

**NOTICE OF MEETING OF THE COMMISSIONERS' COURT OF  
HOCKLEY COUNTY, TEXAS**

Notice is hereby given that a Regular Meeting of the above named Commissioners' Court will be held on Monday, the 26<sup>th</sup> day of September, 2022 at 9:00 a.m. in the Commissioners' Courtroom, Hockley County Courthouse, Levelland, Texas, at which time the following subjects will be discussed to-wit:

1. Read for approval the minutes of the Regular Meeting held at 9:00 a.m. on Monday, September 19, 2022.
2. Consider for approval all monthly bills and claims submitted to the Court and dated through September 26, 2022.
3. Hear update from Adam Walker with Perdue Brandon Fielder Collins & Mott LLP on collections for the county.
4. Consider and take necessary action to approve the Texas Department of Agriculture, Texans Feeding Texans: Home-Delivered Meal Grant Program, Resolution Authorizing County Grant, Program Year 2023 in the amount of \$937.50 to Hockley County Senior Citizens Association Inc.
5. Consider and take necessary action to approve and fund the installation of eight Mosaic handrails around the courthouse pursuant to Section 381.004 of the Texas Local Government Code.
6. Discussion and potential action concerning the use of ARPA funds to pay to Kofile for the preservation of old criminal records kept in the County Clerk's Office.
7. Discussion and potential action to approve payment from the Hockley County Clerk's Records Archive Fund for preservation of birth records and Commissioners Court records.
8. Consider and take necessary action to approve a road crossing for Texland Petroleum LP on Filly Road in Precinct 1.

**COMMISSIONERS' COURT OF HOCKLEY COUNTY, TEXAS.**

BY: Sharla Baldridge  
Sharla Baldridge, Hockley County Judge

Filed for Record  
at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

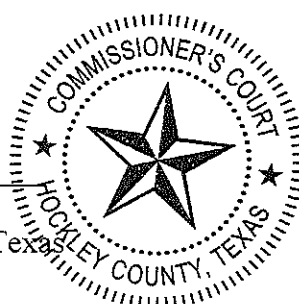
SEP 22 2022

Jennifer Palermo  
Clerk, Court, Hockley County, Texas

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners' Court, is a true and correct copy of said Notice on the bulletin board at the Courthouse, and at the east door of the Courthouse of Hockley County, Texas, as place readily accessible to the general public at all times on the 22<sup>nd</sup> day of September, 2022, and said Notice remained posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 22<sup>nd</sup> day of September, 2022.

Jennifer Palermo  
Jennifer Palermo, County Clerk, and Ex-Officio  
Clerk of Commissioners' Court, Hockley County, Texas



THE STATE OF TEXAS  
COUNTY OF HOCKLEY

IN THE COMMISSIONER'S COURT  
OF HOCKEY COUNTY, TEXAS

REGULAR MEETING  
SEPTEMBER 26, 2022

Be it remembered that on this the 26th day of SEPTEMBER A.D. 2022, there came on to be held a REGULAR Meeting of the Commissioners Court, and the court having convened in REGULAR session at the usual meeting place thereof at the Courthouse in Levelland, Texas, with the following members present to-wit:

Sharla Baldrige	County Judge
Alan D. Wisdom	Commissioner Precinct No. 1
Larry Carter	Commissioner Precinct No. 2
Seth Graf      ABSENT	Commissioner Precinct No. 3
Thomas R "Tommy" Clevenger   ABSENT	Commissioner Precinct No. 4

Jennifer Palermo, County Clerk, and Ex-Officio Clerk of Commissioners Court when the following proceedings were had to-wit:

Motion by Judge Baldrige, second by Commissioner Carter, 3 Votes Yes, 0 Votes No, that Commissioners court approved the minutes of the Regular Meeting held at 9:00 a.m. on Monday, September 19, 2022.

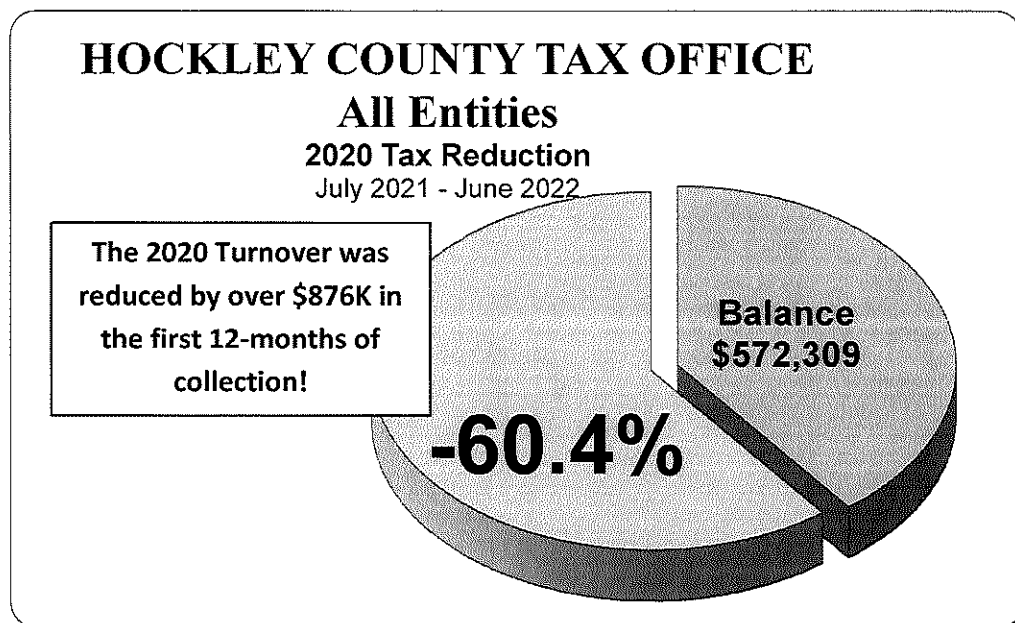
Motion by Commissioner Wisdom, second by Commissioner Carter, 2 Votes Yes, 0 Votes No, that Commissioners court approved all monthly claims and bills submitted to the court and dated through September 26, 2022.

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Hear update from Adam Walker with Perdue Branson Fielder Collins & Mott LLP on collections for the county.

**HOCKLEY COUNTY TAX OFFICE**  
**DELINQUENT TAX COLLECTION REPORT**  
September 2022

**2020 TAX YEAR**



Data includes Base Tax only

- The original 2020 turnover totaled approximately \$1,448,682 in July, 2021.  
\*For Hockley County only: 2020 Turnover \$298,868  
\*For Hockley County only: 2020 ending balance \$122,555 (-59%)

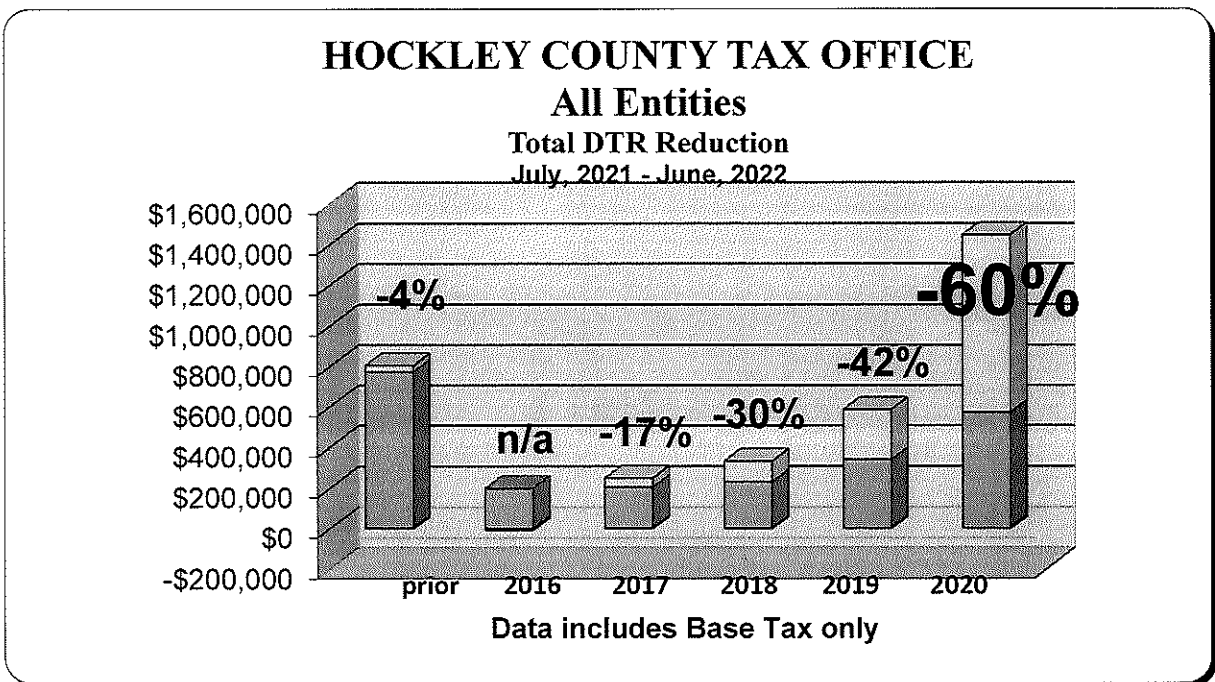
**2021 TAX YEAR**

In July, 2022, approximately \$1,262,498 of unpaid 2021 taxes were turned over for collection for all tax entities in Hockley County.

