within the Right-of-Way  
(PIPE SIZE)

of County Road: 310 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 200' min. 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 1st day of  
September.

FIRM: Midcoast G&P (East Texas) L.P.  
BY: Phil Wilson Neri Nelson  
TITLE: Land & Right of Way  
ADDRESS: 2020 Bill Owens Pkwy Suite 100  
Longview TX 75604  
PHONE: ( 903 323 4364 )



# APPROVAL

September 1, 2020

TO: Midcoast G & P (East Texas) L.P.  
Attn: Neil Nelson  
2020 Bill Owens Pkwy Suite #100  
Longview, TX. 75604

RE: **CR #310**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **8" natural gas pipe line** within the right-of-way of County Road **#310** 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

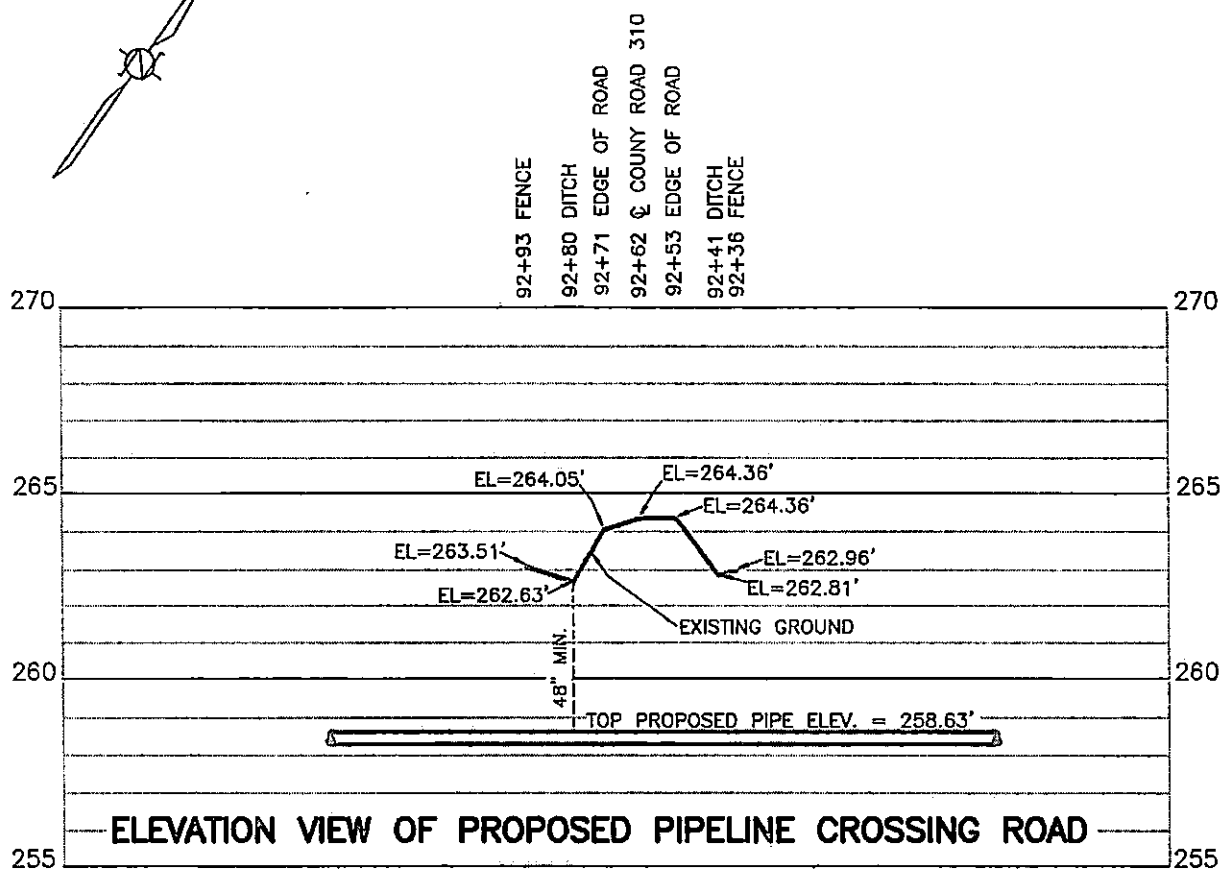
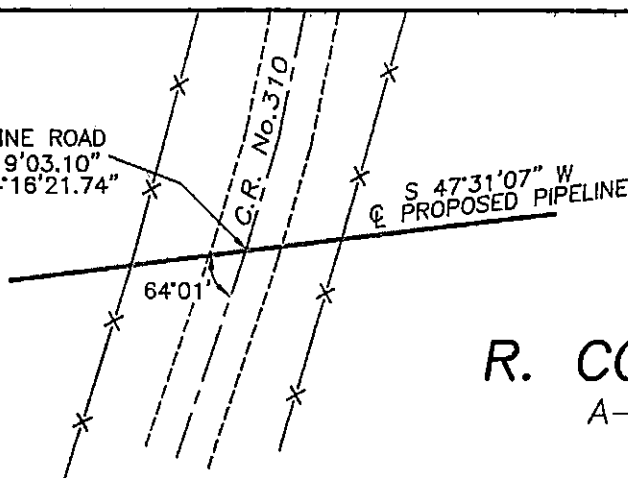
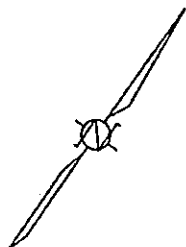
TX-PA-011.000  
RAYMOND SEWELL  
CALLED 115.175 AC.  
790/546

CENTERLINE ROAD  
LAT:32°19'03.10"  
LON:-94°16'21.74"

TX-PA-009.000  
ROY HIGHTOWER  
CALLED 44.01 AC.  
897/588

L.T. HAMMER  
A-335

R. COLLINS  
A-134



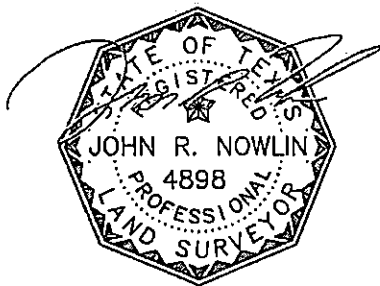
BENCH MARK ELEV: 284.56' - 2" IRON PIPE FOUND (LAT:32.317371, LON:-94.272719)  
LOCATED S 01°42'02" E - 53.82' FROM PROPOSED PIPELINE (IN ROAD R.O.W.)

