

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

Notice is hereby given that a Special meeting of the above named Commissioners' Court will be held on the 3<sup>rd</sup> day of January, 2017 at 10:00 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 a Special Meeting of the Commissioners' Court held Monday, December 19, 2016.
2. Read for approval all monthly bills and claims submitted to the court and dated through January 3, 2017.
3. Hear Public Assistance monthly report.
4. Consider and take necessary action to approve refunds of ad valorem taxes.
5. Consider and take necessary action to approve the Customer Agreement with Verizon Wireless.
6. Consider and take necessary action to approve Tax Deed to Weldon Davis for \$175.00 for 711 Spencer Street, Anton, Texas; and a Tax Deed to KIM Land Trust, c/o Eric Herm, Trustee for \$51.00 for 712 Bradley Street, Anton, Texas.
7. Discussion concerning reinstating the Order Prohibiting Outdoor Burning.
8. Consider and take necessary action to reinstate the Order Prohibiting Outdoor Burning.
9. Consider and take necessary action to approve Budget Amendments and Line Item Transfers for 2016.
10. Consider and take necessary action to approve the Auditor's findings for Sheriff's Department.
11. Consider and take necessary action to the addition of the proposed Fraud Policy to the Personnel Manual.
12. Consider and take necessary action to take bids to haul caliche in Precinct 4 to Howard and Iowa Roads.

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

BY: Sharla Baldrige  
Sharla Baldrige, Hockley County Judge

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 30<sup>th</sup> day of December, 2016, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 30<sup>th</sup> day of December, 2016.

Irene Gumula

Irene Gumula, County Clerk, and Ex-Officio  
Clerk of Commissioners' Court, Hockley County, Texas

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

DEC 29 '16

SPECIAL MEETING  
JANUARY 3, 2017

Be it remembered that on this the 3<sup>rd</sup> day of January 2017, there came on to be held a Special meeting of the Commissioners' Court, and the Court having convened in Special session at the usual meeting place thereof at the Courthouse in Levelland, Texas, with the following members present to-wit:

Sharla Baldrige	County Judge
Curtis D. Thrash	Commissioner Precinct No. 1
Larry Carter	Commissioner Precinct No. 2
J. L. "Whitey" Barnett	Commissioner Precinct No. 3
Thomas R "Tommy" Clevenger	Commissioner Precinct No. 4

Irene Gumula, County Clerk, and Ex-Officio Clerk of Commissioners' Court when the following proceedings were had, to-wit:

Motion by Commissioner Barnett, seconded by Commissioner Thrash, 4 Votes Yes, 0 Votes No, that the Minutes of a Special meeting of the Commissioners' Court, held on December 19, 2016, A. D., be approved and stand as read.

Motion by Commissioner Clevenger, seconded by Commissioner Carter, 4 Votes Yes, 0 Votes No, that all monthly claims and bills, submitted to the Court, and dated through January 3, A. D. 2017, be approved and stand as read.

Rebecca Currington, Public Assistance Administrator reported her December 2016, monthly approvals and denial request for Public Assistance, as per report recorded below.

Upon recommendation by Rebecca Currington, Public Assistance Administrator, the following list of applicants' requests for public assistance, have been approved or denied for the month of December 2016.

**APPROVED APPLICANTS**

<u>APPLICANT</u>	<u>PHYSICAL ADDRESS</u>	<u>TOWN</u>	<u>REQUEST</u>	<u>AMOUNT</u>
Dolores Torres	1605 8 <sup>th</sup> St	Levelland	Electric	\$ 75.00
Modesta Hyson	403 Ave G	Levelland	Shelter	\$150.00
Maria Martinez	1109 10 <sup>th</sup> St	Levelland	Electric	\$ 68.91
Rubin Cantu	1208 10 <sup>th</sup> St , Rear	Levelland	Propane	\$ 65.00

**DENIED APPLICANTS**

The below listed applicants have been denied their public assistance request for one/more of the following reasons:

- Income of applicant(s) exceeds that of an indigent person, according to the guidelines of the Commissioners' Court of Hockley County, Texas.
- Applicant is in an all adult household in which no one is receiving Social Security due to age or disability.
- Not all money received by household, either income, available funds or contribution, was reported by household.
- Conflict of information regarding either household members or income received.
- No emergency situation exists as loss of job income was not due to illness or layoff.
- Other reason -

<u>APPLICANT</u>	<u>PHYSICAL ADDRESS</u>	<u>TOWN</u>
Mallie Martinez	701 MLK, #217	Levelland

Motion by Commissioner Barnett, seconded by Commissioner Carter,  
4 Votes Yes, 0 Votes No that Commissioners' Court approve the tax refund in the amount of Five Hundred Eighty Six Dollars and Thirteen Cents (\$586.13) to Johnny Padilla,  
approve the tax refund in the amount of Five Hundred Eighty Seven Dollars and Twenty Five Cents (\$587.25) to Lisa Rios,  
approve the tax refund in the amount of Eight Hundred Sixty Dollars and Seventeen Cents (\$860.17) to Jacob Fierro,  
approve the tax refund in the amount of Six Hundred Eighty Six Dollars and Sixty Seven Cents (\$686.67) to Lee Roy Campos,  
approve the tax refund in the amount of One Thousand Eight Hundred Six Dollars and Sixty Three Cents (\$1806.63) to Citi Mortgage,  
approve the tax refund in the amount of One Thousand Three Hundred Fifty Eight Dollars and Thirty Six Cents (\$1358.36) to Hockley County Abstract,  
approve the tax refund in the amount of Three Thousand Four Hundred and Twenty Two Dollars and Twenty Cents (\$3422.20) to Bank of Oklahoma,  
approve the tax refund in the amount of Three Thousand Nine Hundred Seventeen Dollars and Seventy Cents (\$3917.70) to Round Point Corelogic,  
approve the tax refund in the amount of Seven Hundred Forty Seven Dollars and Ninety Seven Cents (\$747.97) to Marth Vaughan,  
approve the tax refund in the amount of Six Hundred Fifty Three Dollars and Forty Five Cents (\$653.45) to Larry D. Smith,  
approve the tax refund in the amount of Five Hundred Twenty Five Dollars and Ninety Seven Cents (\$525.97) to Andres Espinoza,  
approve the tax refund in the amount of Two Thousand One Hundred Ninety Five Dollars and Ninety One Cents (\$2195.91) to JP Morgan Chase Bk,  
approve the tax refund in the amount of One Thousand Two Hundred Seventy Eight Dollars and Fifty Three Cents (\$1278.53) to Corelogic Tax Services,  
approve the tax refund in the amount of Six Thousand Nine Hundred Fifty Eight Dollars and Twenty Eight Cents (\$6958.28) to Loan Care,  
approve the tax refund in the amount of Six Hundred Twenty Six Dollars and Sixty Four Cents (\$626.64) to Barry Thoms,  
approve the tax refund in the amount of Five Hundred Dollars (\$500.00) to Kerry Sarchet,  
approve the tax refund in the amount of Two Thousand Six Hundred Eighty Three Dollars and Forty Six Cents (\$2683.46) to Charles Mize,  
approve the tax refund in the amount of One Thousand Six Hundred Ninety Nine Dollars and Sixty Nine Cents (\$1699.69) to PrimeWest Mortgage,  
approve the tax refund in the amount of One Thousand Three Hundred Twenty Eight Dollars and Eleven Cents (\$1328.11) to Ocwen Loan Services,  
approve the tax refund in the amount of Seven Hundred Forty Eight Dollars and Ninety One Cents (\$748.91) to Nation Star Mortgage LLC,  
approve the tax refund in the amount of Five Hundred Sixty Nine Dollars and Forty Four Cents (\$569.44) to Bryle Buxkemper,  
approve the tax refund in the amount of Four Thousand Sixty One Dollars and Eighty Eight Cents (\$4061.88) to Freedom Mortgage,  
as per request of Debra Bramlett, Tax Assessor/Collector.

