

**Commissioners Court -May 11, 2010  
NOTICE OF A MEETING OF THE  
COMMISSIONERS COURT OF HAYS COUNTY, TEXAS**



This Notice is posted pursuant to the Texas Open Meetings Act. (VERNONS TEXAS CODES ANN. GOV. CODE CH.551). The Hays County Commissioners Court will hold a meeting at **9:00 A.M.** on the **11<sup>TH</sup> day of May, 2010**, in the Hays County Courthouse, Room 301, San Marcos, Texas. An Open Meeting will be held concerning the following subjects:

**INVOCATION:**

**PLEDGE OF ALLEGIANCE - Pledge of Allegiance to the American Flag & Pledge of Allegiance to the Texas Flag  
CALL TO ORDER /ROLL CALL**

<b>PRESENTATIONS &amp; PROCLAMATIONS</b>		
1	3	Hays County Extension update on programs. <b>SUMTER</b>
2	4-5	Adopt a Proclamation declaring May 15, 2010 as Kids Day America/Worldwide in Hays County. <b>FORD</b>
3	6	Adopt a Proclamation recognizing Bob Kidnew and Texas Lehigh Cement Company as a recent recipient of a Texas Environmental Excellence Award in the large business/non-technical area. <b>FORD/BARTON</b>

<b>PUBLIC COMMENTS</b>	
At this time <b>3-MINUTE</b> comments will be taken from the audience on Non-Agenda related topics. To address the Court, please submit a Public Participation/ Witness Form to the County Clerk. <u>Please Complete the Public Participation/ Witness Form in its Entirety.</u> NO ACTION MAY BE TAKEN BY THE COURT DURING PUBLIC COMMENTS.	

<b>CONSENT ITEMS</b>		
The following may be acted upon in one motion. A <u>Commissioner, the County Judge, or a Citizen</u> May request items be pulled for separate discussion and/or action		
4	7	Approve payments of county invoices. <b>HERZOG</b>
5	8-12	Approve Commissioner Court Minutes of May 4, 2010. <b>SUMTER/FRITSCH</b>
6	13-15	Accept Institutional OSSF Permit for an Office/Mini Storage Unit located at 3757 Hunter Rd., San Marcos. Pct-1. <b>INGALSBE/SMITH</b>
7	16-18	Accept Institutional OSSF Permit for Events Center located at 2100 Freeman Ranch Rd., San Marcos. Pct-3. <b>CONLEY/SMITH</b>
8	19-21	Accept Institutional OSSF Permit for an Office/Warehouse located at 31860 RR 12 North, Dripping Springs, Pct-4. <b>FORD/PRATT</b>
9	22-26	Award Bid#2010-B08 Construction Work-Green Acres Drive Replacement Bridge Improvements at Wilson Creek to Myers Concrete Construction. <b>CONLEY/HERZOG/BORCHERDING</b>
10	27-28	Award Bid#2010-B05 Cemetery Maintenance to Maintenance Management. <b>SUMTER/INGALSBE/HERZOG/BORCHERDING</b>
11	29-31	Approve additional \$178.00 for repair of the Fire Alarm System at the Jail Facility. <b>SUMTER/RATLIFF</b>
12	32-40	Approve Utility Permits. <b>SUMTER</b>
13	41	Approve cancelation of Commissioners Court meeting June 1, 2010. <b>SUMTER</b>

<b>ACTION ITEMS</b>		
<b>SUBDIVISIONS</b>		
14	42-54	10-03-09 The Ridge at Wimberley Springs, Section 1 (1 Lot). Discussion and possible action to consider approval of final plat, accept construction and drainage improvements, release of the construction bond, and accept maintenance surety bond for two years. <b>CONLEY/GARZA</b>

**MISCELLANEOUS**

15	55	Discussion and possible action to accept and approve Design Development Documents and Guaranteed Maximum Price Proposal, as presented by Flynn Construction and Polkinghorn Group. <b>SUMTER/BORCHERDING</b>
16	56	Discussion and possible action to amend budget for JP Technology Fund. <b>SUMTER/CABLE</b>
17	57-58	Discussion and possible action to amend budget for Historical Commission General Fund. <b>SUMTER/JOHNSON</b>
18	59	Discussion and possible action to accept donation of a Security Camera System from Wal-Mart Foundation for the Precinct 3 offices and to purchase a new Flat Screen TV amending the budget accordingly. <b>CONLEY/AYRES</b>
19	60-102	Discussion and possible action to authorize the County Judge to approve Hays County Personal Health Department's (HCPHD) grant application for Title V Maternity funds for FY 2011 in the amount of \$12,000.00. <b>SUMTER/HARGRAVES</b>
20	103	Discussion to clarify proper procedures for commissioners to hire temporary personnel and/or contract workers to perform office work, outside research, and other budgeted assistance in their respective precincts. Possible action to follow. <b>BARTON</b>
21	104	Discussion and possible action to hire temporary help in the Treasurer's Office. <b>SUMTER/TUTTLE</b>
22	105-106	Discussion and possible action to eliminate a detective position and to replace it with a sergeant's position in the Sheriff's Office. <b>BARTON/DAVENPORT</b>

**EXECUTIVE SESSIONS**

The Commissioners Court will announce it will go into Executive Session, if necessary, pursuant to Chapter 551 of the Texas Government Code, to receive advice from Legal Counsel to discuss matters of land acquisition, litigation, and personnel matters as specifically listed on this agenda. The Commissioners' Court may also announce it will go into Executive Session, if necessary, to receive advice from Legal Counsel regarding any other item on this agenda.

23	107	Executive Session pursuant to 551.072 of the Texas Government Code, to deliberate the purchase, exchange, or lease of real property with potential for prime endangered species habitat. Possible action may follow. <b>FORD</b>
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**STANDING AGENDA ITEM**

24	Discussion of issues related to proposed capital construction projects in Hays County, including but not limited to the government center; precinct offices; Resources Protection Transportation and Planning Department; and space needs projections for the Hays County Jail and related criminal justice analysis. Possible action may follow. <b>INGALSBE</b>
25	Discussion of issues related to the road bond projects, including updates from Mike Weaver, Prime Strategies and Jeff Curren, HDR. Possible action may follow. <b>SUMTER</b>

**ADJOURNMENT**

Posted by 5:00 o'clock P.M. on the 7<sup>th</sup> day of May, 2010

**COMMISSIONERS COURT, HAYS COUNTY, TEXAS**

**CLERK OF THE COURT**

Hays County encourages compliance with the Americans with Disabilities Act (ADA) in the conduct of all public meetings. To that end, persons with disabilities who plan to attend this meeting and who may need auxiliary aids such as an interpreter for a person who is hearing impaired are requested to contact the Hays County Judge's Office at (512) 393-2205 as soon as the meeting is posted (72 hours before the meeting) or as soon as practical so that appropriate arrangements can be made. While it would be helpful to receive as much advance notice as possible, Hays County will make every reasonable effort to accommodate any valid request regardless of when it is received. Braille is not available.

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Hays County Extension update on programs.**

**CHECK ONE:**      ☐ **CONSENT**      ☐ **ACTION**      ☐ **EXECUTIVE SESSION**  
☐ **WORKSHOP**      ☐ **PROCLAMATION**      ☒ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 2, 2010**

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:**

**REQUESTED BY: Schramm**

**SPONSORED BY: SUMTER**

**SUMMARY: The Hays County Extension Office will provide an update to Commissioners Court. This will include ongoing educational programming and opportunities as well as refreshments following the presentation.**

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Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Proclamation declaring May 15, 2010 as Kids Day America/Worldwide in Hays County.**

**CHECK ONE:**      ☐ **CONSENT**      ☐ **ACTION**      ☐ **EXECUTIVE SESSION**  
  
                         ☐ **WORKSHOP**      ☒ **PROCLAMATION**      ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:**

**REQUESTED BY: Ford**

**SPONSORED BY: Ford**

**SUMMARY:**



**PROCLAMATION DECLARING MAY 15, 2010  
KIDS DAY AMERICA IN HAYS COUNTY**

**WHEREAS**, the Health and well-being of children is our responsibility; and

**WHEREAS**, the Safety of our children is a significant concern for parents, community leaders, and health care givers; and

**WHEREAS**, the Environmental welfare is of universal concern and deserves the utmost attention; and

**WHEREAS**, if started at childhood, proper Health, Safety, and Environmental habits can be maintained for a lifetime, producing a valued member of society and enhancing our community.

**NOW THEREFORE WE DO HEREBY PROCLAIM**, Saturday, May 15, 2010, as **Kids Day America** in Hays County and urge that this day be dedicated to the efforts of doctors of Chiropractic in helping education all citizens on the importance of Health, Safety and Environmental issues affecting our community.

**PROCLAIMED THIS THE 11<sup>th</sup> DAY OF MAY 2010.**

\_\_\_\_\_  
Elizabeth Sumter, Hays County Judge

\_\_\_\_\_  
Debbie Gonzales-Ingalsbe  
Commissioner Precinct 1

\_\_\_\_\_  
Jefferson W. Barton  
Commissioner Precinct 2

\_\_\_\_\_  
Will Conley  
Commissioner Precinct 3

\_\_\_\_\_  
Karen Ford  
Commissioner Precinct 4

**ATTEST:**

\_\_\_\_\_  
Linda C. Fritsche, County Clerk

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**AGENDA ITEM: Adopt a Proclamation recognizing Bob Kidnew and Texas Lehigh Cement Company as a recent recipient of a Texas Environmental Excellence Award in the large business/non-technical area.**

**CHECK ONE:**      ☐ **CONSENT**      ☐ **ACTION**      ☐ **EXECUTIVE SESSION**  
                         ☐ **WORKSHOP**      ☒ **PROCLAMATION**      ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:**

**REQUESTED BY:**

**SPONSORED BY: Commissioner Ford and Commissioner Barton**

**SUMMARY: See proclamation attached.**

# *Agenda Item Request Form*

## **Hays County Commissioners' Court**

2:00 p.m. Every Wednesday

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no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Approve payment of county invoices.**

**CHECK ONE:**      ☒ **CONSENT**      ☐ **ACTION**      ☐ **EXECUTIVE SESSION**  
                         ☐ **WORKSHOP**      ☐ **PROCLAMATION**      ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: 5/11/10**

**AMOUNT REQUIRED: None**

**LINE ITEM NUMBER OF FUNDS REQUIRED: As attached.**

**REQUESTED BY: Auditor's Office**

**SPONSORED BY: Bill Herzog** *BA*

**SUMMARY:**

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**AGENDA ITEM: APPROVE COMMISSIONER COURT MINUTES OF MAY 4, 2010**

**CHECK ONE:**    **X CONSENT**    ☐ **ACTION**    ☐ **EXECUTIVE SESSION**  
☐ **WORKSHOP**    ☐ **PROCLAMATION**    ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: MAY 11, 2010**

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:**

**REQUESTED BY: FRITSCHÉ**

**SPONSORED BY: SUMTER**

**SUMMARY:**





MAY 4, 2010

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STATE OF TEXAS \*  
COUNTY OF HAYS \*

ON THIS THE 4<sup>TH</sup> DAY OF MAY A.D., 2010, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN REGULAR MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

ELIZABETH "LIZ" SUMTER  
JEFFERSON W. BARTON  
WILL CONLEY  
KAREN FORD  
LINDA C. FRITSCHKE

COUNTY JUDGE  
COMMISSIONER, PCT. 2  
COMMISSIONER, PCT. 3  
COMMISSIONER, PCT. 4  
COUNTY CLERK

WITH COMMISSIONER PCT. 1 DEBBIE GONZALES INGALSBE ABSENT; AND THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

Bob Smith from the Powerhouse Christian Center gave the invocation and Commissioner Barton led the court in the Pledge of Allegiance to the flags. Judge Sumter called the meeting to order.

**27042 PROCLAMATION RECOGNIZING THE TEXAS ALCOHOLIC BEVERAGE COMMISSION'S SAFETY EDUCATION DAY**

A motion was made by Commissioner Conley, seconded by Judge Sumter to adopt a Proclamation recognizing the Texas Alcoholic Beverage Commission's Safety Education Day. All present voting "Aye". MOTION PASSED

**27043 ADOPT A PROCLAMATION DECLARING THE MONTH OF MAY AS 'OLDER AMERICANS MONTH'**

A motion was made by Judge Sumter, seconded by Commissioner Conley to adopt a Proclamation declaring the month of May as "Older Americans Month". All present voting "Aye". MOTION PASSED

**27044 ADOPT A PROCLAMATION RECOGNIZING KATE JOHNSON FOR HER LEADERSHIP AND COMMITMENT TO PRESERVING THE HISTORY OF HAYS COUNTY**

A motion was made by Commissioner Ford, seconded by Commissioner Barton to adopt a Proclamation recognizing Kate Johnson for her leadership and commitment to preserving the history of Hays County. All present voting "Aye". MOTION PASSED

**PRESENTATION OF AWARDS**

Judge Sumter presented a distinguished service award to the Hays County Historical Commission issued by the State Historical Commission. Judge Sumter spoke of Certificate of Appreciation awarded to the Commissioner Court in recognition of the valuable contribution to the First Annual Redwood/Rancho Vista Health and Resource Fair issued by The Wesley Nurse Health Ministries and the Redwood Baptist Church. She recognized the Health Department for providing that service. Health Dept. Director Priscilla Hargraves spoke of the services provided and she gave her appreciation to her staff. The court also gave their appreciation to the County Health Department.

**PUBLIC COMMENT**

[T1-422] Constable Pct. 2 James Kohler and Ollie Giles made public comment

**27045 APPROVE PAYMENTS OF COUNTY INVOICES**

A motion was made by Commissioner Ford, seconded by Commissioner Conley to approve payments of county invoices in the amount of \$1,034,982.17 as submitted by the County Auditor. All present voting "Aye". MOTION PASSED

**27046 APPROVE COMMISSIONER COURT MINUTES OF APRIL 27, 2010**

A motion was made by Commissioner Ford, seconded by Commissioner Conley to approve Commissioner Court Minutes of April 27, 2010 as presented by the County Clerk. All present voting "Aye". MOTION PASSED



**27047 APPROVE RENEWAL CONTRACT WITH AMERICAN EAGLE FOR SECURITY SERVICES AT DUDLEY JOHNSON & RANDALL VETTER PARKS**

A motion was made by Commissioner Ford, seconded by Commissioner Conley to approve Renewal Contract with American Eagle for Security Services at Dudley Johnson & Randall Vetter Parks. All present voting "Aye". MOTION PASSED

**27048 ACCEPT INSTITUTIONAL OSSF PERMIT FOR A NURSERY RETAIL OFFICE, (THE NATURAL GARDNER) LOCATED AT 3190 WEST HWY 290, DRIPPING SPRINGS, IN PRECINCT 4**

A motion was made by Commissioner Ford, seconded by Commissioner Conley to accept Institutional OSSF Permit for a nursery retail office, (The Natural Gardner) located at 3190 West Hwy 290, Dripping Springs, in Precinct 4. All present voting "Aye". MOTION PASSED

**27049 APPROVE PRECINCT 2 COMMISSIONER'S OFFICE TRANSFER OF FUNDS TO TRAVEL AND OFFICE SUPPLIES, AND AMEND THE BUDGET ACCORDINGLY**

A motion was made by Commissioner Ford, seconded by Commissioner Conley to approve Precinct Commissioner's Office transfer of funds to travel and office supplies, and amend the budget accordingly. All present voting "Aye". MOTION PASSED

**27050 CALL FOR A PUBLIC HEARING ON MAY 18, 2010 TO ESTABLISH TRAFFIC REGULATIONS (SPEED LIMITS) ON SOUTH OLD STAGECOACH ROAD ALONG THE AREA OF THE SOCCER FIELDS; ALSO ON THE DEDICATED PARK ROAD [T1-523]**

RPTP Director Jerry Borcharding spoke of lowering speed limits at the new park development. Parks Manager Jerry Pinnix requested a lower speed limit of 15 MPH instead of 20 MPH on the inner park road. A motion was made by Judge Sumter, seconded by Commissioner Barton to call for a public hearing on May 18, 2010 to establish traffic regulations(speed limits) on South Old Stagecoach Road along the area of the soccer fields and also on the dedicated park road. All present voting "Aye". MOTION PASSED

**27051 AUTHORIZE THE COUNTY JUDGE TO EXECUTE AN ADDITIONAL SERVICES AGREEMENT WITH LAND DESIGN PARTNERS, INC., IN THE AMOUNT OF \$25,500.00, FOR BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE WINTERS MILL/BLUE HOLE LOOP TRAIL PROJECT, AND AMEND THE BUDGET ACCORDINGLY [T1-569]**

A motion was made by Commissioner Conley, seconded by Judge Sumter to authorize the County Judge to execute an additional Services Agreement with Land Design partners, Inc., in the amount of \$25,500 for bidding and construction administration services for the Winters Mill/Blue Hole Loop Trail Project, and amend the budget accordingly. All present voting "Aye". MOTION PASSED

**27052 APPROVE POSITION TITLE CHANGES IN THE PERSONAL HEALTH DEPARTMENT [T1-615]**

A motion was made by Judge Sumter, seconded by Commissioner Ford to approve position title changes in the Personal Health Department effective April 15, 2010. All present voting "Aye". MOTION PASSED

**27053 SET THE FY2011 BUDGET CALENDAR [T1-961]**

A motion was made by Judge Sumter, seconded by Commissioner Barton to set the FY2011 budget calendar. All present voting "Aye". MOTION PASSED



MAY 4, 2010

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**27054      AWARD BID FOR THE MOWING AND MAINTENANCE CONTRACT TO MAINTENANCE MANAGEMENT FOR THE HAYS COUNTY PARKS AND THE KYLE LOG HOUSE [T1-665]**

A motion was made by Judge Sumter, seconded by Commissioner Barton to award bid for the mowing and maintenance contract to Maintenance Management for the Hays County parks and the Kyle Log House and authorize the County Judge to execute contract. All present voting "Aye". MOTION PASSED

**27055      AUTHORIZE THE COUNTY JUDGE TO APPROVE AN AMENDMENT TO THE ADVANCED FUNDING AGREEMENT FOR FM 2001 [T1-723]**

A motion was made by Commissioner Barton, seconded by Judge Sumter to authorize the County Judge to approve an Amendment to the Advance Funding Agreement for FM 2001. All present voting "Aye". MOTION PASSED

**27056      ACCEPT THE RESIGNATION OF ESD #6 BOARD MEMBER MYRON YOSHIOKA AND APPOINT JENNIFER SHELLEY RODRIGUEZ TO FILL THIS POSITION EFFECTIVE MAY 4, 2010, AND RUN THROUGH THE END OF 2010 [T1-762]**

A motion was made by Commissioner Ford, seconded by Commissioner Barton to accept the resignation of ESD #6 Board Member Myron Yoshioka and appoint Jennifer Shelley Rodriguez to fill this position effective May 4, 2010, and run through the end of 2010. All present voting "Aye". MOTION PASSED

**27057      APPROVE THE PROJECT MANAGEMENT PLAN WITH THE U.S. ARMY CORPS OF ENGINEERS ASSOCIATED WITH DRAINAGE BASIN/FLOOD PROTECTION PLANNING STUDIES OF THE COLORADO WATERSHED IN NORTHERN HAYS COUNTY; AND TO AUTHORIZE THE COUNTY JUDGE TO SIGN THE INTERLOCAL COOPERATION AGREEMENT BETWEEN LCRA AND HAYS COUNTY FOR THE INTERIM FEASIBILITY STUDY [T1-783]**

A motion was made by Commissioner Ford, seconded by Judge Sumter to approve the Project Management Plan with the U.S. Army Corps of Engineers associated with drainage basin/flood protection planning studies of the Colorado Watershed in Northern Hays County; and to authorize the County Judge to sign the Interlocal Cooperation Agreement between LCRA and Hays County for the Interim Feasibility Study. All present voting "Aye". MOTION PASSED

**DISCUSSION REGARDING HAYS COUNTY TRANSPORTATION PROJECTS TO BE PUT FORTH FOR CONSIDERATION IN THE CAMPO 2035 PLAN [T1-1003]**

Michael Aulick, VP of Huitt-Zollars Inc., spoke of CAMPO Plan basics, air quality considerations, and revenue forecasts. Commissioner Ford requested that US 290 let date of 2025 be moved up to 2018 and open in 2020, Onion Creek Hike & Bike Trail be moved up to 2015 or 2017 and Fitzhugh Road down to RM150 be moved to 2015. Commissioner Barton requested that RM150 be moved to 2015 and FM 2770 Center Street be moved up. Commissioner Conley spoke in support of widening of RR12. Commissioner Barton spoke of hike & bike trail in Plum Creek – set for 2012. A letter will be drafted by Mike Aulick, working with Jerry Borcharding, for the County Judge to send with a list of Hays County Transportation Projects to be put forth for consideration in the CAMPO 2035 Plan as proposed in today's discussion.

**EXECUTIVE SESSION PURSUANT TO 551.072 OF THE TEXAS GOVERNMENT CODE, TO DELIBERATE THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY WITH POTENTIAL FOR PRIME ENDANGERED SPECIES HABITAT [T1-3247]**

Court convened into closed executive session at 1:10 p.m. and reconvened into open meeting at 2:50 p.m. No action taken.



**EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 OF THE TEXAS GOVERNMENT COD: CONSULTATION WITH COUNSEL REGARDING DAMAGE AND/OR POTENTIAL DAMAGE TO THE GED BUILDING AT THE JUVENILE DETENTION CENTER. POSSIBLE ACTION MAY FOLLOW IN OPEN COURT [T1-990]**

Court convened into closed executive session at 10:20 a.m. and reconvened into open meeting at 10:30 a.m.  
No action taken.

**Clerk's Note: Agenda Item #21 Re: DISCUSSION OF ISSUES RELATED TO PROPOSED CAPITAL CONSTRUCTION PROJECTS IN HAYS COUNTY, INCLUDING BUT NOT LIMITED TO THE GOVERNMENT CENTER; PRECINCT OFFICES; RESOURCES PROTECTION TRANSPORTATION AND PLANNING DEPARTMENT; AND SPACE NEEDS PROJECTIONS FOR THE HAYS COUNTY JAIL AND RELATED CRIMINAL JUSTICE ANALYSIS was PULLED.**

Court was adjourned.

I, LINDA C. FRITSCHKE, COUNTY CLERK and EXOFFICIO CLERK OF THE COMMISSIONERS' COURT, do hereby certify that the foregoing contains a true and accurate record of the proceedings had by the Hays County Commissioners' Court on MAY 4, 2010.



LINDA C. FRITSCHKE, COUNTY CLERK AND EXOFFICIO  
CLERK OF THE COMMISSIONERS' COURT OF  
HAYS COUNTY, TEXAS



***Subdivision/Road/Staff Review Agenda Item Request Form***

**Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM:** *(Since there is nothing unusual or controversial about this Commercial OSSF permit application, it is recommended that it be placed on the Consent Agenda)*

**Action to Authorize Institutional OSSF Permit for an office/mini storage unit located at 3757 Hunter Rd., San Marcos, TX. in Precinct 1**

<b>CIRCLE ONE ACTION ITEM</b>	<b>Subdivision</b>	<b>Road</b>	<b>Staff Recommendation</b>
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**PREFERRED MEETING DATE REQUESTED:** May 11, 2010

**AMOUNT REQUIRED:** NA

**LINE ITEM NUMBER OF FUNDS REQUIRED:** NA

**REQUESTED BY:** Bucky Smith, R.S., Resource Protection, Transportation & Planning

**SPONSORED BY:** Commissioner Ingalsbe Precinct 1

**SUMMARY:** Charles Kutscher is proposing an OSSF to serve an office/mini storage at 3757 Hunter Rd. in San Marcos, Precinct 1. This property is 7.06 acres. Water is supplied by rainwater collection.