BEARINGS & COORDINATES  
ARE BASED ON STATE PLANE  
COORDINATE SYSTEM, NAD 83  
TEXAS NORTH CENTRAL ZONE

#### STEEL CARRIER PIPE

PIPE DESCRIPTION:  
8.625" O.D.  
0.250" W.T.  
X-52  
14-16 MILS FBE  
20-24 MILS ARO  
NOP 1000 PSI  
MAOP 1440 PSI  
HYDROTEST 2160-2200 PSI

WARNING! UNDERGROUND UTILITIES SHOWN HEREON ARE APPROXIMATE ONLY.  
THERE MAY ALSO BE OTHER UNDERGROUND UTILITIES THAT ARE NOT SHOWN.  
BEFORE ANY EXCAVATION OR CONSTRUCTION OPERATIONS BEGIN THE CONTRACTOR  
MUST CONTACT ONE CALL UTILITY LOCATION SERVICES AND THE OWNERS OF  
THE UTILITIES TO VERIFY THEIR LOCATION.  
FOR MORE INFORMATION FOR PROJECTS IN TEXAS  
SEE THE RRC WEB SITE AT: <http://www.rrc.state.tx.us/divisions/gs/pls/onecall.html>.



PREPARED BY:  
**STANGER**  
SURVEYING TYLER, LLC  
1595 E. Grande Blvd.  
Tyler, TX 75703  
(903) 534-0174

#### MIDCOAST G & P (EAST TEXAS) L.P.

**PROPOSED CD-12-21 PIPELINE  
CROSSING COUNTY ROAD No.310  
2320' NORTH OF FM 1186 &  
550' SOUTH OF COUNTY ROAD No.3101  
PANOLA COUNTY, TEXAS**

ROAD XING-CR-310

DATE: 08/25/2020

T200299

SCALE: 1" = 50'H. \ 5"V.

3113

3112

3111

101E



Crossroads Cemetery

Proposed 8" Natural Gas Pipeline

311

186

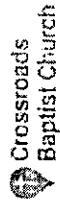
2

1186

3101

Horton

1794



Crossroads Baptist Church

310

1794

1186

311

1186

Google

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:

Midcoast G & P (East Texas) L.P. proposes to place a  
(COMPANY NAME)

8" natural gas pipe line within the Right-of-Way  
(PIPE SIZE)

of County Road: 311 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 200' min 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 1<sup>st</sup> day of  
September.

FIRM: Midcoast G & P (East Texas) L.P.  
BY: Neil Nelson  
TITLE: Land & Right of Way  
ADDRESS: 2020 Bill Owens Pkwy Suite 100  
Longview TX 75604  
PHONE: ( ) 903 323 4364

# APPROVAL

September 1, 2020

TO: Midcoast G & P (East Texas) L.P.  
Attn: Neil Nelson  
2020 Bill Owens Pkwy Suite #100  
Longview, TX. 75604

RE: **CR #311**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **8" natural gas pipe line** within the right-of-way of County Road **#311** 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

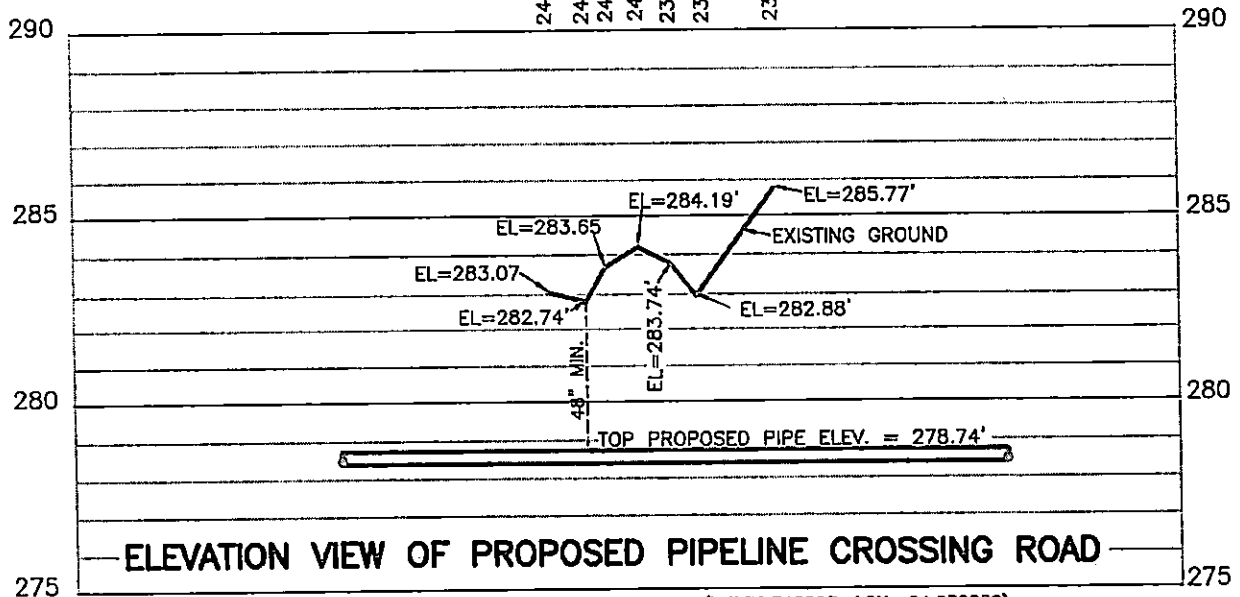
TX-PA-004.000  
BEVERLEY LANDERS  
CALLED 3.96 AC.  
1153/699, TR-1

CENTERLINE ROAD  
LAT:32°19'06.91"  
LON:-94°15'03.39"

