MINUTES OF THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

A regular meeting of the Board of Commissioners of Jefferson County Emergency Services District No. 4 ("District") was called for at 5:30 p.m. on the January 18, 2016, at the Labelle-Fannett VFD fire station, located at 12880 FM 365, Beaumont, Texas 77705, pursuant to notice duly posted according to law.

At approximately 5:30 p.m., the regular meeting was called to order. The roll was called of the duly constituted members of the Board, to wit: Jeff Roebuck, Charlie Reneau, Sandra Melton, Randy Walston, and Robert Bordes. All of said Board members were present, thus constituting a quorum. Also present at the meeting were: Wayne Wilber, District Manager; Mary Ellen Robertson, accountant for the District; Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District; and, the individuals listed in the attendance log attached hereto as **Exhibit A**.

Upon establishing that a quorum was present, Commissioner Roebuck directed the Board to Agenda Item No. 3 regarding the Statement of Officer and Oath of Office for the newly appointed Board members, Randy Walston and Robert Bordes. Director Walston advised the Board that he had already executed his Statement of Officer and took and executed the Oath of Office at the Commissioners' Court meeting when he was appointed. Following the meeting, Director Bordes executed his Statement of Officer and took and executed his Oath of Office, which was administered by Mr. Heinz as Notary Public. Copies of Director Bordes' Statement of Officer and Oath of Office are attached hereto as **Exhibit B**.

The Board was then directed to Agenda Item No. 4 to elect Board officer positions, including President, Vice President, Secretary, Treasurer, and Assistant Treasurer. After a brief discussion regarding the various positions and their preferences, Commissioner Melton nominated Commissioner Roebuck to be President again, which was seconded by Commissioner Reneau and unanimously approved by the Board. Then, upon nomination by Commissioner Melton and seconded by President Roebuck, and with the unanimous approval of the Board, Commissioner Reneau was elected Vice President again. Next, President Roebuck nominated Commissioner Walston for Secretary, which was seconded by Vice President Reneau and unanimously approved by the Board. President Roebuck then nominated Commissioner Melton to be Treasurer again, which was seconded by Vice President Reneau and unanimously approved by the Board. And finally, upon motion by President Roebuck and seconded by Treasurer Melton, and with the unanimous approval of the Board, Commissioner Bordes was elected Assistant Treasurer.

Thus, the new officer positions of the members of the Board are as follows:

| | |
|---|---|
| Jeff Roebuck | President |
| Charlie Reneau | Vice President |
| Randy Walston | Secretary |
| Sandra Melton | Treasurer |
| Robert Bordes | Assistant Treasurer |

The Board then moved along to Agenda Item No. 5 regarding the District's bank accounts and credit cards for the Board members. Treasurer Melton advised that Texas First Bank has already removed the prior Board members who recently resigned their positions, namely Sandra Duhon and Charlie Cox, from the District's accounts, and Treasurer Melton will have Secretary Walston and Assistant Treasurer Bordes execute all the necessary paperwork in order to have them added as authorized signers on the District's accounts. Additionally, Treasurer Melton advised that the District credit cards issued to Sandra Duhon and Charlie Cox had been cancelled, and that the Board needed to authorize issuance of new credit cards to the new Board members. Upon motion by Vice President Reneau and seconded by Treasurer Melton, the Board unanimously authorized the issuance of District credit cards to Secretary Walston and Assistant Treasurer Bordes.

Being as there was no public comment under Agenda Item No. 6, the Board moved along to Agenda Item No. 7 for the VFD Chiefs' reports. Kelli Jo Arceneaux, Secretary of Labelle-Fannett VFD, and Ken Duhon, Chief of Cheek VFD, advised the Board on the departments' recent activities and service calls, which are set forth in the monthly run reports attached hereto as **Exhibit C**. Chief Sonnier advised that the department secretary has been sick, and thus the November run report has not yet been generated.

The Board was then directed to Agenda Item No. 8 for the District Manager's report. Wayne Wilber advised the Board on that Cheek VFD had submitted its quarterly membership roster and updated training records, and that Labelle-Fannett VFD had submitted its quarterly membership roster. Mr. Wilber also reported that there is still an issue with one of the Labelle-Fannett VFD members correctly completing the fuel purchase forms, but that Chief Sonnier is resolving that issue. Additionally, Mr. Wilber reported that parts of the new bunker gears sets ordered for Labelle-Fannett VFD had been received. Lastly, Chief Sonnier advised the Board that certain department members would like to attend a training course, and the Board instructed him to submit a proper request form for same to Mr. Wilber.

Next, President Roebuck directed the Board to Agenda Item No. 15 regarding the agreed upon procedures review of the Labelle-Fannett VFD's financials. Milton Bertolio of Charles E. Reed & Associates, P.C. summarized the review findings, which are detailed in the report attached hereto as **Exhibit D**. He also advised the Board that he met with Labelle-Fannett VFD representatives, Treasurer Melton, and Mrs. Robertson, and as a result of said meeting, he believes that a significant amount of progress has been made to help eliminate and/or resolve the issues which previously existed between the District and Labelle-Fannett VFD, including Labelle-Fannett VFD's understanding of the District's purchasing policies and procedures. Treasurer Melton expressed her appreciation for Mr. Bertolio and the VFD representatives. Additionally, Mrs. Robertson advised the Board that Labelle-Fannett VFD has agreed to retain her to perform all of the department's bookkeeping and accounting. Mrs. Robertson reported that they discovered that Labelle-Fannett VFD is classified as a 501(c)(4) non-profit organization, not a 501(c)(3), and the Board discussed the issues associated with same. Furthermore, Mrs. Robertson reported that Labelle-Fannett VFD has now complied with and provided all documentation to the Board in accordance with the June 19, 2015 written request.

The Board then moved back to Agenda Item No. 10 for the Treasurer's report. Mrs. Robertson reviewed with the Board the District's current financial statement of activities, which is attached hereto as **Exhibit E**. Additionally, Treasurer Melton reported that the District's Texas First Bank checking account balance was \$185,933.68 as of December 31, 2015 and \$417,525.55 as of January 14, 2016, and that the District's Texas First Bank savings account balance was \$200,188.86 as of as of December 31, 2015 and January 14, 2016, as reflected in the account statements attached hereto as **Exhibit F**.

The Board was then directed by President Roebuck to Agenda Item No. 11 for payment of the District's bills and VFDs' reimbursement requests. After reviewing and discussing the various monthly expenditures, Treasurer Melton made a motion to approve payment of the bills and expenditures listed on the account register attached hereto as **Exhibit G** (Check Nos. 2069-2083), and release all previously held Labelle-Fannett VFD reimbursement payments since the department has fully complied with the June 18, 2015 document request. The motion was seconded by Assistant Treasurer Bordes and unanimously approved by the Board.

Thereafter, the Board's attention was directed to Agenda Item No. 12, at which time Mr. Wilber reported that Cheek VFD has requested the purchase and installation of a new roll-up door at its station, and the lowest bid for same was obtained from Overhead Door at $3,140.00, which included the purchase and installation of an automatic opener. Upon motion by Vice President Reneau and seconded by Treasurer Melton, the Board unanimously approved the purchase of the garage door from Overhead Door for the Cheek VFD fire station. Mr. Wilber then advised the Board that Labelle-Fannett VFD had requested the purchase of a new children's education trailer, being a 16' foot covered trailer for storing and carrying their children's education materials, and that the lowest bid for same was provided by Koch trailers at $4,368.60. Upon motion by Assistant Treasurer Bordes and seconded by Secretary Walston, the Board unanimously approved the purchase of the requested trailer from Koch Trailers. Next, Mr. Wilber requested that the Board approve the request of Labelle-Fannett VFD for the purchase of 2 new TNT cutters/extraction tools from Advance Rescue Systems, which had the lowest total price at $10,915.00. Vice President Reneau made a motion to approve the requested purchase of new cutters from Advance Rescue Systems for Labelle-Fannett VFD, which was seconded by Assistant Treasurer Bordes and unanimously approved by the Board. Since Advance Rescue Systems only offered a $200 per set trade-in credit for Labelle-Fannett VFD's old cutters, Chief Sonnier confirmed that he is going to refurbish same and the department will keep them as back-ups. Lastly, Chief Sonnier advised the Board that Labelle-Fannett VFD Engines 1 and 8 are leaking water, and the Board instructed him to submit a repair request form for each unit to Mr. Wilber.

The Board then moved back to Agenda Item No. 9 for review of the Minutes of the December 21, 2015 regular meeting. Upon motion by Treasurer Melton and seconded by Vice President Reneau, the proposed minutes were unanimously approved by all of the Board members except Secretary Walston and Assistant Treasurer Bordes, who abstained from the vote since they were not present for said meeting.

Next, President Roebuck directed the Board to Agenda Item No. 13 regarding the VFDs' use of each other equipment. Mr. Wilber advised the Board that he confirmed with VFIS that Labelle-Fannett VFD members will be covered under the District's insurance policy if they are using District's equipment which is held by Cheek VFD, and that Labelle-Fannett VFD needs to confirm with its insurance company that Cheek VFD members will be covered if they are using Labelle-Fannett VFD's equipment. The Board confirmed that Labelle-Fannett VFD can use the District's equipment held by Cheek VFD for providing emergency services, and that Cheek VFD can use the District's equipment held by Labelle-Fannett VFD for providing emergency services. Additionally, the Board recommended that Labelle-Fannett VFD also allow Cheek VFD to use any equipment owned by Labelle-Fannett VFD for providing emergency services. The Board advised the department that they need to communicate and work out an arrangement to allow each department access the other's equipment in case same is ever needed.

Thereafter, the Board was directed to Agenda Item No. 14 regarding EMS services within the District. Henry Labrie of Labelle-Fannett VFD recommended that the District pay for station attendants at the Labelle-Fannett VFD station between 8:00 a.m. and 5:00 p.m., Monday through Friday, which would improve the department's response time. The Board identified and discussed potential issues with said plan, including Labelle-Fannett VFD's recent loss of its ambulance variance. Mr. Heinz recommend that the Board consider having a cost analysis and/or feasibility study done which will help the Board identify various options for providing EMS services within the District and the estimated costs of same. The Board requested that Mr. Heinz gather information and proposals for conducting a cost analysis and/or feasibility study concerning EMS services within the District, and present same to the Board at the next regular meeting for further discussion and consideration.

President Roebuck then directed the Board to Agenda Item No. 16 regarding charges for responding to public information requests. Mr. Heinz recommended that, given the cost incurred by the District in connection with responding to Labelle-Fannett VFD's recent public information requests, the Board establish a policy to charge for responding to public information requests, and he recommended that the District adopt the same charge schedule used by the Texas Attorney General, which is set forth in **Exhibit H** attached hereto. Upon motion by Secretary Walston and seconded by Vice President Reneau, and the Board unanimously approved the establishment of a District policy to charge for responding to public information requests in accordance with the charge schedule used by the Texas Attorney General.

The Board then moved along to Agenda Item No. 17 regarding retention of special counsel for the District. Given the recent issues between the District and Labelle-Fannett, Mr. Heinz suggested that it would be a good idea to retain special counsel having extensive knowledge of Texas ESDs to review and consult on the District's policies, procedures, service agreements, and operations, and make recommendations on same. Mr. Heinz suggested that the Board consider John Carlton of the Carlton Law Firm, P.L.L.C. The Board requested that Mr. Heinz obtain from Mr. Carlton a proposed engagement letter and cost estimate for the Board to review and consider at its next regular meeting.