The OSSF is a standard gravity flow system with Evapotranspiration Beds designed by Clifford Conner, R.S. The OSSF is designed for a maximum wastewater flow of 100 gpd.

**STAFF REVIEW/COMMENTS**

**Resource Protection, Transportation & Planning Director:** Recommend approval.

**ROAD DIRECTOR:** NA

**STAFF RECOMMENDATIONS:** Recommend approval. No variances to the Hays County OSSF Rules were required/granted.

# SITE PROFILE

Page 1  
5/4/2010

OSSF Permit #: 2010-149

**TYPES OF PERMITS:** ☒ OSSF permit

☒ Commercial

**PROPERTY ADDRESS:** 3757 HUNTER ROAD, SAN MARCOS TX 78666

**NAME OF OWNER:** CHARLES KUTSCHER

**MAILING ADDRESS:** 4226 OAK ST SAN MARCOS TX 78866

Work Phone: (512) 353-0075

Cell:

Home Phone: (512) 353-0825

Fax:

Septic Type: Commercial

Reason: New

900 Sq Ft

1 Employees

Purchased: 4/15/2010

Revision:

License Date:

Field: 1200

Plans: 4/11/2010

Final Inspection:

Printed:

0 0

Authorization:

Approved By:

Installed:

Other Information:

☒ Rainwater Collection

☐ City limits

☐ Public Sewer

☐ ETJ

☐ Well

☐ Water saving fixtures

☐ Public Water

☐ Recharge zone

☐ Meter / Timer Required

WaterSupply Company:

Record Set:

Volume: 1842

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HAYS COUNTY

Lot/Tract:

Block:

Lot size: 7.06

Precinct/Zone: 1

Abstract Number: 270

Affidavit File Date:

Survey:

Grid/Section:

Subdivision:

Reference:

**Evaluator's Information:**

Site Evaluator: CONNER, JIM

Type of soil: 4

Soil Date: 4/6/2010

100 GPD

## System Information:

**Manufacturer:**

**Distributor:**

Designer: CONNER WASTEWATER DESIGN, INC

Installer: KUTSCHER, CHARLES

Treatment Type: Septic

Disinfectant:

Flood Plain Permit:

Disposal: Standard

Drainfield: 0 x 0 x -

Flood Plain Status:

System:

Brand / Model

Serial Number

Date

Flood Plain Date:

Aerator:

Flood Plain Certificate:

Discharge:

Flood Plain Complete:

Expiration Date:

## Service and Maintenance Information

**Service Provider:**

**Date Maintenance Contract Started:**

Insp./year: 3

**Date Maintenance Contract Expires:**

**Location of System:**

GPS Latitude: N

GPS Longitude: W

**Map Code:**

**Legal Description:** 2 STORAGE BLDG SQ FT 21,750

**OWNER:** Mr. Charles Ray Kutscher  
 3757 Hunter Road / FM Hwy 2439, San Marcos, Texas 78666  
 7.06 Acre Tract - John R. King Survey - abst. No. 270  
 Recorded Vol. 1842 Pg. 219 - Hays County Deed of Records

**Conner Wastewater Design, Inc.**  
 Registered Sanitarian #1061  
 Site Evaluator #OS7431  
 769 Boggy Creek Road  
 Lockhart, Texas 78644  
 (512) 376-2933

Unlined Evapotranspiration OSSF

North

SCALE: 1 inch = 80 feet

### LEGEND

- A - Two-way Cleanout
- B - 750 gal. 2/C Septic Tank
- C - Supply Line from Tank to Bull Valve  
- Sch. 40 - 3 in. - Solid
- D - Alternating Valve (Bull Valve)
- E - Supply Lines from Valve to Laterals  
- Sch. 40 - 3 in. - Solid
- F - Lateral Lines (5) per Bed - each 26 ft.  
- 4 in. perforated pipe - on 4 ft. centers.
- G - Unlined ET Beds - 20 ft. x 30 ft.
- H - Profile Holes

$100 \text{ gpd} \times 1.6 / 0.14 = 1142 \text{ sq. ft. needed}$   
 Actual = 1200 sq. ft.

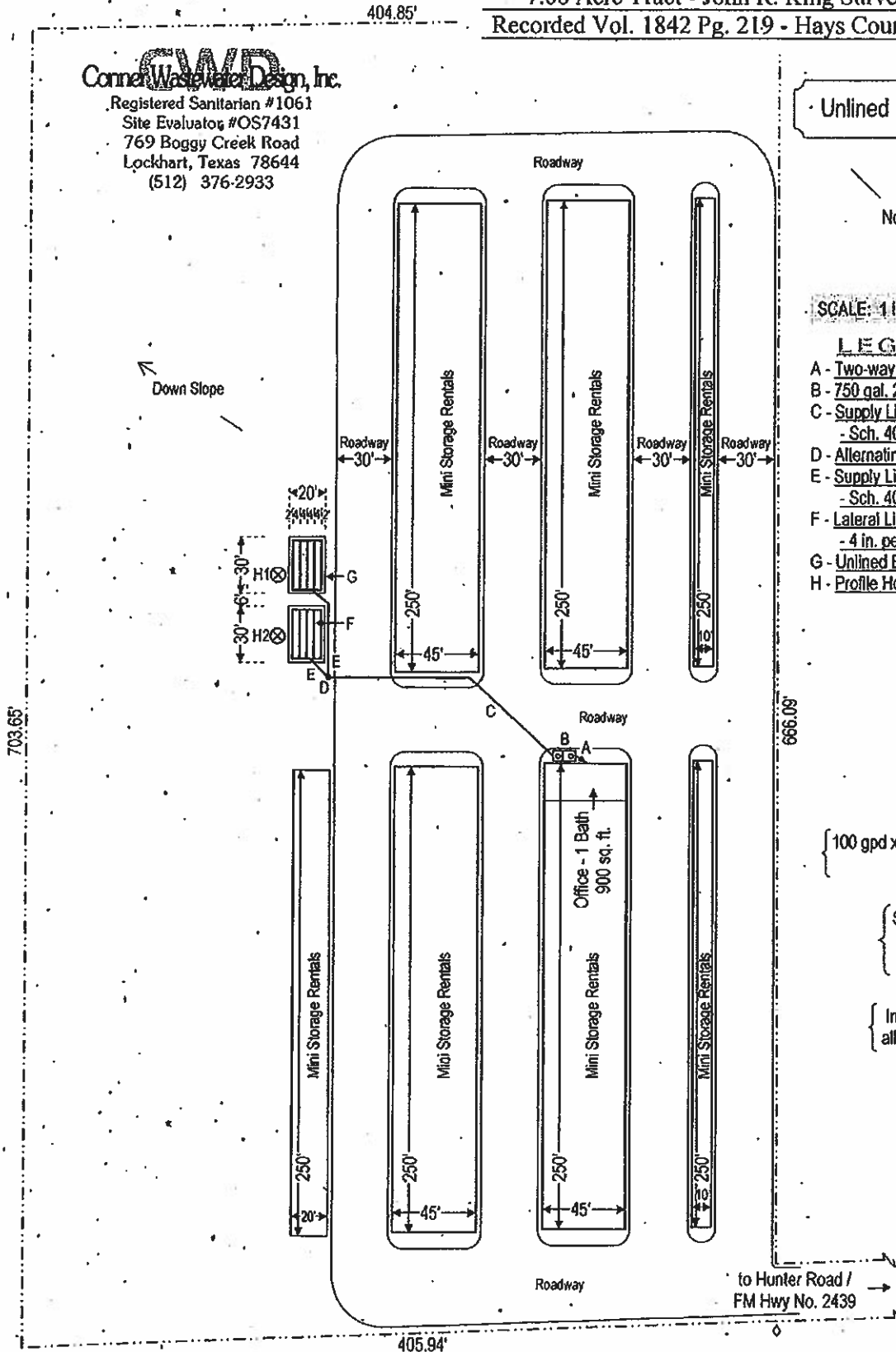
Sleeve Supply Line with  
 Sch. 40 PVC under  
 all roads and driveways.

Installer must comply with  
 all clearance requirements.



*Clifford J. Conner*

R. S. #1061  
 OS7431



*Subdivision/Road/Staff Review Agenda Item Request Form*

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no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM:** *(Since there is nothing unusual or controversial about this Commercial OSSF permit application, it is recommended that it be placed on the Consent Agenda)*

**Action to Authorize Institutional OSSF Permit for Events Center located at 2100 Freeman Ranch Rd., San Marcos, TX., Precinct 3**

CIRCLE ONE ACTION ITEM	Subdivision	Road	Staff Recommendation
------------------------	-------------	------	----------------------

**PREFERRED MEETING DATE REQUESTED:** May 11, 2010

**AMOUNT REQUIRED:** NA

**LINE ITEM NUMBER OF FUNDS REQUIRED:** NA

**REQUESTED BY:** Bucky Smith, R.S., Resource Protection, Transportation & Planning

**SPONSORED BY:** Commissioner Conley Precinct 3

**SUMMARY:** The Freeman Education Foundation is proposing an OSSF to serve an Events Center on the Freeman Ranch in Precinct 3. This proposed system will replace a failing OSSF currently in place. The Events Center hosts once weekly events with 1-75 people. The OSSF is an aerobic treatment system utilizing spray irrigation designed by Brian Erxleben, R.S. The system is designed for a maximum wastewater flow of 252 gpd. Water is supplied by private well.

### STAFF REVIEW/COMMENTS

**Resource Protection, Transportation & Planning Director:** Recommend approval.

**ROAD DIRECTOR:** NA

**STAFF RECOMMENDATIONS:** Recommend approval. No variances to the Hays County OSSF Rules were required/granted.



# SITE PROFILE

Page 1  
5/5/2010

OSSF Permit #: 2010-118

**TYPES OF PERMITS:** ☒ OSSF permit

☒ Commercial

**PROPERTY ADDRESS:** 2100 FREEMAN RANCH ROAD, SAN MARCOS TX 78666

**NAME OF OWNER:** HAROLD M. FREEMAN EDUCATIONAL FOUNDATIO

**MAILING ADDRESS:** 151-2 EAST SESSOM SAN MARCOS TX 78666

Work Phone: (830) 680-9133

Cell: (83) 066-0913

Clitchens: 1

Home Phone: (830) 372-3778

Fax:

Septic Type: Commercial

Reason: New

2458 Sq Ft

0 Employees

Purchased: 3/26/2010

Revision:

License Date:

Field: 7262

Plans: 3/20/2010

Final Inspection:

Printed:

0 0 0 0

Authorization:

Approved By:

Installed:

Other Information:

☐ Rainwater Collection

☐ City limits

☐ Public Sewer

☐ ETJ

☒ Well

☒ Water saving fixtures

☐ Public Water

☒ Recharge zone

Meter / Timer Required

WaterSupply Company:

Record Set:

Volume:

Page:

HAYS COUNTY

Lot/Tract:

Block:

Lot size: 3380

Precinct/Zone:

Affidavit File Date:

Survey:

Grid/Section:

Subdivision:

Reference:

**Evaluator's Information:**

Site Evaluator: ERXLEBEN, BRIAN

Type of soil: 4

Soil Date: 2/3/2010

252 GPD

**System Information:**

Manufacturer: DELTA ENVIRONMENTAL PRODUCTS

Distributor:

Designer: ERXLEBEN, BRIAN

Installer: KIOLBASSA, QUINTEN

Treatment Type: Aerobic

Disinfectant: Tablet Chlorine

Flood Plain Permit:

Disposal: Surface Application

Drainfield: 0 x 0 x 0 - 0

Flood Plain Status:

System:

Brand / Model

Serial Number

Date

Flood Plain Date:

Aerator:

Flood Plain Certificate:

Discharge:

Flood Plain Complete:

Expiration Date:

**Service and Maintenance Information**

**Routine Maintenance Required**

☐ Active Service

☐ Electronic Monitoring

Service Provider:

Date Maintenance Contract Started:

Insp./year: 3

Date Maintenance Contract Expires:

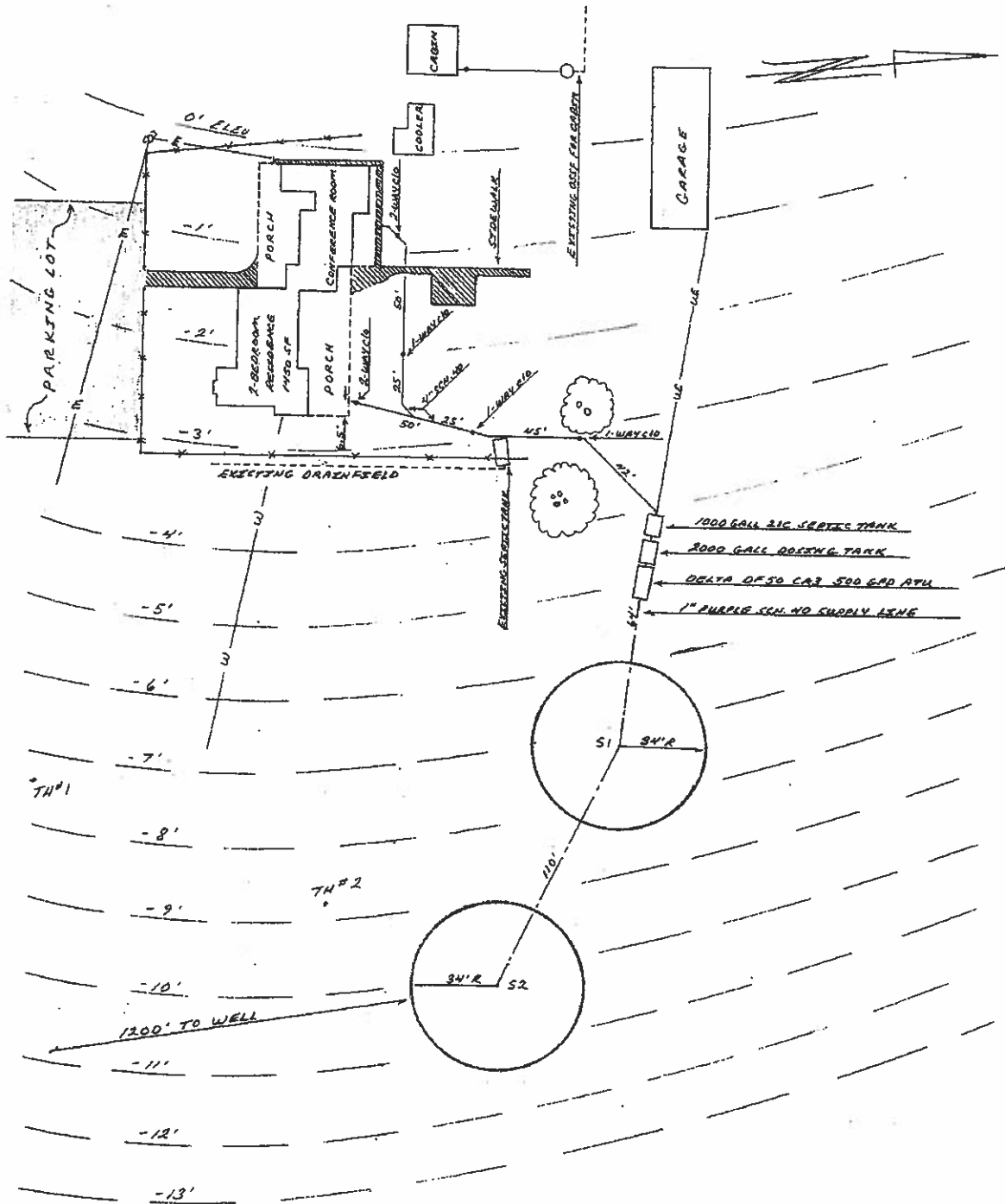
**Location of System:**

GPS Latitude: N

GPS Longitude: W

Map Code:

**Legal Description:** EXISTING REPLACING SEPTIC SYSTEM



# **SITE PLAN & OSSF DESIGN:**

<b>FREEMAN EDUCATIONAL FOUNDATION - LODGE</b> 2100 FREEMAN RANCH ROAD SAN MARCOS, TEXAS 78666	
BRIAN C. ERXLEBEN, R.S. 619 GARNET SEGUIN, TEXAS 78155 (830) 372-3778	DATE: 3-20-10  SCALE: 1" = 50'

## **NOTES:**

1. This design replaces a failed OSSF. Existing septic tank to be pumped and filled.
2. Install new tanks as shown. Refer to "Flow Diagram" for float and timer settings and specs.
3. Ball valve & water meter to be installed in a valve box.
4. Existing 4" sch 40 sewer line to be extended to the new 1000 gall 2/c septic tank. A cleanout shall be installed in the line a minimum of every 50'. Line shall have a minimum slope of 1/8 in/ft.
5. S1 & S2 are K-Rain Proplus low angle sprinklers with #4 nozzles operating at 40 psi spraying a 34' radius @ 360°. A spring loaded check valve will be installed at the most distant sprinkler to prevent gravity flow bleeding from the head. Edge of spray pattern is >20' from any property line.
6. Any excavations and/or exposed rock in the disposal area shall be covered with topsoil and seasonal grasses shall be seeded over the disposal area in order to minimize run-off & erosion.
7. There shall be no obstruction within 10' of either sprinkler head.

*Subdivision/Road/Staff Review Agenda Item Request Form*

## Hays County Commissioners' Court

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM:** *(Since there is nothing unusual or controversial about this Commercial OSSF permit application, it is recommended that it be placed on the Consent Agenda)*

**Action to Authorize Institutional OSSF Permit for an office/warehouse located at 31860 Ranch Road 12 North, Dripping Springs, TX 78620, in Precinct 4.**

**CIRCLE ONE ACTION ITEM**

Subdivision

Road

**Staff Recommendation**

**PREFERRED MEETING DATE REQUESTED:** May 11, 2010

**AMOUNT REQUIRED:** NA

**LINE ITEM NUMBER OF FUNDS REQUIRED:** NA

**REQUESTED BY:** Bob Pratt, R.S., Resource Protection, Transportation & Planning.

**SPONSORED BY:** Commissioner Ford, Precinct 4

**SUMMARY:** Gary McGee is proposing an OSSF to serve an office/warehouse at 31860 Ranch Road 12 North, Dripping Springs, Wildwood Hills, Lot 20 in Precinct 4. The property is .875 acres.

It is a drip irrigation system with an aerobic treatment unit designed by Don Perry, R.S. The On Site Sewage Facility is designed for a maximum wastewater flow of 180 gpd. The water is supplied by rainwater collection.

### STAFF REVIEW/COMMENTS

**Resource Protection, Transportation & Planning Director:** Recommend approval.

**ROAD DIRECTOR:** NA

**STAFF RECOMMENDATIONS:** Recommend approval. No variances to the Hays County OSSF Rules were required/granted.

# SITE PROFILE

Page 1  
5/4/2010

OSSF Permit #: 2010-85

**TYPES OF PERMITS:** ☒ OSSF permit

☒ Commercial

**PROPERTY ADDRESS:** 31860 RR 12 NORTH, DRIPPING SPRINGS TX 78620

**NAME OF OWNER:** GARY MCGEE

**MAILING ADDRESS:** 7495 48TH AVENUE KEARNEY NE 68845

Work Phone: (308) 236-7062

Cell: (308) 627-7287

Home Phone: (308) 893-2910

Fax:

throoms: 3

Septic Type: Commercial

Reason: New

5000 Sq Ft

20 Employees

Purchased: 3/5/2010

Revision:

License Date:

Field: 900

Plans: 4/2/2010

Final Inspection:

Printed:

0 0 0 0

Authorization:

Approved By:

Installed:

Other Information: ☒ Rainwater Collection  
☐ Well

☐ City limits

☐ Water saving fixtures

☐ Public Sewer

☐ Public Water

☐ ETJ

☐ Recharge zone

☐ Meter / Timer Required

WaterSupply Company:

Record Set:

Volume:

Page:

HAYS COUNTY

Lot/Tract: 20

Block:

Lot size:

Precinct/Zone:

Affidavit File Date:

Survey:

Grid/Section:

Subdivision: WILDWOOD HILLS I

Reference: R47864

**Evaluator's Information:** Site Evaluator: PERRY, DON

Type of soil: 3

Soil Date: 3/23/2010

180 GPD

## System Information:

Manufacturer: AQUAKLEAR

Distributor:

Designer: PERRY, DON

Installer: COFFMAN, CHRIS

Treatment Type: Aerobic

Disinfectant:

Flood Plain Permit:

Disposal: Drip Emitters

Drainfield: 0 x 0 x 0 - 0

Flood Plain Status:

Brand / Model

Serial Number

Date

Flood Plain Date:

System: AquaKlear

Flood Plain Certificate:

Aerator:

Flood Plain Complete:

Discharge:

Expiration Date:

## Service and Maintenance Information

**Routine Maintenance Required**

☐ Active Service

☐ Electronic Monitoring

Service Provider:

Date Maintenance Contract Started:

Insp./year: 3

Date Maintenance Contract Expires:

**Location of System:** GPS Latitude: N

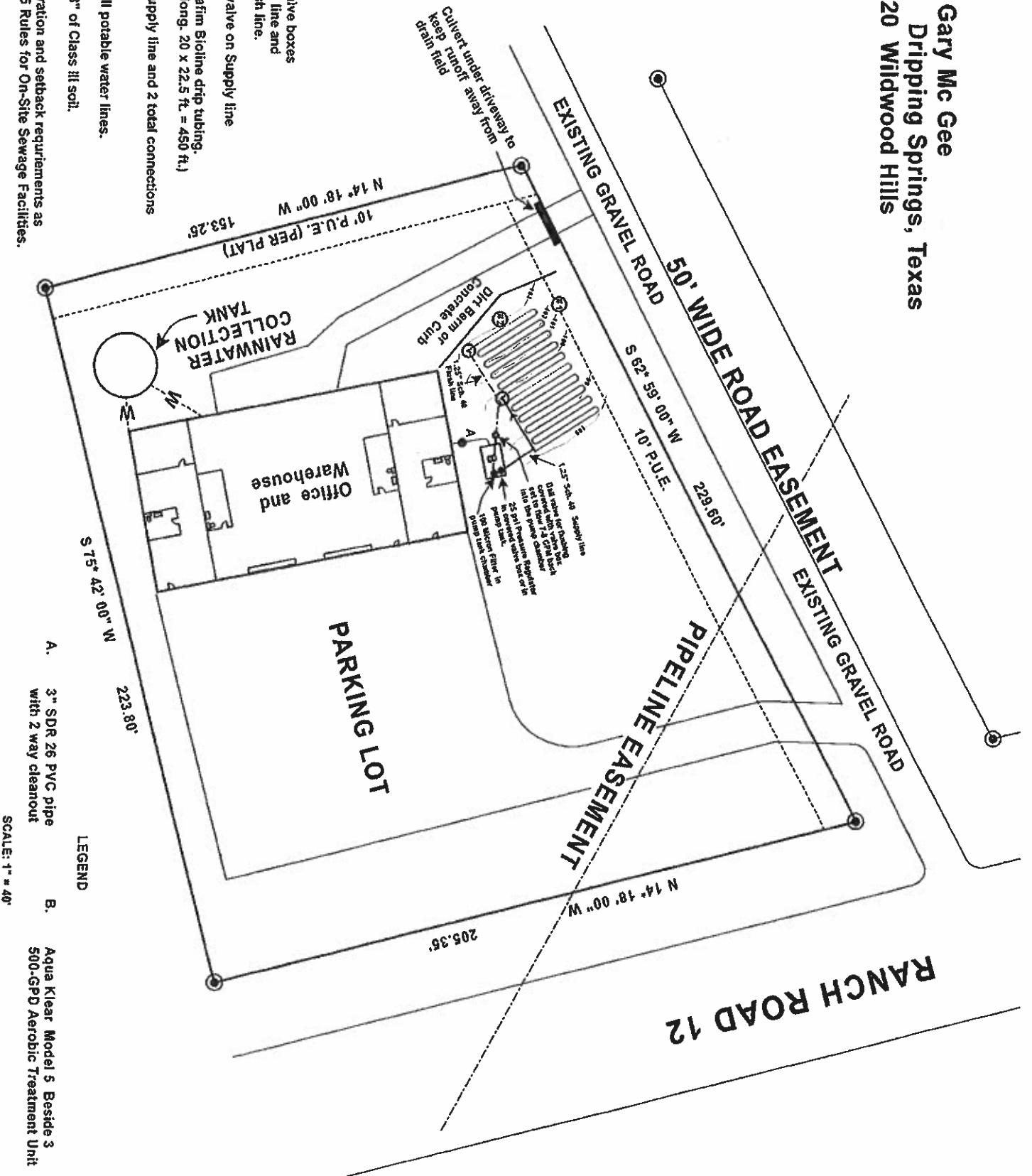
GPS Longitude: W

Map Code:

**Legal Description:** ADDING OSSF ON EXISTING CLASS A(FHAP)

Gary Mc Gee  
31860 RR 12 Dripping Springs, Texas  
Lot 20 Wildwood Hills

- Profile Hole #1
- Profile Hole #2
- Vacuum Breakers in valve boxes
- ⑦ Highest point of supply line and highest point of the flush line.
- ◀ 1.25" Swing type check valve on Supply line
- Install 450 linear feet of Netafim Bioline drip tubing. (20 lines that are 22.5 feet long. 20 x 22.5 ft. = 450 ft.)
- 2 total connections to the supply line and 2 total connections to the flush line.
- Maintain 10' setback from all potable water lines.
- Backfill with a minimum of 8" of Class III soil.
- Maintain all minimum separation and setback requirements as stated in TCEQ Chapter 285 Rules for On-Site Sewage Facilities.



## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Award the Bid#2010-B08 Construction Work-Green Acres Drive Replacement Bridge Improvements at Wilson Creek to Myers Concrete Construction**

**CHECK ONE:**    **XX** ☐ **CONSENT**    ☐ **ACTION**    ☐ **EXECUTIVE SESSION**  
☐ **WORKSHOP**    ☐ **PROCLAMATION**    ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED: \$168,703.00**

**LINE ITEM NUMBER OF FUNDS REQUIRED: 438-5448**

**REQUESTED BY: Herzog/Borcherding**

**SPONSORED BY: Sumter**

**SUMMARY: see attached recommendation letter and bid tabulation**



April 22, 2010

Mr. Jerry Borcharding, P.E.  
County Engineer  
HAYS COUNTY  
2171 Yarrington Road  
San Marcos, Texas 78666

Re: Green Acres Drive Replacement Bridge  
Improvements at Wilson Creek  
Bid Tabulation and Recommendation of  
Construction Contract Award  
B-A Project No. 0583-4-004

Dear Mr. Borcharding:

Attached please find our bid tabulation for the three (3) bids received on April 20, 2010. The low bid received was from Myers Concrete Construction, LP in the amount of \$168,703.00. We have performed an evaluation of their bid and a reference check. We recommend the construction contract be awarded to Myers Concrete Construction, LP.

Please let us know if you need anything else.

Sincerely,

Stephen A. Ramsey, P.E.

Enc.

SAR:ymr

**BID TABULATION****PROJECT:** Green Acres Drive Replacement Bridge Improvements At Wilson Creek**OWNER:** Hays County Texas**JOB NUMBER:** 0583-4-004**BID DATE:** April 20, 2010**PROJECT LOCATION:** Wimberley, Texas

		KIVA, INC.		SHANNON-MONK, INC.		MYERS CONCRETE CONSTRUCTION, LP	
		Yes Yes		Yes Yes		Yes Yes	
Addenda No. 1 Acknowledgement:							
Item	Quantity Unit Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1.	554 SY 3" HMAC Pavement (Type D), complete in place	\$ 18.00	\$ 9,972.00	\$ 19.75	\$ 10,941.50	\$ 26.00	\$ 14,404.00
2.	592 SY 10" Crushed Limestone Base, complete in place	\$ 12.50	\$ 7,400.00	\$ 27.25	\$ 16,132.00	\$ 18.00	\$ 10,656.00
3.	1 LS Excavation and Subgrade Preparation, 6" Moisture Conditioned, (includes, but not limited to, demolition, disposal, and haul off of Existing Bridge, Concrete, Asphalt, Base Material, Signs, Guardrail, Barbed Wire Fence, Trees, etc.), complete in place	\$ 48,000.00	\$ 48,000.00	\$ 35,100.00	\$ 35,100.00	\$ 33,225.00	\$ 33,225.00
4.	337 LF 4" White Striping Line, complete in place	\$ 4.00	\$ 1,348.00	\$ 5.25	\$ 1,769.25	\$ 3.00	\$ 1,011.00
5.	6 EA Traffic Signs (Caution/Speed/Low Water Crossing), complete in place	\$ 500.00	\$ 3,000.00	\$ 685.00	\$ 4,110.00	\$ 580.00	\$ 3,480.00
6.	3 MO Barricades, Signs, Traffic Handling (including Maintenance), complete in place	\$ 2,000.00	\$ 6,000.00	\$ 2,600.00	\$ 7,800.00	\$ 1,645.00	\$ 4,935.00
7.	253 LF Metal Beam Guard Fence, complete in place	\$ 26.75	\$ 6,767.75	\$ 28.40	\$ 7,185.20	\$ 42.00	\$ 10,626.00
8.	2 EA Relocate Existing Mailboxes, complete in place	\$ 200.00	\$ 400.00	\$ 155.00	\$ 310.00	\$ 290.00	\$ 580.00
9.	1 LS Install Bridge Foundation, complete in place	\$ 10,000.00	\$ 10,000.00	\$ 24,800.00	\$ 24,800.00	\$ 9,400.00	\$ 9,400.00
10.	1 LS Install Pre-Cast Bridge Including 4" Mortared Rock Facing of Headwalls, complete in place	\$ 46,000.00	\$ 46,000.00	\$ 24,150.00	\$ 24,150.00	\$ 32,000.00	\$ 32,000.00



# BID TABULATION

**PROJECT:** Green Acres Drive Replacement Bridge Improvements At Wilson Creek  
**OWNER:** Hays County Texas  
**JOB NUMBER:** 0583-4-004  
**BID DATE:** April 20, 2010  
**PROJECT LOCATION:** Wimberley, Texas

		KIVA, INC.		SHANNON-MONK, INC.		MYERS CONCRETE CONSTRUCTION, LP	
Bid Bond: Addenda No. 1 Acknowledgement:		Yes	Yes	Yes	Yes	Yes	Yes
Item	Quantity Unit Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
11.	10 CY 6" Concrete Rip Rap, Class B, complete in place	\$ 150.00	\$ 1,500.00	\$ 655.00	\$ 6,550.00	\$ 370.00	\$ 3,700.00
12.	130 LF 8" PVC C-900 DR-14 Waterline (At All Depths, Including All Fittings, Connection to Existing Waterline, and removal and disposal of Existing Waterline), complete in place	\$ 75.00	\$ 9,750.00	\$ 114.10	\$ 14,833.00	\$ 140.00	\$ 18,200.00
13.	2 EA 8-inch Gate Valve, complete in place	\$ 1,200.00	\$ 2,400.00	\$ 2,775.00	\$ 5,550.00	\$ 2,100.00	\$ 4,200.00
14.	1 CY Concrete Trench Cap of Waterline, 6 inches thick by 2 feet wide, complete in place	\$ 500.00	\$ 500.00	\$ 565.00	\$ 565.00	\$ 1,600.00	\$ 1,600.00
15.	1 EA Fire Hydrant Assembly with 6" Gate Valve, complete in place	\$ 2,100.00	\$ 2,100.00	\$ 5,775.00	\$ 5,775.00	\$ 5,400.00	\$ 5,400.00
16.	130 LF Trench Excavation Protection, complete in place	\$ 1.00	\$ 130.00	\$ 3.00	\$ 390.00	\$ 8.00	\$ 1,040.00
17.	1 EA Rock Construction Exit (Stabilized Construction Entrance), complete in place	\$ 750.00	\$ 750.00	\$ 708.75	\$ 708.75	\$ 2,400.00	\$ 2,400.00
18.	331 LF Temporary Sediment control Fence (Silt Fence), complete in place	\$ 3.00	\$ 993.00	\$ 1.65	\$ 546.15	\$ 4.00	\$ 1,324.00
19.	45 LF Tree Protection, complete in place	\$ 5.00	\$ 225.00	\$ 1.60	\$ 72.00	\$ 4.00	\$ 180.00
20.	13.5 LF Rock Filler Dam (Rock Berm), complete in place	\$ 100.00	\$ 1,350.00	\$ 53.30	\$ 719.55	\$ 110.00	\$ 1,485.00
21.	680 SY Seeding for Erosion Control (Including Top Soil, Seeding, Watering and Fertilizer), complete in place	\$ 5.00	\$ 3,400.00	\$ 3.10	\$ 2,108.00	\$ 2.70	\$ 1,836.00

# BID TABULATION

**PROJECT:** Green Acres Drive Replacement Bridge Improvements At Wilson Creek  
**OWNER:** Hays County Texas  
**JOB NUMBER:** 0583-4-004  
**BID DATE:** April 20, 2010  
**PROJECT LOCATION:** Wimberley, Texas

			KIVA, INC.		SHANNON-MONK, INC.		MYERS CONCRETE CONSTRUCTION, LP		
Addenda No. 1 Acknowledgement:			Yes	Yes	Yes	Yes	Yes	Yes	
Item	Quantity	Unit	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
22.	390	SY	Soil Retention Blanket (Class 2), complete in place	\$ 4.00	\$ 1,560.00	\$ 2.60	\$ 1,014.00	\$ 5.40	\$ 2,106.00
23.	1	LS	Mobilization	\$ 7,500.00	\$ 7,500.00	\$ 19,300.00	\$ 19,300.00	\$ 2,600.00	\$ 2,600.00
24.	1	LS	As-Built Survey Certified by Registered Professional Land Surveyor	\$ 5,000.00	\$ 5,000.00	\$ 3,740.00	\$ 3,740.00	\$ 1,400.00	\$ 1,400.00
25.	1	LS	Remove and Relocate Existing 4" PVC Conduit Along Underside Top of Bridge, complete in place	\$ 1,200.00	\$ 1,200.00	\$ 275.10	\$ 275.10	\$ 915.00	\$ 915.00
TOTAL AMOUNT BASE BID (Sum of Items 1-25)					\$ 177,245.75		\$ 194,444.50		\$ 168,703.00

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM:** Award Bid#2010-B05 Cemetery Maintenance to Maintenance Management.

**CHECK ONE:**    **XX** ☐ **CONSENT**    ☐ **ACTION**    ☐ **EXECUTIVE SESSION**  
☐ **WORKSHOP**    ☐ **PROCLAMATION**    ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED:** May 11, 2010

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:** 001-645-00.5491

**REQUESTED BY:** Herzog/Borcherding

**SPONSORED BY:** Sumter

**SUMMARY:** see attach bid tabulation

**#2010-805**  
**Cemetery Maintenance**

CEMETERY LOCATIONS:		Universal Landscape	Greater TX Landscape	I.B.S	Cedar Solution	Maintenance Mgt
San Pedro	\$	620.00	\$ 383.22	\$ 402.00	\$ 417.00	\$ 480.00
Guadalupe	\$	336.00	\$ 417.78	\$ 402.00	\$ 417.00	\$ 160.00
San Marcos/Blanco	\$	1,080.00	\$ 778.56	\$ 615.00	\$ 800.00	\$ 400.00
Kyle Family Pioneer	\$	72.00	\$ 250.25	\$ 85.66	\$ 70.00	\$ 100.00
Cementerio Del Rio	\$	420.00	\$ 337.34	\$ 330.00	\$ 330.00	\$ 320.00
Coronado	\$	192.00	\$ 370.50	\$ 180.00	\$ 190.00	\$ 100.00
Cocke	\$	120.00	\$ 282.08	\$ 100.00	\$ 145.00	\$ 100.00
Hays Co. Indigent	\$	72.00	\$ 211.34	\$ 90.00	\$ 417.00	\$ 100.00
Additional Services						
Per Man Hr Rate:	\$	35.00	\$ 38.00	\$ 25.00	\$ 30.00	\$ 25.00
	\$	2,912.00	\$ 3,031.07	\$ 2,204.66	\$ 2,786.00	\$ 1,760.00

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Approve \$178.00 for repair of the Fire Alarm System at the Jail Facility.**

**CHECK ONE:**    ☒ **CONSENT**    ☐ **ACTION**    ☐ **EXECUTIVE SESSION**  
                  ☐ **WORKSHOP**    ☐ **PROCLAMATION**    ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED: 178.00**

**LINE ITEM NUMBER OF FUNDS REQUIRED: County-wide Capital Improvement Fund**

**REQUESTED BY: Ratliff**

**SPONSORED BY: SUMTER**

**SUMMARY:**

**On April 20, 2010 the Court approved \$7708.00 from the County-wide Capital Improvement Fund for payment of repair of the Fire Alarm System at the Jail Facility. Attached is the invoice for \$7886.00. \$178.00 additional funding is needed to pay the invoice.**



FCR - 827, 827 A  
ACR - 89289-985  
SCR - 0275  
B - 06420

# AAA Fire & Safety Equipment Co., Inc.

6700 Guadalupe  
Austin, TX 78752  
TEL (512) 451-4116  
FAX (512) 451-4101

1212 Basse Rd.  
San Antonio, TX 78212  
TEL (210) 732-9754  
FAX (210) 732-4612

212244

APRIL 30, 2010

DATE:

DALLAS (972) 203-9000 • HOUSTON (281) 568-FIRE • WACO (254) 757-FIRE

SOLD TO:

SHIPPED TO:

HAYS COUNTY JAIL

1307 UHLAND ROAD

SAN MARCOS, TX

CLIFF (512) 738-0634

Annual <input type="checkbox"/> Service <input type="checkbox"/>	Terms	Customer Order No.	Customer Account No.	Date Shipped	Weight	No. of Pieces	Shipped Via	Salesman
QUANTITY ORDERED	QUANTITY SHIPPED	DESCRIPTION	STOCK NUMBER	UNIT PRICE	AMOUNT			
1		LABOR AND MATERIALS TO REPAIR THE EXISTING FIRE						
2		ALARM SYSTEM @ THE ABOVE HAYS COUNTY JAIL						
3	1	1	REPLACED MAIN FIRE ALARM CONTROL PANEL		2450			
4	2	2	REPLACED SILENT KNIGHT ANNUNCIATOR	695.00	1,390.00			
5	1	1	REPLACED ZONE EXPANDER		470.00			
6	1	1	REPLACED POWER SUPPLY		995.00			
7	1	1	LOT, FIRE-ALARM-WIRE		N/C			
8	7	7	LABOR HOUR OF TWO LICENSED TECHNICIANS ON 3/23	89.00	623.00			
9	6	6	LABOR HOUR OF ONE LICENSED TECHNICIAN ON 3/26	89.00	534.00			
10	3	3	LABOR HOUR OF ONE LICENSED TECHNICIAN ON 4/01	89.00	267.00			
11	6	6	LABOR HOUR OF ONE LICENSED TECHNICIAN ON 4/09	89.00	534.00			
12	5	5	LABOR HOUR OF ONE LICENSED TECHNICIAN ON 4/16	89.00	445.00			
13	2	2	LABOR HOUR OF ONE LICENSED TECHNICIAN ON 4/30	89.00	178.00			
14								
15			(FIRE ALARM SYSTEM WAS PROGRAMMED ALSO)					
16								

ALL PARTS REMAIN PROPERTY OF AAA FIRE & SAFETY UNTIL INVOICE IS PAID IN FULL.  
PLEASE REMIT FROM INVOICE—STATEMENT SENT ON REQUEST

PLEASE SEND PAYMENT TO:  
AAA Fire & Safety Equipment Co., Inc.  
6700 Guadalupe  
Austin, TX 78752

SUB-TOTAL

7,886.00

TAX

SHIPPING CHARGES

TOTAL

7,886.00

Received in Good Condition By:

Remarks:

This invoice is payable in Travis County, Texas.  
Service Charge at a rate of 1 1/2% per month (18% annually) will be made on all invoices not paid in 30 days.



# AAA Fire & Safety Equipment Co., Inc.

6700 Guadalupe  
Austin, TX 78752  
TEL (512) 451-4116  
FAX (512) 451-4101

1212 Base Rd.  
San Antonio, TX 78212  
TEL (210) 732-9754  
FAX (210) 732-4612

211705

APR. 12, 2010

DATE:

DALLAS (972) 203-9000 • HOUSTON (281) 568-FIRE • WACO (254) 757-FIRE

SOLD TO:

SHIPPED TO:

HAYS COUNTY JAIL

1307 UHLAND ROAD

AUSTIN, TEXAS

CJIFF (512) 738-0834

Annual Service	Part	Customer Order No.	Customer Account No.	Date Shipped	Weight	No. of Pieces	Shipped Via	Signature
QUANTITY ORDERED	QUANTITY SHIPPED	DESCRIPTION	STOCK NUMBER	UNIT PRICE	AMOUNT			
1		<b>RUNNING BALANCE AS OF 4/12</b>						
2		LABOR AND MATERIALS TO REPAIR THE EXISTING						
3		FIRE ALARM SYSTEM @ THE ABOVE HAYS CO. JAIL						
4	1	1 LOT, FIRE ALARM WIRE		N/C	N/C			
5	2	REPLACED SILENT KNIGHT ANNUNCIATOR		895.00	1,390.00			
6	1	REPLACED ZONE EXPANDER		470.00	470.00			
7	1	REPLACED POWER SUPPLY (RPS)		895.00	895.00			
8	7	LABOR HOUR OF TWO LICENSED TECHNICIANS ON 3/23		89.00	623.00			
9	6	LABOR HOUR OF ONE LICENSED TECHNICIAN ON 03/26		89.00	534.00			
10	3	LABOR HOUR OF ONE LICENSED TECHNICIAN ON 4/01		89.00	267.00			
11	6	LABOR HOUR OF ONE LICENSED TECHNICIAN ON 4/09		89.00	534.00			
12		<b>ADDITIONAL WORK TO BE DONE ON 4/16</b>						
13								
14	5	LABOR HOUR OF TWO LICENSED TECHNICIANS ON 4/16						
15		INCLUDING PROGRAMMING		89.00	445.00			
16	1	MAIN FIRE ALARM PANEL TO BE REPLACED ON 4/16		2,450.00	2,450.00			
					SUB-TOTAL	7,708.00		
					TAX			
					SHIPPING CHARGES			
					TOTAL	7,708.00		

ALL PARTS REMAIN PROPERTY OF AAA FIRE & SAFETY UNTIL INVOICE IS PAID IN FULL.  
LEASE REMIT FROM INVOICE—STATEMENT SENT ON REQUEST

PLEASE SEND PAYMENT TO:  
AAA Fire & Safety Equipment Co., Inc.  
700 Guadalupe  
Austin, TX 78752

**THIS IS NOT AN INVOICE**

Received in Good Condition by:

Remarks:

This invoice is payable in Travis County, Texas.  
Service Charge at a rate of 1 1/2% per month (18% annually) will be made on all invoices not paid in 30 days.

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Approve Utility Permits.**

**CHECK ONE:** ☒ **CONSENT**    ☐ **ACTION**    ☐ **EXECUTIVE SESSION**

☐ **WORKSHOP**    ☐ **PROCLAMATION**    ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:**

**SPONSORED BY: SUMTER**

<b>Permit</b>	<b>Road Name</b>	<b>Type of Utility</b>
814	Mt Gainor / Prochnow Rd	Phone
815	N.Canyonwood	Elect



**HAYS COUNTY RESOURCE PROTECTION, TRANSPORTATION and  
PLANNING DEPARTMENT**



**UTILITY PERMIT APPROVAL**

Approval of Utility Permit: # 814

Application Date: 4/9/2010

Commissioner Court Approval Date: 5/3/2010

Company Name: **VERIZON**

Company Address: 109 S. Llano  
Fredericksburg, TX 78684

Company Phone: Fredericksburg, TX 78684

Company Contact: Randy Roberts

Type of Utility: TELEPHONE

Road Name: Mt Gainor/ Prochnow Road

Subdivision: N/A

Pct #: 4

**Specs: Beginning at the base of an existing verizon pole in the R.O.W. of Mt. Gainor Rd.  
Verizon proposes to place a 3'x 5' hand hole to bore under Mt. Gainor Rd. at Prochnow Rd.  
and buried fiber in R.O.W. of Prochnow Rd.**

**County Provisions: Line to be Bore & Case; Line to Maintain a minimum of 36 inches in depth;  
Install Permanent Erosion Control if appropriate; Traffic Control Required; Notify Hays County  
24 hours prior to Construction.**

814



Road and Bridge Department  
2171 Yarrington Road  
P O Box 906  
San Marcos, TX 78667-0906  
(512) 393-7385

## Application for Installation

Utility Line on Hays County Right of Way

Date: 04/09/2010

Formal notice is hereby given that Verizon Southwest  
Company proposes to place a buried cable  
line within the right-of-way of Mt Gainer Rd and Froehnow Rd  
as follows: (give location, length, general design, etc.)  
**See Attached**

If the proposed installation is a parallel installation, then the installation shall be located two feet within the edge of right-of-way unless otherwise approved by the County.

The line will be constructed and maintained on the road right-of-way as directed by the Hays County Road Department (HCRD), an agency of the Commissioners Court of Hays County, in accordance with governing laws, including but not limited to the "Federal Clean Water Act," the "Federal Endangered Species Act," and the "Federal Historic Preservation Act." Upon request by the HCRD, proof of compliance with all governing laws, rules, and regulations will be submitted to HCRD before commencement of construction.

Our firm will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and we will revegetate the project area as indicated under "General Special Provisions."

Our firm will insure that traffic control measures complying with applicable portions of the Texas Manual of Uniform Traffic Control Devices will be installed and maintained during this installation.

The location and description of the proposed line and appurtenances is more fully shown by 1 complete sets of drawings attached to this notice.

It is expressly understood that Hays County does not purport, hereby, to grant any right, claim, title, or easement in or upon this road; and it is further understood that Hays County may require the owner to relocate this line, subject to provisions of governing laws, by giving thirty (30) days' written notice.

It is understood and agreed that any damages sustained to the appurtenances installed under this proposal as a result of road construction and/or maintenance, including but not limited to mowing, ditch cleaning, culvert repair or replacement, roadway excavation and base work shall be the sole burden and expense of the owner.

Applicant agrees to notify HCRD prior to commencement of any routine or periodic maintenance which requires pruning of trees within the road right-of-way, so that the County may provide specifications for the extent and methods to govern in trimming, topping, tree balance, type of cuts, painting cuts and clean up.