\*For Hockley County only: 2021 Turnover \$292,503

- The '21 turnover is down approximately \$186,184 from the 2020 turnover the year before.

**TOTAL DELINQUENT TAX ROLL**



Data includes Base Tax only

- The ending total Delinquent Tax Roll for all entities in Hockley County as of July 6, 2022 totaled: \$2,320,494.  
*\*For Hockley County only: \$443,659*
- 11.6% of the remaining total DTR for all entities is in Deferral.
- There are approximately \$340,865 in base tax to be removed from the DTR per section 33.05 of the Tax Code.  
*\*For Hockley County only: \$48,538*
- With the addition of the 2021 taxes in July and the removal of the 33.05 taxes, the total outstanding DTR for all entities totals approximately \$3,242,127  
*\*For Hockley County only: \$687,624*

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Motion by Commissioner Carter, second by Commissioner Wisdom, 2 votes yes, 0 votes no, that Commissioner Court approved the Texas Department of Agriculture, Texans Feeding Texans: Home-Delivered Meal Grant Program, resolution Authorizing County Grant, program Year 2023 in the amount of \$937.50 to Hockley County Senior Citizens Association Inc. As per Resolution Authorizing County Grant Program Year 2023 recorded below.



TEXAS DEPARTMENT OF AGRICULTURE  
TEXANS FEEDING TEXANS: HOME-DELIVERED MEAL  
GRANT PROGRAM

RESOLUTION AUTHORIZING COUNTY GRANT  
PROGRAM YEAR 2023

A resolution of the County of Hockley (County) Texas certifying that the county has made a grant to Hockley County Senior Citizens Assocation (Organization) an organization that provides home-delivered meals to homebound persons in the county who are elderly and/or have a disability and certifying that the county has approved the organization's accounting system or fiscal agent.

*WHEREAS*, the Organization desires to apply for grant funds from the Texas Department of Agriculture to supplement and extend existing services for homebound persons in the County who are elderly and/or have a disability, pursuant to the Home-Delivered Meal Grant Program (Program); and

*WHEREAS*, the Program rules require the County in which an Organization is providing home-delivered meal services to make a grant to the Organization, in order for the Organization to be eligible to receive Program grant funds; and

*WHEREAS*, the Program rules require the County to approve the Organization's accounting system or fiscal agent, in order for the Organization to be eligible to receive Program grant funds; and

*BE IT RESOLVED BY THE COUNTY:*

SECTION 1: The County hereby certifies that it has made a grant to the Organization in the amount of \$937.50 to be used between the:

1st of October 2022 and the 30th of September 2023

SECTION 2: The County hereby certifies that the Organization provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability.

SECTION 3: The County hereby certifies that it has approved the Organization's accounting system or fiscal agent which meets financial management system requirements as set forth in the Texas Grant Management Standards promulgated by the Texas Comptroller of Public Accounts.

Introduced, read, and passed by the affirmative vote of the County on this 26 day of September, 2022.

*Sharla Baldrige*  
Signature of Authorized Official of the County

Sharla Baldrige, Hockley County Judge  
Typed Name and Title

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Motion by Judge Baldrige, second by Commissioner Carter, 3 votes yes, 0 votes no, that Commissioners Court approved to fund installation of eight Mosiac Handrails around the courthouse pursuant to Section 381.004 of the Texas Local Government Code. As per Resolution recorded below.



**RESOLUTION**

**STATE OF TEXAS**  
**COUNTY OF HOCKLEY**

§  
§  
§

**COMMISSIONERS COURT**  
**OF**  
**HOCKLEY COUNTY, TEXAS**

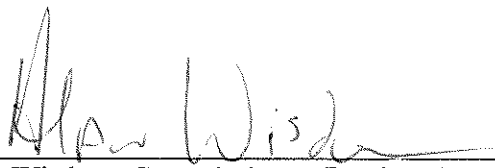
WHEREAS, the Commissioners Court of Hockley County wishes to establish a valid economic development program pursuant to Section 381.004 of the Texas Local Government Code to stimulate, encourage and develop easy access to the courthouse and businesses on the square by installing Mosaic handrails around the perimeter of the courthouse;

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF HOCKLEY COUNTY, TEXAS:

The Hockley Commissioners Court hereby approves the purchase and installation of eight Mosaic handrails around the perimeter of the courthouse, two on each side of the courthouse.

PASSED, APPROVED AND ADOPTED this 26th day of September, 2022 by the Commissioners Court of Hockley County, Texas by a vote of 3 in favor and 0 in opposition to its passage.

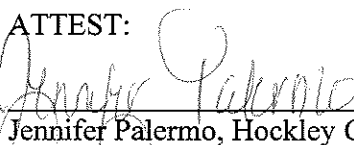
  
Sharla Baldrige, Hockley County Judge

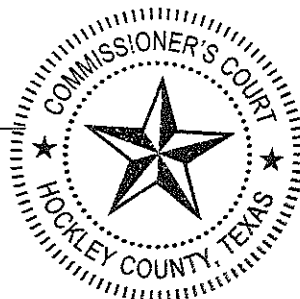
  
Alan Wisdom, Commissioner, Precinct 1

  
Larry Carter, Commissioner, Precinct 2

  
Seth Graf, Commissioner, Precinct 3

  
Tommy Clevenger, Commissioner, Precinct 4

ATTEST:  
  
Jennifer Palermo, Hockley County Clerk



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Motion by Commissioner Carter, second by Commissioner Wisdom, 2 Votes Yes, 0 Votes No, that Commissioners court TABLED the use of ARPA funds to pay Kofile for preservation of old criminal records kept in the County Clerk's office.

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Motion by Commissioner Carter, and second by Commissioner Wisdom, 2 votes yes, 0 votes no, that Commissioners Court approved payment from the Hockley County Clerk's Records Archive Fund for preservation of birth records and Commissioners Court records. As per contracts recorded below.

September 6, 2022

Honorable Jennifer Palermo  
Hockley County Clerk

## Preservation, Imaging, & Indexing of Births

**SUBMITTED BY:**

Jack Morris  
Account Executive  
jack.morris@kofile.com  
(214) 729-6885

**Kofile** 

6300 Cedar Springs Road, Dallas, TX 75235  
p: 214.442.6668 | f: 214.442.6669  
[info@kofile.com](mailto:info@kofile.com) | [www.Kofile.com](http://www.Kofile.com)

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Dear Honorable Jennifer Palermo,

This proposal addresses Hockley County's historical Birth Records, and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments, rehousing, imaging, and indexing. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Hockley county clerk's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

Preservation minimizes the chemical and physical deterioration of the page which prolongs the existence and useful life of the original format. Preservation can include removal of the original from public access, creating a security copy, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource.

#### **AREAS OF CONCERN**

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

##### *Acidic Paper*

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

##### *Acidic Ink*

Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

##### *Mechanical Damage (Use & Abuse)*

Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

##### *Tape & Non-Archival Adhesives*

The Library of Congress warns about the culprits of "pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes"— all are unstable. These tapes and adhesives "will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove."<sup>1</sup>

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<sup>1</sup> The Library of Congress. "Preservation FAQs." <[www.loc.gov/preservation/](http://www.loc.gov/preservation/)>.