**Motion by Commissioner Clevenger, seconded by Commissioner Carter,  
4 Votes Yes, 0 Votes No that Commissioners' Court approve the Agreement with  
Verizon Wireless, as per Agreement recorded below.**

Appendix D  
DIR Contract No. DIR-TSO-3415  
Verizon Wireless Customer Agreement

This agreement is dated 12-16-2016 between Cellco Partnership d/b/a Verizon Wireless and its Related Entities ("Verizon Wireless") and Hockley County("Customer"), a customer as defined in Appendix A in the Contract for Products and Related Services between the State of Texas Department of Information Resources (the "DIR) and Verizon Wireless, DIR Contract No. DIR-TSO-3415 (the "DIR Agreement") with an effective date of April 27, 2016.

This Customer Agreement shall be governed by the terms and conditions of the DIR Number DIR-TSO-3415. A copy of the DIR Agreement is incorporated herein by reference and is available online at <http://www.dir.texas.gov> or upon request from your Account Manager.

Authorized Customer is eligible and desires to purchase wireless services and products from Verizon Wireless pursuant to the terms and conditions of the DIR Agreement, any and all amendments, addenda and schedules as the DIR may specify from time to time, as well as the terms and conditions of all calling plans activated under this Customer Agreement, which are incorporated herein by reference.

DIR will only be responsible for services provided to DIR and will not be responsible for payments for services provided to any individual Customer.

The Authorized Customer hereby agrees that it is separately and solely liable for all obligations and payments for equipment and services provided hereunder.

The Authorized Customer agrees to the terms and conditions of the DIR Agreement including the disclosure of limited account information as part of the contractual reporting requirements to DIR.

The undersigned represents and warrants that he/she has the power and authority to execute this Customer Agreement, bind the respective Authorized Customer, and that the execution and performance of this Customer Agreement has been duly authorized by all necessary Authorized Customer action.

The undersigned is duly authorized by the Authorized Customer to designate the following individual(s) (the "Authorized Contacts") who are authorized to take action with respect to the account with Verizon Wireless to purchase equipment, add lines of service, cancel lines of service and make changes to the account that financially bind the Authorized Customer to the terms and conditions of this Customer Agreement, and the DIR Agreement.

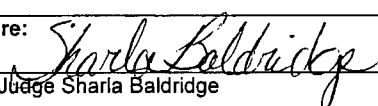
FEIN Number: 75-6001001 Existing Vendor Customer Account Number(s): 442016972-00001

Means of Contact Acceptable To/From Authorized User (e.g. fax, e-mail, etc.): email,mail, phone

Verizon Wireless Sales Representative Name: AJ Pharr and Wireless Phone Number: 806-778-9997 and GID:

Verizon Wireless Profile ID(s):

Authorized User has caused this User Agreement to be executed by its duly authorized representative to be effective as of this 16th day of December, 2016

Customer Name: Hockley County
Authorized Signature: 
Printed Name: Judge Sharla Baldrige
Title: Hockley County Judge
Date: 12-16-2016

**Motion by Commissioner Clevenger, seconded by Commissioner Barnett, 4 Votes Yes, 0 Votes No that Commissioners' Court approve the Tax Deed in the amount of One Hundred Seventy Five Dollars (\$175.00) to Weldon Davis, property known as 711 Spencer Street, Anton, Texas, approve the Tax Deed in the amount Fifty One Dollars (\$51.00) to KIM Land Trust, c/o Eric Herm, Trustee, property known as 712 Bradley Street, Anton, Texas, as per Tax Deed recorded below.**



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**Management Info:**

Status: Trust  
Best Process: Sign Best Process Type:  
Progress:

**Property Info:**

City: Anton  
Cad Property Id: 15919 CAD Value: 450  
Site Description: 711 Spencer St., Anton, TX 79313

Owner Info: Hockley County, et al  
Legal Description: Lots Three (3) and Four (4) in Block One (1) of the Ed M. Hart Subdivision of Anton, Texas.  
Homestead: No Site Structure: No Non Affixed Material: No

**Litigation Info:**

Case Number: 85-01-1005  
Judgement Date: 05/15/1991 Sale Date: 09/03/1991  
Sheriff's Deed Date: 09/05/1991 Redemption Date: 03/13/1992  
Court: 286th DC  
Style Plaintiff: Anton Independent School District  
Style Defendant: Bradley, George  
Sheriff's Deed Volume:  
Tax Due: No  
Delinquent: Yes Litigation: No

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“NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER’S LICENSE NUMBER.”

**TAX DEED**

STATE OF TEXAS            §  
  §  
  
COUNTY OF HOCKLEY       §

WHEREAS, by an Order of Sale issued out of the 286th Judicial District Court of Hockley County, Texas; in Cause No. 85-01-1005, styled Anton Independent School District, vs. Bradley, George, and delivered to the Sheriff directing him to seize, levy upon and sell the hereinafter described property to satisfy the amount of all delinquent taxes, penalties, interest and costs which were secured by a judgment rendered in said cause on the 15th day of May, 1991, in favor of the Plaintiffs.