The Board was then directed to Agenda Item No. 18 regarding the upcoming SAFE-D conference in Galveston. Mr. Heinz reminded the Board members of their continuing education requirements, and advised that same can be obtained by attending the conference. All of the Board members confirmed that they will be attending the conference. Mr. Wilber has already made lodging arrangements, and he will submit a conference registration form for each member.

Next, the Board then moved along to Agenda Item No. 19 for the counsel report, at which time Mr. Heinz advised the Board that he submitted the District's annual report to the Texas Department of Agriculture – Office of Rural Affairs in accordance with Section 775.083 of the Texas Health & Safety Code, and he published the District's administrative office address in The Examiner newspaper in accordance with Section 775.036(f) of the Texas Health & Safety Code. A copy of the notice and publisher's affidavit is attached hereto as **Exhibit I**.

The Board then moved back to Agenda Item No. 4, at which time Chief Duhon advised the Board on the recent activities of Cheek VFD, as set forth in the department's monthly run report attached hereto as **Exhibit G**.

Being as there were no further matters to come before the Board, the meeting was adjourned at approximately 7:00 p.m.

Jeff Roebuck, President

Date: 3/21/2016

ATTEST:

Position: Secretary

Date: 3/21/2016

# Exhibit A

JEFFERSON COUNTY ESD No. 4

January 18, 2016

SIGN-IN SHEET

1 Ronnie Washburn LFVFD

2 Kurt Le [illegible] LFVFD

3 [illegible] LFVFD

4 Lucy Holst (Concerned Citizen)

5 James Nash LFUFD

6 R. [illegible] Rider LFUFD

7 Darlene Rider LFUFD

8 Dennis Gifford LFVFD

9 Carol Gifford "

10 Carolyn Huyck HVFD

11 Becky Washburn LFVFD

12 DWAYNE MORUANT LFVFD

13 Dylan Compton LFVFD

14 ~~[illegible]~~

15

16

17

18

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# Exhibit B

Form #2201 Rev. 01/2015

**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**

**This space reserved for office use**

## Statement

I, Robert Bordes, 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: Commissioner, Jeff. Co. ESD No. 4

## Execution

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

Date: 1/10/2016

Signature of Officer

Revised 01/2015

## Form 2201 - Statement of Officer
## (General Information)

| |
|---|
| The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.* |

***Execution and Delivery Instructions***
The Statement is considered filed once it has been received by this office.

***Mail***: P.O. Box 12887, Austin, Texas 78711-2887.
***Overnight mail or hand deliveries***: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.
***Fax:*** (512) 463-5569.
***Email***: Scanned copies of the executed Statement may be sent to *register@sos.state.tx.us.*

*NOTE: The Statement of Officer form, commonly referred to as the "Anti-Bribery Statement," must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).*

### Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices. Local officers must retain the signed anti-bribery statement with the official records of the office. This form is designed for filing the anti-bribery statement by elected and appointed state-level officers.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Op. Tex. Att'y Gen. No. JC-0575 (2002).

Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions.

*Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.state.tx.us.*

Revised 01/2015

Form #2204 Rev. 10/2011

**Submit to:**
**SECRETARY OF STATE**
**Government Filings Section**
**P O Box 12887**
**Austin, TX 78711-2887**
**512-463-6334**

**Filing Fee: None**

THE STATE OF TEXAS

# OATH OF OFFICE

**This space reserved for office use**

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Robert Bordes, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Commissioner, Jeff. Co. ESD No. 4 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.

Robert Bordes
Signature of Officer

State of Texas )
County of Jefferson )

Sworn to and subscribed before me this 18th day of January, 2016.

(seal)

Signature of Notary Public or Other Officer Administering Oath

Joshua C. Heinz
Printed or Typed Name

NOTARY PUBLIC STATE OF TEXAS
JOSHUA C. HEINZ
NOTARY PUBLIC-STATE OF TEXAS
COMM. EXP. 09-16-2017
NOTARY ID 11319879

**Form 2204 - Oath of Office**
**(General Information)**

| |
|---|
| The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.* |

***Execution and Delivery Instructions***
The Oath is considered filed once it has been received by this office.

***Mail***: P.O. Box 12887, Austin, Texas 78711-2887.
***Overnight mail or hand deliveries***: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.
***Fax***: (512) 463-5569. If faxed, the original Oath should also be mailed to the appropriate address above.
***Email***: Scanned copies of the executed Oath may be sent to register@sos.state.tx.us. If emailed, the original Oath should also be mailed to the appropriate address above.

*NOTE: Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the "Anti-Bribery Statement") with the Office of the Secretary of State.*

## *Commentary*

All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov't Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer's qualification so that the commission may be issued.

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12. A Statement of Officer form required to be filed with the Office of the Secretary of State is filed upon receipt by the Secretary of State. The Oath of Office may be administered by anyone authorized under the provisions of Chapter 602 of the Texas Government Code. Commonly used officials include notaries public and judges.

*Officers Required to File Oath of Office with the Secretary of State*:

- Gubernatorial appointees, appellate and district court judges, and district attorneys
- Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Tex. Water Code Ann. Sections 36.055(d); 49.055(d)

*Officers Not Required to File Oath of Office with the Secretary of State*:

- Members of the Legislature elected to a *regular* term of office will have their Oath of Office administered in chambers on the opening day of the session and recorded in the appropriate Journal. Members elected to an *unexpired* term of office should file their Oath of Office with either the Chief Clerk of the House or the Secretary of the Senate, as appropriate.
- All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

*Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.state.tx.us.*

*Revised 10/2011*

# Exhibit C

# LaBelle Fannett VFD EMS

*12880 Hwy 365, Beaumont Texas | Phone: (409) 794-1441*

## Dispatch Log Sheet for November 2015

Total Calls for the month 60 · Total Calls YTD 664

| | *Fannett* | *LaBelle* | *Cheek* | *TOTAL* |
|---|---|---|---|---|
| ***Medical*** | 13 | 19 | 2 | 34 |
| ***MVA*** | 9 | 6 | 0 | 15 |
| ***Fire*** | 8 | 2 | 1 | 11 |
| ***TOTAL*** | 30 | 27 | 3 | 60 |

| *Units* | *Total Calls* | *Transports* |
|---|---|---|
| ***Med 6*** | 18 | 8 |
| ***Acadian*** | 27 | Unknown |
| ***Ham Med 1 & 2*** | 0 | |
| ***Engine 1*** | 25 | |
| ***Engine 8*** | 8 | |
| ***Engine 3*** | 3 | |
| ***Truck 118*** | 6 | |
| ***Truck 4*** | 2 | |
| ***Rescue 9*** | 1 | |
| ***Tanker 5*** | 0 | |
| ***Cheek Engine*** | 0 | |
| ***Air Rescue*** | 0 | |

# LaBelle Fannett VFD EMS

*12880 Hwy 365, Beaumont Texas | Phone: (409) 794-1441*

## Dispatch Log Sheet for December 2015

Total Calls for the month 49 · Total Calls YTD 713

| | *Fannett* | *LaBelle* | *Cheek* | *TOTAL* |
|---|---|---|---|---|
| ***Medical*** | 20 | 3 | 7 | 30 |
| ***MVA*** | 7 | 6 | 0 | 13 |
| ***Fire*** | 4 | 0 | 2 | 6 |
| ***TOTAL*** | 31 | 9 | 9 | 49 |

| *Units* | *Total Calls* | *Transports* |
|---|---|---|
| ***Med 6*** | 12 | 7 |
| ***Acadian*** | 18 | Unknown |
| ***Ham Med 1 & 2*** | 2 | |
| ***Engine 1*** | 12 | |
| ***Engine 8*** | 6 | |
| ***Engine 3*** | 2 | |
| ***Truck 118*** | 5 | |
| ***Truck 4*** | 1 | |
| ***Rescue 9*** | 3 | |
| ***Tanker 5*** | 1 | |
| ***Cheek Engine*** | 1 | |
| ***Air Rescue*** | 0 | |

**EXHIBIT B**

**MONTHLY REPORT**

Month: December 2015

Total Calls Received: 3

Responses:

Structure Fires: 1 (Mutual Aid - China ESD #3)

Wood/Grass Fires: ______

Vehicles/Wrecks: ______

EMT/First Responder: 2

Others: ______

Total: 3

Mutual Aid Responses: 1

Other Matters and/or Specific Event Details:

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

# Exhibit D

R&A Charles E. Reed & Associates, P.C.
Certified Public Accountants & Consultants

Member
American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants
AICPA Private Companies Practice Section

January 18, 2016

Board of Directors
Jefferson County Emergency Services District #4
12880 FM 365
Beaumont, Texas 77705

We have performed the procedures enumerated below, which were agreed to by the Board of Directors of Jefferson County Emergency Services District #4 solely to assist you in evaluating the the specific items of the LaBelle-Fannett Volunteer Fire Department. The LaBelle-Fannett Volunteer Fire Department is responsible for its accounting records. This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**AGREED UPON PROCEDURES:**

*CONFIRM BANK ACCOUNTS OF THE LaBELLE-FANNETT VOLUNTEER FIRE DEPARTMENT*

As part of our engagement, we were able to confirm the following accounts and signatories on these accounts:

**Texas First Bank**

LaBelle-Fannett Volunteer Fire Department
Appears to be the main operating account of the Department
LaBelle-Fannett Volunteer Fire Department Ladies Auxiliary
Appears to be a savings account in the name of the Ladies Auxiliary – Shares the same federal ID# as that of the Volunteer Fire Department. The main signer on the account is Rufus LaVergne.
LaBelle-Fannett Volunteer Fire Department Bingo Account
Appears to be a dormant account. The main signer on the account is Henry LaBrie. As per Mr. Brie, the Bingo operation was discontinued and the State of Texas requires the account to remain open for approximately three years to allow for un-asserted claims to be filed, if any.
Safe Deposit Box
Located at the Texas First Bank branch in LaBelle. The signers on the box are Rufus LaVergne, Henry LaBrie and Phillip Sonnier.

**Bridge City Bank**

Note Payable
Appears to be an unsecured line of credit note with a balance of approximately $20,000.

3636 Professional Drive • Port Arthur, Texas 77642 • (409) 983-3277 • Fax: (409) 983-3270

*TRACE RECEIPTS to BANK DEPOSITS*

During our initial visit with representatives of the Volunteer Fire Department, we were furnished with the following documentation:

1) Copies of bank statements (Texas First Bank #29488) for the months of October 1, 2013 through December 31, 2013.
2) Copies of bank statements (Texas First Bank #29488) for the months of January 1, 2014 through December 31, 2014.
3) Copies of bank statements (Texas First Bank #29488) for the months of January 1, 2015 through November 30, 2015. The subsequent December 2015 statement was provided directly to Ms. Robertson.
4) Check register from Quicken – October1, 2013 through December 31, 2013
   Itemized category report – October 1, 2013 through December 31, 2013.
5) Check register form Quicken – January 1, 2014 through December 31, 2014
   Itemized category report – January 1, 2014 through December 31, 2014
6) Check register from Quickbooks – January 1, 2015 through December 31, 2015
   Detailed general ledger – January 1, 2015 through December 31, 2015
   Income by Customer detail report – January 1, 2015 through November 30, 2015
   Expense by Vendor detail report – January 1, 2015 through November 30, 2015
   Profit and Loss Statement – January 1, 2015 through December 31, 2015
7) 2014 Form 990 and supporting schedules

Using the documentation provided by the Volunteer Fire Department, we summarized the annual deposits as per the bank statements and traced them back into the books of the Volunteer Fire Department. All bank statement deposits agreed with the deposits recorded by the Volunteer Fire Department.

We were unable to test revenue as there are no underlying accounting records, receipt books, subsidiary ledgers other documentation to support the amounts deposited. It is noted that the Volunteer Fire Department does use a third party billing provider to bill for medical services. Those billings are electronically deposited to the operating account of the Volunteer Fire Department upon receipt. We did not attempt to confirm the amounts billed and collected for medical revenue.