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Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.

Page extenders are an inappropriate "quick fix" to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets' margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.

#### *Lamination Removal*

Kofile conservators address the "Laminate" process to the fullest extent possible damage to underlying paper and inks in accordance with the AIC Code of Ethics and Guidelines Item 21. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the "Laminate" depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document's paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the County directly to discuss alternatives.

#### *Non-Archival Quality Materials*

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.

#### **TEMPERATURE & HUMIDITY MONITORING**

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48—72 hours.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

**Red inks smear first, then blue inks, and lastly, black inks.**

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.

Visit the Image Permanence Institute (IPI) at [www.dpccalc.org](http://www.dpccalc.org) to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). The image above is property of IPI.

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## TREATMENT SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

### *Dismantle*

Original binding materials, such as threads and adhesive residues, are carefully removed. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials that are otherwise difficult to remove. Guillotine cutters are never employed. If trimming is necessary, it is accomplished with handheld scissors or specialized shears designed for trimming fragile sheets carefully and accurately. One document is cut at a time to ensure no text is lost.

### *Surface Cleaning*

Surface cleaning sheets removes materials and deposits including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

### *Removal of Fasteners*

Kofile removes fasteners, page markers, and any metal mechanisms. Fasteners, such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc., cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

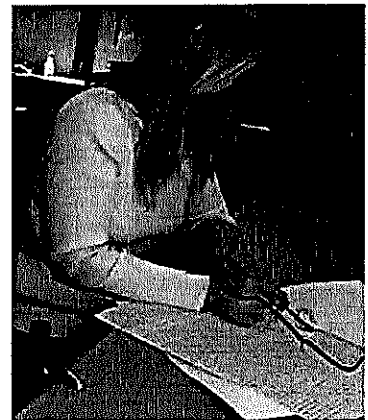
### *Removal of Tape, Adhesives, Varnish, or Old Repairs*

Varnish, tape, and adhesive residue are reduced as much as possible without further degrading the original. When possible, peelers and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. Heat removal is used when adhesive is loose, old, or brittle. Peeling is used when removal by heat is unnecessary. Solvents are a last resort, and local application occurs only after testing.

A microspatula (sometimes heated) coaxes threads, tape, and glue from the paper. A Hot Tools remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

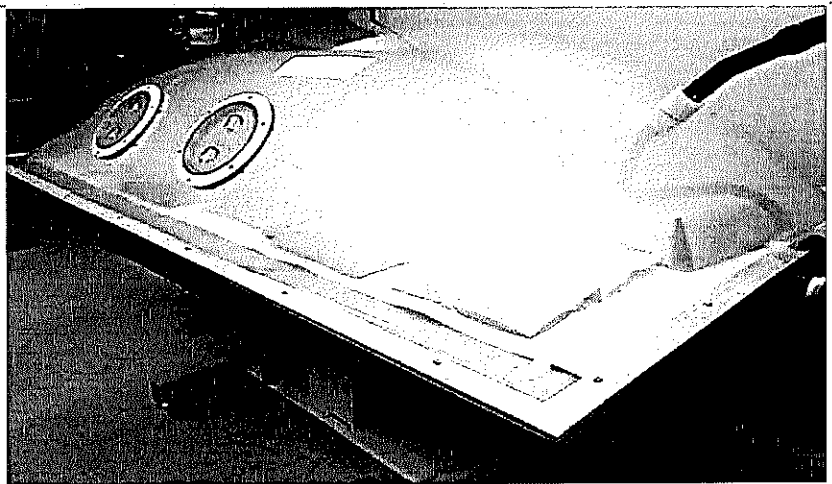
Adhesive reduction begins with the most benign process. If mechanical tape removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. Previous repairs that cannot be removed safely will remain.

If possible, water-soluble repairs are removed with water or steam. Only fully-trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, many inks may fade and compromise legibility. Extensive testing is required.



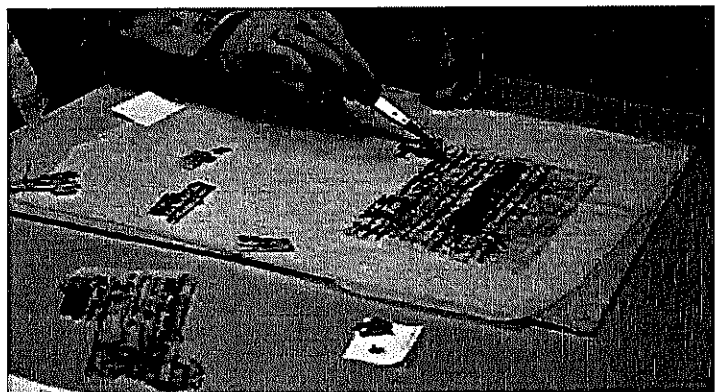
*Flattening and Humidification*

Improperly stored paper becomes inflexible and retains a memory of the storage position. Kofile's technicians are experienced with all methods and tools to "flatten" paper including the use of tacking irons, heat presses, and an Ultrasonic Humidification Chamber.



After careful testing, the Ultrasonic Humidification Chamber is used to correct the most fragile documents folds and bends. This significant investment, with which other private labs are rarely equipped, represents Kofile's foresight and commitment to offering the best available technology.

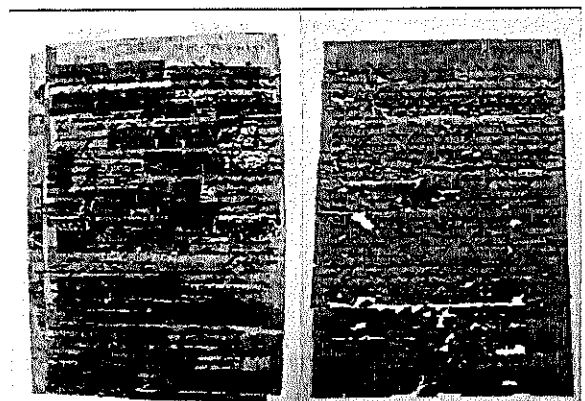
Mending torn paper is an art form and requires a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the document is going to be encapsulated.



A specialized paper and paste is commonly used and all mending materials are acid free and reversible. Mending strips are cut so the edge of the paper visually integrates with the page without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.

The mending paper used is strong and is transparent after application and while visible to the trained eye, it does not distract from the document.

A low-temperature, acrylic adhesive that bonds to the paper may also be used for reinforcement of damaged sheets. Kofile also constructs its own version with acid-free tissue paper and liquid acrylic adhesive.



*An 1848 Probate Record before and after treatment. The image to the right shows the page after deacidification, tape removal, and mending with archival tissue.*



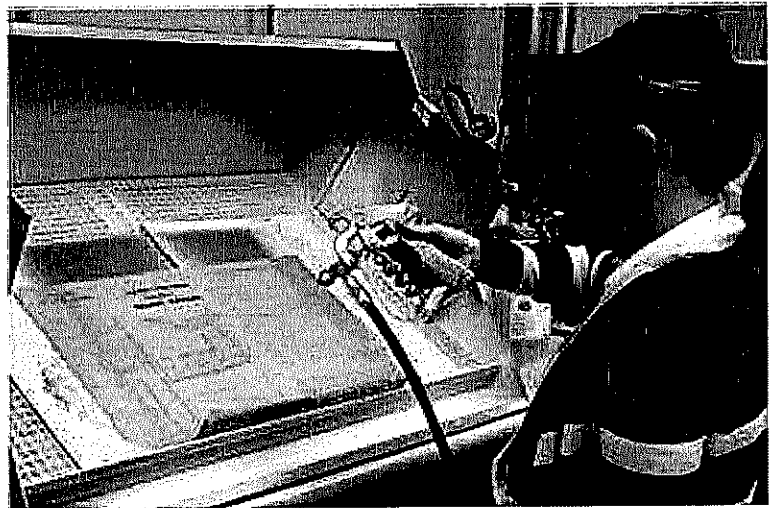
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### *Deacidification*

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

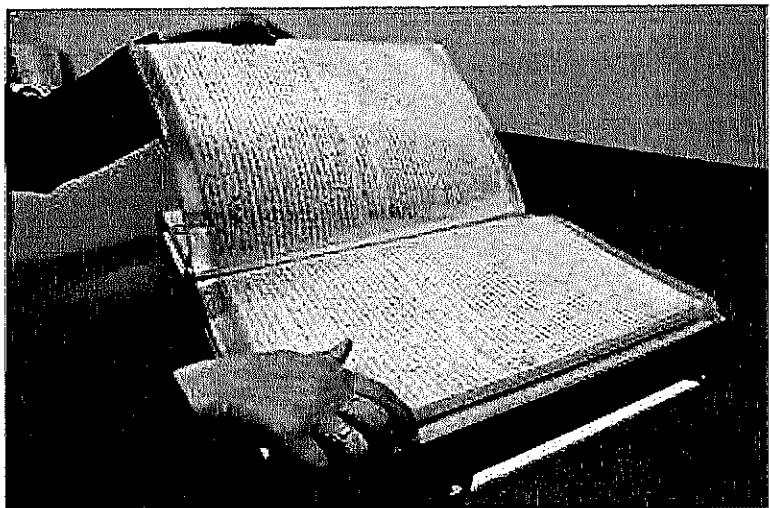
Once the buffer is applied, the paper's pH alters slowly. After deacidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.