The installation shall not damage any part of the road and adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners. In the event the Applicant fails to comply with any or all of the requirements as set forth herein, Hays County may take such action as it deems appropriate to compel compliance.

Construction of this line will begin on or after the 28th day of April, 2010.

### General Special Provisions:

By signing below, I certify that I am authorized to represent the Firm listed below, and that the Firm agrees to the conditions/provisions included in this permit.

Firm Verizon Southwest

Title OSP Technician

By (Print) Randy Roberts 830.997.7875 fax

Address 100 S. Linne

Signature

Fredericksburg, Texas 78624  
Phone 830-997-8002

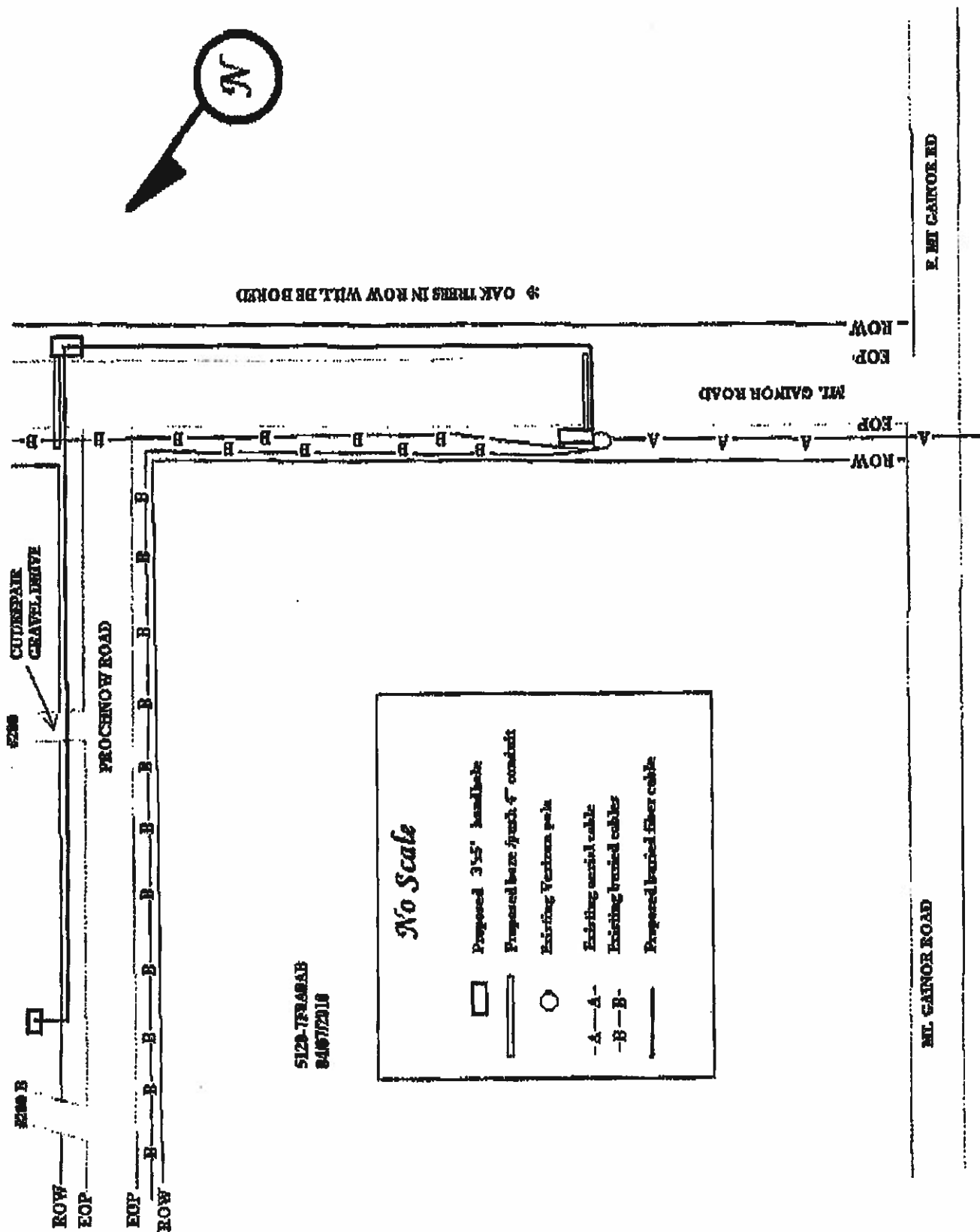
Approved by Hays County Road & Bridge Department		
	Inspector	4/26/10
Signature	Title	Date

June 20, 2004

Beginning at the base of an existing Verizon pole in the west ROW of Mt Gainor Rd, Verizon proposes to place a 3'x5' hand hole and bore the roadway placing a 4" conduit under roadway. Further Verizon proposes to bury a fiber optic cable encased in a 1 1/2" subduct boring random liveoak trees within the east ROW to Prochnow Rd.

Continuing, Verizon proposes to place an additional 3'x5' handhole in the east ROW of Mt. Gainor Rd boring said roadway to the west ROW and the intersect of the north ROW of Prochnow Rd.

Proceeding in the north ROW of Prochnow Rd, Verizon proposes to bury a fiber optic cable encased in a 1 1/2" subduct to a point of egress onto private easement at 200 B Prochnow Rd proposing to cut and repair the gravel entry to 200 Prochnow Rd



**HAYS COUNTY RESOURCE PROTECTION, TRANSPORTATION and  
PLANNING DEPARTMENT**



**UTILITY PERMIT APPROVAL**

Approval of Utility Permit: # 815

Application Date: 2/23/2010

Commissioner Court Approval Date: 5/11/2010

Company Name: **PEDERNALES ELECTRIC COOPERATIVE INC**

Company Address: 9115 Circle Dr.  
Austin, TX 78736

Company Phone: Austin, TX 78736

Company Contact: Brady Karnes

Type of Utility: **ELECTRIC POLE/CABLE**

Road Name: North Canyonwood

Subdivision: SUNSET CANYON

Pct #: 4

Specs: Pole will be set 10' from the Road on the left side. Address is 311 North Canyon.  
Per Gordon Whitelock with PEC

County Provisions: Poles to be Maximum of 2 feet off R-O-W & Minimum of 10 feet from edge  
of Roadway; Traffic Control Required; Notify Hays County 24 hours prior to Construction.

815



Road and Bridge Department  
2171 Yarrington Road  
P O Box 906  
San Marcos, TX 78667-0906  
(512) 393-7385

## Application for Installation

Utility Line on Hays County Right of Way

Date: 2-23-10

Formal notice is hereby given that Pedernales Electric Cooperative  
Company proposes to place a pole for electric distribution  
line within the right-of-way of N. Canyonwood  
as follows: (give location, length, general design, etc.)

Pole will be set 5 feet from road on the left side. Address is 311 N. Canyonwood.

If the proposed installation is a parallel installation, then the installation shall be located two feet within the edge of right-of-way unless otherwise approved by the County.

The line will be constructed and maintained on the road right-of-way as directed by the Hays County Road Department (HCRD), an agency of the Commissioners Court of Hays County, in accordance with governing laws, including but not limited to the "Federal Clean Water Act," the "Federal Endangered Species Act," and the "Federal Historic Preservation Act." Upon request by the HCRD, proof of compliance with all governing laws, rules, and regulations will be submitted to HCRD before commencement of construction.

Our firm will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and we will revegetate the project area as indicated under "General Special Provisions."

Our firm will insure that traffic control measures complying with applicable portions of the Texas Manual of Uniform Traffic Control Devices will be installed and maintained during this installation.

The location and description of the proposed line and appurtenances is more fully shown by 2 complete sets of drawings attached to this notice.

It is expressly understood that Hays County does not purport, hereby, to grant any right, claim, title, or easement in or upon this road; and it is further understood that Hays County may require the owner to relocate this line, subject to provisions of governing laws, by giving thirty (30) days' written notice.

It is understood and agreed that any damages sustained to the appurtenances installed under this proposal as a result of road construction and/or maintenance, including but not limited to mowing, ditch cleaning, culvert repair or replacement, roadway excavation and base work shall be the sole burden and expense of the owner.

Applicant agrees to notify HCRD prior to commencement of any routine or periodic maintenance which requires pruning of trees within the road right-of-way, so that the County may provide specifications for the extent and methods to govern in trimming, topping, tree balance, type of cuts, painting cuts and clean up.

The installation shall not damage any part of the road and adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners. In the event the Applicant fails to comply with any or all of the requirements as set forth herein, Hays County may take such action as it deems appropriate to compel compliance.

Construction of this line will begin on or after the 1st day of March, 2010.

General Special Provisions:

By signing below, I certify that I am authorized to represent the Firm listed below, and that the Firm agrees to the conditions/provisions included in this permit.

Firm Pedernales Electric Cooperative, Inc.

By (Print) Bradley KARNES

Signature

Lauren M. Karna

Title District Engineering Supervisor

Address 9115 Circle Drive

Austin, Texas 78736

Phone (888) 554-4732 ext. 7920

Approved by Hays County Road & Bridge Department

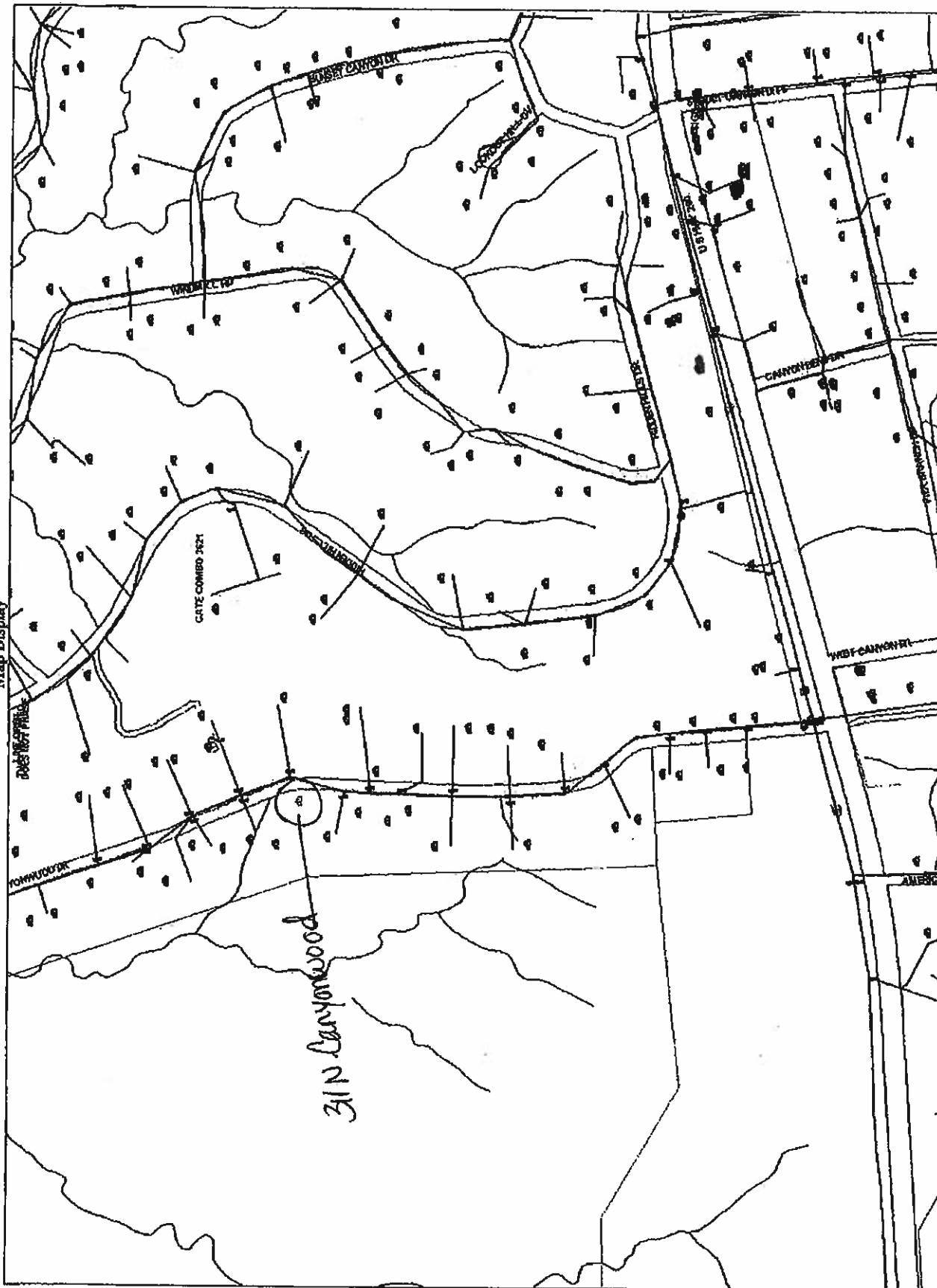
Todd Spencer  
Signature

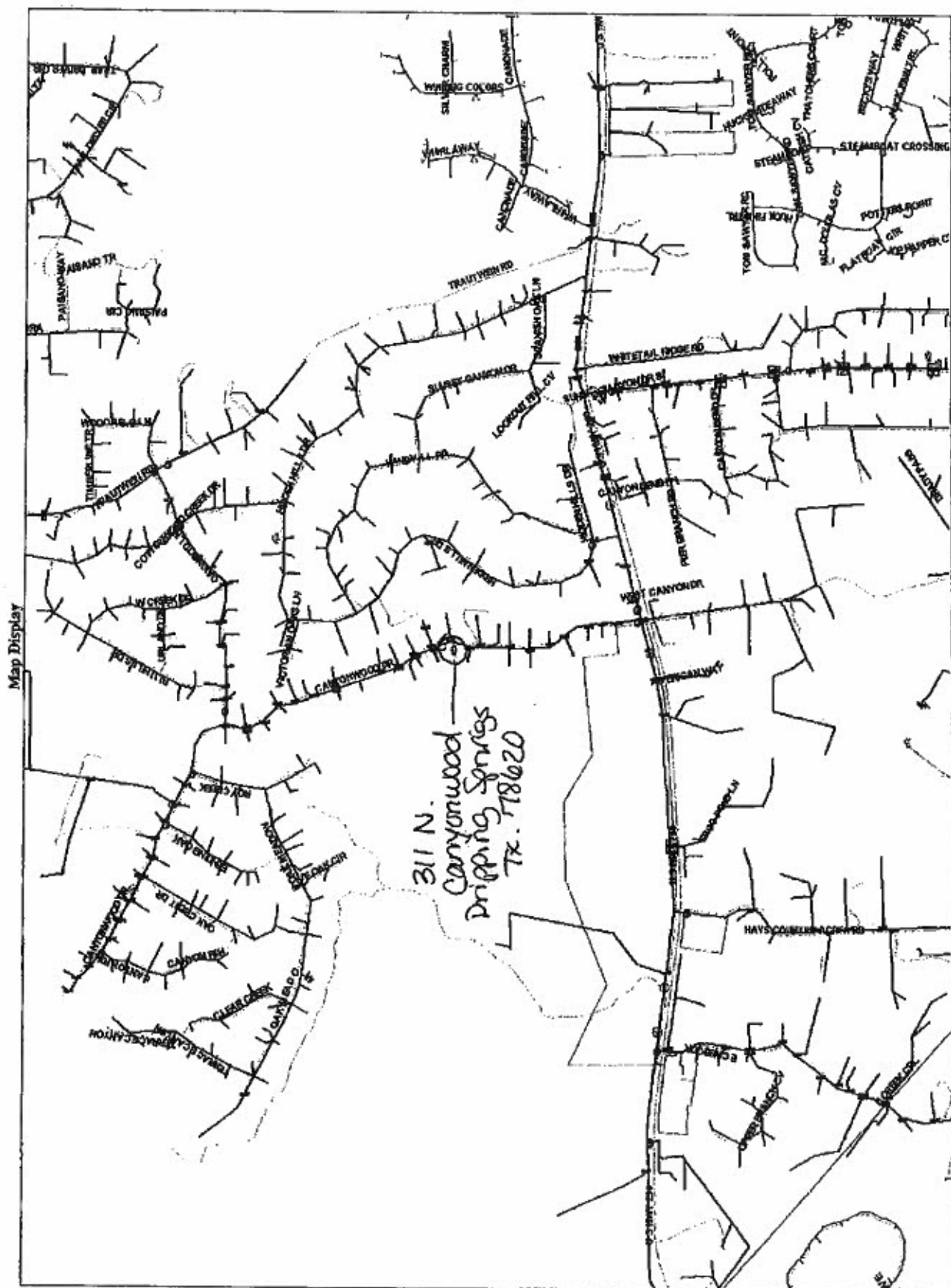
Inspector  
Title

4/30/10  
Date

June 26, 2004

Map Display







## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Approve cancelation of Commissioners Court meeting June 1, 2010.**

**CHECK ONE:**      ☒ **CONSENT**      ☐ **ACTION**      ☐ **EXECUTIVE SESSION**  
☐ **WORKSHOP**      ☐ **PROCLAMATION**      ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:**

**REQUESTED BY:**

**SPONSORED BY: SUMTER**

**SUMMARY:**

***Subdivision/Road/Staff Review Agenda Item Request Form***

**Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: 10-03-09 The Ridge at Wimberley Springs, Section 1 (1 Lot). Discussion and possible action to consider approval of final plat, accept construction and drainage improvements, release the construction bond, and accept of the maintenance surety for two years.**

<b>CIRCLE ONE ACTION ITEM</b>	<b>Subdivision</b>	<b>Road</b>	<b>Staff Recommendation</b>
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**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED: n/a**

**LINE ITEM NUMBER OF FUNDS REQUIRED: n/a**

**REQUESTED BY: Clint Garza**

**SPONSORED BY: Commissioner Conley**

**SUMMARY:**

The Ridge at Wimberley Springs is a preliminary approved subdivision located off of 2325 in Precinct 3. The developer intends on eventually platting 146 lots total. Section 1 is a 19.230 acre lot used for a Wimberley ISD School. Preliminary plan was approved January 12, 2009 and since that time the school has opened for use. The lot will continued to be served by the existing public water and wastewater connections provided by Aqua Texas Inc. The developer filed for final plat shortly after preliminary plan. They have now satisfied staff comments and construction requirements of the single road entering this section.

Staff recommends acceptance of construction of the road and drainage improvements within County ROW. The Road Department has inspected and approved all construction and recommends acceptance of the 2 year maintenance surety in the amount of \$51,189.76. This amount covers both the maintenance of the roadway and revegetation for Wimberley ISD Road, A.K.A. Farris Ridge Pkwy.

**STAFF REVIEW/COMMENTS**

**ENVIRONMENTAL HEALTH DIRECTOR:**

**ROAD DIRECTOR:**

**STAFF RECOMMENDATIONS:**



**OFFICE OF THE COUNTY ENGINEER**

**Jerry Borcharding, P.E.**

**P. O. Box 906 San Marcos, Texas 78667**

**(512) 393-7385 Fax (512) 393-7393**

---

5/3/10

Honorable Liz Sumter  
111 E. San Antonio Street  
San Marcos, Texas 78666

RE: Wimberley I.S.D. Roadway

Dear Commissioners and Judge:

Wimberley Springs, Owner, is requesting that Hays County accept construction of roads for Wimberley ISD Road and accept a maintenance bond for 10% of the amount of construction for 2 years. James A. Huffcutt, Jr. P.E. has submitted a concurrence letter and as-built plans as required by Hays County.

I recommend that the construction bond be released.

Respectfully,

Jerry H. Borcharding, P.E.  
Road Engineer Superintendent  
Hays County Road & Bridge Department



LAND DEVELOPMENT ENVIRONMENTAL TRANSPORTATION WATER RESOURCES SURVEYING

November 10, 2009

**ENGINEER'S CONCURRENCE LETTER  
FOR  
FINAL ACCEPTANCE AND ENGINEERING RELEASE**

**PROJECT:** New Roadway at New Elementary School

**ADDRESS:** F.M. 2325, Wimberley, TX

**Owner's Name and Address:**

W.I.S.D.  
13301 Ranch Road 12  
Wimberley, TX 78676

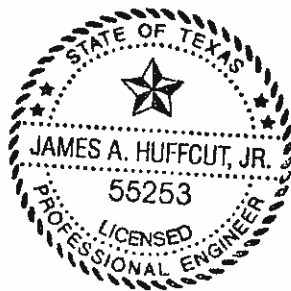
**Consultant Engineer's Name & Address**

Pape – Dawson Engineers, Inc.  
7800 Shoal Creek Blvd, Suite 220 W  
Austin, Texas 78757

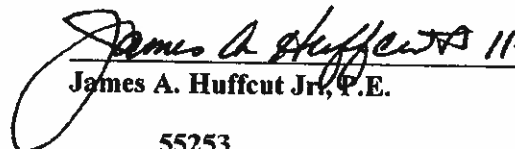
On this day, November 10, 2009, I, the undersigned professional engineer, or my designated representative, made a visual observation of the above referenced project. The limits of the referenced project includes the 50' right of way and a temporary turnaround on the west side of the new elementary school site. We also have visited the site during construction and observed that the site grading, paving, and drainage structures were constructed per the approved plans and field direction from the county and TXDOT, with insignificant deviation. I, therefore, verify the adequate completion of the following items:

All paving, curbs, storm sewer, and similar construction.

(Seal)



h:\506\64\docs\construction admin\final concurrence ltr.doc

  
James A. Huffcut Jr., P.E.  
55253  
Texas Registration Number

**RESOURCE PROTECTION, TRANSPORTATION AND PLANNING DEPARTMENT**

P.O. BOX 906

512/393-7385 EXT 29

San Marcos, TX 78667

CELL: 512/738-2555

<http://co.hays.tx.us>

FAX: 512/393-7391

**INSPECTION REPORT**

LOCATION:	<u>Wimberley ISD Road</u>	DATE:	<u>2/2/2010</u>
OWNER:	<u></u>	WEATHER:	<u>Clear</u>
CONTRACTOR:	<u>FT Woods</u>	TIME:	<u>2:20 PM</u>
INSPECTOR:	<u>Todd Spencer</u>		

**SITE OBSERVATIONS:****PUNCHLIST FOR ACCEPTANCE OF CONSTRUCTION**

1. Signage
2. Dress behind curb
3. Positive drainage from curb
4. Asbuilt Plans
5. Concurrence Letter

A handwritten signature of Todd Spencer in black ink.

Todd Spencer, Construction Inspector

2/2/2010

Date







## CONSTRUCTION MAINTENANCE BOND

Bond #8206-49-79

Any singular reference to Contractor, Surety, OWNER, or other party shall be considered plural where applicable.