TX-PA-002.000  
U.L. BLACK, ET UX  
CALLED 78.294 AC.  
659/610

N 89°00'50" W  
Q PROPOSED PIPELINE

D. TUTTLE  
A-668



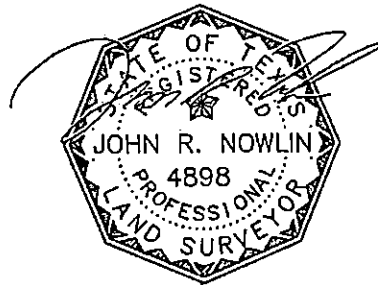
BENCH MARK ELEV: 284.56' - 2" IRON PIPE FOUND (LAT:32.318503, LON:-94.250852)  
LOCATED S 44°59'11" E - 40.73' FROM PROPOSED PIPELINE (EAST SIDE OF ROAD)

BEARINGS & COORDINATES  
ARE BASED ON STATE PLANE  
COORDINATE SYSTEM, NAD 83  
TEXAS NORTH CENTRAL ZONE

### STEEL CARRIER PIPE

PIPE DESCRIPTION:  
8.625" O.D.  
0.250" W.T.  
X-52  
14-16 MILS FBE  
20-24 MILS ARO  
NOP 1000 PSI  
MAOP 1440 PSI  
HYDROTEST 2160-2200 PSI

WARNING! UNDERGROUND UTILITIES SHOWN HEREON ARE APPROXIMATE ONLY.  
THERE MAY ALSO BE OTHER UNDERGROUND UTILITIES THAT ARE NOT SHOWN.  
BEFORE ANY EXCAVATION OR CONSTRUCTION OPERATIONS BEGIN THE CONTRACTOR  
MUST CONTACT ONE CALL UTILITY LOCATION SERVICES AND THE OWNERS OF  
THE UTILITIES TO VERIFY THEIR LOCATION.  
FOR MORE INFORMATION FOR PROJECTS IN TEXAS  
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PREPARED BY:  
**STANGER**  
SURVEYING TYLER, LLC  
1595 E. Grande Blvd.  
Tyler, TX 75703  
(903) 534-0174

### MIDCOAST G & P (EAST TEXAS) L.P.

**PROPOSED CD-12-21 PIPELINE  
CROSSING COUNTY ROAD No.311  
3950' NORTH OF FM 1794 &  
2850' SOUTH OF COUNTY ROAD No.3112  
PANOLA COUNTY, TEXAS**

ROAD XING-CR-311

DATE: 08/25/2020

T200299

SCALE: 1" = 50'H. \5'V.



3112

3113

3113

3101



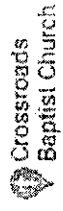
Crossroads Cemetery

Proposed 8" Natural Gas Pipeline

3111

3111

1126



Crossroads Baptist Church

1126

3110

1794

3101

1126

1794

Horton

1126

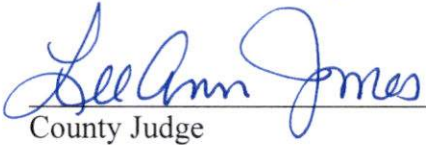
3111

Google

**PANOLA COUNTY**  
**2020**  
**BUDGET AMENDMENT #17**

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 1st day of Sept., 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 1st day of September, 2020 as the same appears on file in the office of the County Clerk of Panola County.

  
County Clerk



September 1, 2020



Panola County, Texas

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT15312 - BUD ADJ #17

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001214	2020 COUNTY BUDGET JAN-D	2020 CAPITAL CREDITS	9/1/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	2020 CAPITAL CREDITS	-197681	-52238	-249919
August:	-52238				
<a href="#">100-409-54070</a>	ECONOMIC DEVELOPMENT/ CH	2020 CAPITAL CREDITS	14300	52238	66538
August:	52238				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001215	2021 PROB	FY2021 DRUG COURT	8/31/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">481-760-59410</a>	LCDC,LCSW LICENSED COUNSEL	FY2021 DRUG COURT	0	10000	10000
September:	833.33 December:	833.33 March:	833.33	June:	833.33
October:	833.33 January:	833.33 April:	833.33	July:	833.33
November:	833.33 February:	833.33 May:	833.33	August:	833.37
<a href="#">481-760-59462</a>	DRUG ANALYSIS	FY2021 DRUG COURT	0	2500	2500
September:	208.33 December:	208.33 March:	208.33	June:	208.33
October:	208.33 January:	208.33 April:	208.33	July:	208.33
November:	208.33 February:	208.33 May:	208.33	August:	208.37

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001216	2020 COUNTY BUDGET JAN-D	624-PURCHASE 2009 CHEVY TRUCK FROM PCT2	9/1/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">200-622-53560</a>	REPAIR AND MAINTENANCE SU	624-PURCHASE 2009 CHEVY TRUCK FROM PCT2	95656	10000	105656
September:	10000				
<a href="#">200-624-55270</a>	FURNITURE & EQUIPMENT	624-PURCHASE 2009 CHEVY TRUCK FROM PCT2	204515	-10000	194515
September:	-10000				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001217	2020 COUNTY BUDGET JAN-D	623-PURCHASE TRUCK	9/1/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">200-623-55270</a>	FURNITURE & EQUIPMENT	623-PURCHASE TRUCK	100000	36000	136000
September:	36000				
<a href="#">200-623-55280</a>	ROAD OIL PRE MIX & GRAVEL	623-PURCHASE TRUCK	384085	-36000	348085
September:	-36000				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001218	2020 COUNTY BUDGET JAN-D	621-PURCHASE RAIL CAR	9/1/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">200-621-54080</a>	CONTINGENCY	621-PURCHASE RAIL CAR	80000	-14100	65900
September:	-14100				

# Budget Adjustment Register

Packet: GLPKT15312 - BUD ADJ #17

[200-621-55290](#)

September:

14100

LUMBER PILING & CULVERTS

621-PURCHASE RAIL CAR

13500

14100

27600

Adjustment Number

Budget Code

Description

Adjustment Date

BA0001219

2020 COUNTY BUDGET JAN-D

629-BENEFITS TERMINATION PAY

9/1/2020

## Summary Description:

Account Number

Account Name

Adjustment Description

Before

Adjustment

After

[300-629-51800](#)

August:

2159

BENEFITS TERMINATION PAY

629-BENEFITS TERMINATION PAY

1600

2159

3759

[300-629-54080](#)

August:

-2159

CONTINGENCY

629-BENEFITS TERMINATION PAY

173624

-2159

171465

Adjustment Number

Budget Code

Description

Adjustment Date

BA0001220

2020 COUNTY BUDGET JAN-D

409-BENEFITS TERMINATION PAY

9/1/2020

## Summary Description:

Account Number

Account Name

Adjustment Description

Before

Adjustment

After

[100-409-51800](#)

August:

10500

BENEFITS TERMINATION PAY

409-BENEFITS TERMINATION PAY

12000

10500

22500

[100-409-52070](#)

August:

1500

OTHER POST EMPLOYMENT BENEFITS

409-BENEFITS TERMINATION PAY

3492

1500

4992

[100-409-54080](#)

August:

-12000

CONTINGENCY

409-BENEFITS TERMINATION PAY

222159

-12000

210159

Adjustment Number

Budget Code

Description

Adjustment Date

BA0001221

2020 COUNTY BUDGET JAN-D

OCDETF FUNDING

9/1/2020

## Summary Description:

Account Number

Account Name

Adjustment Description

Before

Adjustment

After

[100-330-41260](#)

August:

-435

FEDERAL GRANT

OCDETF FUNDING

0

-435

-435

[100-560-51510](#)

August:

435

CRIMINAL INVESTIGATOR/TRAINING

OCDETF FUNDING

250166

435

250601

## Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2020	2020 COUNTY BUDGET JAN	<a href="#">100-330-41260</a>	FEDERAL GRANT	0	-435	-435
		<a href="#">100-360-41020</a>	MISCELLANEOUS REVENUE	-197681	-52238	-249919
		<a href="#">100-409-51800</a>	BENEFITS TERMINATION PAY	12000	10500	22500
		<a href="#">100-409-52070</a>	OTHER POST EMPLOYMENT BENEFI	3492	1500	4992
		<a href="#">100-409-54070</a>	ECONOMIC DEVELOPMENT/ CHAM	14300	52238	66538
		<a href="#">100-409-54080</a>	CONTINGENCY	222159	-12000	210159
		<a href="#">100-560-51510</a>	CRIMINAL INVESTIGATOR/TRAININ	250166	435	250601
		<a href="#">200-621-54080</a>	CONTINGENCY	80000	-14100	65900
		<a href="#">200-621-55290</a>	LUMBER PILING & CULVERTS	13500	14100	27600
		<a href="#">200-622-53560</a>	REPAIR AND MAINTENANCE SUPPL	95656	10000	105656
		<a href="#">200-623-55270</a>	FURNITURE & EQUIPMENT	100000	36000	136000
		<a href="#">200-623-55280</a>	ROAD OIL PRE MIX & GRAVEL	384085	-36000	348085
		<a href="#">200-624-55270</a>	FURNITURE & EQUIPMENT	204515	-10000	194515
		<a href="#">300-629-51800</a>	BENEFITS TERMINATION PAY	1600	2159	3759
		<a href="#">300-629-54080</a>	CONTINGENCY	173624	-2159	171465
<b>2020 Total:</b>				<b>1357416</b>	<b>0</b>	<b>1357416</b>
2021 PROB	2021 PROB	<a href="#">481-760-59410</a>	LCDC,LCSW LICENSED COUNSELOR	0	10000	10000
		<a href="#">481-760-59462</a>	DRUG ANALYSIS	0	2500	2500
<b>2020 PROB Total:</b>				<b>0</b>	<b>12500</b>	<b>12500</b>
<b>Grand Total:</b>				<b>1357416</b>	<b>12500</b>	<b>1369916</b>



FILED FOR RECORD  
IN MY OFFICE  
AT 9:15 O'CLOCK 2 M.

# FY 2021 DRUG COURT

JUL 30 2020

Account Number

Account Name

BOBBIE DAVIS  
COUNTY CLERK, PANOLA COUNTY, TEXAS  
BY C. W. Wicks DEPUTY

2021 PROBATION  
PROPOSED BUDGET

481 - PANOLA COUNTY CSCD ADULT DRUG COURT  
REVENUE

CASH BALANCE

12,500.00

Expense

481-760-59410

LCDC, LCSW LICENSED COUNSELOR

10,000.00

481-760-59462

DRUG ANALYSIS

2,500.00

Expense Totals:

12,500.00

481 - PANOLA COUNTY CSCD ADULT DRUG COURT Totals:

0

APPROVED BY :

[Signature]

APPROVED BY :

[Signature]



THE STATE OF TEXAS

§

IN THE COMMISSIONERS' COURT

COUNTY OF PANOLA

§

OF PANOLA COUNTY, TEXAS

**NOTICE OF FEES CHARGED BY THE SHERIFF AND CONSTABLES  
OF PANOLA COUNTY, TEXAS EFFECTIVE JANUARY 1, 2021**

On the 1<sup>st</sup> day of September, 2020, 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, 2021:

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

## FW: 2021 Sheriffs' and Constables' Fees

From: leeann.jones@co.panola.tx.us

Sent: Thu, Jul 16, 2020 at 4:18 pm

To: vicki.heinkel@co.panola.tx.us

---

image001.jpg (2.9 KB)

-----Original Message-----

From: "Leslie Lawson" &lt;Leslie.Lawson@cpa.texas.gov&gt;

Sent: Thursday, July 16, 2020 12:58pm

To: "leeann.jones@co.panola.tx.us" &lt;leeann.jones@co.panola.tx.us&gt;

Subject: 2021 Sheriffs' and Constables' Fees



The Honorable LeeAnn Jones  
County Judge  
Panola County

Dear County Judge Jones:

Our office is compiling the 2021 Sheriffs' and Constables' Fees report as required under Texas Local Government Code, Section 118.131. This law requires each commissioners' court to set fees charged for civil services by the sheriffs and constables and directs that these fees be reported to the Comptroller.

By law, these fees must be set before Oct. 1 of each year and reported to the Comptroller's office no later than Oct. 15. Failure to meet this deadline will result in 2020 fees remaining in effect throughout 2021. Please be aware that even if the county has not changed fees, the county is still responsible for reporting that information to the Comptroller's office. If there are no fee changes, please review the fees to make sure they are correct.