WHEREAS, in obedience to said Order of Sale, the Sheriff did seize and levy on the hereinafter described property and all the estate, right, title and interest or claims which said Defendants so had, in and to, on the 15th day of May, 1991 and since that time had of, in and to, the hereinafter described real property; and as prescribed by law for Sheriff’s sales, did offer to sell such real property at public auction.

WHEREAS, at said sale no bid being received which was equal to the adjudged value of said real property as fixed by said court or the aggregate amount of said judgment established therein, the title to said real property pursuant to said judgment and Section 34.01 of the Texas Property Tax Code was struck off in trust for the use and benefit of each taxing district having been by said judgment adjudged to have valid tax liens against such real property, and

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS that the taxing entities set forth in the judgment in said cause, pursuant to the provisions of Section 34.05 of the Texas Property Tax Code, for and in consideration of the sum of **ONE HUNDRED SEVENTY-FIVE DOLLARS AND 00/100 (\$175.00)**, said amount being the highest and best offer received by **Weldon Davis, P.O. Box 3113 Bryan, Texas 77805**, receipt of which is hereby acknowledged, and by these presents do convey, expressly subject to the right of redemption by the Defendants in said tax suit as provided by Section 34.21 of the Texas Property Tax Code, all the right, title and interest as was acquired by the taxing entities through foreclosure the certain tract of land described as follows:

**Lots Three (3) and Four (4) in Block One (1) of the Ed M. Hart Subdivision of Anton, Texas., (R15919)**

TO HAVE AND TO HOLD the above described property unto the named purchaser, Weldon Davis, his/her heirs, successors and assigns forever, free and clear of all liens for ad valorem taxes against such property delinquent at the time of judgment in the above referred tax suit to all taxing units which were a party of said suit and as fully and absolutely as the entities named below can convey the above described real property by virtue of said judgment and Order of Sale and said Section 34.05 of the Texas Property Tax Code.

This tax deed may be executed in one or more counterparts, each one of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

EXECUTED this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CITY OF ANTON**

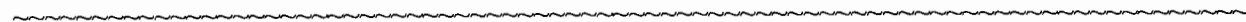
By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by Mayor, on behalf of CITY OF ANTON in its capacity therein stated.

\_\_\_\_\_  
Notary Public, State of Texas





HOCKLEY COUNTY

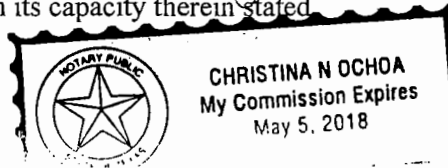
By: Sharla Baldrige  
County Judge

ATTEST:

Alrene Sumula  
County Clerk

This instrument was acknowledged before me on the 3 day of January, 2017 by  
County Judge, on behalf of HOCKLEY COUNTY in its capacity therein stated.

Christina Ochoa  
Notary Public, State of Texas



ANTON INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Board Secretary

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by Board President, on behalf of ANTON INDEPENDENT SCHOOL DISTRICT in its capacity therein stated.

\_\_\_\_\_  
Notary Public, State of Texas

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SOUTH PLAINS JR. COLLEGE

By: \_\_\_\_\_  
Chairman of Board of Regents

ATTEST:

\_\_\_\_\_  
Secretary

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
Chairman of Board of Regents, on behalf of SOUTH PLAINS JR. COLLEGE in its capacity therein  
stated.

\_\_\_\_\_  
Notary Public, State of Texas

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**HIGH PLAINS UNDERGROUND WATER  
CONSERVATION DISTRICT**

By: \_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Board Secretary

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
Board President, on behalf of HIGH PLAINS UNDERGROUND WATER CONSERVATION  
DISTRICT in its capacity therein stated.

\_\_\_\_\_  
Notary Public, State of Texas

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**Management Info:**

Status: Trust  
Best Process: Sign Best Process Type:  
Progress: found no probate or any residence of Walter or Delia

**Property Info:**

City: Anton  
Cad Property Id: 19117 CAD Value: 480.00  
Site Description: 712 Bradley St., (vacant lot on the North side of Bradley St.) Anton, TX 79313

Owner Info: Hockley County in Trust

Previous Owners:  
Walter Wilson and Delia Wilson  
Address Unknown

TAX YEARS: 1995-2015  
Legal Description: Lots Nine (9) and Ten (10) in Block Three (3) of the Ed M. Hart Addition to the City of Anton,  
Hockley County, Texas

Homestead: No Site Structure: No Non Affixed Material: No

**Litigation Info:**

Case Number: TX16062844  
Judgement Date: 06/10/2016 Sale Date: 07/05/2016  
Sheriff's Deed Date: 07/14/2016 Redemption Date: 01/20/2017  
Court: 286  
Style Plaintiff: CITY OF ANTON  
Style Defendant: OWNERS OF VARIOUS PROPERTIES WITHIN THE CITY OF ANTON, TX  
Sheriff's Deed Volume: Volume 1046 Page 617  
Tax Due: No  
Delinquent: Yes Litigation: No

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“NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER’S LICENSE NUMBER.”

**TAX DEED**

STATE OF TEXAS           §  
                                          §  
  
COUNTY OF HOCKLEY    §

WHEREAS, by an Order of Sale issued out of the 286th Judicial District Court of Hockley County, Texas; in Cause No. TX16062844 styled CITY OF ANTON, vs. OWNERS OF VARIOUS PROPERTIES WITHIN THE CITY OF ANTON, TX, and delivered to the Sheriff directing him to seize, levy upon and sell the hereinafter described property to satisfy the amount of all delinquent taxes, penalties, interest and costs which were secured by a tax warrant rendered in said cause on the 10th day of June, 2016, in favor of the Plaintiffs.

WHEREAS, in obedience to said Order of Sale, the Sheriff did seize and levy on the hereinafter described property and all the estate, right, title and interest or claims which said Defendants so had, in and to, on the 10th day of June, 2016 and since that time had of, in and to, the hereinafter described real property; and as prescribed by law for Sheriff's sales, did offer to sell such real property at public auction.