*COMPARE DATE OF RECEIPT WITH DATE OF DEPOSIT*

It appears that the records of the Department have been recently summarized into Quicken and Quickbooks, resulting in deposits recorded in the bank statements to show the same date as those recorded into the records of the Volunteer Fire Department. It appears that the bank records were used to enter the data into the two software programs thereby the date of the deposits were the same in both the bank statements and the general ledger of the Volunteer Fire Department.

*SELECT A SAMPLE OF DISBURSEMENTS FROM BANK ACCOUNTS AND MATCH TO SUPPORTING DOCUMENTATION*

Using the documentation provided by the Volunteer Fire Department we selected a judgmental sample of 30 disbursements and traced them back to the picture of the disbursements provided with the bank statement for accuracy and verification of the payee. In addition, we looked to see if two signatures were present on the disbursements. All disbursements selected agreed to the bank statement and required signatures. Beginning in January 2015, Texas First Bank discontinued providing pictures of disbursements with the bank statements. We did not select any disbursements for testing in 2015.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The report is intended solely for the information and use of the Board of Directors of Jefferson County Emergency Services District #4 and is not intended to be and shoulf not be used by anyone other these specified parties.

We sincerely appreciate the opportunity to be of service to you. We will be happy to discuss this letter with you in detail at a time mutually agreeable.

Sincerely,

Charles E. Reed & Associates, P.C.

Charles E. Reed & Associates, P.C.
Certified Public Accountants and Consultants

# Exhibit E

# Jefferson County Emergency Services District No. 4
## Statement of Activities (Cash Basis)

| | 3 Months Ended 12/31/2015 Actual LaBelle-Fannett | 3 Months Ended 12/31/2015 Actual Cheek | 3 Months Ended 12/31/2015 Actual Administrative | 3 Months Ended 12/31/2015 Total All Locations | Annual Budget | Over (Under) Budget | % of Budget Used to Date |
|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | |
| Ad Valorem Taxes | $ - | $ - | $ 50,523 | $ 50,523 | $ 597,302 | $ (546,779) | 8.46% |
| Interest Income | - | - | 118 | 118 | 200 | (82) | 59.00% |
| **Total Revenue** | 0 | 0 | 50,641 | 50,641 | 597,502 | (546,861) | 8.48% |
| **Operating Expenses** | | | | | | | |
| Accounting | - | - | 950 | 950 | 15,000 | (14,050) | 6.33% |
| Advertising | - | - | - | - | 1,000 | (1,000) | 0.00% |
| Bank Fees | - | - | - | - | 150 | (150) | 0.00% |
| Cable | - | - | - | - | 800 | (800) | 0.00% |
| Cell Phone/EMS Equipment | - | - | - | - | 100 | (100) | 0.00% |
| Children's Education | - | - | - | - | 2,000 | (2,000) | 0.00% |
| Cleaning & Building Maintenance | (21) | - | - | (21) | 6,000 | (6,021) | -0.35% |
| Communications - Purchase of Add'l Radios | - | - | - | - | 2,500 | (2,500) | 0.00% |
| Copier | - | - | - | - | 700 | (700) | 0.00% |
| District Manager | - | - | 7,500 | 7,500 | 30,000 | (22,500) | 25.00% |
| Dues & Fees | - | - | - | - | 3,000 | (3,000) | 0.00% |
| Fire Field Meals | - | - | - | - | 1,000 | (1,000) | 0.00% |
| Fire Uniforms | - | - | - | - | 3,000 | (3,000) | 0.00% |
| Fuel - Fire | 756 | 37 | - | 793 | 16,500 | (15,707) | 4.81% |
| Insurance - Property & Liability | - | - | 6,428 | 6,428 | 34,000 | (27,572) | 18.91% |
| Insurance - VFIS District | - | - | - | - | 2,600 | (2,600) | 0.00% |
| Insurance - Worker's Compensation | - | - | - | - | 2,800 | (2,800) | 0.00% |
| Internet | 52 | - | 84 | 136 | 800 | (664) | 17.00% |
| Lawn Service | 250 | 200 | - | 450 | 4,200 | (3,750) | 10.71% |
| Legal/Professional | - | - | 3,314 | 3,314 | 10,000 | (6,686) | 33.14% |
| Lodging/Meals/Travel & Regist ESD | - | - | - | - | 5,000 | (5,000) | 0.00% |
| Maintenance & Repairs - Radios | - | - | - | - | 4,000 | (4,000) | 0.00% |
| Note Payable - First Financial - Mini Pumper | - | - | - | - | 41,012 | (41,012) | 0.00% |
| Office Supplies | - | - | 175 | 175 | 2,700 | (2,525) | 6.48% |
| Postage & Box Rental | - | - | - | - | 450 | (450) | 0.00% |
| Small Equipment Purchases (less than $5,000) | - | - | - | - | 2,000 | (2,000) | 0.00% |
| Supplies - Fire | 1,325 | 442 | - | 1,767 | 20,000 | (18,233) | 8.84% |
| Tax & Appraisal Fees | - | - | 6,540 | 6,540 | 12,000 | (5,460) | 54.50% |
| Telephone | - | - | 137 | 137 | 1,600 | (1,463) | 8.56% |
| Utilities | - | 171 | - | 171 | 8,700 | (8,529) | 1.97% |
| Water & Garbage | 663 | 27 | - | 690 | 3,400 | (2,710) | 20.29% |
| **Total Operating Expenses** | 3,025 | 877 | 25,128 | 29,030 | 237,012 | (207,982) | 12.25% |

# Jefferson County Emergency Services District No. 4
## Statement of Activities (Cash Basis)

| | 3 Months Ended 12/31/2015 Actual LaBelle-Fannett | 3 Months Ended 12/31/2015 Actual Cheek | 3 Months Ended 12/31/2015 Actual Administrative | 3 Months Ended 12/31/2015 Total All Locations | Annual Budget | Over (Under) Budget | % of Budget Used to Date |
|---|---|---|---|---|---|---|---|
| **Fire Services** | | | | | | | |
| Dispatch Services/Edispatches | - | - | 1,747 | 1,747 | 33,500 | (31,753) | 5.21% |
| Equipment-Insp/Repairs | - | - | - | - | 2,200 | (2,200) | 0.00% |
| Gloves & Boots - Insp/Repairs | - | - | - | - | 5,000 | (5,000) | 0.00% |
| Personal Protection Equipment | - | 338 | - | 338 | 26,000 | (25,662) | 1.30% |
| Supplies - Hoses/Nozzles/Tarps | - | - | - | - | 4,000 | (4,000) | 0.00% |
| Travel/Lodging/Meals/Trans Expenses | 737 | - | - | 737 | 7,500 | (6,763) | 9.83% |
| Tuition/Registration | - | - | - | - | 2,000 | (2,000) | 0.00% |
| Vehicle Repair & Maintenance | 2,761 | - | - | 2,761 | 25,000 | (22,239) | 11.04% |
| **Total Fire Services** | 3,498 | 338 | 1,747 | 5,583 | 105,200 | (99,617) | 5.31% |
| **Capital Expenditures** | | | | | | | |
| 3\4 ESD Utility Pickup Truck | - | - | - | - | 20,000 | (20,000) | 0.00% |
| 3000 Gal Tanker | - | - | - | - | 100,000 | (100,000) | 0.00% |
| Automatic Rollup Door | - | - | - | - | 4,700 | (4,700) | 0.00% |
| Children's Education Enclosed Trailer | - | - | - | - | 6,000 | (6,000) | 0.00% |
| Concrete Slab (Storage Bldg.) | - | - | - | - | 7,500 | (7,500) | 0.00% |
| Crushed Concrete (Driveway to Stor. Bldg.) | - | - | - | - | 1,800 | (1,800) | 0.00% |
| Dispatch Equipment | - | - | 1,182 | 1,182 | 16,000 | (14,818) | 7.39% |
| Radio Communications Upgrade | - | - | - | - | 30,000 | (30,000) | 0.00% |
| Rescue Tools - Rescue 44 | - | - | - | - | 30,000 | (30,000) | 0.00% |
| SCBA Packs/Replacement Bottles | - | - | - | - | 10,000 | (10,000) | 0.00% |
| Upgrade Cutters | - | - | - | - | 11,000 | (11,000) | 0.00% |
| **Total Capital Expenditures** | 0 | 0 | 1,182 | 1,182 | 237,000 | (235,818) | 0.50% |
| **Contingency** | 0 | 0 | 0 | - | 18,290 | (18,290) | 0.00% |
| **Total Expenses** | 6,523 | 1,215 | 28,057 | 35,795 | 597,502 | (561,707) | 5.99% |
| **Net Change in Fund Balance** | $ (6,523) | $ (1,215) | $ 22,584 | $ 14,846 | $ 0 | | |

*For management purposes only.*

# Exhibit F

**TEXAS FIRST BANK**
*Helping Texans Build Texas*
www.texasfirstbank.com
3000 FM 1764 • La Marque, TX 77568-2452
**Return Service Requested**

TELEPHONE BANKING
(409) 945-9889 (281) 538-2226
(855) 355-TFB1 (8321)

BOOKKEEPING
(409) 948-1993
(409) 296-2111



JEFFERSON COUNTY EMERGENCY
SERVICES DISTRICT No. 4
PO BOX 154
HAMSHIRE TX 77622-0154

Account Number: 10031508
Statement Date: 1/03/16
Checks/Items Enclosed: 16

EM

PUBLIC FUNDS TIERED INT. JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT No. 4 Acct 10031508

| | | | |
|---|---|---|---|
| Beginning Balance | 12/01/15 | 162,032.80 | |
| Deposits / Misc Credits | 2 | 42,201.59 | |
| Withdrawals / Misc Debits | 16 | 18,300.71 | |
| ** Ending Balance | 12/31/15 | 185,933.68 | ** |
| Service Charge | | .00 | |
| Interest Paid Thru 12/31/15 | | 24.99 | |
| Interest Paid Year To Date | | 756.63 | |
| Annual Percentage Yield Earned | | .15% | |
| Number of Days for A.P.Y.E. | | 31 | |
| Average Balance for A.P.Y.E. | | 196,178.25 | |
| Minimum Balance | | 162,032 | |
| Enclosures | | 16 | |

FEE RECAP

| | Total for this period | Total year-to-date |
|---|---|---|
| Total Overdraft Fees | $.00 | $.00 |
| Total Returned Item Fees | $.00 | $.00 |

DEPOSITS AND OTHER CREDITS

| Date | Deposits | Activity Description |
|---|---|---|
| 12/03 | 42,176.60 | ORIG:JEFFERSON COUNTY TRN:P201512030015478 |
| 12/31 | 24.99 | Interest Paid |

CHECKS PAID
* indicates skip in check numbers

| Date | Check No. | Amount | Date | Check No. | Amount | Date | Check No. | Amount |
|---|---|---|---|---|---|---|---|---|
| 12/04 | 2035 | 202.51 | 12/23 | 2052* | 1,611.00 | 12/24 | 2054 | 400.00 |
| 12/11 | 2037* | 4,475.52 | 12/29 | 2053 | 105.40 | 12/31 | 2055 | 250.00 |