See below for instructions for reporting the 2021 fees to our office. To review and file your county's fees, visit our website and use the following access code: 59874630

The 2021 Sheriffs' and Constables' Fees information will be available on our website no later than Jan. 1, 2021.

**County Judge and Commissioners Court Instructions**

To meet the Oct. 15, 2020 deadline and to comply with the law, you must:  
Place this item on your commissioners court meeting agenda, and  
Adopt the fees before Oct. 1, 2020.

To report your 2021 fees:

- Go to <https://comptroller.texas.gov/transparency/local/sheriffs/reporting.php>.



- Enter the access code included in this email.
- Select the "Submit" button.

Complete the required information on the next page:

- Select the appropriate radio button at the top of the form -- submit with NO Fee or Address Changes or submit with Fee or Address Changes.
- Fill out your name, phone number and email address in the required fields.
- Select the "Submit" button.

If there are changes adopted by the commissioners court on or before Oct. 1, 2020:

- Enter the new fees on the Modified Fees tab and press the check next to each fee to update.
- Add any new fees your county adopted for 2021 on the Add Fees tab.
- If the fee you need to add is not listed in the drop-down box, call or email our office for assistance.
- Use the Modify Address tab to update your county's contact information.
- Use the View Fees to make sure all your fees are correct.
- If you need to make additional changes, use the access code to log back in before Oct. 15.

If you need assistance with the report or have any questions, please contact the Transparency Team at [transparency@cpa.texas.gov](mailto:transparency@cpa.texas.gov) or 844-519-5676.

Leslie Lawson  
Team Lead, Transparency  
Data Analysis and Transparency Division  
Texas Comptroller of Public Accounts  
(512) 463-3742  
(800) 531-5441 ext. 3-3742

IMPORTANT NOTICE: This communication and any attachments may contain privileged or confidential information under the Texas Public Information Act and/or applicable state and federal laws. If you have received this message in error, please notify the sender immediately.

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 5:50 O'CLOCK P M

SEP 01 2020

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

Statement

I, Loretta Mason, 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: Elections Administrator

Execution

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

Date: August 20, 2020

Loretta Mason  
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

This space is for your office use  
FILED FOR RECORD  
IN MY OFFICE

AT 1:50 O'CLOCK P.M.

SEP 01 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, Loretta Mason, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Elections Administrator 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.

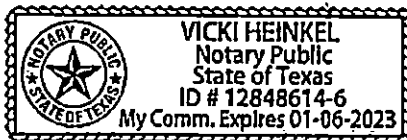
Loretta Mason  
Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas  
County of Panola

Sworn to and subscribed before me on this 20th day of August, 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



Liberty Mutual Surety: National Bond Center  
350 E. 96th Street  
Indianapolis, IN 46240  
(888) 844-2663 Fax: (866) 547-4883

## **SURETY BOND PACKAGE**

Thank you for choosing Liberty Mutual Surety for your bonding business. The enclosed package is a complete set of bond documents. Please file the documents in this bond package that are required by the Obligee. Some documents may not need to be filed.

**Please review the bond to ensure it is accurate - correct form, obligee, principal (contractor) details, etc. It is ultimately the responsibility of the agent and contractor to ensure the bond provided is the correct form and is properly completed.** For immediate changes or corrections, please contact your Liberty Mutual Surety office listed above.

Use the following checklist to ensure the documents are properly signed and distributed.

- ☐ The principal must sign the bond as the name is printed on the bond form. If the principal is a company, any officer of the company may sign the bond.
- ☐ Carrie Thomas must sign the bond on behalf of the Surety with the name as it is printed on the bond.
- ☐ A Power of Attorney form is included in the bond package. This form should be attached to the bond and filed with the obligee.

Liberty Mutual Surety, as part of Liberty Mutual Group, has updated its Privacy Policy, applicable to all our U.S. customers, to comply with the California Consumer Privacy Act (CCPA). Details may be read here: <https://www.libertymutualgroup.com/about-lm/corporate-information/privacy-policy>



Liberty Mutual Surety  
Attention: LMS Claims  
P.O. Box 34526  
Seattle, WA 98124  
Phone: 206-473-6210  
Fax: 866-548-6837  
Email: HOSCL@libertymutual.com  
www.LibertyMutualSuretyClaims.com

## PUBLIC OFFICIAL BOND

KNOW ALL MEN BY THESE PRESENTS:

No. **999067433**

That we Loretta Mason

of 110 S. Sycamore St., Room 100, Carthage, TX 75633

(Insert Full Name [top line] and Address [bottom line] of Principal)

, as Principal and The Ohio Casualty Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire, (hereinafter called the Surety, are held and firmly bound unto Panola County

County Auditors Office Rm 213A, Carthage, TX 75633

(Insert Full Name [top line] and Address [bottom line] of Obligor)

in the aggregate and non-cumulative penal sum of One Thousand Dollars And Zero Cents

(\$1,000.00) DOLLARS, for the payment of which, well and truly

to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the said Principal has been elected or appointed to (or holds by operation of law) the office of Elections Administrator for a term beginning on September 11, 2020 and ending on September 11, 2021.

**Now, therefore, the condition of this Obligation is such** that if the said Principal shall well, truly and faithfully perform all official duties required by law of such official during the term aforesaid, then this obligation shall be void; otherwise it shall remain in full force and effect, subject to the following conditions:

First: That the Surety may, if it shall so elect, cancel this bond by giving thirty (30) days notice in writing to Panola County

County Auditors Office Rm 213A, Carthage, TX 75633 and

this bond shall be deemed canceled at the expiration of said thirty (30) days, the Surety remaining liable, however, subject to all the terms, conditions and provisions of this bond, for any act or acts covered by this bond which may have been committed by the Principal up to the date of such cancellation; and the Surety shall, upon surrender of this bond and its release from all liability hereunder, refund the premium paid, less a pro rate part thereof for the time this bond shall have been in force.