**CONTRACTOR (Name and Address):**  
FTWOODS Construction Services, Inc.  
P. O. Box 122  
Georgetown, TX 78627

**SURETY (Name and Principal Place of Business):**  
Federal Insurance Company  
15 Mountain View Road  
Warren, NJ 07059

**OWNER (Name and Address):**  
Hays County  
111 E. San Antonio St., Suite 101  
San Marcos, TX 78666

### CONSTRUCTION CONTRACT

**Date:** March 4, 2008

**Amount (In Numbers and Words):** Two hundred sixty eight thousand seven hundred fifty and 00/100  
(\$268,750.00)

**Description (Name and Location):** Construction of new future county road adjacent to Wimberley  
Elementary - including excavation, base, curb & paving

### BOND

**Date (Not earlier than Contract Date):** September 8, 2009

**Amount (In Numbers and Words):** Two hundred sixty eight thousand seven hundred fifty and 00/100  
(\$268,750.00)

**Modifications to this Bond Form:** None

### CONTRACTOR AS PRINCIPAL

**Company:** FTWOODS Construction Services, Inc. (Corp. Seal)

**Signature:**   
**Name and Title:**

### SURETY

**Company:** Federal Insurance Company (Corp. Seal)

**Signature:**   
**Name and Title:** Cynthia Giesen, Attorney-in-Fact



**WHEREAS:**

1. The CONTRACTOR and the Surety, jointly and severally, bind themselves, their officers, directors, shareholders, partners, heirs, executors, administrators, successors, and assigns to the OWNER for the performance of the Construction Contract during the warranty and guarantee periods, which is incorporated herein by reference.
2. If the CONTRACTOR repairs any and all Defects in Work during the maintenance period, the Surety and the CONTRACTOR shall have no obligation under this Bond, except to participate in conferences as provided in Subparagraph 3.1.
3. If there is no OWNER Default, the Surety's obligation under this Bond shall arise after:
  - 3.1. The OWNER has notified the CONTRACTOR and the Surety at its address described in Paragraph 10 below that the OWNER is considering declaring a CONTRACTOR Default and has requested and attempted to arrange a conference with the CONTRACTOR and Surety to be held not later than fifteen (15) days after receipt of such notice to discuss methods of performing the Construction Contract. If the OWNER, the CONTRACTOR, and the Surety agree, the CONTRACTOR shall be allowed a reasonable time to perform the Warranty Work, but such an agreement shall not waive the OWNER's right, if any, subsequently to declare a CONTRACTOR Default; and
  - 3.2. The OWNER has declared a CONTRACTOR Default and formally terminated the CONTRACTOR's right to complete the Warranty Work. Such CONTRACTOR Default shall not be declared earlier than twenty (20) days after the CONTRACTOR and the Surety have received notice as provided in Subparagraph 3.1; and
4. When the OWNER has satisfied the conditions of Paragraph 3 above, the Surety shall, within thirty (30) days after notice of default, and at the Surety's expense, take one of the following actions:
  - 4.1. Arrange for the CONTRACTOR, with consent of the OWNER, to perform and complete the Warranty Work; or
  - 4.2. Undertake to perform and complete the Warranty Work itself, through its agents or through independent contractors; or
  - 4.3. Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:
    - 4.3.1 After investigation, determine the amount for which it may be liable to the OWNER, and as soon as practicable after the amount is determined, tender payment therefor to the OWNER; or
    - 4.3.2 Deny liability in whole or in part and notify the OWNER citing reasons therefor.

5. If the Surety does not proceed as provided in Paragraph 4, the Surety shall be deemed to be in default on this Bond fifteen (15) calendar days after receipt of an additional written notice from the OWNER to the Surety demanding that the Surety perform its obligations under this Bond, and the OWNER shall be entitled to enforce any remedy available to the OWNER. If the Surety proceeds as provided in Subparagraph 4.3, and the OWNER refuses the payment tendered, or the Surety has denied liability, in whole or in part, without further notice, the OWNER shall be entitled to enforce any remedy available to the OWNER.
6. After the OWNER has terminated the CONTRACTOR's right to complete the Warranty Work, and if the Surety elects to act under Subparagraph 4.1 or 4.2 above, then the responsibilities of the Surety to the OWNER shall not be greater than those of the CONTRACTOR under the Construction Contract, and the responsibilities of the OWNER to the Surety shall not be greater than those of the OWNER under the Construction Contract. To the limit of the amount of this Bond, the Surety is obligated without duplication for:
- 6.1. The responsibilities of the CONTRACTOR for correction of defective work;
- 6.2. Additional legal, design professional, and delay costs resulting from the CONTRACTOR's Default, and resulting from the actions or failure to act of the Surety under Paragraph 4 above; and
7. The Surety shall not be liable to the OWNER or others for obligations of the CONTRACTOR that are unrelated to the Construction Contract. No right of action shall accrue on this Bond to any person or entity other than the OWNER or its heirs, executors, administrators, or successors.
8. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontractors, purchase orders and other obligations.
9. Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within one year after CONTRACTOR Default, or within one year after the CONTRACTOR ceased working, or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law; the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
10. Notice to the Surety, the OWNER, or the CONTRACTOR shall be mailed or delivered to the address shown on the signature page.
11. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom, and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common-law bond.

**12. Definitions.**

**12.1. Construction Contract:** The agreement between the OWNER and the CONTRACTOR identified on the signature page, including all Contract Documents and changes thereto.

**12.2. CONTRACTOR Default:** Failure of the CONTRACTOR, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction Contract.

**12.3. OWNER Default:** Failure of the OWNER, which has neither been remedied nor waived, to pay the CONTRACTOR as required by the Construction Contract, or to perform and complete or comply with the other terms thereof.

**END OF SECTION**



Chubb  
Surety

POWER  
OF  
ATTORNEY

Federal Insurance Company  
Vigilant Insurance Company  
Pacific Indemnity Company

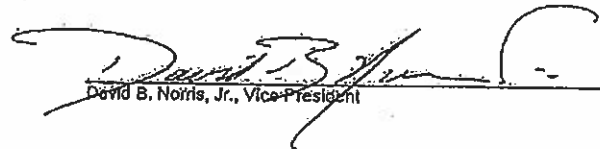
Attn: Surety Department  
15 Mountain View Road  
Warren, NJ 07059

Know All by These Presents, That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint John E. Alford, Linda K. Edwards, Robert C. Fricke, Cynthia Giesen, Wesley M. Pitts, William H. Pitts Jr., Norman P. Rolling, James O. Schnell, Steven W. Searcey and April M. Terbay of Austin, Texas-----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than ball bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY have each executed and attested these presents and affixed their corporate seals on this 14<sup>th</sup> day of February, 2008

  
Kenneth C. Wendel, Assistant Secretary

  
David B. Norris, Jr., Vice President

STATE OF NEW JERSEY

County of Somerset

ss.

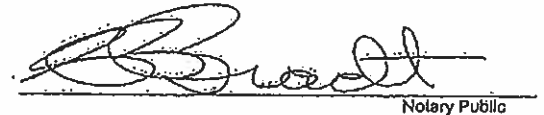
On this 14<sup>th</sup> day of February, 2008

before me, a Notary Public of New Jersey, personally came Kenneth C. Wendel, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Kenneth C. Wendel, being by me duly sworn, did depose and say that he is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of the By-Laws of said Companies; and that he signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that he is acquainted with David B. Norris, Jr., and knows him to be Vice President of said Companies; and that the signature of David B. Norris, Jr., subscribed to said Power of Attorney is in the genuine handwriting of David B. Norris, Jr., and was thereto subscribed by authority of said By-Laws and in deponent's presence.

Notarial Seal



STEPHEN B. BRADT  
Notary Public, State of New Jersey  
No. 2321097  
Commission Expires Oct. 25, 2009

  
Notary Public

### CERTIFICATION

Extract from the By-Laws of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY:

"All powers of attorney for and on behalf of the Company may and shall be executed in the name and on behalf of the Company, either by the Chairman or the President or a Vice President or an Assistant Vice President, jointly with the Secretary or an Assistant Secretary, under their respective designations. The signature of such officers may be engraved, printed or lithographed. The signature of each of the following officers: Chairman, President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary and the seal of the Company may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such power of attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached."

I, Kenneth C. Wendel, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing extract of the By-Laws of the Companies is true and correct,
- (ii) the Companies are duly licensed and authorized to transact surety business in all 50 of the United States of America and the District of Columbia and are authorized by the U.S. Treasury Department; further, Federal and Vigilant are licensed in Puerto Rico and the U.S. Virgin Islands, and Federal is licensed in American Samoa, Guam, and each of the Provinces of Canada except Prince Edward Island; and
- (iii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Warren, NJ this 8<sup>th</sup> day of September, 2009.



  
Kenneth C. Wendel, Assistant Secretary

IN THE EVENT YOU WISH TO NOTIFY US OF A CLAIM, VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT ADDRESS LISTED ABOVE, OR BY Telephone (908) 903- 3493 Fax (908) 903- 3656  
e-mail: surety@chubb.com

THE RIDGE AT WIMBERLEY SPRINGS  
SECTION 1  
FOR REVIEW ONLY

STATE OF TEXAS  
COUNTY OF HAYS

KNOW ALL MEN BY THESE PRESENTS, THAT WE, WIMBERLEY INDEPENDENT SCHOOL DISTRICT, WITH ITS HOME ADDRESS AT 14401 RANCH ROAD 12, WIMBERLEY, TEXAS 78676, THE OWNER OF 18,230 ACRES OF LAND IN THE S. H. ENGLISH SURVEY, ABSTRACT NO. 589, BEING THAT CERTAIN CALLED 18,219 ACRES TRACT OF LAND AS DESCRIBED AND CONVEYED IN THE DEED OF RECORD IN VOLUME 3350, PAGE 778, OFFICIAL PUBLIC RECORDS OF HAYS COUNTY, TEXAS; AND BLACK FAMILY PARTNERSHIP, LTD., A LIMITED PARTNERSHIP ORGANIZED AND EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, WITH ITS HOME ADDRESS AT 303 VETERANS AIR PARK LANE, SUITE 800, MIDLAND, TEXAS 79705, THE OWNER OF 1,523 ACRES OF LAND IN THE S. N. ENGLISH SURVEY, ABSTRACT NO. 589, BEING A PORTION OF THAT CERTAIN CALLED 74,174 ACRES TRACT OF LAND AS DESCRIBED AND CONVEYED IN THE DEED TO SAID BLACK FAMILY PARTNERSHIP, LTD. OF RECORD IN VOLUME 2999, PAGE 853, OFFICIAL PUBLIC RECORDS OF HAYS COUNTY, TEXAS, DO HEREBY SUBDIVIDE THE SAID 19,230 ACRE TRACT AND THE 1,523 ACRE TRACT, TOTALING 20,753 ACRES, TO BE KNOWN AS THE RIDGE AT WIMBERLEY SPRINGS, SECTION 1, IN HERETOFORE GRANTED, AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF STREETS AND EASEMENTS SHOWN HEREON (EXCEPT THOSE DESIGNATED AS PRIVATE STREETS HEREON).

IN WITNESS WHEREOF, SAID WIMBERLEY INDEPENDENT SCHOOL DISTRICT HAS CAUSED THESE PRESENTS TO BE EXECUTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

By: DWAIN YORK, SUPERINTENDENT  
WIMBERLEY I.S.D.

IN WITNESS WHEREOF, THE SAID BLACK FAMILY PARTNERSHIP, LTD. HAS CAUSED THESE PRESENTS TO BE EXECUTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

By: BLACK FAMILY PARTNERSHIP, LTD.  
By: BLACK & CRUMP, INC.  
A TEXAS CORPORATION  
ITS: GENERAL PARTNER

By: MICHAEL E. BLACK, VICE PRESIDENT

STATE OF TEXAS  
COUNTY OF HAYS

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, DWAIN YORK, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AS THE SUPERINTENDENT OF WIMBERLEY I.S.D., AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN SUCH CAPACITY AS THE ACT AND DEED OF SAID PARTNERSHIP FOR THE PURPOSES AND CONSIDERATIONS THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_\_\_.

By: NOTARY PUBLIC IN AND FOR HAYS COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF HAYS

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, MICHAEL E. BLACK, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AS VICE PRESIDENT OF BLACK FAMILY PARTNERSHIP, LTD., AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN SUCH CAPACITY AS THE ACT AND DEED OF SAID PARTNERSHIP FOR THE PURPOSES AND CONSIDERATIONS THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_\_\_.

By: NOTARY PUBLIC IN AND FOR HAYS COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF HAYS

I, LINDA FRITSCH, COUNTY CLERK OF HAYS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D., THE COMMISSIONERS COURT OF HAYS COUNTY, TEXAS PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND SAID ORDER HAS BEEN DULY ENTERED IN THE MINUTES OF THE SAID COURT IN BOOK \_\_\_\_ PAGE \_\_\_\_.

WITNESS MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D.

LINDA FRITSCH  
COUNTY CLERK  
HAYS COUNTY, TEXAS

CERTIFICATE OF RECORDING, TO WIT:

STATE OF TEXAS  
COUNTY OF HAYS

I, LINDA FRITSCH, COUNTY CLERK OF HAYS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_ M., AND DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_ M., IN THE PLAT RECORDS OF HAYS COUNTY, TEXAS, IN BOOK \_\_\_\_ PAGE \_\_\_\_.

LINDA FRITSCH  
COUNTY CLERK  
HAYS COUNTY, TEXAS

SEWAGE DISPOSAL/INDIVIDUAL WATER SUPPLY CERTIFICATION, TO-WIT:

NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO AN INDIVIDUAL WATER SUPPLY OR A STATE-APPROVED COMMUNITY WATER SYSTEM. DUE TO DECLINING WATER SUPPLIES AND DIMINISHING WATER QUALITY, PROSPECTIVE PROPERTY OWNERS ARE CAUTIONED BY HAYS COUNTY TO QUESTION THE SELLER CONCERNING GROUND WATER AVAILABILITY. RAIN WATER COLLECTION IS ENCOURAGED AND IN SOME AREAS MAY OFFER THE BEST RENEWABLE WATER RESOURCE.

NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR TO AN ON-SITE WASTEWATER SYSTEM WHICH HAS BEEN APPROVED AND PERMITTED BY HAYS COUNTY ENVIRONMENTAL HEALTH.

NO CONSTRUCTION OR OTHER DEVELOPMENT WITHIN THIS SUBDIVISION MAY BEGIN UNTIL ALL HAYS COUNTY DEVELOPMENT PERMIT REQUIREMENTS HAVE BEEN MET.

JERRY BORCHERTING, DIRECTOR  
RESOURCE PROTECTION, TRANSPORTATION  
& PLANNING DEPARTMENT

DATE

TON POPE  
FLOODPLAIN ADMINISTRATOR

DATE

STATE OF TEXAS  
COUNTY OF TRAVIS

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THE PLAT AND ALL PLANS AND SPECIFICATIONS WHICH ARE INCLUDED WITH THE PLAT ARE, TO THE BEST OF MY PROFESSIONAL CAPACITY, COMPLETE AND ACCURATE AND IN COMPLIANCE WITH ALL RELEVANT CITY ORDINANCES, CODES, PLANS, AND RELEVANT STATE STANDARDS.

NO PORTION OF THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE 100-YEAR FLOOD PLAIN, AS DELINEATED ON THE HAYS COUNTY COMMUNITY PANEL #48209C 0219F, DATED SEPTEMBER 2, 2005.

THIS PLAT IS INTENDED FOR REVIEW PURPOSE ONLY. IT IS NOT  
INTENDED TO BE RECORDED.

DATE

By: TRACY A. BRATTON  
REGISTERED PROFESSIONAL ENGINEER  
NO. 90095 - STATE OF TEXAS  
LOOMIS PARTNERS, INC.  
TYPE FIRM NO. F-2086  
3101 BEE CAVES RD., SUITE 100  
AUSTIN, TEXAS 78746  
512-327-1180

STATE OF TEXAS  
COUNTY OF TRAVIS

I, JOHN D. BARNARD, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL ON-THE-GROUND SURVEY MADE UNDER MY DIRECTION AND SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

THIS PLAT IS INTENDED FOR REVIEW PURPOSE ONLY. IT IS NOT  
INTENDED TO BE RECORDED.

DATE

By: JOHN D. BARNARD  
REGISTERED PROFESSIONAL LAND SURVEYOR  
NO. 5749 - STATE OF TEXAS  
LOOMIS PARTNERS, INC.  
3101 BEE CAVES RD., SUITE 100  
AUSTIN, TEXAS 78746  
512-327-1180

SURVEYOR'S NOTES:

1. NO PORTION OF THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE EDWARD'S AQUIFER RECHARGE ZONE.
2. NO PORTION OF THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE CONTRIBUTING ZONE OF THE BARTON SPRINGS SEGMENT OF THE EDWARDS AQUIFER.
3. THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE EDWARDS AQUIFER CONTRIBUTING ZONE.
4. NO PORTION OF THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF ANY MUNICIPALITY'S CORPORATE CITY LIMITS, OR AREA OF EXTRA TERRITORIAL JURISDICTION.
5. LOT SIZE CATEGORIES
  1. THE TOTAL NUMBER OF LOTS WITHIN THE PROPOSED SUBDIVISION IS 2.
  2. THERE IS 1 LOT 10 ACRES OR LARGER.
  3. THERE ARE 0 LOTS LARGER THAN 5.0 ACRES AND SMALLER THAN 10 ACRES.
  4. THERE ARE 0 LOTS 2.00 ACRES OR LARGER UP TO 5.00 ACRES.
  5. THERE ARE 0 LOTS LARGER THAN 1.00 ACRE AND SMALLER THAN 2.0 ACRE.
  6. THERE IS 1 LOT SMALLER THAN 1.00 ACRE.
  7. TOTAL ACREAGE OF LOTS IS 19,978 ACRES.
  8. 0.775 OF 1 ACRE IS TO BE DEDICATED AS ADDITIONAL RIGHT-OF-WAY.
  9. TOTAL ACREAGE FOR THE WIMBERLEY SPRINGS SEC 1 SUBDIVISION IS 20,753 ACRES.
6. THIS SUBDIVISION IS WITHIN THE BOUNDARIES OF THE WIMBERLEY INDEPENDENT SCHOOL DISTRICT.
7. MAILBOXES INSTALLED WITHIN THE RIGHT-OF-WAY OF STREETS AND HIGHWAYS WILL MEET THE REQUIRED CONSTRUCTION STANDARDS. ALL SUCH MAILBOXES TO BE MADE OF COLLAPSIBLE MATERIALS, AS DEFINED IN THE ORDINANCE.
8. A PRE-CONSTRUCTION MEETING IS REQUIRED WITH THE HAYS COUNTY ROAD DEPARTMENT ALONG WITH ANY OTHER GOVERNMENTAL AGENCY THAT MAY HAVE JURISDICTION AUTHORITY.
9. CONSTRUCTION OF ROADWAY AND DRAINAGE IMPROVEMENTS MAY BEGIN ONCE THE HAYS COUNTY ROAD DEPARTMENT HAS APPROVED CONSTRUCTION PLANS.
10. UTILITIES ARE INTENDED TO BE INSTALLED BELOW-GROUND.
11. WHEN REQUIRED, LOTS SHALL HAVE A MINIMUM DRIVEWAY CULVERT SIZE OF 18".
12. WATER AND WASTEWATER UTILITY SERVICE WILL BE PROVIDED BY AQUA TEXAS.
13. ELECTRIC UTILITY SERVICE WILL BE PROVIDED BY PEDERNALES ELECTRIC COOP.
14. TELEPHONE UTILITY SERVICE WILL BE PROVIDED BY VERIZON.
15. GAS UTILITY SERVICE WILL NOT BE PROVIDED.
16. NO CONSTRUCTION OR DEVELOPMENT WITHIN THE SUBDIVISION MAY BEGIN UNTIL ALL HAYS COUNTY DEVELOPMENT AUTHORIZATION REQUIREMENTS HAVE BEEN SATISFIED.

WHILE THE WATER AVAILABILITY RULES ARE INTENDED TO PRESERVE AND PROTECT THE WATER RESOURCES OF HAYS COUNTY, THE COMMISSIONERS COURT OF HAYS COUNTY DOES NOT MAKE ANY WARRANTY - EXPRESS, IMPLIED, OR OTHERWISE - THAT SUBDIVISIONS THAT COMPLY WITH THESE RULES WILL BE ABLE TO MEET THE WATER NEEDS OF THOSE PURCHASING LOTS WITHIN THE SUBDIVISION.

AQUA-TEXAS, CON# 11152, AN APPROVED WATER SUPPLY SYSTEM, HAS ADEQUATE QUANTITY TO SUPPLY THIS SUBDIVISION AND PROVISIONS HAVE BEEN MADE TO PROVIDE SERVICE TO EACH LOT IN THIS SUBDIVISION IN ACCORDANCE WITH THE POLICIES OF THE WATER SUPPLY SYSTEM.

AQUA-TEXAS REPRESENTATIVE

DATE

JERRY BORCHERTING, RPTP DEPT. DIRECTOR

DATE

SHEET 1 OF 2

FILE: H:\SURVEY\WIMBERLEY SPRINGS RESORT\WORK\PLATS\	
RIDGE AT WIMBERLEY SPRINGS SEC 1.DWG	
DATE: 10-02-05	DRAWN BY: KIM
SCALE: 1"=100'	CHECKED BY: J.D.B.
JOB #306310-10-23	DRAWING # FINAL PLAT
	PLAN # 1088
NO.	REVISION
BY	DATE
PLOT DATE: Dec 29, 2009 - 7:14am	



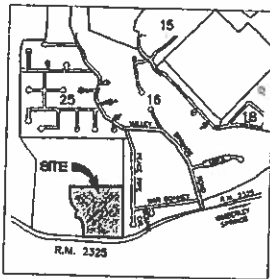
LOOMIS PARTNERS

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(TEL) 512.327.1180 • (FAX) 512.327.1062 • www.loomis-partners.com

FINAL PLAT  
THE RIDGE AT  
WIMBERLEY SPRINGS SECTION 1  
WIMBERLEY SPRINGS  
HAYS COUNTY, TEXAS

PLAN #: 1088

# THE RIDGE AT WIMBERLEY SPRINGS SECTION 1 FOR REVIEW ONLY



LOCATION MAP  
NOT TO SCALE

WOODCREEK, SECTION 25  
BK./VOL. 2, PG. 12  
P.R.H.C.TX.

SCALE: 1"=100'

SEPTEMBER, 2008  
HAYS COUNTY, TEXAS

(74.174 ACRES)  
BLACK FAMILY  
PARTNERSHIP, LTD.  
VOL. 2999, PG. 653  
O.P.R.H.C.TX.

S.N. ENGLISH SURVEY  
A-589

LOT 1  
BLOCK "A"  
19.230 ACRES  
(19.219 ACRES)

WIMBERLEY INDEPENDENT SCHOOL DISTRICT  
VOL. 3350, PG. 778  
O.P.R.H.C.TX.

(74.174 ACRES)  
BLACK FAMILY  
PARTNERSHIP, LTD.  
VOL. 2999, PG. 653  
O.P.R.H.C.TX.



DETAIL  
NOT TO SCALE

25' WIDE PUBLIC  
UTILITY EASEMENT  
DOC. NO.  
O.P.R.H.C.TX.

LINE	BEARING	DISTANCE
L1	S 48°30'15" W	13.99'
L2	N 43°29'45" W	60.00'
L3	N 48°30'15" E	11.82'
L4	N 49°45'55" E	80.00'

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	1105.92'	539.14'	S 85°31'23" W	236.67'
		(1105.92')	(S 84°35'13" W)	(237.42')
C2	355.00'	228.54'	N 19°13'14" W	224.61'
C3	25.00'	41.91'	N 85°34'46" W	37.11'
C4	25.00'	40.40'	N 00°08'05" E	36.19'
C5	345.00'	278.15'	N 25°00'58" W	271.80'
	(345.00')	(278.15')	(N 22°04'52" W)	(271.61')
C6	405.00'	326.00'	N 23°13'28" W	316.35'
	(405.00')	(325.01')	(N 22°16'22" W)	(316.35')
C7	300.00'	27.76'	N 40°45'42" W	27.75'

## LEGEND

- 1/2" IRON ROD FINDING UNLESS OTHERWISE NOTED
- CONCRETE R.O.W. MONUMENT FOUND
- 1/2" IRON ROD W/ PLASTIC CAP STAMPED "LH" SET
- △ CALCULATED POINT
- ( ) RECORD INFORMATION PER VOL. 3350, PG. 778, O.P.R.H.C.TX.
- [ ] RECORD ADJOURN INFORMATION
- D.R.H.C.TX. DED RECORDS OF HAYS COUNTY, TEXAS
- P.R.H.C.TX. PLAT RECORDS OF HAYS COUNTY, TEXAS
- O.P.R.H.C.TX. OFFICIAL PUBLIC RECORDS OF HAYS COUNTY, TEXAS
- R.O.W. RIGHT-OF-WAY
- P.U.E. PUBLIC UTILITY EASEMENT

BEARING BASIS NOTE:  
BEARING BASIS IS TEXAS COORDINATE SYSTEM, SOUTH  
CENTRAL ZONE, NAD83, GRID.