WHEREAS, at said sale no bid being received which was equal to the adjudged value of said real property as fixed by said court or the aggregate amount of said warrant established therein, the title to said real property pursuant to said warrant and Section 34.01 of the Texas Property Tax Code was struck off in trust for the use and benefit of each taxing district having been by said warrant adjudged to have valid tax liens against such real property, and

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS that the taxing entities set forth in the warrant in said cause, pursuant to the provisions of Section 34.05 of the Texas Property Tax Code, for and in consideration of the sum of **FIFTY-ONE DOLLARS AND 00/100 (\$51.00)**, said amount being the highest and best offer received by **KIM Land Trust, c/o Eric Herm, Trustee, dated August 30, 2016 , P.O. BOX 881655, Port St. Lucie, FL 34988**, receipt of which is hereby acknowledged, and by these presents do convey, expressly subject to the right of redemption by the Defendants in said tax suit as provided by Section 34.21 of the Texas Property Tax Code, all the right, title and interest as was acquired by the taxing entities through foreclosure the certain tract of land described as follows:

**Lots Nine (9) and Ten (10) in Block Three (3) of the Ed M. Hart Addition to the City of Anton, Hockley County, Texas, (R19117)**

*Approved in form by R. Douglas Jordan, PLLC*

Tax Deed: KIM Land trust, c/o Eric Herm, Trustee, dated August 30, 2016, P.O. BOX 881655, Port St. Lucie, FL 34988 (R19117)



TO HAVE AND TO HOLD the above described property unto the named purchaser, KIM Land Trust c/o Eric Herm, Trustee, dated August 30, 2016, his/her heirs, successors and assigns forever, free and clear of all liens for ad valorem taxes against such property delinquent at the time of warrant in the above referred tax suit to all taxing units which were a party of said suit and as fully and absolutely as the entities named below can convey the above described real property by virtue of said warrant and Order of Sale and said Section 34.05 of the Texas Property Tax Code.

This tax deed may be executed in one or more counterparts, each one of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

EXECUTED this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CITY OF ANTON**

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

ATTEST:

\_\_\_\_\_  
City Secretary

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by Mayor, on behalf of CITY OF ANTON in its capacity therein stated.

\_\_\_\_\_  
Notary Public, State of Texas



HOCKLEY COUNTY

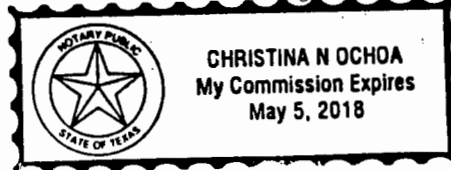
By: Sharla Baldrige  
County Judge

ATTEST:

Wrene Dumba  
County Clerk

This instrument was acknowledged before me on the 3 day of January, 2017 by  
County Judge, on behalf of HOCKLEY COUNTY in its capacity therein stated.

Christina N Ochoa  
Notary Public, State of Texas



ANTON INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Board Secretary

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by Board President, on behalf of ANTON INDEPENDENT SCHOOL DISTRICT in its capacity therein stated.

\_\_\_\_\_  
Notary Public, State of Texas



*Approved in form by R. Douglas Jordan, PLLC*

Tax Deed: KIM Land trust, c/o Eric Herm, Trustee, dated August 30, 2016, P.O. BOX 881655, Port St. Lucie, FL 34988 (R19117)

SOUTH PLAINS JR. COLLEGE

By: \_\_\_\_\_  
Chairman of Board of Regents

ATTEST:

\_\_\_\_\_  
Secretary

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
Chairman of Board of Regents, on behalf of SOUTH PLAINS JR. COLLEGE in its capacity therein  
stated.

\_\_\_\_\_  
Notary Public, State of Texas

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*Approved in form by R. Douglas Jordan, PLLC*

Tax Deed: KIM Land trust, c/o Eric Herm, Trustee, dated August 30, 2016, P.O. BOX 881655,  
Port St. Lucie, FL 34988 (R19117)

HIGH PLAINS UNDERGROUND WATER  
CONSERVATION DISTRICT

By: \_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Board Secretary

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
Board President, on behalf of HIGH PLAINS UNDERGROUND WATER CONSERVATION  
DISTRICT in its capacity therein stated.

\_\_\_\_\_  
Notary Public, State of Texas

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*Approved in form by R. Douglas Jordan, PLLC*

Tax Deed: KIM Land trust, c/o Eric Herm, Trustee, dated August 30, 2016, P.O. BOX 881655,  
Port St. Lucie, FL 34988 (R19117)

**Discussion concerning reinstating the Order Prohibiting Outdoor Burning. Tabled.**

**Motion by Commissioner Thrash, seconded by Commissioner Carter, 4 Votes Yes, 0 Votes No that Commissioners' Court tabled to reinstate the Order Prohibiting Outdoor Burning.**

**Motion by Commissioner Carter, seconded by Commissioner Barnett, 4 Votes Yes, 0 Votes No that Commissioners' Court approve Budget Amendments and Line Item Transfer for 2016, as per Budget Amendments and Line Item Transfer for 2016 recorded below.**

| From<br>Amount | G/L Code    | Account Name               | To<br>Amount |
|----------------|-------------|----------------------------|--------------|
|                | 022-612-573 | CAPTIAL OUTLAY OVER \$5000 | 7,700.00     |
| =====          |             |                            | =====        |
|                |             |                            | 7,700.00     |

| From<br>Amount | G/L Code    | Account Name               | To<br>Amount |
|----------------|-------------|----------------------------|--------------|
|                | 021-611-573 | CAPITAL OUTLAY OVER \$5000 | 7,700.00     |
| =====          |             |                            | =====        |
|                |             |                            | 7,700.00     |



| From<br>Amount | G/L Code    | Account Name      | To<br>Amount |
|----------------|-------------|-------------------|--------------|
|                | 010-490-310 | ELECTION SUPPLIES | 17,300.00    |
| =====          |             |                   | =====        |
|                |             |                   | 17,300.00    |

| From<br>Amount | G/L Code | Account Name | To<br>Amount |
|----------------|----------|--------------|--------------|
|----------------|----------|--------------|--------------|

|  |             |                            |           |
|--|-------------|----------------------------|-----------|
|  | 070-690-510 | RENOVATION OF NEW BUILDING | 87,399.59 |
|--|-------------|----------------------------|-----------|