Second: That the Surety shall not be liable hereunder for the loss of any public moneys or funds occurring through or resulting from the failure of, or default in payment by, any banks or depositories in which any public moneys or funds have been deposited, or may be deposited, or placed to the credit, or under the control of the Principal, whether or not such banks or depositories were or may be selected or designed by the Principal or by other persons; or by reason of the allowance to, or acceptance by the Principal of any interest on said public moneys or funds, any law, decision, ordinance or statute to the contrary notwithstanding.

Third: That the Surety shall not be liable for any loss or losses, resulting from the failure of the Principal to collect any taxes, licenses, levies, assessments, etc., with the collection of which he may be chargeable by reason of his election or appointment as aforesaid.

SIGNED, SEALED and DATED September 11, 2020

Loretta Mason

The Ohio Casualty Insurance Company

By: \_\_\_\_\_

Carrie Thomas

Attorney-in-Fact



## OATH OF OFFICE

STATE OF \_\_\_\_\_ }  
County of \_\_\_\_\_ } SS

I, \_\_\_\_\_,  
do solemnly swear (or affirm) that I will support, protect and defend the Constitution of The United States and the Constitution of the  
State of \_\_\_\_\_ and that I will discharge the duties of my office of \_\_\_\_\_  
\_\_\_\_\_ with fidelity; that I have not  
paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my  
nomination or election (or appointment), except for necessary and proper expenses expressly authorized by law; that I have not  
knowingly violated any election law of this State, or procured it to be done by others in my behalf; that I will not knowingly receive,  
directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my  
office than the compensation allowed by law. So help me God.

\_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_



Figure: 28 TAC § 1.601(a)(2)(B)

### **Have a complaint or need help?**

If you have a problem with a claim or your premium, call your insurance company or HMO first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appeal through your insurance company or HMO. If you don't, you may lose your right to appeal.

The Ohio Casualty Insurance Company

To get information or file a complaint with your insurance company or HMO:

**Call:** Liberty Mutual Surety Claims **at** 206-473-6210

**Online:** [www.LibertyMutualSuretyClaims.com](http://www.LibertyMutualSuretyClaims.com)

**Email:** [HOSCL@libertymutual.com](mailto:HOSCL@libertymutual.com)

**Mail:** P.O. Box 34526 Seattle, WA 98124

### **The Texas Department of Insurance**

To get help with an insurance question or file a complaint with the state:

**Call with a question:** 1-800-252-3439

**File a complaint:** [www.tdi.texas.gov](http://www.tdi.texas.gov)

**Email:** [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)

**Mail:** MC 111-1A, P.O. Box 149091, Austin, TX 78714-9091

### **¿Tiene una queja o necesita ayuda?**

Si tiene, un problema con una reclamación o con su prima de seguro, llame primero a su compañía de seguros o HMO. Si no puede resolver el problema, es posible que el Departamento de Seguros de Texas (Texas Department of Insurance, por su nombre en inglés) pueda ayudar.

Aun si usted presenta una queja ante el Departamento de Seguros de Texas, también debe presentar una queja a través del proceso de quejas o de apelaciones de su compañía de seguros o HMO. Si no lo hace, podría perder su derecho para apelar.

The Ohio Casualty Insurance Company

Para obtener información o para presentar una queja ante su compañía de seguros o HMO:

**Llame a:** Liberty Mutual Surety Claims **al** 206-473-6210  
En línea: [www.LibertyMutualSuretyClaims.com](http://www.LibertyMutualSuretyClaims.com)  
Correo electrónico: [HOSCL@libertymutual.com](mailto:HOSCL@libertymutual.com)  
Dirección postal: P.O. Box 34526 Seattle, WA 98124

**El Departamento de Seguros de Texas**

Para obtener ayuda con una pregunta relacionada con los seguros o para presentar una queja ante el estado:

Llame con sus preguntas al: 1-800-252-3439  
Presente una queja en: [www.tdi.texas.gov](http://www.tdi.texas.gov)  
Correo electrónico: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)  
Dirección postal: MC 111-1A, P.O. Box 149091, Austin, TX 78714-9091





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company

## POWER OF ATTORNEY

Principal: Loretta Mason

Agency Name: Richard H. Thomas Inc.

Bond Number: 999067433

Obfgee: Panola County

Bond Amount: (\$1,000.00) One Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Carrie Thomas in the city and state of Carthage, TX, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company

By:

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

### ARTICLE IV -- OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**Certificate of Designation** -- The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** -- By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 11th day of September, 2020.



By:

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



Liberty Mutual Surety: National Bond Center  
350 E. 96th Street  
Indianapolis, IN 46240  
(888) 844-2663 Fax: (866) 547-4883

## TRANSACTION REPORT

**Transaction Date:** September 11, 2020

**Preparer Name:** Carrie Thomas

**Preparer Email:** carrie@pattersonins.com

**Agency Name:** Richard H. Thomas Inc.

**Agency Code:** 973395

**Principal:**

Loretta Mason  
110 S. Sycamore St., Room 100  
Carthage, TX 75633

**Obligee:**

Panola County  
County Auditors Office Rm 213A  
Carthage, TX 75633

**Underwriting Information:**

Bond is freely written

**Bond Information:**

**Bond Number:** 999067433

**Bond Amount:** \$1,000.00

**Renewal Type:** Renewable (by new bond)

**Renewal Billing Method:** Direct Bill

**Renewal Term (Months):** 12

**Renew Automatically:** Yes

**Description of Bond:** Elections Administrator

**Effective Date:** September 11, 2020

**Expiration Date:** September 11, 2021

**Cancel Days:** 30 Days

**Class Code:** S119

**Underwriting Paper:** The Ohio Casualty Insurance Company

**Bond Rating State:** Texas

**Involved To:**

Panola County  
110 S. Sycamore Rm 213A  
Carthage, TX 75633

**Renewal Billing Information:**

Panola County  
110 S. Sycamore Rm 213A  
Carthage, TX 75633

**Remarks:**

**Premium Information:**

**Bond Premium:** \$100.00

**Total Premium Due:** \$100.00

This bond is a direct billed bond. It is the applicant's responsibility to ensure payment is received in full for this new business. Payment must be received within 20 days from the date this bond was issued. If payment is not received in full, this bond may be subject to cancellation. Bond(s) changes are available for your agency through <https://agents.libertymutualsurety.com>