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(409) 296-2111



JEFFERSON COUNTY EMERGENCY

Account Number: 10031508
Statement Date: 1/03/16

## CHECKS PAID

* indicates skip in check numbers

| Date | Check No. | Amount | Date | Check No. | Amount | Date | Check No. | Amount |
|---|---|---|---|---|---|---|---|---|
| 12/30 | 2056 | 1,365.35 | 12/29 | 2061 | 338.00 | 12/30 | 2064 | 2,761.38 |
| 12/23 | 2057 | 400.00 | 12/29 | 2062 | 1,747.00 | 12/30 | 2067* | 293.44 |
| 12/31 | 2058 | 1,181.69 | 12/30 | 2063 | 194.42 | 12/22 | 2068 | 2,500.00 |
| 12/29 | 2060* | 475.00 | | | | | | |

## DAILY BALANCE SUMMARY

| Date | Balance | Date | Balance | Date | Balance |
|---|---|---|---|---|---|
| 12/03 | 204,209.40 | 12/22 | 197,031.37 | 12/29 | 191,954.97 |
| 12/04 | 204,006.89 | 12/23 | 195,020.37 | 12/30 | 187,340.38 |
| 12/11 | 199,531.37 | 12/24 | 194,620.37 | 12/31 | 185,933.68 |

PUBLIC FUNDS SAVINGS JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT No. 4 Acct 20041885

| | | | |
|---|---|---|---|
| Beginning Balance | 12/01/15 | 200,171.86 | |
| Deposits / Misc Credits | 1 | 17.00 | |
| Withdrawals / Misc Debits | 0 | .00 | |
| ** Ending Balance | 12/31/15 | 200,188.86 | ** |
| Service Charge | | .00 | |
| Interest Paid | | 17.00 | |
| Interest Paid Year To Date | | 88.86 | |
| Annual Percentage Yield Earned | | .10% | |
| Number of Days for A.P.Y.E. | | 31 | |
| Average Balance for A.P.Y.E. | | 200,171.86 | |
| Minimum Balance | | 200,171 | |

## DEPOSITS AND OTHER CREDITS

| Date | Deposits | Activity Description |
|---|---|---|
| 12/31 | 17.00 | Interest Earned |

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**Return Service Requested**

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(855) 355-TFB1 (8321)

BOOKKEEPING
(409) 948-1993
(409) 296-2111



JEFFERSON COUNTY EMERGENCY

Account Number: 10031508
Statement Date: 1/03/16

- - - - - - - - - - - - - - DAILY BALANCE SUMMARY - - - - - - - - - - - - - -

| Date | Balance | Date | Balance | Date | Balance |
|---|---|---|---|---|---|
| 12/31 | 200,188.86 | | | | |

TEXAS FIRST BANK

1/14/16 9:01 pm

## Account Details

There have been 574 transactions on this account since 9/25/2013.

### Public Funds Tiered Int.

10031508

$417,525.55

| | | | |
|---|---|---|---|
| **Available Balance** | $417,525.55 | **Interest Rate** | 0.200 % |
| **Current Balance** | $417,525.55 | **Last Interest Paid Date** | 12/31/2015 |
| **Last Deposit Date** | 1/8/2016 | **Accrued Interest** | $19.08 |
| **Last Deposit Amount** | $231,624.85 | **Year-to-date Interest amount** | $0.00 |
| **Last Statement Date** | 12/31/2015 | | |

**Subtotal:** Credits: $284,741.95 | Debits: $-92,985.74

| Date | Description | Amount | Balance |
|---|---|---|---|
| 1/8/16 | ORIG:JEFFERSON COUNTY TRN:P201601080007093 | $231,624.85 | $417,525.55 |
| 1/5/16 | Check (2066) | -$32.98 | $185,900.70 |
| 12/31/15 | Interest Paid | $24.99 | $185,933.68 |
| 12/31/15 | Check (2058) | -$1,181.69 | $185,908.69 |
| 12/31/15 | Check (2055) | -$250.00 | $187,090.38 |
| 12/30/15 | Check (2064) | -$2,761.38 | $187,340.38 |
| 12/30/15 | Check (2056) | -$1,365.35 | $190,101.76 |
| 12/30/15 | Check (2067) | -$293.44 | $191,467.11 |
| 12/30/15 | Check (2063) | -$194.42 | $191,760.55 |
| 12/29/15 | Check (2062) | -$1,747.00 | $191,954.97 |
| 12/29/15 | Check (2060) | -$475.00 | $193,701.97 |
| 12/29/15 | Check (2061) | -$338.00 | $194,176.97 |
| 12/29/15 | Check (2053) | -$105.40 | $194,514.97 |
| 12/24/15 | Check (2054) | -$400.00 | $194,620.37 |
| 12/23/15 | Check (2052) | -$1,611.00 | $195,020.37 |
| 12/23/15 | Check (2057) | -$400.00 | $196,631.37 |
| 12/22/15 | Check (2068) | -$2,500.00 | $197,031.37 |
| 12/11/15 | Check (2037) | -$4,475.52 | $199,531.37 |
| 12/4/15 | Check (2035) | -$202.51 | $204,006.89 |
| 12/3/15 | ORIG:JEFFERSON COUNTY TRN:P201512030015478 | $42,176.60 | $204,209.40 |
| 11/30/15 | Interest Paid | $20.48 | $162,032.80 |
| 11/27/15 | Check (2044) | -$250.00 | $162,012.32 |

| | | | |
|---|---|---|---|
| 11/27/15 | Check (2049) | -$108.29 | $162,262.32 |
| 11/25/15 | Check (2036) | -$210.50 | $162,370.61 |
| 11/24/15 | Check (2050) | -$449.41 | $162,581.11 |
| 11/24/15 | Check (2042) | -$110.77 | $163,030.52 |
| 11/23/15 | Check (2040) | -$1,766.40 | $163,141.29 |
| 11/23/15 | Check (2041) | -$200.00 | $164,907.69 |
| 11/23/15 | Check (2048) | -$195.26 | $165,107.69 |
| 11/23/15 | Check (2045) | -$50.00 | $165,302.95 |
| 11/23/15 | Check (2039) | -$42.96 | $165,352.95 |
| 11/20/15 | Check (2047) | -$475.00 | $165,395.91 |
| 11/20/15 | Check (2038) | -$102.80 | $165,870.91 |
| 11/18/15 | Check (2043) | -$400.00 | $165,973.71 |
| 11/18/15 | Check (2046) | -$400.00 | $166,373.71 |
| 11/17/15 | Check (2051) | -$2,500.00 | $166,773.71 |
| 11/5/15 | Deposit | $21.43 | $169,273.71 |
| 11/4/15 | ORIG:JEFFERSON COUNTY TRN:P201511040007301 | $6,183.02 | $169,252.28 |
| 10/30/15 | Interest Paid | $22.48 | $163,069.26 |
| 10/30/15 | Check (2030) | -$517.62 | $163,046.78 |
| 10/29/15 | Check (2031) | -$194.86 | $163,564.40 |
| 10/27/15 | Check (2033) | -$489.82 | $163,759.26 |
| 10/27/15 | Check (2023) | -$303.38 | $164,249.08 |
| 10/27/15 | Check (2025) | -$200.00 | $164,552.46 |
| 10/27/15 | Check (2026) | -$138.61 | $164,752.46 |
| 10/23/15 | Check (2032) | -$6,428.00 | $164,891.07 |
| 10/23/15 | Check (2027) | -$84.05 | $171,319.07 |
| 10/22/15 | Check (2028) | -$400.00 | $171,403.12 |
| 10/22/15 | Check (2024) | -$286.01 | $171,803.12 |
| 10/21/15 | Check (2029) | -$400.00 | $172,089.13 |
| 10/20/15 | Check (2034) | -$2,500.00 | $172,489.13 |

| | | | |
|---|---|---|---|
| 10/15/15 | Check (2000) | -$19.00 | $174,989.13 |
| 10/9/15 | Check (2010) | -$500.00 | $175,008.13 |
| 10/8/15 | Check (2001) | -$1,515.33 | $175,508.13 |
| 10/8/15 | Check (2021) | -$920.54 | $177,023.46 |
| 10/7/15 | Check (2011) | -$1,389.90 | $177,944.00 |
| 10/6/15 | Check (2016) | -$18,850.00 | $179,333.90 |
| 10/6/15 | Check (2015) | -$475.00 | $198,183.90 |
| 10/6/15 | Check (2005) | -$249.84 | $198,658.90 |
| 10/6/15 | Check (2006) | -$129.71 | $198,908.74 |
| 10/6/15 | Check (2003) | -$89.36 | $199,038.45 |
| 10/6/15 | Check (2002) | -$84.77 | $199,127.81 |
| 10/6/15 | Check (2007) | -$75.94 | $199,212.58 |
| 10/5/15 | Check (2014) | -$2,931.29 | $199,288.52 |
| 10/5/15 | Check (2017) | -$2,440.00 | $202,219.81 |
| 10/5/15 | Check (2019) | -$354.57 | $204,659.81 |
| 10/2/15 | Check (2018) | -$577.02 | $205,014.38 |
| 10/2/15 | Check (2008) | -$320.80 | $205,591.40 |
| 10/2/15 | Check (2004) | -$200.00 | $205,912.20 |
| 10/2/15 | ORIG:JEFFERSON COUNTY TRN:P201510020006739 | $1,464.75 | $206,112.20 |
| 9/30/15 | Interest Paid | $25.61 | $204,647.45 |
| 9/30/15 | Check (2009) | -$400.00 | $204,621.84 |
| 9/30/15 | Check (2012) | -$400.00 | $205,021.84 |
| 9/29/15 | Check (2022) | -$2,500.00 | $205,421.84 |
| 9/29/15 | Debit Memo | -$106.62 | $207,921.84 |
| 9/29/15 | Refund Incoming Wire Fee | $7.00 | $208,028.46 |
| 9/29/15 | Refund Incoming Wire Fee | $7.00 | $208,021.46 |
| 9/21/15 | Check (1999) | -$196.87 | $208,014.46 |
| 9/3/15 | INCOMING WIRE FEE-P201509030007670 | -$7.00 | $208,211.33 |
| 9/3/15 | ORIG:JEFFERSON COUNTY TRN:P201509030007670 | $3,135.33 | $208,218.33 |
| 8/31/15 | Interest Paid | $28.41 | $205,083.00 |

| | | | |
|---|---|---|---|
| 8/31/15 | Check (1985) | -$637.39 | $205,054.59 |
| 8/31/15 | Check (1981) | -$244.52 | $205,691.98 |
| 8/31/15 | Check (1959) | -$181.18 | $205,936.50 |
| 8/28/15 | Check (1979) | -$3,560.34 | $206,117.68 |
| 8/28/15 | Check (1990) | -$1,560.00 | $209,678.02 |
| 8/28/15 | Check (1997) | -$847.18 | $211,238.02 |
| 8/28/15 | Check (1996) | -$631.11 | $212,085.20 |
| 8/27/15 | Check (1980) | -$1,615.14 | $212,716.31 |
| 8/27/15 | Check (1987) | -$250.00 | $214,331.45 |
| 8/26/15 | Check (1993) | -$3,749.44 | $214,581.45 |
| 8/26/15 | Check (1983) | -$200.00 | $218,330.89 |
| 8/25/15 | Check (1988) | -$350.00 | $218,530.89 |
| 8/25/15 | Check (1984) | -$144.50 | $218,880.89 |
| 8/25/15 | Check (1991) | -$7.00 | $219,025.39 |
| 8/25/15 | Teller Withdrawal (1978) | -$30.00 | $219,032.39 |
| 8/24/15 | Check (1982) | -$3,339.95 | $219,062.39 |
| 8/21/15 | Check (1992) | -$475.00 | $222,402.34 |
| 8/21/15 | Check (1995) | -$95.00 | $222,877.34 |
| 8/20/15 | Check (1994) | -$2,797.00 | $222,972.34 |

**TEXAS FIRST BANK**

1/14/16 9:01 pm

# Account Details

There have been 12 transactions on this account since 4/21/2015.