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=====

1,087,399.59

| From<br>Amount | G/L Code    | Account Name                   | To<br>Amount |
|----------------|-------------|--------------------------------|--------------|
|                | 010-401-427 | SEMINAR EXPENSE -COMMISSIONERS | 750.00       |
|                | 010-401-471 | BONDS & DUES                   | 121.00       |
|                | 010-405-204 | HEALTH INSURANCE               | 1,500.00     |
|                | 010-405-204 | HEALTH INSURANCE               | 6,400.00     |
| 1,500.00       | 010-405-427 | SEMINAR EXPENSE                |              |
| 14,000.00      | 010-409-204 | WORKERS COMPENSATION PREMIUMS  |              |
| 231.00         | 010-409-431 | PUBLICATIONS & ADVERTISING     |              |
|                | 010-409-601 | CIVIL DEFENSE                  | 650.00       |
|                | 010-485-102 | SUPPLEMENT ALLOWANCE           | 310.00       |
| 20,000.00      | 010-485-103 | DRUG INVESTIGATOR SALARY       |              |
|                | 010-485-107 | ST ASST PROS LONGEVITY         | 3,500.00     |
|                | 010-485-330 | D.A. SUPPLIES                  | 1,400.00     |
| 2,000.00       | 010-485-410 | COMMITMENT EXPENSES            |              |
| 3,900.00       | 010-485-427 | D.A. SEMINAR EXPENSE           |              |
|                | 010-485-496 | VARIOUS OTHER COURT EXPENSES   | 27,000.00    |
| =====          |             |                                | =====        |
| 41,631.00      |             |                                | 41,631.00    |

| From<br>Amount | G/L Code    | Account Name                  | To<br>Amount |
|----------------|-------------|-------------------------------|--------------|
|                | 010-490-108 | PART TIME SALARIES            | 7,200.00     |
|                | 010-490-109 | ELECTION WORKERS              | 3,800.00     |
|                | 010-490-201 | FICA & MEDICARE               | 500.00       |
|                | 010-490-310 | ELECTION SUPPLIES             | 2,621.00     |
| 4,000.00       | 010-490-330 | OFFICE SUPPLIES               |              |
| 700.00         | 010-490-420 | TELEPHONE                     |              |
|                | 010-490-421 | CELL PHONE ALLOWANCE          | 181.00       |
| 1,800.00       | 010-490-427 | SEMINAR EXPENSE               |              |
| 2,000.00       | 010-490-428 | VOTER REGISTRATION            |              |
| 5,802.00       | 010-696-495 | UNFORESEEN CONTINGENCIES      |              |
|                | 010-496-204 | HEALTH INSURANCE              | 650.00       |
|                | 010-496-330 | SUPPLIES                      | 800.00       |
| 1,450.00       | 010-496-427 | TRAINING EXPENSE              |              |
| 12,755.00      | 010-510-440 | UTILITIES ELECTRICITY & WATER |              |
|                | 010-510-445 | GREASE TRAPS MAINTENANCE      | 255.00       |
|                | 010-510-450 | REPAIRS & REPLACEMENTS        | 12,500.00    |
|                | 010-581-108 | PART TIME LABOR               | 50.00        |
|                | 010-581-410 | TELEPHONE EXPENSE             | 1,225.00     |
| 500.00         | 010-581-460 | OFFICE RENT                   |              |
|                | 010-581-495 | COPIER/OFFICE SUPPLIES        | 1,800.00     |
| 2,575.00       | 010-696-495 | UNFORESEEN CONTINGENCIES      |              |
| 850.00         | 010-610-333 | VARIOUS EXPENSES DISASTER     |              |
|                | 010-610-426 | EOC PHONES & LAPTOP CARDS     | 850.00       |
| 375.00         | 010-631-203 | COUNTY RETIREMENT             |              |
|                | 010-631-330 | SUPPLIES                      | 300.00       |
|                | 010-631-427 | SEMINAR & DUES EXPENSE        | 75.00        |
| 2,200.00       | 010-665-454 | EQUIPMENT OPERATION           |              |
|                | 010-665-426 | 4H AGENT TRAVEL ALLOWANCE     | 2,200.00     |
| 4,400.00       | 010-690-570 | CAPITAL OUTLAY OVER 5000      |              |
|                | 010-690-573 | OFFICE FURNITURE PURCHASES    | 4,400.00     |
| 55,388.00      | 010-696-495 | UNFORESEEN CONTINGENCIES      |              |
|                | 010-695-200 | TIF FUNDING TO CITY           | 33,720.00    |
|                | 010-695-401 | OUT-SIDE AUDITOR              | 500.00       |
|                | 010-695-406 | HOCKLEY CO APPRAISAL DISTRICT | 21,168.00    |
| =====          |             |                               | =====        |
| 94,795.00      |             |                               | 94,795.00    |

| From<br>Amount    | G/L Code    | Account Name                | To<br>Amount      |
|-------------------|-------------|-----------------------------|-------------------|
|                   | 012-400-101 | COUNTY JUDGE SALARY         | 200.00            |
| 1,900.00          | 012-400-104 | DEPUTY SALARY               |                   |
|                   | 012-400-108 | PART TIME LABOR             | 1,300.00          |
|                   | 012-400-330 | OFFICE SUPPLIES             | 400.00            |
| 560.00            | 012-450-108 | PART TIME LABOR             |                   |
|                   | 012-450-330 | OFFICE SUPPLIES             | 560.00            |
| 100.00            | 012-455-420 | TELEPHONE                   |                   |
|                   | 012-455-330 | OFFICE SUPPLIES             | 100.00            |
| 100.00            | 012-456-330 | JP SUPPLIES                 |                   |
|                   | 012-456-310 | JP OFFICE EXPENSE           | 100.00            |
| 166.00            | 012-475-201 | FICA & MEDICARE             |                   |
|                   | 012-475-204 | HEALTH INSURANCE            | 166.00            |
|                   | 012-497-104 | DEPUTY SALARY               | 203.00            |
| 88.00             | 012-497-108 | PART TIME SALARY            |                   |
| 180.00            | 012-497-201 | FICA & MEDICARE             |                   |
|                   | 012-497-203 | COUNTY RETIREMENT           | 65.00             |
| 1,000.00          | 012-499-108 | PART TIME DEPUTIES SALARIES |                   |
|                   | 012-499-330 | SUPPLIES                    | 1,000.00          |
| =====<br>4,094.00 |             |                             | =====<br>4,094.00 |