### *Encapsulation*

In archival encapsulation, the document floats freely and is not taped or glued to the pocket. Kofile uses SKC SH725 polyester (Polyethylene Terephthalate - PET) which is the most inert, rigid, dimensionally stable (dimstab), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, odorless, and is resistant to distorting or melting in case of fire.

Each sheet is encapsulated in a 2 mil patented polyester pocket: Lay Flat Archival Polyester Pocket™, US Patent #7,943,220 B1, 5/17/2011. This pocket is welded closed on three sides, and a Reemay® strip, or spunbond polyester, statically seals out atmospheric pollutants while allowing off-gassing on the fourth side. This provides easy access to the original document without cutting the pocket (some companies weld all four sides).



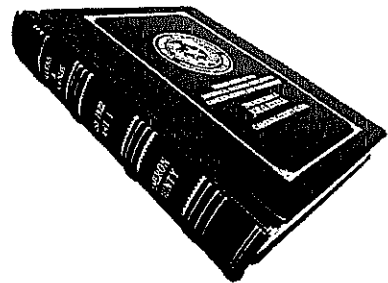
This construction allows for a flat book block and reinforces the binding edge for added strength and years of service. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.

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## ARCHIVAL RECORDER BINDERS

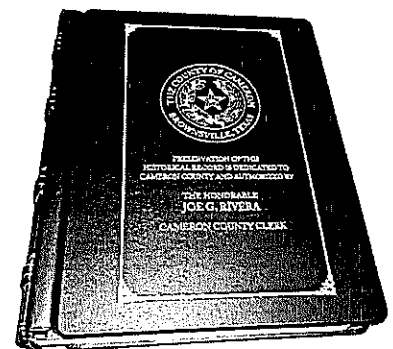
Volumes are hand-cased at 250 pages or less and pockets are punched (on the binding edge). Books with large capacities may be split to account for the weight of the Mylar. Kofile punches pockets to any hole specifications and can repair/replace index tabs.

Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. Kofile punches sheets to any hole specifications and repair/replace index tabs as necessary. Kofile can manufacture custom binder sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards and adhesives, are acid free.



### Stamping

Title stamping can follow the same format/style of the originals. A stamping sheet is sent for approval. If any titling, dates, or other information from an original volume is noted in error, Hockley county clerk is notified. Any changes are approved by Hockley county clerk. Tooling is performed with 23-karat gold foil.

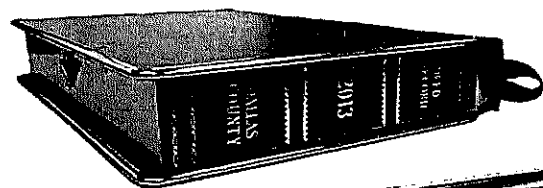


### Heritage Recorder Binder

The Heritage Recorder Binder (pictured right) is a post binder, but the binding can also be sewn. This binder is available in various colors in genuine or imitation leather, or canvas. Cover printing is foil on the leathers and hot stamp printing on the canvas.

### Disaster Safe Binder™ (DSB)

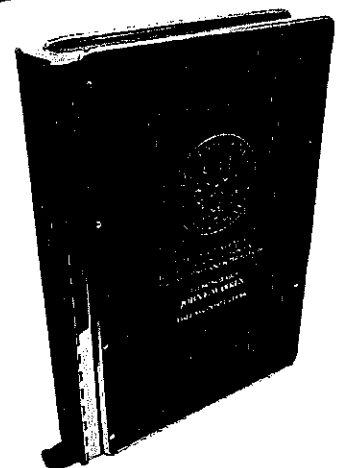
The DSB provides unparalleled protection and storage. Developed after Hurricane Katrina to address the devastation of the Orleans Parish archives, it protects sheets from water, fire, and physical disruption. The primary problem in 2005 was 100% relative humidity. With weeks of no power, mold was rampant. A hard lesson, the DSB addresses what went wrong in that disaster.



The DSB enables the encapsulated sheets to hang from the binder's posts—much like a hanging vertical plat cabinet. This feature allows collections to return in a smaller storage footprint with 4Post™ Shelving.

Any product that fails to operate properly or maintain its original integrity is replaced at no cost to Hockley county clerk. This is Kofile's commitment of value and service to its customers.

The DSB provides functionality and access ease while offering the highest rate of return on the client's investment. It is a portable vault for housing records of enduring value. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. The DSB also features a lifetime warranty against rust.



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Other DSB Features Include:

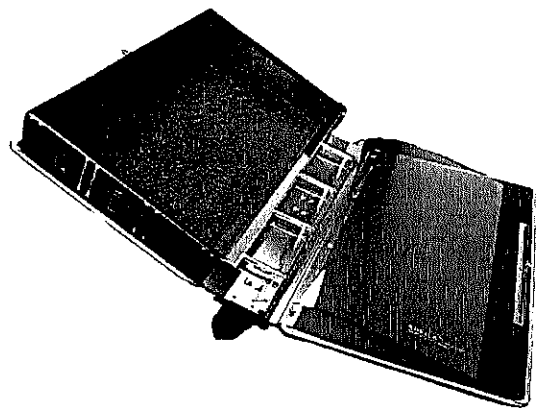
**Stainless Steel**—The metal mechanism and book block apron are constructed of stable, corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

**Support to the Book Block**—The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library-style storage.

**Microclimate**—The DSB creates a Microclimate, an independent, stable environment separating sheets from the external atmosphere.

**Security Lock**—A security lock hinge protects from theft.

**Nonflammable & Self-Extinguishing**—With nonflammable cover boards and materials, the DSB is self-extinguishing. These proprietary features, protect the contained pages in extreme temperatures.



## ARCHIVAL DIGITIZATION

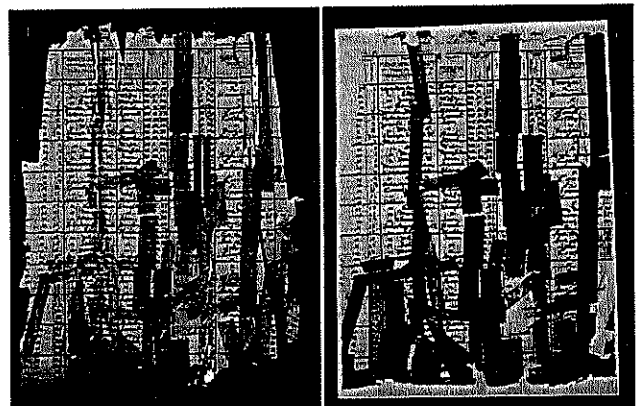
Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is

not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Archival digitization includes capture and processing (custom image enhancement and cleanup) and optimization for access. Security backups are captured on archival microfilm with a Life Expectancy (LE) of 500 years.