**Mail Payment To:**

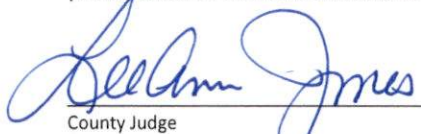
Liberty Mutual Insurance Company  
25761 Network Place  
Chicago, IL 60673-1257


TREASURER'S FIRST QUARTER 2020

FUND	BALANCE 10/1/2019	RECEIPTS	DISBURSEMENTS	BALANCE 12/31/2019
GENERAL	15,304,695.27	16,115,002.10	3,680,188.01	27,739,509.36
LAW LIBRARY	77,238.93	4,408.75	1,482.04	80,165.64
CTY JUVENILE DELINQUENCY PREVENTION	162.32	0.30	0.00	162.62
COURTHOUSE SECURITY	243,196.15	4,781.53	3,979.36	243,998.32
RECORDS MANAGEMENT	23,246.12	1,408.31	0.00	24,654.43
COUNTY/DISTRICT COURT TECHNOLOGY FUND	6,479.16	137.50	0.00	6,616.66
COURT RECORD PRESERVATION	9,576.14	798.56	0.00	10,374.70
DISTRICT COURT RECORDS TECHNOLOGY	16,877.14	894.19	0.00	17,771.33
DISTRICT CLERK RECORDS MGT & PRESERVATION	6,088.48	511.86	0.00	6,600.34
CO.CLERK RECORDS PRESERVATION	598,861.73	23,997.05	2,600.00	620,258.78
ARCHIVE FEE	197,408.66	21,027.93	0.00	218,436.59
JUSTICE COURT TECHNOLOGY	100,062.97	1,621.62	0.00	101,684.59
TAX A/C V.I.T. INTEREST	2,782.94	4.84	210.66	2,577.12
ELECTION SERVICES CONTRACT FUND	14,936.46	687.96	0.00	15,624.42
ROAD & BRIDGE	7,341,003.90	4,555,087.37	1,024,048.60	10,872,042.67
FM & LATERAL ROAD	2,149,669.35	568,382.86	251,251.01	2,466,801.20
HOT CHECK FEE	40,305.85	111.46	394.38	40,022.93
PRETRIAL INTERVENTION	6,531.50	1,914.87	0.00	8,446.37
SHERIFF'S STATE FORFEITURE	84,389.50	150.06	4,415.36	80,124.20
JAIL COMMISSARY FUND	22,512.50	821.18	0.00	23,333.68
DA FORFEITURE	34,649.81	4,211.15	0.00	38,860.96
STATE APPORTIONMENT - DA	797.31	10,150.94	6,506.91	4,441.34
STATE LONGEVITY PAY SUPPLEMENT	323.88	0.00	0.00	323.88
CONST PCT 2 STATE FORFEITURE	1,045.34	1.93	0.00	1,047.27
CONST PCT 1 STATE FORFEITURE	195.36	0.37	0.00	195.73
SHERIFF FEDERAL FORFEITURE	265.15	3,167.48	0.00	3,432.63
CDA FEDERAL FORFEITURE	59,093.20	109.32	0.00	59,202.52
CONSTABLE 2 & 3 FEDERAL	319.55	0.59	0.00	320.14
CHILD PROTECTIVE SERVICES	157,992.40	58,581.08	10,063.97	206,509.51
HEALTH FUND	3,751,517.54	6,718.39	6,468.60	3,751,767.33
AIRPORT	444,987.34	19,452.12	31,829.87	432,609.59
ROAD BOND 1971	295,232.81	521.40	0.00	295,754.21
PERMANENT IMPROVEMENT	231,969.74	406.54	0.00	232,376.28
JAIL IMPROVEMENT	464.01	0.86	0.00	464.87
CREDIT CARD CLEARING ACCOUNT	0.00	0.00	0.00	0.00
JP CREDIT CARD CLEARING ACCOUNT	0.00	0.00	0.00	0.00
PANOLA COUNTY AUCTION PROCEEDS	26.27	0.05	0.00	26.32
COMMUNITY SUPERVISION	159,283.60	72,089.05	94,854.11	136,518.54
DRUG COURT GRANT	25,611.96	690.67	0.00	26,302.63
JUVENILE PROBATION	427,244.21	65,787.49	86,382.30	406,649.40
EXPERTPAY	0.04	0.00	0.00	0.04
PANOLA COUNTY RETIREE HEALTH	33,392,784.30	354,271.30	485,060.81	33,261,994.79
MEMORANDUM TOTAL ONLY	65,229,828.89	21,897,911.03	5,689,735.99	81,438,003.93


BALANCE REPRESENTED BY:	
DEMAND DEPOSIT - FIRST STATE BANK & TRUST	7,015,552.85
INVESTMENTS - FIRST STATE BANK & TRUST	74,644,000.00
PLUS CASH/CHANGE FUND	1,850.00
PLUS INTANGIBLE ROYALTY INTEREST	7,600.00
PLUS RECEIVABLES	65,599.07
LESS ACCRUALS & PAYABLES	(296,597.99)
FUND BALANCE AS OF SEPTEMBER 30, 2018	<u>81,438,003.93</u>


We, the undersigned County Judge and Commissioners, in and for Panola County, Texas, hereby certify that we have this date 1st Sept. 2020, and have found the same to be correct and in due order, and have ordered the proper credits to be made in the accounts of the said County Treasurer, in accordance with said order as required by Law and provided for in the Revised Statutes of the State of Texas.

  
County Judge

  
Commissioner - Precinct No. 1


  
Commissioner - Precinct No. 3

  
Commissioner - Precinct No. 2

  
Commissioner - Precinct No. 4

SWORN TO AND SUBSCRIBED BEFORE ME, County Judge and County Commissioners of said Panola County, each respectively, on this 1st day of September 2020.

I, Joni Reed, Certified County Treasurer of Panola County, certify that the above and foregoing report is true to the best of my knowledge.