| From<br>Amount | G/L Code    | Account Name                 | To<br>Amount |
|----------------|-------------|------------------------------|--------------|
| 23,000.00      | 012-560-102 | LE SALARIES                  |              |
|                | 012-560-108 | HOLIDAY PAY                  | 1,450.00     |
| 4,000.00       | 012-560-114 | OVERTIME SALARY DEPUTIES     |              |
| 3,000.00       | 012-560-201 | LE FICA & MEDICARE           |              |
| 3,500.00       | 012-560-203 | LE COUNTY RETIREMENT         |              |
| 5,000.00       | 012-560-204 | HEALTH INSURANCE             |              |
|                | 012-560-205 | CLOTHING ALLOWANCE           | 150.00       |
| 1,500.00       | 012-560-330 | OFFICE SUPPLIES              |              |
| 1,000.00       | 012-560-405 | PRE EMPLOYMENT TESTING       |              |
|                | 012-560-420 | TELEPHONE                    | 175.00       |
| 2,200.00       | 012-560-422 | MOBILE PHONE EXPENSE         |              |
| 3,000.00       | 012-560-427 | LE TRAINING                  |              |
|                | 012-560-450 | EQUIPMENT                    | 23,200.00    |
| 6,410.00       | 012-560-454 | VEHICLE MAINTENANCE          |              |
| 85,000.00      | 012-561-125 | DETENTION STAFF SALARIES     |              |
|                | 012-561-126 | DETENTION STAFF OVERTIME     | 56,000.00    |
| 1,600.00       | 012-561-127 | LONGEVITY                    |              |
|                | 012-561-128 | DETENTION STAFF HOLIDAY PAY  | 300.00       |
| 4,000.00       | 012-561-201 | FICA & MEDICARE              |              |
| 4,000.00       | 012-561-203 | COUNTY RETIREMENT            |              |
| 20,000.00      | 012-561-204 | HEALTH INSURANCE             |              |
|                | 012-561-205 | CLOTHING ALLOWANCE           | 300.00       |
|                | 012-561-405 | PHYSCHOLOGICAL EVALUATIONS   | 70.00        |
|                | 012-561-408 | INMATE MEDICAL               | 5,500.00     |
|                | 012-561-422 | MOBILE PHONE EXPENSE         | 65.00        |
|                | 012-561-465 | INMATE HOUSING OUT OF COUNTY | 69,000.00    |
|                | 012-561-531 | JAIL EXPENSES                | 11,000.00    |
| =====          |             |                              | =====        |
| 167,210.00     |             |                              | 167,210.00   |

| From<br>Amount | G/L Code    | Account Name   | To<br>Amount |
|----------------|-------------|----------------|--------------|
| 32,000.00      | 012-560-450 | EQUIPMENT      |              |
| 27,000.00      | 012-560-455 | FUEL           |              |
|                | 012-560-496 | CAPITAL OUTLAY | 59,000.00    |
| =====          |             |                | =====        |
| 59,000.00      |             |                | 59,000.00    |

| From<br>Amount | G/L Code    | Account Name                   | To<br>Amount |
|----------------|-------------|--------------------------------|--------------|
| 4,500.00       | 012-570-486 | PRE-COURT SECURE DETENTION     |              |
|                | 012-570-485 | RESIDENTIAL POST ADJUD SERVICE | 4,500.00     |
|                | 017-435-408 | COURT APPOINTED ATTORNEYS      | 5,800.00     |
| 2,800.00       | 017-435-485 | PETIT JURORS DISTRICT COURT    |              |
| 3,000.00       | 017-435-488 | GRAND JURORS                   |              |
| =====          |             |                                | =====        |
| 10,300.00      |             |                                | 10,300.00    |



| From<br>Amount | G/L Code    | Account Name               | To<br>Amount |
|----------------|-------------|----------------------------|--------------|
| 2,300.00       | 021-611-114 | TEMPORARY SALARIES         |              |
|                | 021-611-204 | HEALTH INSURANCE           | 9,300.00     |
| 7,000.00       | 021-611-330 | MATERIAL & SUPPLIES        |              |
| 19,850.00      | 021-611-425 | MOTOR FUEL                 |              |
|                | 021-611-450 | PARTS & REPAIRS            | 19,100.00    |
|                | 021-611-451 | TIRES & TUBES              | 2,200.00     |
| 5,000.00       | 021-611-480 | EQUIPMENT RENTAL           |              |
|                | 021-611-573 | CAPITAL OUTLAY OVER \$5000 | 3,550.00     |
| =====          |             |                            | =====        |
| 34,150.00      |             |                            | 34,150.00    |

| From<br>Amount | G/L Code    | Account Name                | To<br>Amount |
|----------------|-------------|-----------------------------|--------------|
| 78.00          | 022-612-113 | ROAD WORKERS SALARIES       |              |
| 822.00         | 022-612-201 | SOCIAL SECURITY             |              |
| 150.00         | 022-612-203 | RETIREMENT                  |              |
|                | 022-612-204 | HEALTH INSURANCE            | 150.00       |
| 15,000.00      | 022-612-330 | MATERIAL & SUPPLIES         |              |
| 19,700.00      | 022-612-425 | MOTOR FUEL                  |              |
|                | 022-612-450 | PARTS & REPAIRS             | 35,500.00    |
| 3,400.00       | 022-612-451 | TIRES & TUBES               |              |
|                | 022-612-573 | CAPTIAL OUTLAY OVER \$5000  | 18,500.00    |
| 15,000.00      | 022-612-574 | CAPITAL OUTLAY UNDER \$5000 |              |
| =====          |             |                             | =====        |
| 54,150.00      |             |                             | 54,150.00    |

| From<br>Amount | G/L Code    | Account Name               | To<br>Amount |
|----------------|-------------|----------------------------|--------------|
|                | 023-613-113 | ROAD WORKERS SALARIES      | 740.00       |
| 740.00         | 023-613-204 | HEALTH INSURANCE           |              |
| 33,440.00      | 023-613-425 | MOTOR FUEL                 |              |
| 65,000.00      | 023-613-445 | MINING OPERATION EXPENSES  |              |
| 109,000.00     | 023-613-496 | CONSTRUCTION CONTRACTS     |              |
|                | 023-613-573 | CAPITAL OUTLAY OVER \$5000 | 207,440.00   |
| =====          |             |                            | =====        |
| 208,180.00     |             |                            | 208,180.00   |

| From<br>Amount | G/L Code    | Account Name               | To<br>Amount |
|----------------|-------------|----------------------------|--------------|
|                | 024-614-113 | ROAD WORKERS SALARIES      | 880.00       |
| 700.00         | 024-614-201 | SOCIAL SECURITY            |              |
| 180.00         | 024-614-203 | RETIREMENT                 |              |
|                | 024-614-204 | HEALTH INSURANCE           | 8,000.00     |
| 7,000.00       | 024-614-330 | MATERIAL & SUPPLIES        |              |
|                | 024-614-450 | PARTS & REPAIRS            | 3,300.00     |
|                | 024-614-451 | TIRES & TUBES              | 1,260.00     |
|                | 024-614-480 | EQUIPMENT RENTAL           | 7,350.00     |
| 12,910.00      | 024-614-573 | CAPITAL OUTLAY OVER \$5000 |              |
| =====          |             |                            | =====        |
| 20,790.00      |             |                            | 20,790.00    |