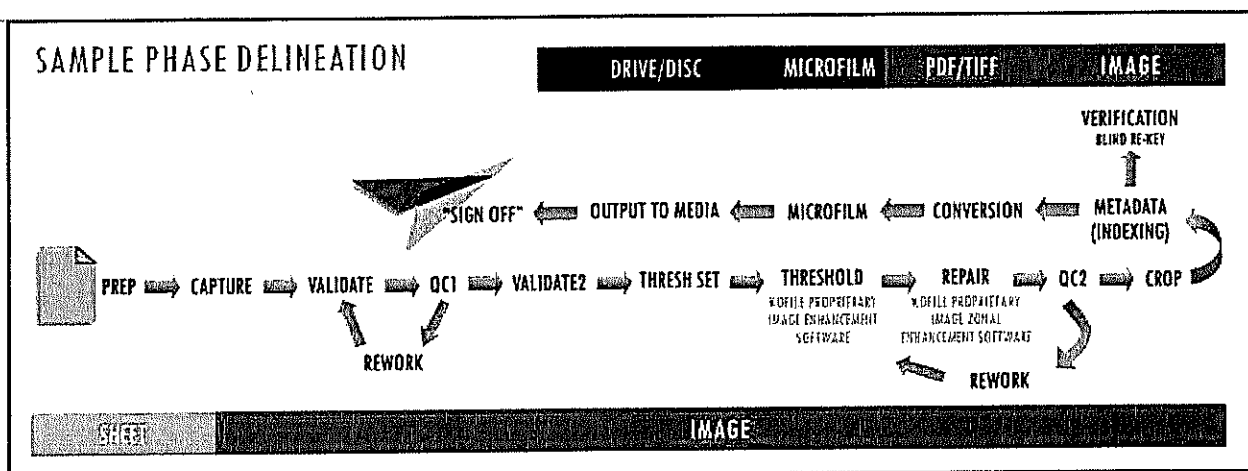
Kofile's services are unique because materials are addressed according to their conditions and fold endurences without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents and use the best hardware and software available. Many projects involve re-work for collections already imaged or indexed by low-bid vendors. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

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*What would this image look like if scanned "AS IS?"*

*Imaging WITHOUT Conservation*



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*Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Evansville Courier & Press, August 21, 2013.*

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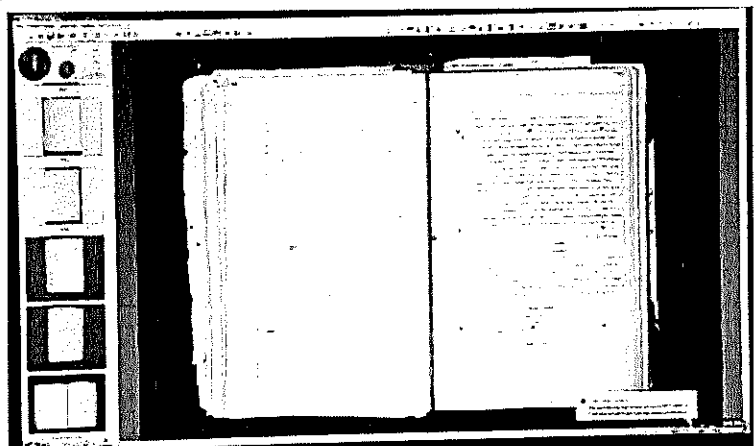
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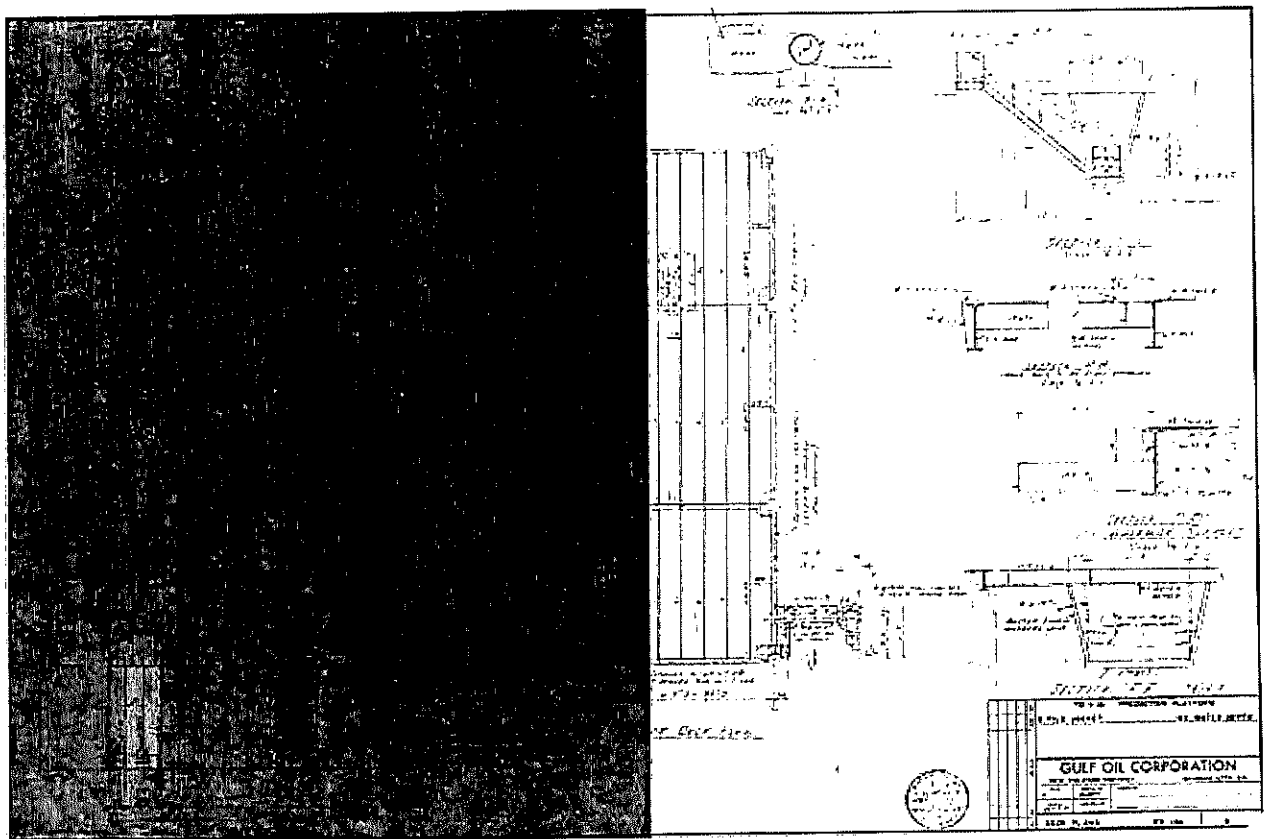
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Examples of imaging before (L) and after (R) advanced image cleanup and enhancements.

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Our Quality Control (QC) process ensures that all images are certified. **Each image is sight checked during QC.** Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added. Every image is inspected and a statistical, random, batch-based review of 8% of the inventory is conducted before delivery. Hockley county clerk can receive an image log noting the steps employed.

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This wide-format duplex scanner digitizes two-sided printed documents up to 36" in width. The scanner needs only 2.5 seconds to scan

both sides of the page in a single pass at a resolution of 300 dpi. This scanner ensures the best possible gentle document transport and digitizes historical and fragile documents without damage to the source document.



#### **ARCHIVAL INDEXING**

Data integrity is essential. Kofile's proprietary indexing software and keying procedures is proven 99.25% accuracy.

Prior to indexing, Kofile conducts a comprehensive assessment of Hockley county clerk's indexing specifications to ensure accurate and consistent indexes, guaranteeing quick searches for users.

During the assessment, Kofile documents established methods of indexing specific instruments, clarifying terminology, and the standards used to enter names, dates, and other basic required information. This analysis differentiates the following:

- Cross-indexed documents
- Differentiation between individual names & corporation names
- Government departments & agencies
- Alternate & alias names
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Any amendments are communicated with Hockley county clerk via an exception list. Some exceptions are to be expected as not all records contain all fields noted. Kofile will establish rules for these abnormalities once the project commences.

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## SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

### *Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)*

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

### *Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Maps will be captured at a minimum of 600 dpi. Full color, gray scale and black and white will be determined with each document type/book.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- Images are named (tagged for the directory file structure) at case level by book, volume, and page (or other requested fields).
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- Page Validation (automated PG. numbering for validation).
- If applicable, images are optimized and scaled for system output.
- If requested, annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.