## Public Funds Savings

20041885

**$200,188.86**

| | | | |
|---|---|---|---|
| **Available Balance** | $200,188.86 | **Interest Rate** | 0.100 % |
| **Current Balance** | $200,188.86 | **Last Interest Paid Date** | 12/31/2015 |
| **Last Deposit Date** | 7/23/2015 | **Accrued Interest** | $7.13 |
| **Last Deposit Amount** | $200,000.00 | **Year-to-date Interest amount** | $0.00 |
| **Last Statement Date** | 12/31/2015 | | |

Subtotal: Credits: $200,191.86 | Debits: $-3.00

| Date | Description | Amount | Balance |
|---|---|---|---|
| 12/31/15 | Interest Earned | $17.00 | $200,188.86 |
| 11/30/15 | Interest Earned | $16.45 | $200,171.86 |
| 10/30/15 | Interest Earned | $17.00 | $200,155.41 |
| 9/30/15 | Interest Earned | $16.45 | $200,138.41 |
| 8/31/15 | Interest Earned | $17.00 | $200,121.96 |
| 7/31/15 | Interest Earned | $4.94 | $200,104.96 |
| 7/23/15 | TELEPHONE TRF FR DD 10031508 | $200,000.00 | $200,100.02 |
| 6/30/15 | Interest Earned | $0.01 | $100.02 |
| 5/29/15 | Interest Earned | $0.01 | $100.01 |
| 5/7/15 | Refund Balance Requirement Fee | $3.00 | $100.00 |
| 4/30/15 | BALANCE REQUIREMENT FEE | -$3.00 | $97.00 |
| 4/21/15 | TELEPHONE TRF FR DD 10031508 | $100.00 | $100.00 |

TEXAS FIRST BANK C ck the account name to view details. Use the quick links on the top right to make a transfer or pay a bill. 1/14/16 9:01 pm

## Accounts

**Public Funds Tiered Int.**
10031508

Available Balance **$417,525.55**

**Public Funds Savings**
20041885

Available Balance **$200,188.86**

# Exhibit G

# Jefferson County Emergency Services District No. 4
## Bank Account Register

Texas First Bank - Checking
December 22, 2015 - January 18, 2016

| Date | Reference | Payee ID | Description | Checks/ Payments | Deposits/ Additions | Balance |
|---|---|---|---|---|---|---|
| | | | Beginning Balance | | | 177,264.10 |
| 12/31/15 | | | Interest Income | | 24.99 | 177,289.09 |
| 01/08/16 | | | Property Taxes | | 231,624.85 | 408,913.94 |
| 01/18/16 | 2069 | BENCK | Benckenstein & Oxford, L.L.P. | 5,256.01 | | 403,657.93 |
| 01/18/16 | 2070 | HAWKINS | Frank Holbert Hawkins | 182.00 | | 403,475.93 |
| 01/18/16 | 2071 | GREENACRES | Green Acres Grocery, Inc. | 157.87 | | 403,318.06 |
| 01/18/16 | 2072 | OXFORD | Hubert Oxford, IV | 400.00 | | 402,918.06 |
| 01/18/16 | 2073 | JACKSON | Jackson Lawn Care | 250.00 | | 402,668.06 |
| 01/18/16 | 2074 | HEINZ | Joshua C. Heinz | 400.00 | | 402,268.06 |
| 01/18/16 | 2075 | LONESTAR | Lone Star Lube Right | 390.00 | | 401,878.06 |
| 01/18/16 | 2076 | MER1099 | Mary Ellen Robertson, CPA | 725.00 | | 401,153.06 |
| 01/18/16 | 2077 | METROFIRE | Metro Fire Apparatus Specialists, Inc. | 1,682.80 | | 399,470.26 |
| 01/18/16 | 2078 | PROGRESSIVE | Progressive Waste Solutions of TX, Inc. | 192.76 | | 399,277.50 |
| 01/18/16 | 2079 | RDJ | RDJ Specialties, Inc. | 2,196.72 | | 397,080.78 |
| 01/18/16 | 2080 | SAFED | SAFE-D - Texas State Assoc of Fire & Emerg Dists | 1,100.00 | | 395,980.78 |
| 01/18/16 | 2081 | TOWNANDCOUN | Town and Country | 121.83 | | 395,858.95 |
| 01/18/16 | 2082 | VISA9650 | VISA | 571.67 | | 395,287.28 |
| 01/18/16 | 2083 | WILBER | Wayne Lynn Wilber | 2,500.00 | | 392,787.28 |
| | | | **Totals** | 16,126.66 | 231,649.84 | 392,787.28 |

Transaction count = 17

# Jefferson County Emergency Services District No. 4
## Bank Account Register

Texas First Bank - Savings

December 22, 2015 - January 18, 2016

| Date | Reference | Payee ID | Description | | Checks/ Payments | Deposits/ Additions | Balance |
|---|---|---|---|---|---|---|---|
| | | | Beginning Balance | | | | 200,171.86 |
| 12/31/15 | | | Interest Income | | | 17.00 | 200,188.86 |
| | | | | **Totals** | 0.00 | 17.00 | 200,188.86 |

Transaction count = 1

# Exhibit H

### § 63.24. Administrative Convenience Fee

(a) Each request for decision submitted through the attorney general's designated electronic filing system will be assessed a nonrefundable administrative convenience fee, to be set by the attorney general, that reasonably relates to the cost of the resources expended to develop and administer the attorney general's designated electronic filing system.

(b) Subsequent electronic submissions by the same governmental body related to the same request for decision will not be assessed an additional nonrefundable administrative convenience fee by the attorney general.

(c) An interested third party that submits arguments or documents through the attorney general's designated electronic filing system will be assessed a nonrefundable administrative convenience fee, to be set by the attorney general, that reasonably relates to the cost of the resources expended to develop and administer the attorney general's designated electronic filing system.

(d) Subsequent electronic submissions by the same interested third party related to the same request for decision will not be assessed an additional nonrefundable administrative convenience fee by the attorney general.

(e) The administrative fee described in subsection (a) of this section shall be collected electronically by the state electronic internet portal.

# TEXAS ADMINISTRATIVE CODE, TITLE 1, CHAPTER 70

## Chapter 70. Cost of Copies of Public Information

### § 70.1. Purpose

(a) The Office of the Attorney General (the "Attorney General") must:

(1) Adopt rules for use by each governmental body in determining charges under Texas Government Code, Chapter 552 (Public Information) Subchapter F (Charges for Providing Copies of Public Information);

(2) Prescribe the methods for computing the charges for copies of public information in paper, electronic, and other kinds of media; and

(3) Establish costs for various components of charges for public information that shall be used by each governmental body in providing copies of public information.

(b) Governmental bodies must use the charges established by these rules, unless:

(1) Other law provides for charges for specific kinds of public information;

(2) They are a governmental body other than a state agency, and their charges are within a 25 percent variance above the charges established by the Attorney General;

(3) They request and receive an exemption because their actual costs are higher; or

(4) In accordance with Chapter 552 of the Texas Government Code (also known as the Public Information Act), the governmental body may grant a waiver or reduction for charges for providing copies of public information pursuant to § 552.267 of the Texas Government Code.

(A) A governmental body shall furnish a copy of public information without charge or at a reduced charge if the governmental body determines that waiver or reduction of the fee is in the public interest because furnishing the information primarily benefits the general public; or

(B) If the cost to the governmental body of processing the collection of a charge for a copy of public information will exceed the amount of the charge, the governmental body may waive the charge.

**§ 70.2. Definitions**

The following words and terms, when used in these sections, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Actual cost—The sum of all direct costs plus a proportional share of overhead or indirect costs. Actual cost should be determined in accordance with generally accepted methodologies.

(2) Client/Server System—A combination of two or more computers that serve a particular application through sharing processing, data storage, and end-user interface presentation. PCs located in a LAN environment containing file servers fall into this category as do applications running in an X-window environment where the server is a UNIX based system.

(3) Attorney General—The Office of the Attorney General of Texas.

(4) Governmental Body—An entity as defined by § 552.003 of the Texas Government Code.

(5) Mainframe Computer—A computer located in a controlled environment and serving large applications and/or large numbers of users. These machines usually serve an entire organization or some group of organizations. These machines usually require an operating staff. IBM and UNISYS mainframes, and large Digital VAX 9000 and VAX Clusters fall into this category.

(6) Midsize Computer—A computer smaller than a Mainframe Computer that is not necessarily located in a controlled environment. It usually serves a smaller organization or a sub-unit of an organization. IBM AS/400 and Digital VAX/VMS multi-user single-processor systems fall into this category.

(7) Nonstandard copy—Under § 70.1 through § 70.11 of this title, a copy of public information that is made available to a requestor in any format other than a standard paper copy. Microfiche, microfilm, diskettes, magnetic tapes, CD-ROM are examples of nonstandard copies. Paper copies larger than 8 1/2 by 14 inches (legal size) are also considered nonstandard copies.

(8) PC—An IBM compatible PC, Macintosh or Power PC based computer system operated without a connection to a network.

(9) Standard paper copy—Under § 70.1 through § 70.11 of this title, a copy of public information that is a printed impression on one side of a piece of paper that measures up to 8 1/2 by 14 inches. Each side of a piece of paper on which information is recorded is counted as a single copy. A piece of paper that has information recorded on both sides is counted as two copies.

(10) Archival box—A carton box measuring approximately 12.5" width x 15.5" length x 10" height, or able to contain approximately 1.5 cubic feet in volume.

### § 70.3. Charges for Providing Copies of Public Information

(a) The charges in this section to recover costs associated with providing copies of public information are based on estimated average costs to governmental bodies across the state. When actual costs are 25% higher than those used in these rules, governmental bodies other than agencies of the state, may request an exemption in accordance with § 70.4 of this title (relating to Requesting an Exemption).

(b) Copy charge.

(1) Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is $.10 per page or part of a page. Each side that has recorded information is considered a page.

(2) Nonstandard copy. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

(A) Diskette—$1.00;

(B) Magnetic tape—actual cost

(C) Data cartridge—actual cost;

(D) Tape cartridge—actual cost;

(E) Rewritable CD (CD-RW)—$1.00;

(F) Non-rewritable CD (CD-R)—$1.00;

(G) Digital video disc (DVD)—$3.00;

(H) JAZ drive—actual cost;

(I) Other electronic media—actual cost;

(J) VHS video cassette—$2.50;

(K) Audio cassette—$1.00;

(L) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper—see also § 70.9 of this title)—$.50;

(M) Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic—actual cost.

(c) Labor charge for programming. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the governmental body may charge for the programmer's time.

(1) The hourly charge for a programmer is $28.50 an hour. Only programming services shall be charged at this hourly rate.

(2) Governmental bodies that do not have in-house programming capabilities shall comply with requests in accordance with § 552.231 of the Texas Government Code.

(3) If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of § 552.261(b) of the Texas Government Code.

(d) Labor charge for locating, compiling, manipulating data, and reproducing public information.

(1) The charge for labor costs incurred in processing a request for public information is $15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

(2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:

(A) Two or more separate buildings that are not physically connected with each other; or

(B) A remote storage facility.

(3) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:

(A) To determine whether the governmental body will raise any exceptions to disclosure of the requested information under the Texas Government Code, Subchapter C, Chapter 552; or

(B) To research or prepare a request for a ruling by the attorney general's office pursuant to § 552.301 of the Texas Government Code.

(4) When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies for a labor charge pursuant to Texas Government Code, § 552.261(a)(1) or (2).

(5) If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of Texas Government Code, Chapter 552, § 552.261(b).

(6) For purposes of paragraph (2)(A) of this subsection, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

(e) Overhead charge.