  
Certified County Treasurer

## 6.04 SICK LEAVE

**Regular full-time** employees are eligible for paid sick leave, accruing at a rate equal to 8 hours per month. 10 hours per month for Road & Bridge employees. The maximum sick leave accrual is 1080 hours. Once maxed, employees will no longer accrue sick leave until the balance is below the maximum.

**Part-time employees** are eligible for paid sick leave, accruing at a pro-rata rate equal to 4.8 hours per month. 6 hours per month for Road & Bridge employees. The maximum sick leave accrual is 648 hours. Once maxed, employees will no longer accrue sick leave until the balance is below the maximum.

Sick leave may be used, when it has accrued, if the employee misses work for personal illness or mental incapacity, health care appointments or treatments, medical quarantine, or for personal care for members of his/her immediate family during illness or for health care appointments. Immediate family members include the employee's spouse, children (including step children and any foster children placed with the employee), and parents (including father-in-law and mother-in-law).

An employee will be responsible for notifying their supervisor as early as is practical on the first day of sick leave absence and request that approved sick leave be granted. If more than one day of sick leave is needed, the employee will be responsible for notifying their supervisor of the expected length of the absence on the first day of sick leave or will be required to notify their supervisor on a daily basis if unable to come to work.

Any time an employee is in an unpaid status for any reason, there will be no sick leave accrual.

Any abuse of sick leave privileges, such as unauthorized use, shall constitute grounds for discipline up to and including termination of employment. A physician's statement may be required:

- a. Prior to return from an absence of three or more working day.
- b. Prior to return from any absence that involves an illness or injury that incapacitates the employee from performing essential duties.
- c. At the discretion of the employee's supervisor.

Sick leave abuse may result in disciplinary action up to and including termination. Conduct that may create a presumption of sick leave abuse includes but is not limited to the following:

- a. Calling in sick on a day that the employee previously requested to have off but whose request was denied; or leaving work on sick leave prior to the end of an assigned shift on a day that the employee previously requested to have off but whose request was denied.
- b. Pattern of using sick leave adjacent to a regular day off.

- c. Pattern of using sick leave adjacent to either a scheduled vacation day or a previously approved day off.
- d. Pattern of using sick leave hours within a discernable period of time after which the leave was earned.
- e. Falsifying or omitting facts or truths regarding the illness or injury upon which a sick leave absence is based.
- f. Falsifying or omitting facts or truths regarding sick leave requests or reports or documentation or supplemental information regarding such absence(s) are submitted.
- g. Anytime the supervisor identifies a pattern of abuse, a doctor's note will be required for any sick day an employee takes from that day forward, **until the supervisor agrees to stop the requirement.**

Employees, when using sick leave for health care appointments, are required to notify their supervisor at least a day in advance of the requested sick leave day.

A department head will request that employees furnish a medical leave slip from their health care provider when the sick leave extends beyond 3 successive work days.

The maximum amount of sick leave that an employee will have available at any given time is the unused balance at the end of preceding month. Employees who have exhausted sick leave must take unpaid time from work, when authorized, and may request vacation or use other paid leave time they may have accrued. Employees will not be allowed to borrow sick leave against possible future accruals. Employees leaving *Panola County* are not compensated for any accrued sick leave.

Each department head or designee will maintain and update sick leave records on a monthly basis.

#### 6.04a ADDITIONAL SICK LEAVE (**Effective September 1, 2020**)

**New Regular full-time** employees who complete 3 years of service will be given 180 additional hours of paid sick leave. After completion of 5 years of service employees will be given another additional 180 hours of paid sick leave. The total 360 additional paid sick hours are a one-time benefit. Again the maximum sick leave accrual total is 1080 hours. Once maxed, employees will no longer accrue sick leave until the balance is below the maximum.

**New Part-time** employees who complete 3 years of service will be given 108 additional hours of paid sick leave. After completion of 5 years of service employees will be given another additional 108 hours of paid sick leave. The total 216 additional paid sick hours are a one-time benefit. Again, the maximum sick leave accrual total is 648 hours. Once maxed, employees will no longer accrue sick leave until the balance is below the maximum.



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

**APPROVED**

09-01-2020

Lee Ann Jones,  
County Judge

**NAME:** Jennifer Stacy

**POSITION:** County Auditor

**DEPARTMENT:** Auditor

**DATE:** 8/19/2020

**CONFERENCE:** Texas Public Funds Investment Conference

**LOCATION:** Houston, TX

**DATES:** November 5, 2020 to November 6, 2020

**NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:** 2 days

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

**If not, how much of your requirements will be met by this conference?** 9 hrs

**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?** 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.)**

As a member of the Panola County Investment Committee, this conference educates me on current investment trends.

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

**APPROVED**

09-01-2020



Lee Ann Jones,  
County Judge

**NAME:** Jennifer Stacy

**POSITION:** County Auditor

**DEPARTMENT:** Auditor

**DATE:** 8/19/2020

**CONFERENCE:** Healthy County Boot Camp

**LOCATION:** Embassy Suites Denton Convention Center

**DATES:** February 10, 2021 to February 12, 2021

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

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

**If not, how much of your requirements will be met by this conference?** 9 hrs

**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?** 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.)**

Representing Panola County as the Wellness Sponsor enables me to learn about HEBP trends

in health coverage and cost to help budget properly for our County health insurance.

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

**APPROVED**

09-01-2020

Lee Ann Jones,  
County Judge

**NAME:** Joni Reed  
**POSITION:** County Treasurer  
**DEPARTMENT:** \_\_\_\_\_  
**DATE:** August 19, 2020

**CONFERENCE:** Texas Public Funds Investment Conference  
**LOCATION:** Houston, Texas  
**DATES:** Nov. 5, 2020 to Nov. 6, 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?** 3 days

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

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

This conference helps piece together the puzzle of our county's investment options.

As County Treasurer, I am required to have hours of investment education.

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



APPROVED

08-01-2020

Lee Ann Jones,  
County Judge

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

NAME:

Colton McNair

POSITION:

Detention Officer

DEPARTMENT:

Panola Co. Sheriff's Office

DATE:

August 19, 2020

CONFERENCE:

Basic Peace Officer Course

LOCATION:

Kilgore College

DATES:

6/8/2020

to

10/23/2020

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.)

For Peace officer license