NOTE:  
A 15 FOOT WIDE UTILITY EASEMENT GRANTED TO  
PEDERNALES ELECTRIC COOPERATIVE, INC. BY WIMBERLEY  
INDEPENDENT SCHOOL DISTRICT IN AN INSTRUMENT DATED  
JANUARY 6, 2009, MAY AFFECT LOT 1, BLOCK A, BUT IS  
NOT DESCRIBED SUFFICIENTLY TO PLOT HEREON

FILE: H:\SURVEY\WIMBERLEY SPRINGS RESORT\WORK\PLATS\	
RIDGE AT WIMBERLEY SPRINGS SEC 1.DWG	
DATE: 10-02-08	DRAWN BY: RHW
SCALE: 1"=100'	CHECKED BY: J.D.B.
JOB #: 060310.10.23	DRAWING #: FINAL PLAT
	PLAN #: 1088
NO.	REVISION
	BY
	DATE



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FINAL PLAT  
THE RIDGE AT  
WIMBERLEY SPRINGS SECTION 1  
WIMBERLEY SPRINGS  
HAYS COUNTY, TEXAS

SHEET 2 OF 2

PLAN #: 1088

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

**no later than 2:00 p.m. on WEDNESDAY.**

**Phone (512) 393-2205 Fax (512) 393-2282**

**AGENDA ITEM:** Discussion and possible action to accept and approve Design Development Documents and Guaranteed Maximum Price Proposal, as presented by Flynn Construction and Polkinghorn Group.

**CHECK ONE:**      ☐ **CONSENT**      ☒ **ACTION**      ☐ **EXECUTIVE SESSION**  
☐ **WORKSHOP**      ☐ **PROCLAMATION**      ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED:** May 11, 2010

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:**

**REQUESTED BY:** Borcharding

**SPONSORED BY:** SUMTER

**SUMMARY:** Discussion of RPTP building on Yarrington road. Possible add-on alternates and approve design documents with delivery of GMP.

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Discussion and possible action to amend budget for JP Technology Fund.**

**CHECK ONE:**      ☐ **CONSENT**    ☒ **ACTION**      ☐ **EXECUTIVE SESSION**  
☐ **WORKSHOP**      ☐ **PROCLAMATION**      ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED: \$1,000**

**LINE ITEM NUMBER OF FUNDS REQUIRED: from 112-628-00.5712 to 112-628-00.5551**

**REQUESTED BY: Judge Cable**

**SPONSORED BY: Judge Sumter**

**SUMMARY:**

**JP Technology requests a transfer of \$1,000 from 112-628-00.5712 (computer equipment) to 112-628-00.5551 (continuing education). This transfer is needed to cover continuing education cost for technology related training throughout the year.**



## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Discussion and possible action to amend budget for Historical Commission General Fund.**

**CHECK ONE:**      **CONSENT**      ☒ **ACTION**      ☐ **EXECUTIVE SESSION**  
  
                         ☐ **WORKSHOP**      ☐ **PROCLAMATION**      ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED: \$900**

**LINE ITEM NUMBER OF FUNDS REQUIRED: \$400 from 001-676-00.5711 & \$500 from 001-676-00.5491 to 001-676-00.5551**

**REQUESTED BY: Kate Johnson**

**SPONSORED BY: Judge Sumter**

**SUMMARY:**

**Historical Commission requests a transfer of \$400 from 001-676-00.5711 (office equipment) & \$500 from 001-676-00.5491 (cemetery maintenance) to 001-676-00.5551 (continuing education). This transfer is needed to cover the cost of the Annual Historic Preservation conference.**

# *Agenda Item Routing Form*

**DESCRIPTION OF Item:** Amend budget for Historical Commission General Fund. Historical Commission requests a transfer of \$400 from 001-676-00.5711 (office equipment) & \$500 from 001-676-00.5491 (cemetery maintenance) to 001-676-00.5551 (continuing education). This transfer is needed to cover the cost of the Annual Historic Preservation conference.

**PREFERRED MEETING DATE REQUESTED:** MAY 11, 2010

## **COUNTY AUDITOR**

**Typically Requires 1 Business Day Review**

**AMOUNT:** \$900.00

**LINE ITEM NUMBER:** \$400 from 001-676-00.5711 & \$500 from 001-676-00.5491 to 001-676-00.5551

**COUNTY PURCHASING GUIDELINES FOLLOWED:**N/A

**PAYMENT TERMS ACCEPTABLE:**N/A

**COMMENTS:**

**Bill Herzog**

## **SPECIAL COUNSEL**

**Typically Requires 9 Business Day Review**

**CONTRACT TERMS ACCEPTABLE:** \_\_\_\_\_

**COMMENTS:**

## **COMMISSIONERS' COURT**

**APPROVED/DISAPPROVED AND DATE:** \_\_\_\_\_

## **COUNTY JUDGE**

*Signature Required if Approved*

**DATE CONTRACT SIGNED:** \_\_\_\_\_

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m. on WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Discussion and possible action to accept donation of a Security Camera System from Wal-Mart Foundation for the Precinct 3 offices and to purchase a new Flat Screen TV amending the budget accordingly.**

**CHECK ONE:**              ☐ **CONSENT**      ☒ **ACTION**      ☐ **EXECUTIVE SESSION**  
☐ **WORKSHOP**              ☐ **PROCLAMATION**              ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED: \$270.00**

**LINE ITEM NUMBER OF FUNDS REQUIRED: 001-637-00.5717**

**REQUESTED BY: Constable Ayres**

**SPONSORED BY: Commissioner Will Conley**

**SUMMARY:**

**The television will be paid for by using \$270.00 from the above line item which contains money from the insurance claim from the vehicle that was damaged in an accident earlier this year. This equipment will replace an older TV that is failing, and is currently used as a monitor for the new security camera system and viewing video from traffic stops, evictions and for training videos.**

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM: Discussion and possible action to authorize the County Judge to approve Hays County Personal Health Department's (HCPHD) grant application for Title V Maternity funds for FY 2011 in the amount of \$12,000.00.**

**CHECK ONE:**      **CONSENT**      **X ACTION**      ☐ **EXECUTIVE SESSION**  
  
                         ☐ **WORKSHOP**      ☐ **PROCLAMATION**      ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED: May 11, 2010**

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED: 120-675-99.020**

**REQUESTED BY: Priscilla Hargraves**

**SPONSORED BY: Judge Sumter**

**SUMMARY:**

**This is an application by the HCPHD to receive grant funds through the Title V Maternity program FY 2011. This allows clients to receive prenatal care for reduced or no cost prior to their obtaining funding through the Medicaid or Chip Perinate programs. Consequently clients are able to seek prenatal care early on in their pregnancies and potentially prevent maternal and fetal health problems. The funding is for September 1, 2010 through August 31, 2011.**

# Department of State Health Services

## FORM A-1: FACE PAGE

### Proposal for Financial Assistance – DFCHS-0388.1

This form requests basic information about the respondent and project, including the signature of the authorized representative. The face page is the cover page of the proposal and must be completed in its entirety.

<b>RESPONDENT INFORMATION</b>			
1) LEGAL BUSINESS NAME:		HAYS COUNTY PERSONAL HEALTH DEPARTMENT	
2) MAILING Address Information (include mailing address, street, city, county, state and zip code):			Check if address change
111 EAST SAN ANTONIO STREET SAN MARCOS, HAYS TEXAS 78666			
3) PAYEE Name and Mailing Address (if different from above):			Check if address change
SAME AS ABOVE			
4) Federal Tax ID No. (9 digit), State of Texas Comptroller Vendor ID No. (14 digit) or Social Security Number (9 digit) :			746002241 17460022415002
<i>*The respondent acknowledges, understands and agrees that the respondent's choice to use a social security number as the vendor identification number for the contract may result in the social security number being made public via state open records requests.</i>			
5) Medicaid Provider Number: 138405904		OR	Date Medicaid Application Submitted & TMHP Ticket #:
6) TYPE OF ENTITY (check all that apply):			
<input type="checkbox"/> City	<input type="checkbox"/> Nonprofit Organization*	<input type="checkbox"/> Individual	
<input checked="" type="checkbox"/> County	<input type="checkbox"/> For Profit Organization*	<input type="checkbox"/> FQHC	
<input type="checkbox"/> Other Political Subdivision	<input type="checkbox"/> HUB Certified	<input type="checkbox"/> State Controlled Institution of Higher Learning	
<input type="checkbox"/> State Agency	<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> Hospital	
<input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Minority Organization	<input type="checkbox"/> Private	
<input type="checkbox"/>	<input type="checkbox"/> Faith Based (Nonprofit Org)	<input type="checkbox"/> Other (specify):	
<i>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</i>			
7) PROPOSED BUDGET PERIOD:		Start Date: 09/01/2010	End Date: 08/31/2011
8) COUNTIES SERVED BY PROJECT: Include completed list of counties to be served behind Face Page per Title V funded service(s).			
9) AMOUNT OF FUNDING REQUESTED		11) PROJECT CONTACT PERSON	
V-PRENATAL: \$ 12,000	V-CH&D: \$		
	V-GENETICS: \$		
10) PROJECTED EXPENDITURES			
\$ 192,200			
Does respondent's projected state or federal expenditures exceed \$500,000 for respondent's current fiscal year (excluding amount requested in line 9 above)? **		Name: Priscilla Hargraves	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Phone: 512-393-5520	
		Fax: 512-393-5530	
		E-mail: Priscilla_hargraves@co.hays.tx.us	
		12) FINANCIAL OFFICER	
		Name: Bill Herzog	
		Phone: 512-393-2283	
		Fax: 512-393-2279	
		E-mail: bherzog@co.hays.tx.us	
The facts affirmed by me in this proposal are truthful and I warrant the respondent is in compliance with the assurances and certifications contained in APPENDIX DSHS Assurances and Certifications. I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the respondent and I (the person signing below) am authorized to represent the respondent.			
13) AUTHORIZED REPRESENTATIVE		Check if change <input type="checkbox"/>	14) SIGNATURE OF AUTHORIZED REPRESENTATIVE
Name: Elizabeth Sumter			
Title: Hays County Judge			
Phone: 512-393-2205		15) DATE	
Fax: 512-393-2282			
E-mail: judge@co.hays.tx.us			

# **FORM A-1:C Title V Prenatal Services, Texas Counties and Regions List** **in Alphabetical Order**

Legal Business Name of Respondent:

HAYS  
DEPARTMENT

COUNTY

PERSONAL

HEALTH

**COUNTIES SERVED BY PROJECT** - This list is provided for item 8, Form A-1: Face Page.

Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>
<b>-A-</b>			Crosby	<input type="checkbox"/>	01	Hays	<input checked="" type="checkbox"/>	07	Martin	<input type="checkbox"/>	9/10	Schleicher	<input type="checkbox"/>
Anderson	<input type="checkbox"/>	4/5N	Culberson	<input type="checkbox"/>	9/10	Hemphill	<input type="checkbox"/>	01	Mason	<input type="checkbox"/>	9/10	Scurry	<input type="checkbox"/>
Andrews	<input type="checkbox"/>	9/10	<b>-D-</b>			Henderson	<input type="checkbox"/>	4/5N	Matagorda	<input type="checkbox"/>	6/5S	Shackelford	<input type="checkbox"/>
Angelina	<input type="checkbox"/>	4/5N	Dallam	<input type="checkbox"/>	01	Hidalgo	<input type="checkbox"/>	11	Maverick	<input type="checkbox"/>	08	Shelby	<input type="checkbox"/>
Aransas	<input type="checkbox"/>	11	Dallas	<input type="checkbox"/>	2/3	Hill	<input type="checkbox"/>	07	McCulloch	<input type="checkbox"/>	9/10	Sherman	<input type="checkbox"/>
Archer	<input type="checkbox"/>	2/3	Dawson	<input type="checkbox"/>	9/10	Hockley	<input type="checkbox"/>	01	McLennan	<input type="checkbox"/>	07	Smith	<input type="checkbox"/>
Armstrong	<input type="checkbox"/>	01	Deaf Smith	<input type="checkbox"/>	01	Hood	<input type="checkbox"/>	2/3	McMullen	<input type="checkbox"/>	11	Somervell	<input type="checkbox"/>
Atascosa	<input type="checkbox"/>	08	Delta	<input type="checkbox"/>	4/5N	Hopkins	<input type="checkbox"/>	4/5N	Medina	<input type="checkbox"/>	08	Starr	<input type="checkbox"/>
Austin	<input type="checkbox"/>	6/5S	Denton	<input type="checkbox"/>	2/3	Houston	<input type="checkbox"/>	4/5N	Menard	<input type="checkbox"/>	9/10	Stephens	<input type="checkbox"/>
<b>-B-</b>			DeWitt	<input type="checkbox"/>	08	Howard	<input type="checkbox"/>	9/10	Midland	<input type="checkbox"/>	9/10	Sterling	<input type="checkbox"/>
Bailey	<input type="checkbox"/>	01	Dickens	<input type="checkbox"/>	01	Hudspeth	<input type="checkbox"/>	9/10	Milam	<input type="checkbox"/>	07	Stonewall	<input type="checkbox"/>
Bandera	<input type="checkbox"/>	08	Dimmit	<input type="checkbox"/>	08	Hunt	<input type="checkbox"/>	2/3	Mills	<input type="checkbox"/>	07	Sutton	<input type="checkbox"/>
Bastrop	<input type="checkbox"/>	07	Donley	<input type="checkbox"/>	01	Hutchinson	<input type="checkbox"/>	01	Mitchell	<input type="checkbox"/>	2/3	Swisher	<input type="checkbox"/>
Baylor	<input type="checkbox"/>	2/3	Duval	<input type="checkbox"/>	11	<b>-I-</b>			Montague	<input type="checkbox"/>	2/3	<b>-T-</b>	
Bee	<input type="checkbox"/>	11	<b>-E-</b>			Irion	<input type="checkbox"/>	9/10	Montgomery	<input type="checkbox"/>	6/5S	Tarrant	<input type="checkbox"/>
Bell	<input type="checkbox"/>	07	Eastland	<input type="checkbox"/>	2/3	<b>-J-</b>			Moore	<input type="checkbox"/>	01	Taylor	<input type="checkbox"/>
Bexar	<input type="checkbox"/>	08	Ector	<input type="checkbox"/>	9/10	Jack	<input type="checkbox"/>	2/3	Morris	<input type="checkbox"/>	4/5N	Terrell	<input type="checkbox"/>
Blanco	<input type="checkbox"/>	07	Edwards	<input type="checkbox"/>	08	Jackson	<input type="checkbox"/>	08	Motley	<input type="checkbox"/>	01	Terry	<input type="checkbox"/>
Borden	<input type="checkbox"/>	9/10	Ellis	<input type="checkbox"/>	2/3	Jasper	<input type="checkbox"/>	4/5N	<b>-N-</b>			Throckmorton	<input type="checkbox"/>
Bosque	<input type="checkbox"/>	07	El Paso	<input type="checkbox"/>	9/10	Jeff Davis	<input type="checkbox"/>	9/10	Nacogdoches	<input type="checkbox"/>	4/5N	Titus	<input type="checkbox"/>
Bowie	<input type="checkbox"/>	4/5N	Erath	<input type="checkbox"/>	2/3	Jefferson	<input type="checkbox"/>	6/5S	Navarro	<input type="checkbox"/>	2/3	Tom Green	<input type="checkbox"/>
Brazoria	<input type="checkbox"/>	6/5S	<b>-F-</b>			Jim Hogg	<input type="checkbox"/>	11	Newton	<input type="checkbox"/>	4/5N	Travis	<input type="checkbox"/>
Brazos	<input type="checkbox"/>	07	Falls	<input type="checkbox"/>	07	Jim Wells	<input type="checkbox"/>	11	Nolan	<input type="checkbox"/>	2/3	Trinity	<input type="checkbox"/>
Brewster	<input type="checkbox"/>	9/10	Fannin	<input type="checkbox"/>	2/3	Johnson	<input type="checkbox"/>	2/3	Nueces	<input type="checkbox"/>	11	Tyler	<input type="checkbox"/>
Briscoe	<input type="checkbox"/>	01	Fayette	<input type="checkbox"/>	07	Jones	<input type="checkbox"/>	2/3	<b>-O-</b>			<b>-U-</b>	
Brooks	<input type="checkbox"/>	11	Fisher	<input type="checkbox"/>	2/3	<b>-K-</b>			Ochiltree	<input type="checkbox"/>	01	Upshur	<input type="checkbox"/>
Brown	<input type="checkbox"/>	2/3	Floyd	<input type="checkbox"/>	01	Karnes	<input type="checkbox"/>	08	Oldham	<input type="checkbox"/>	01	Upton	<input type="checkbox"/>
Burleson	<input type="checkbox"/>	07	Foard	<input type="checkbox"/>	2/3	Kaufman	<input type="checkbox"/>	2/3	Orange	<input type="checkbox"/>	6/5S	Uvalde	<input type="checkbox"/>
Burnet	<input type="checkbox"/>	07	Fort Bend	<input type="checkbox"/>	6/5S	Kendall	<input type="checkbox"/>	08	<b>-P-</b>			<b>-V-</b>	
<b>-C-</b>			Franklin	<input type="checkbox"/>	4/5N	Kenedy	<input type="checkbox"/>	11	Palo Pinto	<input type="checkbox"/>	2/3	Val Verde	<input type="checkbox"/>
Caldwell	<input type="checkbox"/>	07	Freestone	<input type="checkbox"/>	07	Kent	<input type="checkbox"/>	2/3	Panola	<input type="checkbox"/>	4/5N	Van Zandt	<input type="checkbox"/>
Calhoun	<input type="checkbox"/>	08	Frio	<input type="checkbox"/>	08	Kerr	<input type="checkbox"/>	08	Parker	<input type="checkbox"/>	2/3	Victoria	<input type="checkbox"/>
Callahan	<input type="checkbox"/>	2/3	<b>-G-</b>			Kimble	<input type="checkbox"/>	9/10	Parmer	<input type="checkbox"/>	01	<b>-W-</b>	
Cameron	<input type="checkbox"/>	11	Gaines	<input type="checkbox"/>	9/10	King	<input type="checkbox"/>	01	Pecos	<input type="checkbox"/>	9/10	Walker	<input type="checkbox"/>
Camp	<input type="checkbox"/>	4/5N	Galveston	<input type="checkbox"/>	6/5S	Kinney	<input type="checkbox"/>	08	Polk	<input type="checkbox"/>	4/5N	Waller	<input type="checkbox"/>
Carson	<input type="checkbox"/>	01	Garza	<input type="checkbox"/>	01	Kleberg	<input type="checkbox"/>	11	Potter	<input type="checkbox"/>	01	Ward	<input type="checkbox"/>
Cass	<input type="checkbox"/>	4/5N	Gillespie	<input type="checkbox"/>	08	Knox	<input type="checkbox"/>	2/3	Presidio	<input type="checkbox"/>	9/10	Washington	<input type="checkbox"/>
Castro	<input type="checkbox"/>	01	Glasscock	<input type="checkbox"/>	9/10	<b>-L-</b>			<b>-R-</b>			Webb	<input type="checkbox"/>
Chambers	<input type="checkbox"/>	6/5S	Goliad	<input type="checkbox"/>	08	Lamar	<input type="checkbox"/>	4/5N	Rains	<input type="checkbox"/>	4/5N	Wharton	<input type="checkbox"/>
Cherokee	<input type="checkbox"/>	4/5N	Gonzales	<input type="checkbox"/>	08	Lamb	<input type="checkbox"/>	01	Randall	<input type="checkbox"/>	01	Wheeler	<input type="checkbox"/>
Childress	<input type="checkbox"/>	01	Gray	<input type="checkbox"/>	01	Lampasas	<input type="checkbox"/>	07	Reagan	<input type="checkbox"/>	9/10	Wichita	<input type="checkbox"/>
Clay	<input type="checkbox"/>	2/3	Grayson	<input type="checkbox"/>	2/3	La Salle	<input type="checkbox"/>	08	Real	<input type="checkbox"/>	08	Wilbarger	<input type="checkbox"/>
Cochran	<input type="checkbox"/>	01	Gregg	<input type="checkbox"/>	4/5N	Lavaca	<input type="checkbox"/>	08	Red River	<input type="checkbox"/>	4/5N	Willacy	<input type="checkbox"/>
Coke	<input type="checkbox"/>	9/10	Grimes	<input type="checkbox"/>	07	Lee	<input type="checkbox"/>	07	Reeves	<input type="checkbox"/>	9/10	Williamson	<input type="checkbox"/>
Coleman	<input type="checkbox"/>	2/3	Guadalupe	<input type="checkbox"/>	08	Leon	<input type="checkbox"/>	07	Refugio	<input type="checkbox"/>	11	Wilson	<input type="checkbox"/>
Collin	<input type="checkbox"/>	2/3	<b>-H-</b>			Liberty	<input type="checkbox"/>	6/5S	Roberts	<input type="checkbox"/>	01	Winkler	<input type="checkbox"/>
Collingsworth	<input type="checkbox"/>	01	Hale	<input type="checkbox"/>	01	Limestone	<input type="checkbox"/>	07	Robertson	<input type="checkbox"/>	07	Wise	<input type="checkbox"/>
Colorado	<input type="checkbox"/>	6/5S	Hall	<input type="checkbox"/>	01	Lipscomb	<input type="checkbox"/>	01	Rockwall	<input type="checkbox"/>	2/3	Wood	<input type="checkbox"/>
Comal	<input type="checkbox"/>	08	Hamilton	<input type="checkbox"/>	07	Live Oak	<input type="checkbox"/>	11	Runnels	<input type="checkbox"/>	2/3	<b>-Y-</b>	
Comanche	<input type="checkbox"/>	2/3	Hansford	<input type="checkbox"/>	01	Llano	<input type="checkbox"/>	07	Rusk	<input type="checkbox"/>	4/5N	Yoakum	<input type="checkbox"/>
Concho	<input type="checkbox"/>	9/10	Hardeman	<input type="checkbox"/>	2/3	Loving	<input type="checkbox"/>	9/10	<b>-S-</b>			Young	<input type="checkbox"/>
Cooke	<input type="checkbox"/>	2/3	Hardin	<input type="checkbox"/>	6/5S	Lubbock	<input type="checkbox"/>	01	Sabine	<input type="checkbox"/>	4/5N	<b>-Z-</b>	
Coryell	<input type="checkbox"/>	07	Harris	<input type="checkbox"/>	6/5S	Lynn	<input type="checkbox"/>	01	San Augustine	<input type="checkbox"/>	4/5N	Zapata	<input type="checkbox"/>
Cottle	<input type="checkbox"/>	2/3	Harrison	<input type="checkbox"/>	4/5N	<b>-M-</b>			San Jacinto	<input type="checkbox"/>	4/5N	Zavala	<input type="checkbox"/>
Crane	<input type="checkbox"/>	9/10	Hartley	<input type="checkbox"/>	01	Madison	<input type="checkbox"/>	07	San Patricio	<input type="checkbox"/>	11		
Crockett	<input type="checkbox"/>	9/10	Haskell	<input type="checkbox"/>	2/3	Marion	<input type="checkbox"/>	4/5N	San Saba	<input type="checkbox"/>	07		