(1) Whenever any labor charge is applicable to a request, a governmental body may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If a governmental body chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.

(2) An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Texas Government Code, § 552.261(a)(1) or (2).

(3) The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. Example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, $15.00 x .20 = $3.00; or Programming labor charge, $28.50 x .20 = $5.70.

If a request requires one hour of labor charge for locating, compiling, and reproducing information ($15.00 per hour); and one hour of programming labor charge ($28.50 per hour), the combined overhead would be: $15.00 + $28.50 = $43.50 x .20 = $8.70.

(f) Microfiche and microfilm charge.

(1) If a governmental body already has information that exists on microfiche or microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the microfiche or microfilm can be released in its entirety, the governmental body should make a copy of the microfiche or microfilm. The charge for a copy shall not exceed the cost of its reproduction. The Texas State Library and Archives Commission has the capacity to reproduce microfiche and microfilm for governmental bodies. Governmental bodies that do not have in-house capability to reproduce microfiche or microfilm are encouraged to contact the Texas State Library before having the reproduction made commercially.

(2) If only a master copy of information in microfilm is maintained, the charge is $.10 per page for standard size paper copies, plus any applicable labor and overhead charge for more than 50 copies.

(g) Remote document retrieval charge.

(1) Due to limited on-site capacity of storage documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by governmental bodies to store current records on-site. State agencies are encouraged to store inactive or non-current records with the Texas State Library and Archives Commission. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.

(2) If a governmental body has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the governmental body, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed according to subsection (d)(1) of this section.

(h) Computer resource charge.

(1) The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.

(2) These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.

(3) The charges in this subsection are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each governmental body using this cost recovery charge shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s), and set its charge accordingly. Type of System—Rate: mainframe—$10 per CPU minute; Midsize—$1.50 per CPU minute; Client/Server—$2.20 per clock hour; PC or LAN—$1.00 per clock hour.

(4) The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is set forth in subsection (d) of this section. No charge should be made for computer print-out time. Example: If a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows: $10 / 3 = $3.33; or $10 / 60 x 20 = $3.33.

(5) A governmental body that does not have in-house computer capabilities shall comply with requests in accordance with the § 552.231 of the Texas Government Code.

(i) Miscellaneous supplies. The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

(j) Postal and shipping charges. Governmental bodies may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

(k) Sales tax. Pursuant to Office of the Comptroller of Public Accounts' rules sales tax shall not be added on charges for public information (34 TAC, Part 1, Chapter 3, Subchapter O, § 3.341 and § 3.342).

(l) Miscellaneous charges: A governmental body that accepts payment by credit card for copies of public information and that is charged a "transaction fee" by the credit card company may recover that fee.

(m) These charges are subject to periodic reevaluation and update.

**§ 70.4. Requesting an Exemption**

(a) Pursuant to § 552.262(c) of the Public Information Act, a governmental body may request that it be exempt from part or all of these rules.

(b) State agencies must request an exemption if their charges to recover costs are higher than those established by these rules.

(c) Governmental bodies, other than agencies of the state, must request an exemption before seeking to recover costs that are more than 25% higher than the charges established by these rules.

(d) an exemption request must be made in writing, and must contain the following elements:

(1) A statement identifying the subsection(s) of these rules for which an exemption is sought;

(2) The reason(s) the exemption is requested;

(3) A copy of the proposed charges;

(4) The methodology and figures used to calculate/compute the proposed charges;

(5) Any supporting documentation, such as invoices, contracts, etc.; and

(6) The name, title, work address, and phone number of a contact person at the governmental body.

(e) The contact person shall provide sufficient information and answer in writing any questions necessary to process the request for exemption.

(f) If there is good cause to grant the exemption, because the request is duly documented, reasonable, and in accordance with generally accepted accounting principles, the exemption shall be granted. The name of the governmental body shall be added to a list to be published annually in the Texas Register.

(g) If the request is not duly documented and/or the charges are beyond cost recovery, the request for exemption shall be denied. The letter of denial shall:

(1) Explain the reason(s) the exemption cannot be granted; and

(2) Whenever possible, propose alternative charges.

(h) All determinations to grant or deny a request for exemption shall be completed promptly, but shall not exceed 90 days from receipt of the request by the Attorney General.

### § 70.5. Access to Information Where Copies Are Not Requested

(a) Access to information in standard paper form. A governmental body shall not charge for making available for inspection information maintained in standard paper form. Charges are permitted only where the governmental body is asked to provide, for inspection, information that contains mandatory confidential information and public information. When such is the case, the governmental body may charge to make a copy of the page from which information must be edited. No other charges are allowed except as follows:

(1) The governmental body has 16 or more employees and the information requested takes more than five hours to prepare the public information for inspection; and

(A) Is older than five years; or

(B) Completely fills, or when assembled will completely fill, six or more archival boxes.

(2) The governmental body has 15 or fewer full-time employees and the information requested takes more than two hours to prepare the public information for inspection; and

(A) Is older than three years; or

(B) Completely fills, or when assembled will completely fill, three or more archival boxes.

(3) A governmental body may charge pursuant to paragraphs (1)(A) and (2)(A) of this subsection only for the production of those documents that qualify under those paragraphs.

(b) Access to information in other than standard form. In response to requests for access, for purposes of inspection only, to information that is maintained in other than standard form, a governmental body may not charge the requesting party the cost of preparing and making available such information, unless complying with the request will require programming or manipulation of data.

### § 70.6. Format for Copies of Public Information

(a) If a requesting party asks that information be provided on computer-compatible media of a particular kind, and the requested information is electronically stored and the governmental body has the capability of providing it in that format and it is able to provide it at no greater expense or time, the governmental body shall provide the information in the requested format.

(b) The extent to which a requestor can be accommodated will depend largely on the technological capability of the governmental body to which the request is made.

(c) A governmental body is not required to purchase any hardware, software or programming capabilities that it does not already possess to accommodate a particular kind of request.

(d) Provision of a copy of public information in the requested medium shall not violate the terms of any copyright agreement between the governmental body and a third party.

(e) if the governmental body does not have the required technological capabilities to comply with the request in the format preferred by the requestor, the governmental body shall proceed in accordance with § 552.228(c) of the Public Information Act.

(f) If a governmental body receives a request requiring programming or manipulation of data, the governmental body should proceed in accordance with § 552.231 of the Public Information Act. Manipulation of data under § 552.231 applies only to information stored in electronic format.

### § 70.7. Estimates and Waivers of Public Information Charges

(a) A governmental body is required to provide a requestor with an itemized statement of estimated charges if charges for copies of public information will exceed $40, or if a charge in accordance with § 70.5 of this title (relating to Access to Information Where Copies Are Not Requested) will exceed $40 for making public information available for inspection. The itemized statement of estimated charges is to be provided before copies are made to enable requestors to make the choices allowed by the Act. A governmental body that fails to provide the required statement may not collect more than $40. The itemized statement must be provided free of charge and shall contain the following information:

(1) The itemized estimated charges, including any allowable charges for labor, overhead, copies, etc.;

(2) Whether a less costly or no-cost way of viewing the information is available;

(3) A statement that the requestor must respond in writing by mail, in person, by facsimile if the governmental body is capable of receiving such transmissions, or by electronic mail, if the governmental body has an electronic mail address;

(4) A statement that the request will be considered to have been automatically withdrawn by the requestor if a written response from the requestor is not received within ten business days after the date the statement was sent, in which the requestor states that the requestor:

(A) Will accept the estimated charges;

(B) Is modifying the request in response to the itemized statement; or

(C) Has sent to the Attorney General a complaint alleging that the requestor has been overcharged for being provided with a copy of the public information.

(b) If after starting the work, but before making the copies available, the governmental body determines that the initially accepted estimated statement will be exceeded by 20% or more, an updated statement must be sent. If the requestor does not respond to the updated statement, the request is considered to have been withdrawn by the requestor.

(c) If the actual charges exceed $40, the charges may not exceed:

(1) The amount estimated on the updated statement; or

(2) An amount that exceeds by more than 20% the amount in the initial statement, if an updated statement was not sent.

(d) A governmental body that provides a requestor with the statement mentioned in subsection (a) of this section, may require a deposit or bond as follows:

(1) The governmental body has 16 or more full-time employees and the estimated charges are $100 or more; or

(2) The governmental body has 15 or fewer full-time employees and the estimated charges are $50 or more.

(e) If a request for the inspection of paper records will qualify for a deposit or a bond as detailed in subsection (d) of this section, a governmental body may request:

(1) A bond for the entire estimated amount; or

(2) A deposit not to exceed 50 percent of the entire estimated amount.

(f) A governmental body may require payment of overdue and unpaid balances before preparing a copy in response to a new request if:

(1) The governmental body provided, and the requestor accepted, the required itemized statements for previous requests that remain unpaid; and

(2) The aggregated unpaid amount exceeds $100.

(g) A governmental body may not seek payment of said unpaid amounts through any other means.

(h) A governmental body that cannot produce the public information for inspection and/or duplication within 10 business days after the date the written response from the requestor has been received, shall certify to that fact in writing, and set a date and hour within a reasonable time when the information will be available.

### § 70.8. Processing Complaints of Overcharges

(a) Pursuant to § 552.269(a) of the Texas Government Code, requestors who believe they have been overcharged for a copy of public information may complain to the Attorney General.

(b) The complaint must be in writing, and must:

(1) Set forth the reason(s) the person believes the charges are excessive;

(2) Provide a copy of the original request and a copy of any correspondence from the governmental body stating the proposed charges; and

(3) Be received by the Attorney General within 10 business days after the person knows of the occurrence of the alleged overcharge.

(4) Failure to provide the information listed within the stated timeframe will result in the complaint being dismissed.

(c) The Attorney General shall address written questions to the governmental body, regarding the methodology and figures used in the calculation of the charges which are the subject of the complaint.

(d) The governmental body shall respond in writing to the questions within 10 business days from receipt of the questions.

(e) The Attorney General may use tests, consultations with records managers and technical personnel at the Attorney General and other agencies, and any other reasonable resources to determine appropriate charges.

(f) If the Attorney General determines that the governmental body overcharged for requested public information, the governmental body shall adjust its charges in accordance with the determination, and shall refund the difference between what was charged and what was determined to be appropriate charges.

(g) The Attorney General shall send a copy of the determination to the complainant and to the governmental body.

(h) Pursuant to § 552.269(b) of the Texas Government Code, a requestor who overpays because a governmental body refuses or fails to follow the charges established by the Attorney General, is entitled to recover three times the amount of the overcharge if the governmental body did not act in good faith in computing the charges.

### § 70.9. Examples of Charges for Copies of Public Information

The following tables present a few examples of the calculations of charges for information:

(1) TABLE 1 (Fewer than 50 pages of paper records): $.10 per copy x number of copies (standard-size paper copies); + Labor charge (if applicable); + Overhead charge (if applicable); + Document retrieval charge (if applicable); + Postage and shipping (if applicable) = $ TOTAL CHARGE.

(2) TABLE 2 (More than 50 pages of paper records or nonstandard copies): $.10 per copy x number of copies (standard-size paper copies), or cost of nonstandard copy (e.g., diskette, oversized paper, etc.); + Labor charge (if applicable); + Overhead charge (if applicable); + Document retrieval charge (if applicable); + Actual cost of miscellaneous supplies (if applicable); + Postage and shipping (if applicable) = $ TOTAL CHARGE.

(3) TABLE 3 (Information that Requires Programming or Manipulation of Data): Cost of copy (standard or nonstandard, whichever applies); + Labor charge; + Overhead charge; + Computer resource charge; + Programming time (if applicable); + Document retrieval charge (if applicable); + Actual cost of miscellaneous supplies (if applicable); + Postage and shipping (if applicable) = $ TOTAL CHARGE.