| From<br>Amount | G/L Code    | Account Name              | To<br>Amount |
|----------------|-------------|---------------------------|--------------|
| 2,500.00       | 035-650-204 | HEALTH INSURANCE          |              |
|                | 035-650-310 | SUPPLIES                  | 900.00       |
| 900.00         | 035-650-335 | AUDIO VISUAL MATERIALS    |              |
|                | 035-650-352 | EQUIPMENT                 | 2,200.00     |
|                | 035-650-356 | COMPUTERS                 | 1,000.00     |
| 1,900.00       | 035-650-427 | SEMINAR & TRAVEL EXPENSES |              |
|                | 035-650-590 | BOOKS                     | 1,200.00     |
| =====          |             |                           | =====        |
| 5,300.00       |             |                           | 5,300.00     |

| From<br>Amount | G/L Code    | Account Name                   | To<br>Amount |
|----------------|-------------|--------------------------------|--------------|
|                | 072-673-108 | PART TIME LABOR                | 3,600.00     |
|                | 072-673-203 | RETIREMENT                     | 550.00       |
|                | 072-673-204 | HEALTH INSURANCE               | 100.00       |
| 1,500.00       | 072-673-225 | TRAVEL EXPENSE                 |              |
| 3,050.00       | 072-673-310 | SUPPLIES                       |              |
|                | 072-673-315 | OFFICE SUPPLIES                | 300.00       |
| 4,000.00       | 072-673-330 | FUEL/OIL                       |              |
|                | 072-673-333 | CONCESSION EXPENSES            | 4,000.00     |
|                | 072-673-440 | UTILITIES                      | 6,200.00     |
|                | 072-673-450 | REPAIRS                        | 1,200.00     |
|                | 072-673-451 | SNOW STORM REPAIRS & REPLACEME | 5,000.00     |
| 3,700.00       | 072-673-460 | SHAVINGS EXPENSE               |              |
|                | 072-673-480 | LINEN/UNIFORM RENTAL           | 290.00       |
| 7,000.00       | 072-673-487 | MISCELLANEOUS EXPENSES         |              |
| 2,000.00       | 072-673-495 | GROUNDS MAINTENANCE            |              |
| 7,190.00       | 072-673-690 | CAPITAL OUTLAY OVER \$5000     |              |
|                | 072-673-691 | CAPITAL OUTLAY UNDER \$5000    | 5,000.00     |
|                | 072-673-699 | SALES AND USE TAX              | 2,200.00     |
| =====          |             |                                | =====        |
| 28,440.00      |             |                                | 28,440.00    |

**Motion by Commissioner Carter, seconded by Commissioner Barnett,  
4 Votes Yes, 0 Votes No that Commissioners' Court approve the Auditor's findings  
for Sheriff's Department, as per Sheriff Department 2016 Exit Audit recorded below.**



# Hockley County

LINDA BARNETTE  
County Auditor  
806/894-6070

802 Houston, Suite 103  
Levelland, Texas 79336

## SHERIFF DEPARTMENT 2016 EXIT AUDIT

R.C. CHEEK, SHERIFF

An exit audit for the current administration was performed by the Auditor's office on December 20, 2016. Our audit objectives were to make sure that all monies and assets to which the county is legally entitled were properly collected, received and reported.

### Findings:

#### Petty Cash Fund

A cash count of the petty cash fund of \$500 discovered an \$80 shortage. The clerk had failed to request reimbursement for a \$50 voucher on 10-12-16 from a transport by Hernandez and a voucher reimbursement of \$30 was requested by the clerk but awaiting signatures for completion of the request on 12-14-16. Corrections were completed on 12-26-16 with reimbursement requests.

#### Commissary/Jail

Inmate commissary accounts were tested according to LGC 351.0415. Each month the Auditor's office reconciles the inmate checking accounts and transactions to these accounts are maintained on an excel spreadsheet. Timely deposits from the testing showed to be made accordingly. Inmate accounts are maintained on the Keefe Commissary System, this system issues card vouchers when dismissed from jail and inmates purchase snacks and phone cards from this system. All other bank accounts are maintained and reconciled in the Auditor's office.



### Evidence Room

The evidence vault was inspected and testing of evidence tags showed that all lockers were properly identified. Copies of the sign in and out sheets were made but at the time of the audit the log book could not be accessed due to the fact that the captain was not available to give us access. The full audit of the evidence room has not been completed at this time.

### Forfeited/Seized Funds & Property

A 2014 Chapter 59 Asset Forfeiture Report of property seized and forfeited reported a seized travel trailer that is involved in an open case with the district court. The trailer in question was allegedly not on county property or available for inspection. The sheriff told us to inspect the trailer at Bush's Wrecker yard because it was presumed to be there in storage. Circumstances surrounding the transfer are currently under an ongoing investigation by the District Attorney's office. The bank account is maintained by the Auditor and the Sheriff but reconciliation are done by the Auditor.

**Motion by Commissioner Carter, seconded by Commissioner Thrash,  
4 Votes Yes, 0 Votes No that Commissioners' Court approve the addition of the  
proposed Fraud Policy to the Personnel Manual, as per Personnel Policies Manuel  
recorded below.**

Hockley County, TX  
Personnel Policies Manual

## **HOCKLEY COUNTY FRAUD POLICY**

### **Purpose**

The Hockley County Fraud Policy and Response Program ("Policy") has been created to support Hockley County's commitment to protecting county revenue, property, reputation and other assets; to emphasize clearly the need for accurate financial reporting; and to define guidelines for the investigation and handling of fraud, should it occur.

### **Applicability**

The Hockley County Fraud Policy applies to all elected officials, appointed officials and employees of Hockley County and includes all full-time, part-time, seasonal, volunteer, and other temporary employees.