## FORM A-2: PROPOSAL TABLE OF CONTENTS AND CHECKLIST

Legal Business Name of  
Respondent:

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

*This form is provided as your Table of Contents and to ensure the proposal is complete, proper signatures are included, and the required assurances, certifications, and attachments have been submitted. Except as indicated, complete and include each form, and be sure to indicate page number.*

FORM	DESCRIPTION	Included	Page #	Not Applicable
	<b>Section II – Attachment A : Required for All Respondents</b>			
<b>A-1</b>	Face Page - completed, signed & dated	<input checked="" type="checkbox"/>	<b>1</b>	
<b>A-1:B</b>	Title V Child Health & Dental Services, Texas Counties and Regions List behind A-1	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>A-1:C</b>	Title V Prenatal Services, Texas Counties and Regions List behind A-1	<input checked="" type="checkbox"/>	<b>2</b>	<input type="checkbox"/>
<b>A-1:D</b>	Title V Genetics Services, Texas Counties and Regions List behind A-1	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>A-2</b>	Proposal Table of Contents and Checklist	<input checked="" type="checkbox"/>	<b>3</b>	
<b>A-3</b>	Administrative Information - with supplemental documentation attached, if required	<input checked="" type="checkbox"/>	<b>4-6</b>	
<b>A-4</b>	Historically Underutilized Business (HUB) Forms including Subcontracting Plan and Progress Report	<input checked="" type="checkbox"/>	<b>7-9</b>	
<b>A-5</b>	Child Support Certification (non-profit and governmental entities exempt)	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>A-6</b>	Clinic Sites - complete a separate form for each clinic site	<input checked="" type="checkbox"/>	<b>10-11</b>	
<b>A-7</b>	Respondent Site Readiness	<input checked="" type="checkbox"/>	<b>12</b>	
<b>A-8</b>	Title V Fee for Services Program Assurances	<input checked="" type="checkbox"/>	<b>13-14</b>	
<b>A-9</b>	Respondent Background	<input checked="" type="checkbox"/>	<b>15-39</b>	
<b>A-10</b>	Assessment Narrative	<input checked="" type="checkbox"/>	<b>40-42</b>	
	<b>Section II – Attachment B: Required for Child Health &amp; Dental Services Respondents</b>			
<b>B-1</b>	Contact Person Information	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>B-2</b>	Service Delivery Plan	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>B-3</b>	Ceiling Request and Performance Measures	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<b>Section II – Attachment C: Required for Prenatal Services Respondents</b>			
<b>C-1</b>	Contact Person Information	<input checked="" type="checkbox"/>	<b>43</b>	<input type="checkbox"/>
<b>C-2</b>	Service Delivery Plan	<input checked="" type="checkbox"/>	<b>44-46</b>	<input type="checkbox"/>
<b>C-3</b>	Ceiling Request and Performance Measures	<input checked="" type="checkbox"/>	<b>47</b>	<input type="checkbox"/>
	<b>Section II – Attachment D: Required for Genetic Services Respondents</b>			
<b>D-1</b>	Contact Person Information	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>D-2</b>	Service Delivery Plan	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>D-3</b>	Ceiling Request and Performance Measures	<input type="checkbox"/>		<input checked="" type="checkbox"/>

## FORM A-3: ADMINISTRATIVE INFORMATION

*This form provides information regarding identification and contract history of the respondent, executive management, project management, governing board members, and/or principal officers. Respond to each request for information or provide the required supplemental document behind this form. If responses require multiple pages, identify the supporting pages/documentation with the applicable request.*

**NOTE: Administrative Information may be used in screening and/or evaluating proposals.**

**Legal Business Name of  
Respondent:**

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

**Identifying Information**

**1. The respondent must attach the following information:**

**If a Governmental Entity**

- Names (last, first, middle) and addresses for the officials who are authorized to enter into a contract on behalf of the respondent.

**If a Nonprofit or For Profit Entity**

- Full names (last, first, middle), addresses, telephone numbers, titles and occupation of members of the Board of Directors or any other principal officers. Indicate the office held by each member (e.g. chairperson, president, vice-president, treasurer, etc.).
- Full names (last, first, middle), and addresses for each partner, officer, and director as well as the full names and addresses for each person who owns five percent (5%) or more of the stock if respondent is a for-profit entity.

**2. Is respondent a nonprofit organization?**

☐ YES      ☒ NO

*If YES, respondent must include evidence of its nonprofit status with the proposal. Any one of the following is acceptable evidence. Check the appropriate box for the attached evidence.*

- ☐ (a) A copy of a currently valid IRS exemption certificate.
- ☐ (b) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the respondent organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- ☐ (c) A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- ☐ (d) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the respondent organization is a local nonprofit affiliate.



## FORM A-3: ADMINISTRATIVE INFORMATION continued

### Conflict of Interest and Contract History

The respondent must disclose any existing or potential conflict of interest relative to the performance of the requirements of this RFP. Examples of potential conflicts include an existing or potential business or personal relationship between the respondent, its principal, or any affiliate or subcontractor, with DSHS, the Health and Human Services Commission, or any other entity or person involved in any way in any project that is the subject of this RFP. Similarly, any existing or potential personal or business relationship between the respondent, the principals, or any affiliate or subcontractor, with any employee of DSHS, or the Health and Human Services Commission must be disclosed. Any such relationship that might be perceived, or represented as a conflict, must be disclosed. Failure to disclose any such relationship may be cause for contract termination or disqualification of the proposal. If, following a review of this information, it is determined by DSHS that a conflict of interest exists, the respondent may be disqualified from further consideration for the award of a contract.

Pursuant to Texas Government Code Section 2155.004, a respondent is ineligible to receive an award under this RFP if the bid includes financial participation with the respondent by a person who received compensation from DSHS to participate in preparing the specifications or the RFP on which the bid is based.

3. Does anyone in the respondent organization have an existing or potential conflict of interest relative to the performance of the requirements of this RFP?

☐ YES ☒ NO

*If YES, detail any such relationship(s) that might be perceived or represented as a conflict. (Attach no more than one additional page.)*

4. Will any person who received compensation from DSHS for participating in the preparation of the specifications or documentation for this RFP participate financially with respondent as a result of an award under this RFP?

☐ YES ☒ NO

*If YES, indicate his/her name, job title, agency employed by, separation date, and reason for separation.*

5. Has any member of respondent's executive management, project management, governing board or principal officers been employed by the State of Texas 24 months prior to the proposal due date?

☐ YES ☐ NO N/A

*If YES, indicate his/her name, job title, agency employed by, separation date, and reason for separation.*

6. If the respondent is a private nonprofit organization, does the executive director or other staff serve as voting members on the organizations governing board?

☐ YES ☐ NO N/A

7. Has respondent had a contract with DSHS within the past 24 months?

☒ YES ☐ NO

*If YES, list the DSHS contract and attachment number(s):*

	DSHS Contract Number(s)
IMM/LOCALS	2010-032020
RLSS/LPHS	2010-032963
CPS/BIOTERR	2009-031944
TB	2010-034500
H1N1	2010-033279

## FORM A-3: ADMINISTRATIVE INFORMATION continued

**If NO, respondent must be able to demonstrate fiscal solvency. Submit a copy of the organization's most recently audited balance sheet, statement of income and expenses and accompanying financial footnotes. If an organization does not have audited financial statements, submit a copy of the organization's most recent IRS Form 990 and an explanation why an audited financial statement is not available. DSHS will review the documents that are submitted and may, at its sole discretion, reject the proposal on the grounds of the respondent's financial capability.**

8. **Is respondent or any member of respondent's executive management, project management, board members or principal officers:**

- Delinquent on any state, federal or other debt;
- Affiliated with an organization which is delinquent on any state, federal or other debt; or
- In default on an agreed repayment schedule with any funding organization?

☐ YES ☒ NO

*If YES, please explain. (Attach no more than one additional page.)*

9. **Has the respondent had a contract suspended or terminated prior to expiration of contract or not been renewed under an optional renewal by any local, state, or federal department or agency or non-profit entity?**

☐ YES ☒ NO

*If YES, indicate the reason for such action that includes the name and contact information of the local, state, or federal department or agency, the date of the contract and a contract reference number, and provide copies of any and all decisions or orders related to the suspension, termination, or non-renewal by the contracting entity.*

10. **Does this proposal include financial participation by a person or entity that has been convicted of violating federal law, or been assessed a penalty in a federal civil administrative enforcement action, in connection with a contract awarded by the federal government for relief, recovery or reconstruction efforts as a result of Hurricanes Rita or Katrina or any other disaster occurring after September 24, 2005, under Government Code §2155.006 and 2161.053?**

☐ YES ☒ NO

*If YES, please explain. (Attach no more than one additional page.)*

## FORM A-4: HUB SUBCONTRACTING PLAN (HSP)

In accordance with Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, respondents, including State of Texas certified Historically Underutilized Businesses (HUBs), must complete and submit a State of Texas HUB Subcontracting Plan (HSP) with their solicitation response.

**NOTE: Responses that do not include a completed HSP will be rejected pursuant to Gov't Code §2161.252(b)**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the State of Texas Disparity Study. The HUB goals defined in 34 TAC §20.13 are: **11.9 percent for heavy construction other than building contracts, 26.1 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade construction contracts, 20 percent for professional services contracts, 33 percent for all other services contracts, and 12.6 percent for commodity contracts.**

### - - Agency Special Instructions/Additional Requirements - -

#### SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: HAYS COUNTY PERSONAL HEALTH DEPARTMENT State of Texas VID #: 17460022415002  
Point of Contact: Priscilla Hargraves Phone #: 512-393-5520
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☒ - No
- c. Solicitation #: \_\_\_\_\_

#### SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 34 TAC §20.12., a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Check the appropriate box that identifies your subcontracting intentions:

- ☐ - Yes, I will be subcontracting portion(s) of the contract.  
(If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- ☒ - No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.  
(If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
( #1) -	(#11) -
( #2) -	(#12) -
( #3) -	(#13) -
( #4) -	(#14) -
( #5) -	(#15) -
( #6) -	(#16) -
( #7) -	(#17) -
( #8) -	(#18) -
( #9) -	(#19) -
(#10) -	(#20) -

\*If you have more than twenty subcontracting opportunities, a continuation page is available at:  
<http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

Enter your company's name here: Hays County Personal Health Department Solicitation #: \_\_\_\_\_

**IMPORTANT: You must complete a copy of this page for each of the subcontracting opportunities you listed in SECTION 2. You may photocopy this page or download copies at: <http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>.**

**SECTION 3 - SUBCONTRACTING OPPORTUNITY**

Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.

Line Item # Description:

**SECTION 4 - MENTOR-PROTÉGÉ PROGRAM**

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting their Protégé (Protégé must be a State of Texas certified HUB; subcontractor to perform the portion of work (subcontracting opportunity) listed in SECTION 3, constitutes a good faith effort towards that specific portion of work. you be subcontracting the portion of work listed in SECTION 3 to your Protégé?

☐ - Yes (If Yes, complete SECTION 8 and 10.) ☐ - No / Not Applicable (If No or Not Applicable, go to SECTION 5.)

**SECTION 5 - PROFESSIONAL SERVICES CONTRACTS ONLY**

This section applies to Professional Services Contracts only. All other contracts go to SECTION 6.

Does your HSP contain subcontracting of 20% or more with HUB(s)?

☐ - Yes (If Yes, complete SECTION 8 and 10.) ☐ - No / Not Applicable (If No or Not Applicable, go to SECTION 6.)

In accordance with Gov't Code §2254.004, "Professional Services" means services: (A) within the scope of the practice, as defined by state law of accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; or professional nursing; or (B) provided in connection with professional employment or practice of a person who is licensed or registered as a certified public accountant; an architect; a landscape architect; a land surveyor; a physician including a surgeon; an optometrist; a professional engineer; a state certified or state licensed real estate appraiser; or a registered nurse.

**SECTION 6 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY**

Complying with a, b and c of this section constitutes Good Faith Effort towards the portion of work listed in SECTION 3. After performing the requirements of this section, complete SECTION 7, 8 and 10.

- Provide written notification of the subcontracting opportunity listed in SECTION 3 to three (3) or more HUBs. Use the State of Texas' Centralized Master Bid List (CMBL), found at: <http://www.cpa.state.tx.us/procurement/prog/cmb/>, and its HUB Directory, found at: <http://www.window.state.tx.us/procurement/cmb/hubonly.html>, to identify available HUBs. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- Provide written notification of the subcontracting opportunity listed in SECTION 3 to a minority or women trade organization or development center to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. A list of trade organizations and development centers can be accessed at: <http://www.cpa.state.tx.us/procurement/prog/hub/mwb-links-1/>. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- Written notifications should include the scope of the work, information regarding the location to review plans and specifications, bonding and insurance requirements, and identify a contact person. Unless the contracting agency has specified a different time period, you must allow the HUBs no less than (5) working days from their receipt of notice to respond, and provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than five (5) working days prior to the submission of your response to the contracting agency.

**SECTION 7 - HUB FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY**

List three (3) State of Texas certified HUBs you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number you provided notice, and if you received a response. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**

Company Name	VID #	Notice Date (mm/dd/yyyy)	Was Response Received?
		/ /	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		/ /	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		/ /	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

**SECTION 8 - SUBCONTRACTOR SELECTION**

List the subcontractor(s) you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a Texas certified HUB.

Company Name	VID #	Expected % of Contract	Approximate Dollar Amount	Texas Certified HUB
		%	\$	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		%	\$	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

If the subcontractor(s) you selected is not a Texas certified HUB, provide written justification of your selection process below:

Enter your company's name here: **Hays County Personal Health Department**

Solicitation #: \_\_\_\_\_

HSP Rev.

**SECTION 9 - SELF PERFORMANCE JUSTIFICATION**

(If you responded "No" to SECTION 2, you must complete SECTION 9 and 10.)

Does your response/proposal contain an explanation demonstrating how your company will fulfill the entire contract with its own resources?

- ☐ - Yes If Yes, in the space provided below, list the specific page/section of your proposal which identifies how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.
- ☒ - No If No, in the space provided below, explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

Our Contract is for Title V Prenatal Only.When contracting for items or services the purchasing office will provide written notice to HUB contractors, when applicable. We as a government entity have laws and guidelines we must follow.Hays County has access through the internet to the Texas Building and Procurement Commission certified HUB list.**SECTION 10 - AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP are true and correct. Respondent understands and agrees that, if awarded any portion of the solicitation:

- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying their compliance with the HSP, including the use/expenditures they have made to subcontractors. (The PAR is available at: <http://www.cpa.state.tx.us/procurement/prog/hub/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to their HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to debarment pursuant to Gov't Code §2161.253(d).
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are to be performed and must provide documents regarding staff and other resources.

	Elizabeth Sumter	Hays County Judge	
Signature	Printed Name	Title	Date

**FORM A-6: TITLE V CLINIC SITES**  
**COMPLETE A SEPARATE FORM FOR EACH CLINIC SITE**

Legal Business Name of Respondent: Hays County Personal Health Department	Clinic Site # <u>1</u> of <u>2</u>
---	------------------------------------

**CLINIC SITE INFORMATION: San Marcos**

Service Area (counties to be served by this clinic site): Hays

Funding Sources Used to Support this Clinic:	<input type="checkbox"/> V-FP	<input type="checkbox"/> X	<input checked="" type="checkbox"/> XIX	<input type="checkbox"/> XX	<input type="checkbox"/> PHC
	<input type="checkbox"/> EPILEPSY		<input type="checkbox"/> BCCS	<input type="checkbox"/> WIC	
	<input type="checkbox"/> V - CH & Dental	<input checked="" type="checkbox"/> V - Prenatal			
	<input checked="" type="checkbox"/> CHIP	<input type="checkbox"/> V - Genetics			
Subcontractor Site:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Clinic Name to Appear on Website Locator:	Hays County Personal Health Department				
Contact Person:	Priscilla Hargraves			Phone:	512-393-5520
Location of Site:	San Marcos, Texas			Fax:	512-393-5530
Street Address:	401-A Broadway				
City:	San Marcos	County:	Hays	Zip Code:	78666 HSR: 7
Pharmacy License #:	07191	TPI #:	1380459-04	NPI#:	1295707974
Name of DSHS or DSHS Affiliated Lab for Gen Probe:	Women's Health Labs				

**CLINIC HOURS AND SERVICES:**

DAY		HOURS OF OPERATION		SERVICES PROVIDED/CLINIC TYPE	# MONTHLY CLINICS
		From	To		
MONDAY	Morning	8:00	12:00	Child hlth, Acute care, Preg. Testing & TB	12
	Afternoon	1:00	5:00	Immunization, Acute care, TB & Pregnancy Testing	
	Evening (After 5 PM)	5:01	7:00	Immunization, Acute care, TB & Pregnancy Testing	
TUESDAY	Morning	8:00	12:00	Child hlth, Acute care, TB & Preg. Testing	8
	Afternoon	1:00	5:00	Imm, Acute care, TB & Preg. Testing	
	Evening (After 5 PM)				
WEDNESDAY	Morning	8:00	12:00	Child health, Acute care, TB, Prenatal, FP, TB & Imm	8
	Afternoon	1:00	5:00	Child health, Acute care, TB, Prenatal, FP, TB & Imm	
	Evening (After 5 PM)				
THURSDAY	Morning	8:00	12:00	Child health, Acute care, TB, Prenatal, FP, TB & Imm	8
	Afternoon	1:00	5:00	Child health, Acute care, TB, Prenatal, FP, TB & Imm	
	Evening (After 5 PM)				
FRIDAY	Morning	8:00	12:00	Child hlth, Acute care, TB, Prenatal, FP, STD & Imm	6
	Afternoon	1:00	3:00	Child hlth, Acute care, TB, Prenatal, FP, STD & Imm	
	Evening (After 5 PM)				
SATURDAY	Morning	Closed			
	Afternoon				
	Evening (After 5 PM)				
SUNDAY	Morning	Closed			
	Afternoon				
	Evening (After 5 PM)				
TOTAL HOURS/MONTH		168		TOTAL # CLINICS PER MONTH	42

**PROGRAM SPECIFICS:**

Check all that apply for TV Child Health & Dental, Prenatal and/or Genetic Services

<input checked="" type="checkbox"/> Appointment scheduling on site	<input checked="" type="checkbox"/> Site does client intake and/or eligibility determination
<input checked="" type="checkbox"/> Child Health services provided on site	<input type="checkbox"/> Genetic services provided on site
<input type="checkbox"/> Dental services provided on site	<input checked="" type="checkbox"/> Prenatal services provided on site
<input checked="" type="checkbox"/> Enrolled as a Texas Health Steps Provider	<input checked="" type="checkbox"/> Enrolled as a CHIP Provider

**FORM A-6: TITLE V CLINIC SITES**  
**COMPLETE A SEPARATE FORM FOR EACH CLINIC SITE**

Legal Business Name of Respondent: Hays County Personal Health Department Clinic Site # 2 of 2

**CLINIC SITE INFORMATION:**

Service Area (counties to be served by this clinic site): Hays

Funding Sources Used to Support this Clinic:	<input type="checkbox"/>	V- FP	<input type="checkbox"/>	X	<input checked="" type="checkbox"/>	XIX	<input type="checkbox"/>	XX	<input type="checkbox"/>	PHC
	<input type="checkbox"/>	EPILEPSY	<input type="checkbox"/>					BCCS	<input type="checkbox"/>	WIC
	<input type="checkbox"/>	V - CH & Dental	<input checked="" type="checkbox"/>					V - Prenatal		
	<input checked="" type="checkbox"/>	CHIP	<input type="checkbox"/>					V - Genetics		
Subcontractor Site:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>					No		

Clinic Name to Appear on Website Locator: Hays County Personal Health Department-Kyle

Contact Person: Priscilla Hargraves Phone: 512-393-5520

Location of Site: Kyle, Texas Fax: 512-393-5530

Street Address: 150 Lockhart

City: Kyle County: Hays Zip Code: 78640 HSR: 7

Pharmacy License #: 07191 TPI #: 1384059-04 NPI#: 1295707974

Name of DSHS or DSHS Affiliated Lab for Gen Probe: Women's Health Labs

**CLINIC HOURS AND SERVICES:**

DAY		HOURS OF OPERATION		SERVICES PROVIDED/CLINIC TYPE	# MONTH CLINIC
		From	To		
MONDAY	Morning	8:00	12:00	Prenatal, FP & Child Health	12
	Afternoon	1:00	5:00	Immunization, Prenatal, FP, STD & Pregnancy testing	
	Evening (After 5 PM)	5:01	7:00	Immunization, Prenatal, FP, STD & Pregnancy testing	
TUESDAY	Morning	8:00	12:00	Prenatal, FP & Child Health	8
	Afternoon	1:00	5:00	Immunization, Prenatal, FP, STD & Pregnancy testing	
	Evening (After 5 PM)				
WEDNESDAY	Morning	Closed			
	Afternoon				
	Evening (After 5 PM)				
THURSDAY	Morning	Closed			
	Afternoon				
	Evening (After 5 PM)				
FRIDAY	Morning	Closed			
	Afternoon				
	Evening (After 5 PM)				
SATURDAY	Morning	Closed			
	Afternoon				
	Evening (After 5 PM)				
SUNDAY	Morning	Closed			
	Afternoon				
	Evening (After 5 PM)				
TOTAL HOURS/MONTH		80		TOTAL # CLINICS PER MONTH	20

**PROGRAM SPECIFICS:**

Check all that apply for TV Child Health & Dental, Prenatal and/or Genetic Services

<input checked="" type="checkbox"/> Appointment scheduling on site	<input checked="" type="checkbox"/> Site does client intake and/or eligibility determination
<input checked="" type="checkbox"/> Child Health services provided on site	<input type="checkbox"/> Genetic services provided on site
<input type="checkbox"/> Dental services provided on site	<input checked="" type="checkbox"/> Prenatal services provided on site
<input checked="" type="checkbox"/> Enrolled as a Texas Health Steps Provider	<input checked="" type="checkbox"/> Enrolled as a CHIP Provider

## FORM A-7: RESPONDENT SITE READINESS

**Legal Business Name of  
Respondent:**

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

Appropriate signage to identify funded entity.	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Space for clinical and administrative staff?	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Computer systems with following minimum functionality:				
• Internet - Explorer 7	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
• Email	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Locked storage for charts, records, medications and medical supplies	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Proper disposal for medical waste	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
CLIA certification for level of tests performed	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Handicap-accessible clinic sites that are geographically close to target population	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Appropriate facility(ies) where services can be delivered with clean exam rooms, space for client intake, and a place for clients to wait.	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Appropriate use of interpreter services and language translation (including resources for both).	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Compliance with Americans with Disabilities Act (ADA) requirements	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N
Extended hours and weekend hours for delivery of services, as appropriate.	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N



## **FORM A-8: TITLE V FEE FOR SERVICE PROGRAM ASSURANCES**

**Legal Business Name of  
Respondent:**

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

As the duly authorized representative of the respondent, I certify that the respondent agrees to comply with the requirements and intent of the Maternal and Child Health Services Title V Block Grant and all other requirements of the Department of State Health Services (DSHS) which include, but are not limited to, the following:

1. Conduct Title V activities in a culturally sensitive and non-discriminating manner.
2. Conduct Title V activities as outlined in respondent's application, and to notify the Manager of the Contract Development and Support Branch prior to any significant departures from this plan.
3. Return 100% of any generated program income to the Title V program that generated the funds.
4. Provide services regardless of client's inability to pay.
5. Continue to serve existing Title V eligible clients even if awarded funds have been expended per the Policies and Procedures Manual for Title V Child Health & Dental Fee for Service and Title V Prenatal Fee for Service and the Title V Genetic Fee for Service Policy and Procedures Manuals.
6. Screen and refer clients for Medicaid, CHIP, or other medical services assistance programs, and refer clients to those funding sources for which they may be eligible. Title V funds must not be used to pay for services that are allowable for persons eligible for Medicaid or CHIP or who have other third party health insurance.
7. Provide DSHS with access to all data gathered or generated.
8. Agree to share data/information generated by the project, within constraints of confidentiality, with DSHS, other area local public health entities, local authorities and communities in order to eliminate duplication of effort.
9. Grant DSHS rights to all tangibles, patentable, or copyrightable products developed with Federal and State funds.
10. Spend at least 80% of total allocated Title V Child Health & Dental Services funds for the provision of child health services to children and adolescents ages one (1) through twenty-one (21).
11. Spend at least 30% of total allocated Title V Prenatal Services funds for the provision of prenatal services to children and adolescents ages one (1) through twenty-one (21).
12. Spend at least 25% of total allocated Title V Genetic funds for the provision of

genetic services to children and adolescents ages one (1) through twenty-one (21).