(4) TABLE 4 (Maps): Cost of paper (Cost of Roll/Avg. # of Maps); + Cost of Toner (Black or Color, # of Maps per Toner Cartridge); + Labor charge (if applicable); + Overhead charge (if applicable) + Plotter/Computer resource Charge; + Actual cost of miscellaneous supplies (if applicable); + Postage and shipping (if applicable) = $ TOTAL CHARGE.

(5) TABLE 5 (Photographs): Cost of Paper (Cost of Sheet of Photographic Paper/Avg. # of Photographs per Sheet); + Developing/Fixing Chemicals (if applicable); + Labor charge (if applicable); + Overhead charge (if applicable); + Postage and shipping (if applicable) = $ TOTAL CHARGE.

## § 70.10. The Attorney General Charge Schedule

The following is a summary of the charges for copies of public information that have been adopted by the Attorney General.

(1) Standard paper copy—$.10 per page.

(2) Nonstandard-size copy:

(A) Diskette: $1.00;

(B) Magnetic tape: actual cost;

(C) Data cartridge: actual cost;

(D) Tape cartridge: actual cost;

(E) Rewritable CD (CD-RW)—$1.00;

(F) Non-rewritable CD (CD-R)—$1.00;

(G) Digital video disc (DVD)—$3.00;

(H) JAZ drive—actual cost;

(I) Other electronic media—actual cost;

(J) VHS video cassette—$2.50;

(K) Audio cassette—$1.00;

(L) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper)—$.50;

(M) Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic)—actual cost.

(3) Labor charge:

(A) For programming—$28.50 per hour;

(B) For locating, compiling, and reproducing—$15 per hour.

(4) Overhead charge—20% of labor charge.

(5) Microfiche or microfilm charge:

(A) Paper copy—$.10 per page;

(B) Fiche or film copy—Actual cost.

(6) Remote document retrieval charge—Actual cost.

(7) Computer resource charge:

(A) mainframe—$10 per CPU minute;

(B) Midsize—$1.50 per CPU minute;

(C) Client/Server system—$2.20 per clock hour;

(D) PC or LAN—$1.00 per clock hour.

(8) Miscellaneous supplies—Actual cost.

(9) Postage and shipping charge—Actual cost.

(10) Photographs—Actual cost as calculated in accordance with § 70.9(5) of this title.

(11) Maps—Actual cost as calculated in accordance with § 70.9(4) of this title.

(12) Other costs—Actual cost.

(13) Outsourced/Contracted Services—Actual cost for the copy. May not include development costs.

(14) No Sales Tax—No Sales Tax shall be applied to copies of public information.

**§ 70.11. Informing the Public of Basic Rights and Responsibilities Under the Public Information Act**

(a) Pursuant to Texas Government Code, Chapter 552, Subchapter D, § 552.205, an officer for public information shall prominently display a sign in the form prescribed by the Attorney General.

(b) The sign shall contain basic information about the rights of requestors and responsibilities of governmental bodies that are subject to Chapter 552, as well as the procedures for inspecting or obtaining a copy of public information under said chapter.

(c) The sign shall have the minimum following characteristics:

(1) Be printed on plain paper.

(2) Be no less than 8 1/2 inches by 14 inches in total size, exclusive of framing.

(3) The sign may be laminated to prevent alterations.

(d) The sign will contain the following wording:

(1) The Public Information Act. Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

(2) Rights of Requestors. You have the right to:

(A) Prompt access to information that is not confidential or otherwise protected;

(B) Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;

(C) Receive certain kinds of information without exceptions, like the voting record of public officials, and other information;

(D) Receive a written itemized statement of estimated charges, when charges will exceed $40, in advance of work being started and opportunity to modify the request in response to the itemized statement;

(E) Choose whether to inspect the requested information (most often at no charge), receive copies of the information, or both;

(F) A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;

(G) Receive a copy of the communication from the governmental body asking the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;

(H) Lodge a written complaint about overcharges for public information with the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Attorney General.

(3) Responsibilities of Governmental Bodies. All governmental bodies responding to information requests have the responsibility to:

(A) Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures;

(B) Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirement;

(C) Be informed about open records laws and educate employees on the requirements of those laws;

(D) Inform requestors of the estimated charges greater than $40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, has amended the request, or has sent a complaint of overcharges to the Attorney General, in writing before finalizing the request;

(E) Inform the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time;

(F) Request a ruling from the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor;

(G) Segregate public information from information that may be withheld and provide that public information promptly;

(H) Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body;

(I) Respond in writing to all written communications from the Attorney General regarding complaints about the charges for the information and other alleged violations of the Act.

(4) Procedures to Obtain Information

(A) Submit a request by mail, fax, email or in person, according to a governmental body's reasonable procedures.

(B) Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.

(C) Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

(5) Information to be released.

(A) You may review it promptly, and if it cannot be produced within 10 business days the public information officer will notify you in writing of the reasonable date and time when it will be available;

(B) Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested;

(C) Cost of Records.

(i) You must respond to any written estimate of charges within 10 business days of the date the governmental body sent it or the request is considered automatically withdrawn;

(ii) If estimated costs exceed $100.00 (or $50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit;

(iii) You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges;

(iv) Make timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding $100.00, or obtain a security deposit, before processing additional requests from you.

(6) Information that may be withheld due to an exception.

(A) By the 10th business day after a governmental body receives your written request, a governmental body must:

(i) Request an Attorney General Opinion and state which exception apply;

(ii) Notify the requestor of the referral to the Attorney General; and

(iii) Notify third parties if the request involves their proprietary information;

(B) Failure to request an Attorney General opinion and to notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.

(C) Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.

(D) The Attorney General must issue a decision no later than the 45th business day after the Attorney General received the request for a decision. The Attorney General may request an additional 10 business days extension.

(E) Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

(7) Additional Information on Sign.

(A) The sign must contain information of the governmental body's officer for public information, or the officer's agent, as well as the mailing address, phone and fax numbers, and email address, if any, where requestors may send a request for information to the officer or the officer's agent. The sign must also contain the physical address at which requestors may request information in person.

(B) The sign must contain information of the local county attorney or district attorney where requestors may submit a complaint of alleged violations of the Act, as well as the contact information for the Attorney General.

(C) The sign must also contain contact information of the person or persons with whom a requestor may make special arrangements for accommodation pursuant to the American with Disabilities Act.

(e) A governmental body may comply with Texas Government Code, § 552.205 and this rule by posting the sign provided by the Attorney General.

## § 70.12. Allowable Charges Under Section 552.275 of the Texas Government Code

(a) A governmental body shall utilize the methods established in 1 TAC § 70.3(c)–(e) when calculating allowable charges under Section 552.275 of the Texas Government Code.

(b) When calculating the amount of time spent complying with an individual's public information request(s) pursuant to Section 552.275 of the Texas Government Code, a governmental body may not include time spent on:

(1) Determining the meaning and/or scope of the request(s);

(2) Requesting a clarification from the requestor;

(3) Comparing records gathered from different sources;

(4) Determining which exceptions to disclosure under Chapter 552 of the Texas Government Code, if any, may apply to information that is responsive to the request(s);

(5) Preparing the information and/or correspondence required under Sections 552.301, 552.303, and 552.305 of the Government Code;

(6) Reordering, reorganizing, or in any other way bringing information into compliance with well established and generally accepted information management practices; or

(7) Providing instruction to, or learning by, employees or agents of the governmental body of new practices, rules, and/or procedures, including the management of electronic records.

# PART FIVE: TABLE OF CASES

# Exhibit I

THE EXAMINER

The Independent Voice of Southeast Texas

# Publisher's Affidavit

I, John David Beckman, being duly sworn on my oath that I am the Records Department Manager of The Examiner Newspaper, a newspaper of general circulation, and that the attached **Legal Notice(s)** was placed by **Joshua C. Heinz** with regard to **Jefferson County Emergency Services District No. 4** in the following issue(s):

Volume 20, Issue 43, January 7 – 13, 2016

John David Beckman
Records Department Manager

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned Notary Public for the State of Texas, on this 7 day of January, 2016, to certify which witness my hand and seal of office.

NOTARY PUBLIC, State of Texas

TARYN MOLLICE SYKES
Notary Public, State of Texas
My Commission Expires
April 04, 2017

From page 26 A

11/13/2014
012550-000-000400-00000
12/7/2015
JEFFERSON COUNTY VS. JUANITA RENFRO STARKS, ET AL
E 85.75' LOT 4, LOT 5, LOT 6 BLK 1CHARLTON C EST
1140 Interstate 10 E, Bmt
*$4,850.00
*Bid will start at appraised value
*4,894.00

31
D-195671
11/13/2014
PULLED

32
D-196754
05/08/2015
067050-000-009400-00000
12/7/2015
JEFFERSON COUNTY VS. JAMES T. BARNES
LOT 9 BLOCK 14 TRACT 1 ANNIE T WARREN
1816 Highland W Dr, Bmt
$57,890.00
$17,014.34

33
E-148609
10/06/1994
053400-000-406200-00000
12/7/2015
COUNTY OF JEFFERSON VS. ORA LEE LAVAN, ET AL
LOT 3 BLK 362 CITY OF PORT ARTHUR
1824 18th St, PA
*$2,470.00
*Bid will start at appraised value
*$2,504.00

34
E-155901
05/12/2000
041200-000-000900-00000
12/7/2015
COUNTY OF JEFFERSON VS. JOHN D. ROGERS, ET AL
LOT 8 BLK 1 ABSTRACT MARCUS 2ND
1180 Delaware St, Bmt
*$1,750.00
*Bid will start at appraised value
*$1,784.00

35
E-158837
05/01/2000
033100-000-001800-00000
12/7/2015
COUNTY OF JEFFERSON VS. OSCAR F. BARTON, ET AL
LOT 1 & 5 BLK 4 JUNIOR COLLEGE
4540 Brandon St, Bmt
*$2,460.00
*Bid will start at appraised value
*2,494.00

36
E-191774
06/04/2012
004300-000-000400-00000
12/7/2015
JEFFERSON COUNTY VS. DAWN M. COLSTON, ET AL
LOT 11 TO LOT 14 BENSON TR 1 26.870 (.761 AC IN RD = 27.57AC) 12615 Todd Rd, Hf
$50,330.00
$8,745.17

37
E-192855
12/07/2012
062251-000-019400-00000
12/7/2015
JEFFERSON COUNTY VS. LANA PAIGE MCDONALD, ET AL
LOT 24 BLOCK 10 STONEGATE MANOR SECTION 1
3900 Chevy Chase Ln, PA
$151,870.00
$30,601.81

38
E-194074
12/04/2013
PULLED

39A
E-195250
06/11/2015
039200-000-037300-00000
12/7/2015
JEFFERSON COUNTY VS. BONITA MANUEL, ET AL
LOT 15 & 16 BLK 27 MAGNOLIA 2010 7th St, PN
$87,710.00
$38,313.25

39B
E-195250
06/11/2015
039200-000-037200-00000
12/7/2015
JEFFERSON COUNTY VS. BONITA MANUEL, ET AL
LOT 14 BLK 27 MAGNOLIA 7th St, PN
$14,100.00
$8,767.84

40
E-195258
12/04/2014
050050-300-043200-00000
12/7/2015
JEFFERSON COUNTY VS. STANLEY HUGHES, ET AL
W 2' OF LOT 11 & ALL OF LOT 12 BLOCK 24 PARK PLACE 4
4310 Big Bend Ave, PA
*$7,320.00
*Bid will start at appraised value
*$7,354.00

41
E-196205
06/02/2015
044650-000-094600-00000
12/7/2015
JEFFERSON COUNTY VS. JOHNNY ORTA
LOT 8 BLOCK 582 MODEL
3020 Thomas Blvd, PA
$21,480.00
$13,639.71

42
E-196325
06/11/2015
050900-000-007600-00000
12/7/2015
JEFFERSON COUNTY VS. GEORGE K. DRAKE, JR, ET AL
LOT 7 & N 1/2 OF LOT 8 BLOCK 3 PARKVIEW
1015 12th Ave, PA
$39,190.00
$14,966.46

43
E-196752
06/02/2015
PULLED

(any volume and page references, unless otherwise indicated, being to the Deed Records, Jefferson County, Texas, to which instruments reference may be made for a more complete description of each respective tract.) or, upon the written request of said defendants or their attorney, a sufficient portion of the property described above shall be sold to satisfy said judgment(s), interest penalties, and cost; and any property sold shall be subject to the right of redemption of the defendants or any person having an interest therein, to redeem the said property, or their interest therein, within the time and in the manner provided by law, and shall be subject to any other and further rights to which the defendants or anyone interested therein may be entitled, under the provisions of law. Said sale to be made by me to satisfy the judgment(s) rendered in the above styled and numbered cause(s), together with interest, penalties, and costs of suit, and the proceeds of said sales to be applied to the satisfaction thereof, and the remainder, if any, to be applied as the law directs.