### **Definition of Fraud**

In law, "fraud" generally involves an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or concealment of material facts. Fraud may be committed by an individual, a group of individuals, or by one or more organizations. Fraud may be a violation of trust that, in general, refers to an intentional act committed to secure personal or business advantage. While fraud can cover many activities, this Policy is directed primarily at financial matters that could be legally defined as fraud. Examples of "financial fraud" generally fall into two broad categories and may include, but are not limited to:

### **Misappropriation of Assets**

- Forgery, alteration or misappropriation of checks, drafts or securities
- Unauthorized, non-business acquisition, use or disposition of funds
- Inventory, furniture, fixtures, equipment, records or other assets
- Prohibited to cash personal checks or receive cash advances from available cash drawer in county offices (Section 130.902 (c) of the Texas Local Government Code)
- Embezzlement
- Theft
- Falsifying time sheets or payroll records, including but not limited to
- Reporting hours not worked or a supervisor not allowing the reporting of all hours worked by hourly employees
- Falsifying travel and expenses and/or utilizing company funds to pay for personal expenses
- Misappropriation of County-owned computer hardware, software, data, or to other records including county intangibles (e.g. proprietary information, trade secrets, patents, etc.)

### **Expenditures and Liabilities for Improper Purposes**

- Bribery
- Kickbacks

### **General Policy and Responsibilities**

- It is the County's intent to investigate any suspected acts of fraud, misappropriation of other similar irregularity. An objective and impartial investigation, as deemed necessary will be conducted regardless of the position, title, office, and length of service or relationship with the County of any party who might be or becomes involved in or becomes/is the subject of such investigation.
- Each Elected Official/Department Head/Supervisor is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- The County Auditor, with consultation and support from the appropriate supervisor, has the primary responsibility for overseeing the investigation of all activity as defined in this policy. The Auditor will immediately notify the Commissioners Court of any significant fraud investigation. Also, the Auditor, will involve Legal Counsel and/or management, as deemed appropriate. Upon conclusion of the investigation, the results will be reported to the appropriate management representatives.

**Where there are reasonable grounds to indicate that a fraud may have occurred, the County may report the incident to the appropriate authorities in order to pursue all legal remedies.** Also, the County will pursue every reasonable effort, including court ordered restitution, to obtain recovery of the losses from the offender.

### **Procedures for Reporting**

**All Employees** – Any employee who has knowledge of an occurrence of fraudulent conduct, or has reason to suspect that a fraud has occurred, shall immediately notify their supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify the County Auditor or an appropriate Elected Official.

**Elected or Appointed Officials & Department Heads** – Upon notification from an employee of suspected fraud, or if the Department Head has reason to suspect that a fraud has occurred, the Department Head shall immediately notify the County Auditor or an appropriate Elected Official.

### **Investigation**

Upon notification or discovery of a suspected fraud, the Auditor will promptly investigate the fraud. The Auditor will make every effort to keep the investigation confidential; however, from time to time other members of the management team will need to be consulted in conjunction

with the investigation. After an initial review and determination that the suspected fraud warrants additional investigation, the Auditor will notify Commissioners County and the appropriate Elected Official, Department Head or management as required to deal with the findings. **When deemed necessary, the Auditor shall coordinate the investigation with the appropriate law enforcement officials. Internal or external counsel will be involved in the process, as deemed appropriate.**

It should be noted that there may be certain instances of fraud that will be handled in the normal course of business that will not result in a separate "investigation" by the Auditor's Office. An example of this would be an employee taking home office supplies or other minor items purchased with county funds. The County Auditor's Office already has clear procedures for how this would be handled and these procedures would be followed, as appropriate.

### **Security of Evidence**

Once a suspected fraud is reported, immediate action to prevent the theft, alteration, or destruction of relevant records needs to occur. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the Auditor obtains the records to begin the audit investigation.

### **Confidentiality**

All participants in a fraud investigation shall keep the details and results of the investigation confidential. However, as noted above, from time to time other members of the department will need to be consulted in conjunction with the investigation.

### **Personnel Actions**

If a suspicion of fraud is substantiated by the investigation, disciplinary action, up to and including dismissal, shall be taken by the appropriate level of management, in consultation with the Commissioners' Court and legal counsel.

### **Whistle-Blower Protection**

No employee of the Hockley County or person acting on behalf of the County in attempting to comply with this policy shall:

- Be dismissed or threatened to be dismissed.
- Be disciplined or suspended or threatened to be disciplined or suspended.
- Be penalized or any other retribution imposed, or
- Be intimidated or coerced, based to any extent upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this Policy. Violation of this section of the Policy will result in disciplinary action, up to and including dismissal. If an allegation is made in good faith, but it is not confirmed by the investigation no action will be taken against the originator. If, however, individuals make malicious allegations, action may be considered against the individual making the allegation.

**Motion by Commissioner Clevenger, seconded by Commissioner Thrash,  
4 Votes Yes, 0 Votes No that Commissioners' Court advertise for bids to haul caliche  
in Precinct 4, to Howard and Iowa roads, as per "Notice to Bidders" recorded below.**

THE STATE OF TEXAS

IN THE COMMISSIONERS' COURT

COUNTY OF HOCKLEY

OF HOCKLEY COUNTY, TEXAS

**NOTICE TO BIDDERS**

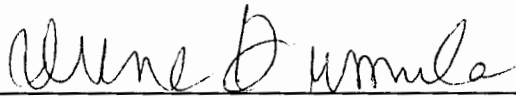
Notice is hereby given that the Commissioners' Court of Hockley County, Texas, will receive sealed bids, in the office of the County Judge located at 802 Houston St., Ste. 101, Levelland, Texas, until 10:00 A.M., Monday, January 23, 2017, for the following described:

Hauling of approx. 6,000 yards of caliche from Precinct 3 pit to Iowa Road from Dallas to Fisher Roads and approximately 3,750 yards to Howard Road from State Highway 597 South 1.5 miles, all in Precinct 4, hauler must have a minimum of four trucks hauling at the same.

The Commissioners' Court of Hockley County, Texas, reserves the right to reject any or all bids.

The required bid forms and specifications for said hauling is available at the office of the County Judge, between 9:00 A. M., and 5:00 P. M., Monday through Friday.

Given under my hand and seal of said Court, this the 3<sup>rd</sup> day of January, 2017.



IRENE GUMULA, County Clerk, and  
Ex-Officio Clerk of Commissioners'  
Court, Hockley County, Texas



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

The foregoing Minutes of a Commissioners' Court meeting held on the 3rd  
day of January, A. D. 2017, was examined by me and approved.

*Berti Thraush*  
Commissioner, Precinct No. 1

*J. L. Barnett*  
Commissioner Precinct No. 3

*Larry Carter*  
Commissioner, Precinct No. 2

*Tommy Cleaver*  
Commissioner Precinct No. 4

*Sharla Baldrige*  
County Judge

*Irene Gumula*  
IRENE GUMULA, County Clerk, and  
Ex-Officio Clerk of Commissioners' Court  
Hockley County, Texas