**PROJECT PRICING**

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Hockley County Clerk Project Overview						
Record Series	Volume Range	Page Count	Est. Meetings	Level of Service		Estimated Total
				IM	ID	
Commissioners Court Books	1	631	53	\$ 460.63	\$ 78.88	\$ 539.51
	2	640	53	\$ 467.20	\$ 80.00	\$ 547.20
	3	654	55	\$ 477.42	\$ 81.75	\$ 559.17
	4	640	53	\$ 467.20	\$ 80.00	\$ 547.20
	5	558	47	\$ 407.34	\$ 69.75	\$ 477.09
	6	528	44	\$ 385.44	\$ 66.00	\$ 451.44
	7 - 11	3,750	313	\$ 2,737.50	\$ 468.75	\$ 3,206.25
	12 - 51	34,000	2,833	\$ 24,820.00	\$ 4,250.00	\$29,070.00
	52	832	69	\$ 607.36	\$ 104.00	\$ 711.36
Line Totals				\$ 30,830.09	\$ 5,279.13	\$36,109.22
Load to Vanguard						\$ 2,000.00
Est. Project Total						\$38,109.22

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

Payment Terms: Pay 50% upon executed agreement with the balance due upon project completion.

<p><b>CUSTOMER ACCEPTANCE</b></p> <p><i>Sharda Baldrige</i> Signature of Authorized Official</p> <p><i>Sharda Baldrige</i> Print Name of Authorized Official</p> <p><i>County Judge</i> Title of Authorized Official</p> <p><i>9-26-2022</i> Date</p>	<p><b>KOFILE ACCEPTANCE</b></p> <p><i>[Signature]</i> Signature of Authorized Official</p> <p>Michael Hill Print Name of Authorized Official</p> <p>Chief Revenue Officer Title of Authorized Official</p> <p>9.28.22 Date</p>
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### ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Hockley County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Hockley County. This policy applies to any agreement, verbal or written, between Hockley County and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Hockley County. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Hockley County and to working together for the preservation and access of its public and historical assets.

Sincerely,

Jack Morris

*Jack Morris*

c: (214) 729-6885

e: jack.morris@kofile.com

hbm

September 6, 2022

**Honorable Jennifer Palermo  
Hockley County Clerk, TX**

# **Imaging & Indexing of Commissioners Court Books**

**SUBMITTED BY:**

Jack Morris  
Account Executive  
jack.morris@kofile.com  
(214) 729-6885

**Kofile** 

6300 Cedar Springs Road, Dallas, TX 75235  
p: 214.442.6668 | f: 214.442.6669  
[info@kofile.com](mailto:info@kofile.com) | [www.kofile.com](http://www.kofile.com)

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Dear Honorable Jennifer Palermo,

This proposal addresses Hockley County's historical Commissioners Court Books and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include imaging, indexing, and loading to Vanguard. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Hockley County's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Our team provides realistic solutions and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

#### **ARCHIVAL DIGITIZATION**

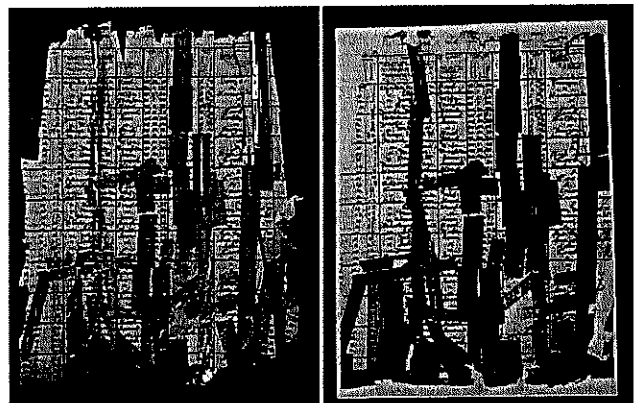
Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is

not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Archival digitization includes capture and processing (custom image enhancement and cleanup) and optimization for access. Security backups are captured on archival microfilm with a Life Expectancy (LE) of 500 years.

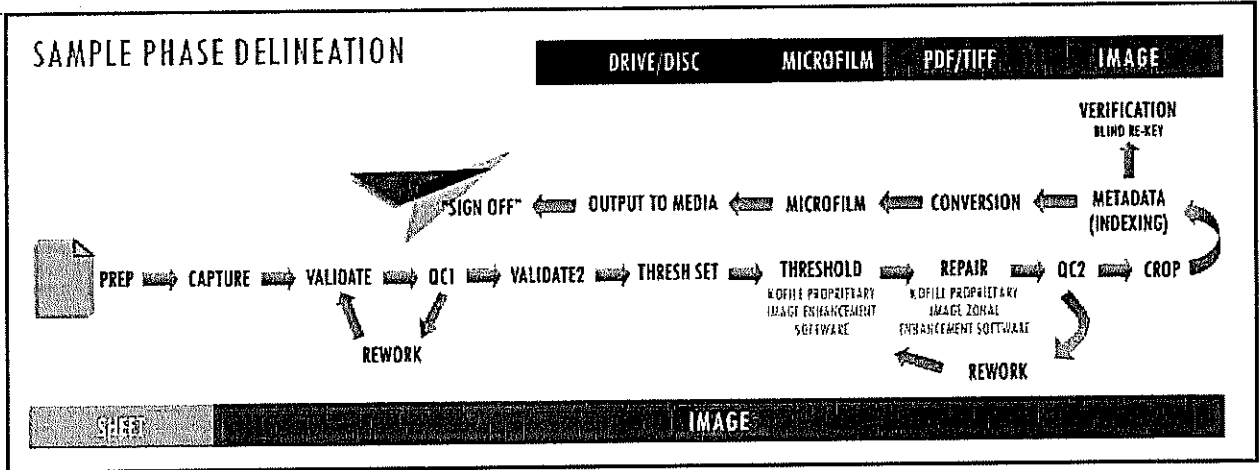
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*What would this image look like if scanned "AS IS?"*