Dated at Beaumont, Texas, January 6, 2016

Sheriff G. Mitch Woods
Jefferson County, Texas

Notes: The Minimum Bid is the lesser of the amount awarded in the judgment plus interest and costs or the adjudged value. However, the Minimum Bid for a person owning an interest in the property or for a person who is a party to the suit (other than a taxing unit), is the aggregate amount of the judgments against the property plus all costs of suit and sale. ALL SALES SUBJECT TO CANCELLATION WITHOUT PRIOR NOTICE. THERE MAY BE ADDITIONAL TAXES DUE ON THE PROPERTY WHICH HAVE BEEN ASSESSED SINCE THE DATE OF THE JUDGMENT. For more information, contact your attorney or LINEBARGER GOGGAN BLAIR & SAMPSON, LLP, attorney for plaintiffs at (409) 832-9483

NOTICE TO CREDITORS

Notice is hereby given that original Letters Testamentary for the Estate of ALVIN JOSEPH SONNIER A/K/A ALVIN J. SONNIER, Deceased, were issued on January 5, 2016, in Cause No. 114030, pending in the County Court of Jefferson County, Texas, to: Joyce T. Sonnier.

All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law.

c/o: Richard G. Lewis
BONEAU & LEWIS, PLLC
Attorney at Law
3800 Park Ln
Port Arthur, Texas 77642

DATED the 5th day of January, 2016.

Richard G. Lewis
Richard G. Lewis
Attorney for Joyce T. Sonnier
State Bar No.: 12302300
3800 Park Ln
Port Arthur, Texas 77642
Telephone: (409) 983-5188
Facsimile: (409) 983-4171
rglewis1@sbcglobal.net

NOTICE TO BIDDERS

Sealed bids will be received by the City Clerk of the City of Beaumont, 801 Main Street, Room 125, until 2:00 P.M. (CST) THURSDAY, JANUARY 28, 2016, and all bids will be opened and publicly read in the City Council Chambers on that date for:

ANNUAL CONTRACT FOR POLICE UNIFORMS

Bids shall be submitted to the City Clerk's Office, City Hall, 801 Main Street, Room 125, Beaumont, Texas, prior to the above stated time.

Bidding forms, specifications and all necessary information may be obtained from the Purchasing Division, City Hall, 801 Main, Room 315, Beaumont, Texas 77701. Vendors requesting bid packets should call the Purchasing Division at (409) 880-3720 or you may download the specifications from our website at: http://www.cityofbeaumont.com/Purchasing/purchasing-bids.htm

The City reserves the right to reject any or all bids, or to accept any bid or combination of bids deemed advantageous to it.

Please make reference to Bid Number: BF1116-13

Bid Closing Date: January 28, 2016

Tina Broussard
City Clerk

PUBLIC NOTICE

Public Notice
Shareholders (Property Owners) of Magnolia Cemetery
Beaumont, Texas

Annual Election of Directors

Notice is hereby given that the annual meeting of the shareholders (property owners) of Magnolia Cemetery Company will be held on Wednesday January 13, 2016 at 1775 Calder, Broussard's Centre, beginning at 10:00 am for the purpose of election of directors. All Shareholders of record at the close of business on Thursday December 17, 2015 will be entitled to vote at the meeting. All such Shareholders of record must pre-register their voting shares at the Magnolia Cemetery Office and receive a validated share ownership certificate in order to vote in the election of directors. This can be done any weekday before Monday January 11, 2016 at the main office of the cemetery located at 2291 Pine Street in Beaumont during the hours of 10:00 am to 2:00 pm.

NOTICE TO CREDITORS

Notice is hereby given that original Letters Testamentary for the Estate of Billy L. Mason, Deceased, were issued on December 18, 2015, in Cause No. 113951, pending in the County Court of Jefferson County, Texas, to: MARCIA L. GREEN.

The residence of the Independent Executor is Beaumont, Jefferson County, Texas, the post office address is:

c/o: TRAVIS W. EVANS
Attorney at Law
3730 Kirby Drive,
Suite 1200
Houston, Texas 77098

All persons having claims against this Estate which is currently being administered are required to present them within the time and in the manner prescribed by law.

DATED the 22nd day of December, 2015.

LAW OFFICE OF TRAVIS W. EVANS
3730 Kirby Drive,
Suite 1200
Houston, Texas 77098
Phone: (713) 661-6621
Fax: (713) 661-2544

By: Travis W. Evans
TRAVIS W. EVANS
Attorney for the Estate
State Bar No.: 00789839

PUBLIC NOTICE

Jefferson County Emergency Services District No. 3

Administrative Office Address:
P.O. Box 697
717 N. Broadway,
Room 203
China, Texas 77613

NOTICE TO CREDITORS

Cause Number 113403
On the 21st day of December, 2015, Letters of Administration upon the Estate of Jeffery Scott Barry, Deceased, were issued to Susannah Barry, Independent Administrator by the County Court of Jefferson County, Texas, in cause number 113403 pending upon the docket of said Court. All persons having claims against said Estate are hereby required to present them within the time prescribed by law at the address below. The name where claims may be sent is Graham & Thaender, PLLC, 21550 Provincial Blvd., Suite A, Katy, Texas 77450, Telephone: 281-940-3000, Fax: 281-940-3001, (s) Kerri Graham, TX Bar Number 24063356

PUBLIC NOTICE

Jefferson County Emergency Services District No. 4

Administrative Office Physical Address:
12880 FM 365
Beaumont, Texas 77705
Mailing Address:
P.O. Box 154
Hamshire, Texas 77622

## Assumed names

JEFFERSON COUNTY

Diaz, Noemi Rosalio
Dba Tacos El Primo
8565 Concord
Beaumont, TX 77703
Filed on 10/1/15 Cert No. 32172

Richard, Jeremy
Dba Pear Orchard Records
3135 Terrell St.
Beaumont, TX 77701
Filed on 10/1/15 Cert No. 32172

Anselmo Enterprises Inc
Dba Anselmo Enterprises Inc
5840 Coolidge
Groves, TX 77619
Filed on 10/1/15 Cert No. 32187

Thibodeaux, Lawrence
Dba All Phase Used Cars
2332 Memorial Blvd.
Port Arthur, TX 77640
Filed on 10/2/15 Cert No. 32330

Hopkins, Monique K
Dba Dirty Pawz Parlor
2142 11th St.
Port Neches, TX 77651
Filed on 10/2/15 Cert No. 32413

Azarnough, Shahrokh
Dba Ideal Construction and Remodeling
5145 University Dr, Apt 2
Beaumont, TX 77705
Filed on 10/2/15 Cert No. 32416

Groff, William A Jr.
Dba Groff's Attic
3008 Ave. A
Nederland, TX 77627
Filed on 10/2/15 Cert No. 32421

Malone, Omar K
Dba Memco Electrical Construction
3910 Brandon
Beaumont, TX 77705
Filed on 10/5/15 Cert No. 32509

Davis, Genevieve Kerr
Dba Royalty Redeemed Ministries
25985 Cole Rd.
Beaumont, TX 77705
Filed on 10/5/15 Cert No. 32519

Harrington, Jacqueline
Dba Rugged Rhinestones
21195 Engler Rd.
Winnie, TX 77665
Filed on 10/5/15 Cert No. 32539

Thomas, Devon
Dba Devon T Lawn & Lot Maintenance
2111 East 18th St.
Port Arthur, TX 77640
Filed on 10/5/15 Cert No. 32568

Francois, Brandon
Dba Francois Lawn & Landscaping
2223 E. 8th St.
Port Arthur, TX 77640
Filed on 10/6/15 Cert No. 32748

Sylvester, Brittany
Dba B Dazzled Cakes
2830 First Ave.
Groves, TX 77619
Filed on 10/6/15 Cert No. 32750

Wohmer, Bobby Dean
Dba Bobby's Homestyle Cooking
2750 Nederland Ave.
Nederland, TX 77627
Filed on 10/6/15 Cert No. 32756

Rodriguez, Elizabeth
Dba J & E Construction
3515 8th Ave.
Port Arthur, TX 77642
Filed on 10/6/15 Cert No. 32776

Dominick, Farad Air Conditioning
Dba Dominick Farad Air Conditioning Inc
855 Langham Rd, # B
Beaumont, TX 77707
Filed on 10/6/15 Cert No. 32792

Pate, W L Jr.
Dba PRG Services
2135 Brewton Circle
Beaumont, TX 77706
Filed on 10/6/15 Cert No. 32797

## HAMILTON

from page 22 A

Yet every American ought also to be alarmed by an expanding list of missteps and blunders. In a report last month for the highly capable and too-little-noticed Volcker Alliance — whose goal is to improve government effectiveness — NYU Professor Paul C. Light drew attention to what he calls "a shocking acceleration in the federal government's production of highly visible mistakes, miscalculations, and maladministration." He went on to say, "[T]he aging bureaucracy can no longer guarantee faithful execution of all the laws, and it has become increasingly unpredictable in where and how it will err."

A moment's reflection will call to mind a sobering litany of failures: the inability to stop the 9/11 attacks; the confused, inadequate response to Hurricane Katrina; the even more confused response to the 2008 financial collapse; shortfalls in the care of our veterans; bridge collapses, mining accidents, and other failures caused by inadequate funding for inspection and regulation; the breaches in White House security; the fact that we've now been fighting a war on terror for nearly 15 years with no end in sight. It's enough to make the staunchest champion of government action lose hope.

To start, while a lot of hard work goes into creating policy on Capitol Hill and in the agencies, much less attention goes to how it will be carried out. Both branches need to focus on how they will assess effectiveness, anticipate problems, make sure that staffing is adequate, and provide necessary resources.

Second, if making policy today is complicated, so is implementing it. This means that we need skillful people within the government to carry it out, which means hiring them, retaining them, and making sure they're held to account with well-conceived metrics.

Finally, too often these days, the losers of a policy debate turn to torpedoing it. Some government failures aren't the result of muddled policy, lack of leadership, or incompetence; they're the result of what amounts to calculated sabotage. This needs to end.

Most Americans want government to work well. When a policy is adopted, it needs to be executed effectively. Whoever our next President turns out to be, let's hope he or she takes that charge seriously.

Lee Hamilton is a distinguished Scholar, Indiana University School of Global and International Studies.