*Imaging WITHOUT Conservation*



**IMAGING OVERVIEW**

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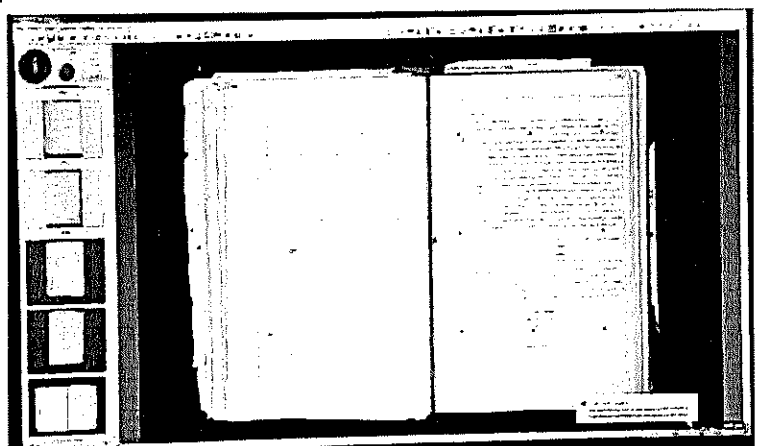
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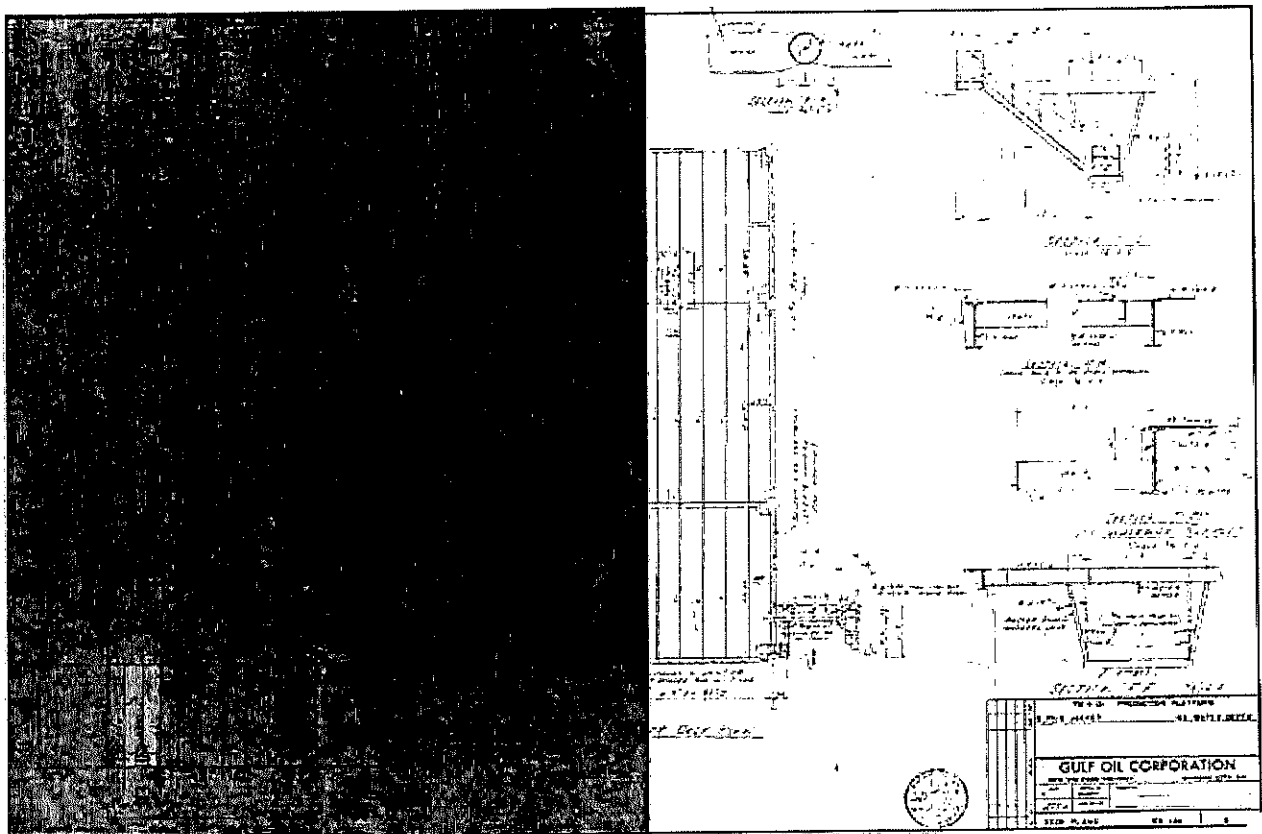
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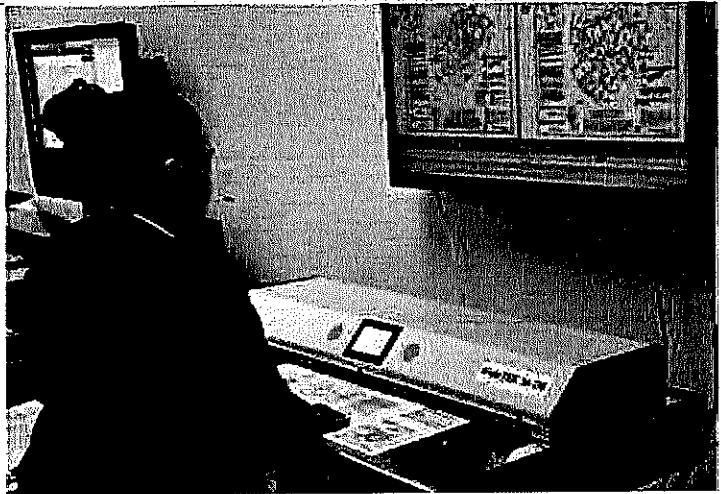
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- If requested, annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- STITCHING: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. Amendments are stitched to the appropriate Certificate and indexed in place of the original Certificate.
- Hockley County Clerk receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.
- Kofile can hold a security copy of all images for safekeeping.

### *Archival Indexing (ID)*

- Key and blind re-key verify documents.
- Formatting of metadata (indexes) per the requirements of the County's System vendor.
- If requested, Kofile can provide a Disaster Recovery electronic offsite backup of metadata.
- Indexing fields, as applicable.
- Format to load to Vanguard system.

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- Mother, Father, Child's Name, Date of Birth, Document Number

**PROJECT PRICING**

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Hockley County Clerk Project Overview						
Record Series	Date Range	Est. Count	Level of Service			Estimated Total
			PTV	IM	ID	
City Births in Envelopes	1906-1947	4,200	\$26,964.00	\$ 5,124.00	\$13,566.00	\$45,654.00

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.  
 Payment Terms: Pay 50% upon executed agreement with the balance due upon project completion.

<p><b>CUSTOMER ACCEPTANCE</b></p> <p><i>Sharla Baldrige</i>        _____        Signature of Authorized Official</p> <p><i>Sharla Baldrige</i>        _____        Print Name of Authorized Official</p> <p><i>County Judge</i>        _____        Title of Authorized Official</p> <p><i>9-26-2022</i>        _____        Date</p>	<p><b>KOFILE ACCEPTANCE</b></p> <p><i>[Signature]</i>        _____        Signature of Authorized Official</p> <p>Michael Hill        _____        Print Name of Authorized Official</p> <p>Chief Revenue Officer        _____        Title of Authorized Official</p> <p>9.29.22        _____        Date</p>
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**ACCESSIBILITY OF RECORDS**

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Please let me know if you have any questions. We look forward to serving Hockley County and to working together for the preservation and access of its public and historical assets.

Sincerely,

Jack Morris

*Jack Morris*

c: (214) 729-6885

e: jack.morris@kofile.com

hbm

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Motion by Commissioner Wisdom, second by Commissioner Carter, 2 votes yes, 0 votes no, that Commissioners Court approved a road crossing for Texland Petroleum LP on Filly Road in Precinct 1. As per Petition and Order recorded below.

BEFORE THE HONORABLE BOARD OF COUNTY COMMISSIONERS  
HOCKLEY COUNTY, TEXAS

IN THE MATTER OF THE APPLICATION OF Texland Petroleum LP., FOR  
AUTHORITY TO USE A PART OF THE PUBLIC ROADS OF HOCKLEY COUNTY, TEXAS

PETITION

Comes now, the Petitioner, Texland Petroleum LP., a corporation of the State of Texas, and petitions this Honorable Board for the right and authority to lay, construct, operate and maintain one 3" fiberglass pipelines under and across certain county roads situated in Hockley County, Texas, which said pipelines are to be used for the purpose of transporting produced salt water from the Petitioner's sources of supply to Petitioner's markets.

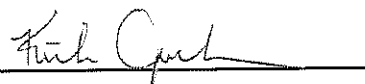
The location of the points at which Petitioner wishes to undercross said county roads with said pipelines and the general specifications are more particularly described on a map marked Exhibit "A" and general specifications marked Exhibit "B", all of which are attached hereto and made a part of this application. Petitioner represents and states that if granted the authority herein requested, it will conform with and abide by the rules of all persons and bodies having jurisdiction and by the following conditions:

1. The Petitioner shall, in constructing said pipelines undercrossings cause the very minimum of inconvenience and obstruction of public travel along said roads, and, further, shall operate and maintain said pipelines undercrossings in a manner so as not to inconvenience, endanger or obstruct public travel along said roads.
2. Upon the completion of each pipelines undercrossing constructed hereunder Petitioner shall immediately backfill, re-construct and replace the portions of the roads across which said pipelines are laid and constructed so that such roads shall be in equally as good a condition as prior to such construction.
3. So long as said pipelines are maintained and operated under said roads Petitioner shall be responsible for doing any work which, due to the existence of said pipelines undercrossings, needs to be done on said roads at the location thereof, all in order to maintain said roads, at such points, in a condition equal to other portions of said county roads.
4. Should Petitioner remove said pipelines from any of said roads, it will replace and recondition the road concerned, at the location of said removal, in substantially the same condition as it was prior to such removal, all liability of Petitioner for the maintenance and reconditioning of such roads shall cease as soon after such removal as the COUNTY OF HOCKLEY has approved the maintenance and reconditioning work done by Petitioner.
5. Petitioner agrees that if at any time the County of Hockley shall deem it necessary to make any improvements or changes on all of or any part of the right of way of the county roads which affect the Utility as located under this order, then and in such event, the Petitioner or his Assignee shall make such reasonable changes of its facilities located within such right of way as may be deemed necessary, such work to be done without cost to Hockley County, Texas.
6. The construction or laying of said pipelines by Petitioner hereunder shall be considered and shall constitute and acceptance of this order and of all of the terms and conditions herein set forth.
7. Petitioner agrees that if at any time the County of Hockley deems it necessary that these crossings be encased in accordance with the then existing State Highway specifications, Petitioner agrees to do so at its own expense.

Wherefore, your Petitioner respectfully prays that your Honorable Board enter and order herein authorizing Petitioner to use and occupy the portions of the roads in Hockley County, Texas, more particularly herein above set out and described and at the locations shown and set out in said Exhibits "A" and "B" attached to this application.

DATED this 20th day of September, ~~2000~~ 2022

BY



Kirk Jackson  
Texland Petroleum  
Cell: 432-894-1461  
Off: 806-701-8083

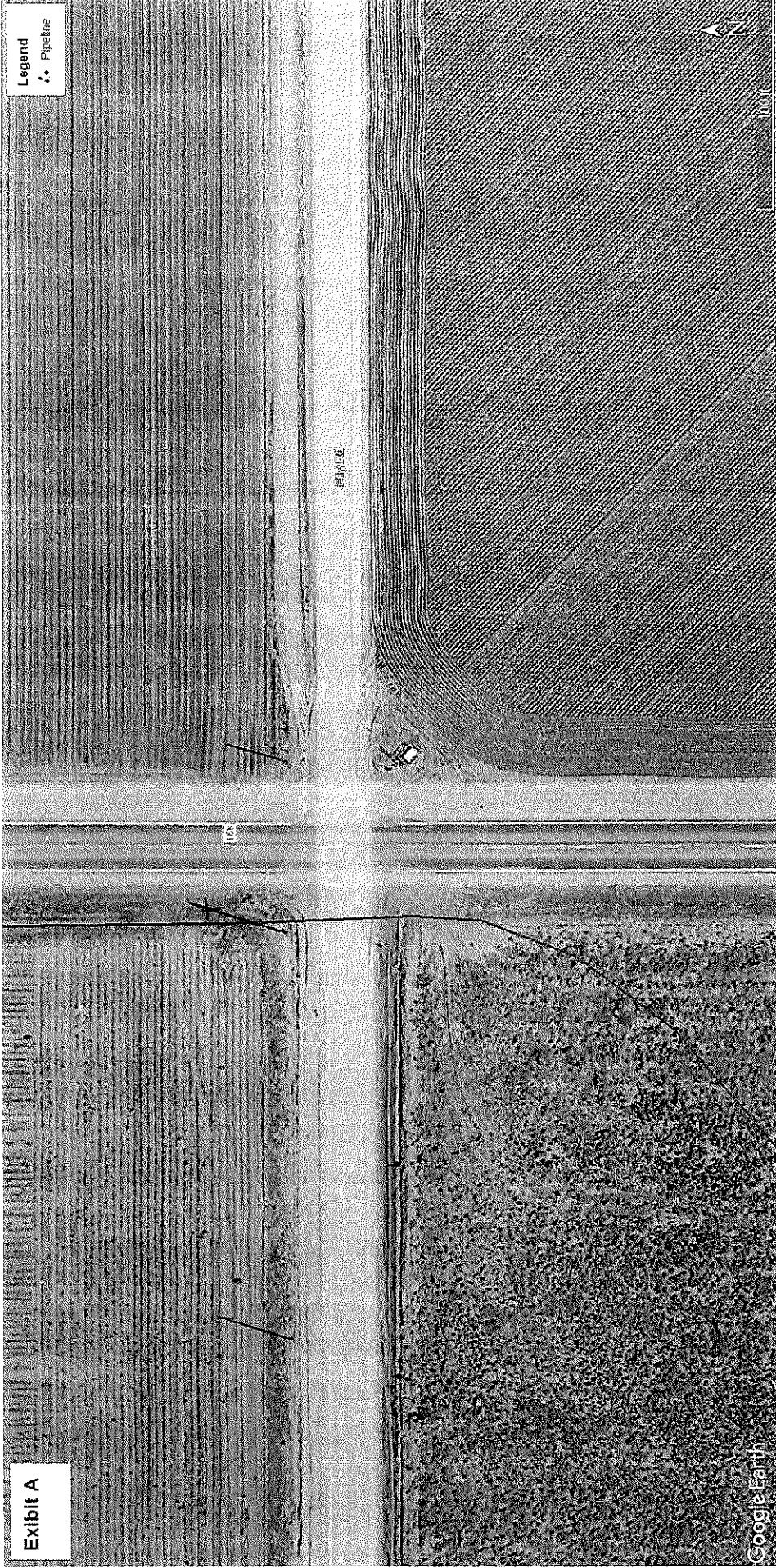


Exhibit A

Legend  
★ Pipeline

Google Earth

## Exhibit B

Texland Petroleum request permission to install a pipeline crossing south to north under county road Filly, 50' west of FM 168.

Texland plans to install a 16" steel conduit at a depth of 36" below the lowest point of the bar ditch from the outside edge of the county right of way on the north and south side of Filly. A 2" vent pipe will be installed at each end of the conduit. A buried pipeline marker will be placed at the vent pipes on each side of the road.

Texland plans to install a 3" 2500 psi rated fiberglass pipe through the casing which will be transporting produced salt water. Normal operating pressure should be 1200 psi +/-.

BEFORE THE HONORABLE BOARD OF COUNTY COMMISSIONERS  
HOCKLEY COUNTY, TEXAS

IN THE MATTER OF THE APPLICATION OF TEXLAND PETROLEUM LP FOR  
AUTHORITY TO USE A PART OF THE PUBLIC ROADS OF HOCKLEY COUNTY, TEXAS

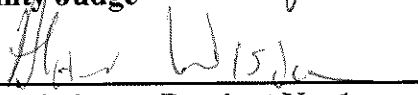
ORDER

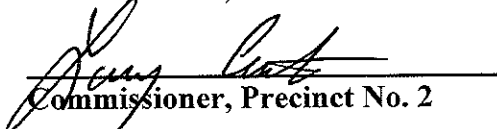
This cause coming on to be upon the petition of TEXLAND PETROLEUM LP hereinafter referred to as "Petitioner". The Board finds that in order that Petitioner may carry out its corporate objects and powers, it is necessary for it to lay, construct, operate and maintain pipelines across certain county roads situated in Hockley County, Texas, as set forth in the Petitioner's application filed herein.

THEREFORE, IT IS HEREBY ORDERED that, subject to the conditions herein after set forth, said Petitioner, TEXLAND PETROLEUM LP is hereby granted permission and authority to lay, construct, operate and maintain pipelines across certain county roads at the locations set forth in Exhibits "A" and "B" attached to the application of Petitioner herein, which Exhibits "A" and "B" and application are hereby made a part of this order as fully as if set out in length herein provided.

1. The Petitioner shall, in constructing said pipelines undercrossing cause the very minimum of inconvenience and obstruction of public travel along said roads, and, further, shall operate and maintain said pipelines undercrossing in a manner so as not to inconvenience, endanger or obstruct public travel along said roads.
2. Upon the completion of each pipelines undercrossing constructed hereunder Petitioner shall immediately backfill, re-construct and replace the portions of the roads across which said pipelines are laid and constructed so that such roads shall be in equally as good a condition as prior to such construction.
3. So long as said pipelines are maintained and operated under said roads Petitioner shall be responsible for doing any work which, due to the existence of said pipelines undercrossings, needs to be done on said roads at the location thereof, all in order to maintain said roads, at such points, in a condition equal to other portions of said county roads.
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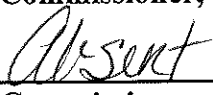
  
County Judge

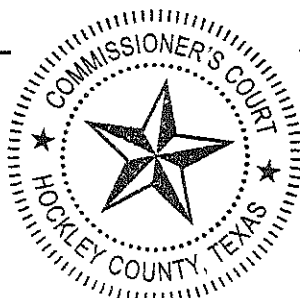
  
Commissioner, Precinct No. 1

  
Commissioner, Precinct No. 2

9-26-2022  
Date

  
Commissioner, Precinct No. 3

  
Commissioner, Precinct No. 4





There being no further business to come before the Court, the Judge declared Court adjourned, subject to call.

The foregoing Minutes of a Commissioner's Court meeting held on the 26<sup>th</sup> day of September, A. D. 2022, was examined by me and approved.

Alan Wisdom  
Commissioner, Precinct No. 1

Absent  
Commissioner, Precinct No. 3

Ramy Cant  
Commissioner, Precinct No. 2

Absent  
Commissioner, Precinct No. 4

Sharla Baldrige  
County Judge

Jennifer Palermo  
JENNIFER PALERMO, County Clerk, and  
Ex-Officio Clerk of Commissioners' Court  
Hockley County, Texas