13. Make available for DSHS review, all promotional materials/media to be disseminated in conjunction with this Title V project.
14. Comply with all applicable Title V policies, procedures, and regulations.
15. Must be in compliance with the U.S. Health Insurance Portability and Accountability Act of 1996 (HIPAA) established standards for protection of client privacy.
16. Establish orientation and in-service training plan for all project personnel for skills development and/or continuing education based on an assessment of training needs.
17. Ensure that Title V services will be performed under the supervision, direction, and responsibility of a qualified licensed physician, and current protocols and Standing Delegation Orders are in place.
18. Ensure that clinicians are in place who are licensed by the State of Texas to provide the type of services for which funding is requested.
19. Ensure that all registered nurses (RNs) who perform child health exams following the Texas Health Steps periodicity schedule have completed the Texas Health Steps module entitled "Overview of Best Practices and Children's Services" within 90 days of contract execution, and that RNs hired after contract execution complete the module within 90 days of hire.

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Authorized Signature

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Date

## FORM A-9: RESPONDENT BACKGROUND

Legal Business Name of  
Respondent:

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

Respondent must provide a narrative description of its organization, staff, systems, and oversight structure (see RESPONDENT BACKGROUND GUIDELINES). Organizational charts, resumes/curriculum vitae, and job descriptions are to be placed following Form A-9 or at the end of the proposal and are not included in the page limit. A maximum of **two (2)** additional pages may be attached if needed for a total of three (3) pages.

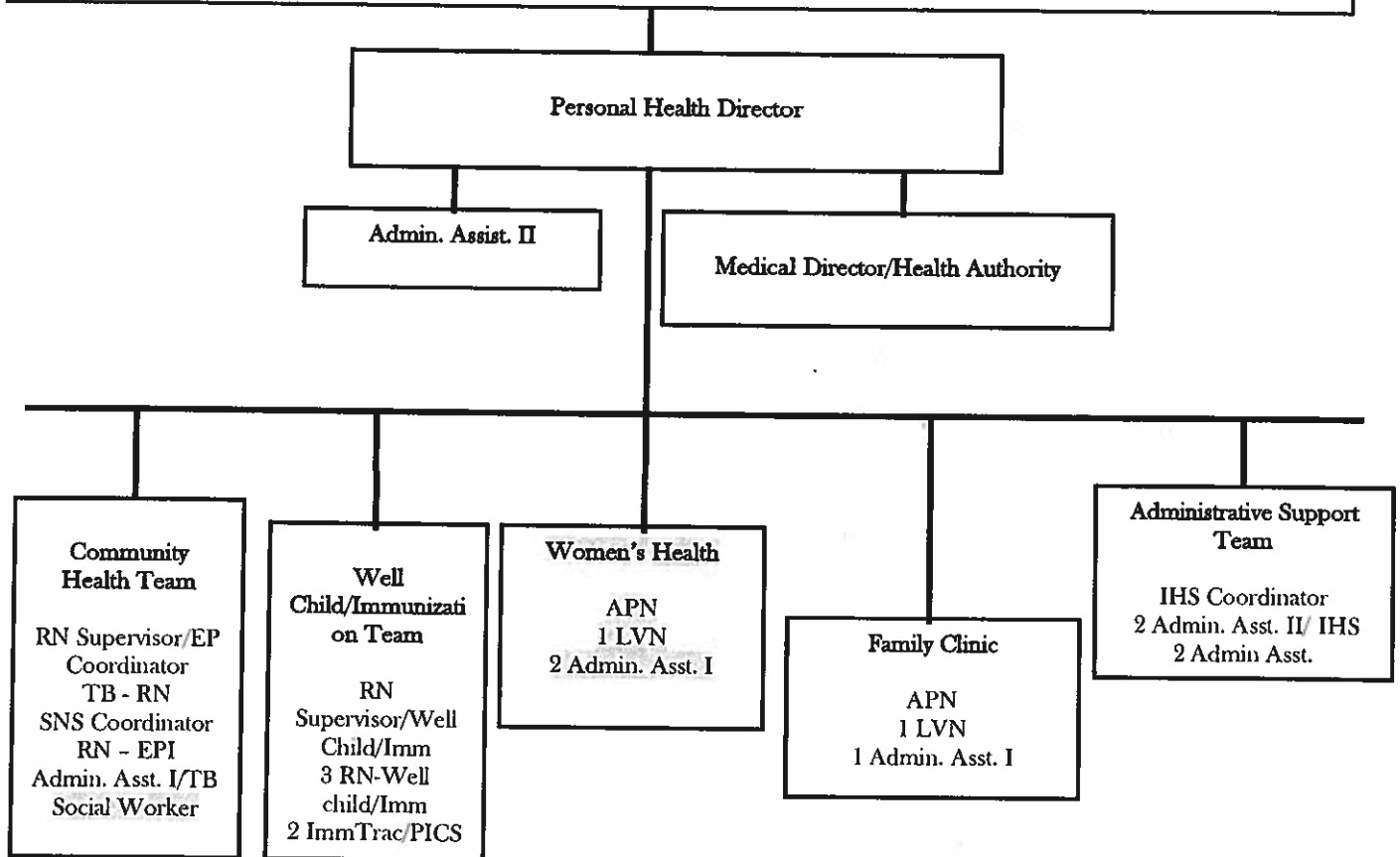
1. The vision of Hays County Personal Health Department (HCPHD) is to protect, promote, maintain, and improve the health and quality of life for Hays County citizens and visitors through a responsive, well managed, and organized effort. The philosophy is based on Treating clients with dignity, respect, concern, and consideration; Delivering excellent services through committed employees who are courteous, competent, informed and responsive to the clients needs; Creating and maintaining a safe, professional work environment that promotes leadership and empowers employees and; Providing fiscal accountability by effectively using human and natural resources. To summarize the mission and values of HCPHD "The organization exists to serve the public and this shall be done to the best of our ability."

The Board of Directors for HCPHD includes the Hays County Judge, the four Precinct Commissioners, the Medical Director/Health Authority, and the Director of the Health Department. The Board approves all grant applications, contracts, and charges for services. The Medical Director/Health Authority reviews and approves all policies and procedures.

2. Since 1978, the Hays County Personal Health Department has been providing women with prenatal care. HCPHD has also provided targeted case management since 1992. Collaboration with area Obstetricians ensures that the Health Department's Advanced Practice Nurse (APN) has consultation and referral resources for high risk clients. During FY 08-09, the Women's Health Department served over 200 prenatal clients. During the first seven months of FY 09-10, the Health Department has admitted 130 new clients for prenatal services. To alleviate a barrier to access, the Health Department offers prenatal services at two clinics, two days per week in Kyle and 3 days per week in San Marcos.

3. The HCPHD functions under the leadership of the Hays County Judge and the Commissioners Court. Reporting directly to the Court and responsible for the ongoing work of the Health Department is the Director. The Medical Director reviews and approves policies and policy changes, recommends additions/changes to response for incident and adverse events, and reviews client satisfaction surveys and makes suggestions for improving services. The Women's Health team is supervised by an APN whose specialty is Women's Health. This team is composed of the APN, a Licensed Vocational Nurse, two Administrative staff, and the support of a CPW Case Manager. Her practice is supervised through a contractual agreement with a local OB/GYN group.

# HAYS COUNTY COMMISSIONERS COURT



**CHARLES P. ANDERSON, MD DABFP FAAFP, PA**

**PO Box 1804  
1400 Highway 123 South  
San Marcos, Texas 78666  
512-396-3663**

**CURRICULA VITAE**

**EDUCATIONAL HISTORY**

		Degree Earned
Blair High School; Blair, Nebraska. National Merit Scholarship Alternate.	1962-1966	Graduated
Nebraska Wesleyan University; Lincoln, Nebraska Graduated with High Honors	1966 to 1970	BS
University of Nebraska; Lincoln, Nebraska	1968	
Baylor College of Medicine; Houston, Texas Honors ENT Rotation	1970 to 1973	MD

**RESIDENCY-Family Practice**

University of Oklahoma Health Sciences Center; Oklahoma City, Oklahoma	1974 to 1977
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**BOARD CERTIFICATION**

Diplomate American Board of Family Practice	1977
Recertified	1983, 1990, 1997, 2004
Fellow American Academy of Family Physicians	1990

**PROFESSIONAL EXPERIENCE**

Staff Physician, Settegast Clinic; Harris County Health Dept.	1974
Medical Director, Gary Job Corps Center; San Marcos, Texas	1977 to 1982
Back Up/On Call Physician;	1983 to 2000
Maternity Clinic;	1995 to 2000
Private Family Practice; San Marcos, Texas	1982 to Present
City Health Officer; San Marcos, Texas	1983 to Present
Medical Director, Hays County Health Dept.	
STD Clinic; San Marcos, Texas	1985 to 1993
Maternity Clinic; San Marcos, Texas	1985 to Present 2007

Medical Director,	2005 to Present
Medical Director, Care Inn/Aboretum Nursing Home; San Marcos, Texas	1986 to Present
Medical Director, Hays Nursing Center; San Marcos, Texas	1990 to Present
Medical Director, Riversprings Nursing Home; San Marcos, Texas	1997 to <del>Present</del> 2007
Medical Director/Consultant, Family Planning Clinic Program Texas Educational Foundation; San Marcos, Texas	1989 to 2000
Staff Physician, Central Texas Medical Center; San Marcos, Texas	1977 to Present
Staff Physician, Migrant Health Clinic San Marcos, Texas	1980-1985
Medical Director, VistaCare Hospice, San Marcos, Texas	2005 to Present
<i>Appointed to preside Sobexone for Opioid Addiction Rx 2008</i>	

#### RECENT PUBLICATIONS

"Effects of Postcard Notification on Immunization Levels in a High Risk Population."  
Journal of Family Practice 1978

Wrote a weekly column in Local San Marcos Newspapers  
San Marcos News 1987 to 1992  
San Marcos Daily Record 1992 to 1997

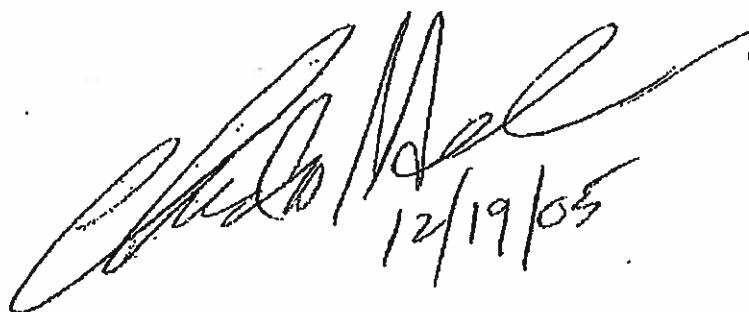
#### RESEARCH

Primary Investigator/Participant Boston University Fever Study.	1992-1993
Investigator Propulsid Post Marketing Study.	1993-1994
Investigator Inmetrex Post Marketing Study.	1993-1994
Investigator Halcion Post Marketing Study.	1993-1994
Investigator Prostep Post Marketing Study.	1993-1994
Investigator Metformin Post Marketing Study.	1996-1998
Investigator Community Resp. Tract Micro Surveillance Study (BMS)	1998-1999
Investigator Tequin Resp. Tract Infection Post Marketing Study	1999-2000
Investigator NIBSAR Study (Glaxo Wellcome)	2000-2001
Investigator IMPACT Study (Glaxo Wellcome)	2000-2001
Investigator TIME Study (Zomig) ( <i>Astrazenica</i> )	2000-2002
Investigator SMART Study (Glaxo Wellcome)	2000-2003
Investigator Boston Univ. Diarrhea Study	2001-2002
Investigator TREAT Study (GlaxoSmithKlein)	2002-2003
Investigator HIT Study (GlaxoSmithKlein)	2002
Investigator Migrainous Headache Study (GlaxoSmithKlein)	2002-2003
Investigator GOAL AIC Study (Aventis)	2002-2003
Investigator Xyletol Prevention of Otitis Media Pilot Study	2002-2003

Investigator	Migraine HA Satisfaction Study (GlaxoSmithKlein)	2003
Investigator	REALISE (Levitra Post Marketing) Study (Bayer)	2003-2004
Investigator	GOT Study (Aventis)	2003-2005
Investigator	Initrex Rapidly Dissolving Tablet Post Marketing Study (GlaxoSmithKlein)	2003-2004
Investigator	Avinza Post Marketing Study	2004-2005
Investigator	AIMS Study (Axert Post Marketing) (Ortho-McNeil)	2004-2005
Investigator	LJAPS Study (Cymbalta Post Marketing) (Lilly)	2004-2005
Investigator	RIACH Registry Study (BMS)	2004-2006
Investigator	Anxiety Study (Pfizer)	2005
Investigator	Nurse Education Migraine Study (GSK)	2005
Investigator	Initiate Plus Study (Novolog 70/30 Mix) (Novo Nordisk)	2005-2006
Investigator	Restless Leg Syndrome Study (GSK)	2005-2006
Investigator	Adolescent Migraine Study (Ortho McNeil)	2005-2007

UPIN #: C12852  
 MCARE #: SH46  
 MCAID#: P000SH46  
 LICENSE#: E1801

1/1/2008

  
 12/19/05

Lantus/Aspidra titration study 2006-2008  
 (sanofi-Aventis)

VOLUME study (Exubera post marketing) - (Pfizer) 2006-2008

GI Reasons Study (Celebrex) (Pfizer) 2007-Present

ADRIVE Study (ASA for prevention of CV Dz) 2007-Present

**PRISCILLA A. HARGRAVES**

593 Boulder Lane

Dale, Texas 78616

512-620-0642

**EDUCATION**

1995

**Associate of Applied Science in Nursing**  
College of the Mainland, Texas City, Texas

1989

**Bachelor of Science in Psychology**  
University of Houston – Clear Lake, Houston, Texas

**EXPERIENCE**

1999 – Present

**Hays County Personal Health Department, San Marcos, Texas**

2009 – Present

**Director of Health Services**

Direct all aspects of the Personal Health Department operations, including Emergency Preparedness, immunizations, well child exams, communicable disease control programs, prenatal and acute care. Assess community public health needs and collaborate with community partners to resolve needs. Consult with Medical Director on various public health issues. Develop and implement policies and plans to advance the department's mission, goals, and objectives of Hays County. Prepare and monitor the department's annual budget, prepare applications for public health related grants, provide for continuing education for staff, provide outreach education to promote understanding of the department and preventive care issues. Serve as LHD representative on local advisory boards, and as liaison between County officials, state, and local agencies, health services providers, and the public.

2008 – 2009

**Interim Director**

With assistance of the Hays County Judge and Commissioners' Court directed all aspects of the Personal Health Department.

2003 – July 2008

**Clinic Manager**

Monitored and managed daily clinic operations, clinic schedules and clinic employees (discipline, hiring and termination). Performed RN and QA Coordinator duties as listed below. During a seven month interval from 2004 – 2005, assisted the Director of Human Resources, acting as Interim Director, in directing all aspects of the Personal Health Department.

2001 – 2009

**Quality Assurance Nurse**

Wrote policies and maintained policy and procedure manuals. Performed chart audits, collected data for Client Satisfaction Surveys, moderated QA Committee meetings, and ensured clinic functioned within federal, state, and local guidelines and procedures.

1999 – 2008

**Registered Nurse**

Certified Texas Health Steps well-child examiner. Certified trainer for "Hearing and Vision" screenings. CPR certified. Administered immunizations in clinic and outreach settings. Assisted on an as-needed basis in other clinic departments.

1996 – 1999

**Community Health Nurse – Galveston County Health District, La Marque, Texas**

Certified Texas Health Steps well-child examiner. Administered immunizations. Home visits: well-child, immunizations, infectious disease and TB follow-up. Mentored and provided immunization training for nursing students. Collaborated with other agencies to provide appropriate resources and referrals.

1995 – 1996

**Registered Nurse – Memorial Hospital Southeast, Houston, Texas**

Assessed, planned, implemented and evaluated patient care in conjunction with interdisciplinary healthcare team in Orthopedic-Rehabilitation, Medical-Surgical, and Progressive Care Units.

**CURRENT ACTIVITIES**

**Member:**

Local Parish Nurse Association

Texas Public Health Association

American Public Health Association

National Association of Professional Women

Healthy Communities Collaborative-Hays County



## HAYS COUNTY JOB DESCRIPTION

Job Code: 111  
Grade: 117  
FLSA: Exempt

Prepared by: Human Resource Department  
Date Prepared: May, 1998  
Date Revised: 11/07,2/09

### PERSONAL HEALTH DIRECTOR

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Summary

Under general direction by Commissioners Court, directs all operations of the Hays County Personal Health Department, assessing and administering to the residents' public health needs.

#### Responsibilities

- Direct all aspects of the County Personal Health Department operations, including Emergency Preparedness, immunizations, well child exams, communicable disease control programs, prenatal exams, and acute care.
- Research and assess community public health needs based on communicable disease reports, immunization status, infant mortality rates, teen pregnancy rates, and morbidity rates.
- Determine appropriate and feasible courses of action.
- Consult with Medical Director on various public health issues.
- Direct functions of Texas Nurse Practice Act, including well-child exams, vision and hearing screen, immunizations, communicable disease investigations, health maintenance education, client home visits, pregnancy tests, HIV testing/counseling, and various laboratory procedures.
- Organize, coordinate and participate in health clinic schedules, staffing, and community outreach events.
- Develop, recommend, and implement policies, plans, and procedures to advance the department's mission, goals, and objectives of Hays County.
- Prepare and monitor department's annual budget.
- Prepare applications for public health related grants.
- Provide for continuing education for staff.
- Provide informational programs/workshops to the public on departmental issues.
- Serve as LHD representative on local advisory boards.
- Serve as liaison between County officials, state and local agencies, health services providers, and the public.
- Prepare quarterly grant status reports.

#### Knowledge Required

- Knowledge of Hays County Personal Health Department regulations, policies, and procedures.
- Knowledge of Hays County purchasing and personnel rules and regulations.
- Knowledge of general public administration principles and practices.
- Knowledge Hays County budgeting and project management.
- Knowledge of employee supervision and training.
- Knowledge of federal, state, and local laws and protocols related to public health.
- Knowledge of the methods, principals, and practices of public health.
- General knowledge of department forms, rules, procedures and guidelines.
- General knowledge of department codes.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.

#### Required Skill

- Skill in managing a County Public Health Department.
- Skill in planning and implementing public health policies, regulations, and procedures.
- Skill in researching and assessing public health needs and developing/implementing programs and policies to address those needs.
- Skill in reading, understanding, and interpreting federal, state, and local laws and protocols related to public health.
- Skill in overseeing public health functions.
- Skill in operating tools and equipment used in public health nursing, such as hemocues, ophthalmoscopes, sphygmomanometers, stethoscopes, luer-lock syringes, and lancets.
- Skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- Skill in supervising employees.
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.
- General skill in documenting, reading, understanding and maintaining records.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

### Education and/or Experience

Any equivalent combination of experience and training may be substituted on a year for year basis.

- Bachelor's degree required in health administration, business, science, nursing or related field.
- Five years experience in public health or related field.
- Public Health background preferred.
- Public Relations background preferred.
- Master of Public Health preferred.

### Other Qualifications, Certificates, Licenses, Registrations

- Ability to obtain bioterrorism certification.
- Ability to obtain CPR certification.
- Class C driver's license.

### Supervisory Responsibilities

- Supervise a nursing staff, administrative staff, and indigent health care staff.
- Hire, evaluate, discipline, and terminate employees following established procedures and policy.
- Assign work to employees and monitor their progress.
- Guide and develop employees in the accomplishment of their duties and professional growth.
- Approve overtime and leave requests.
- Recall employees to work in emergencies.

### Guidelines

The Personal Health Director must work in strict adherence to instructions using judgment in locating and selecting the proper policies, precedence, and procedures for application to specific cases or problems. This position must have a strong work ethic. The Personal Health Director must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally required to stand and walk, kneel or stoop.
- The employee must occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.
- Regularly required to sit.

### Work Environment

While performing the duties of this job, the employee regularly works in a normal office setting. The employee occasionally travels to various locations to perform public health assessments, and is often exposed to health or physical hazards at those sites, such as infectious diseases, bodily fluids, needles, and violent individuals.

### Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of the Commissioners' Court within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to Human Resources Department if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

## HAYS COUNTY JOB DESCRIPTION

Job Code: 0268  
Grade: 116  
FLSA: Exempt

Prepared by: Human Resource Department  
Date Prepared: May, 2000  
Date Updated: 03/06, 10/06, 10/07, 11/07, 10/08, 3/09

### Certified Nurse Practitioner

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Summary

Under general supervision, performs a variety of public health nurse practitioner functions in women's health, prenatal care, family planning and or family clinic for Hays County residents. The work involves analyzing a variety of unusual conditions, problems or questions. This position affects the physical well being of a substantial number of clients.

#### Responsibilities

- Complete physical examinations and preventive health measures within prescribed guidelines and instructions of Physician.
- Order, interpret, and evaluate diagnostic tests to identify and assess client's clinical problems and health care needs.
- Record physical findings, maintain medical records, and formulate plan and prognosis, based on client's condition.
- Discuss case with Physician and other health professionals to prepare comprehensive client care plan.
- Submit health care plan and goals of individual client for periodic review and evaluation by Physician.
- Prescribe or recommend drugs or other forms of treatment such as physical therapy, inhalation therapy, or related therapeutic procedures.
- Refer clients to Physician for consultation or to specialized health resources for treatment or evaluation.
- Supervise the work, provide training, offer instruction, review work and correct the work for the Registered Nurse/Licensed Vocational Nurse and Administrative Assistants.
- Assist Personal Health Director with the preparation of the annual departmental budget.

#### Knowledge Required

- Preferred knowledge of word processing specifically windows applications including Microsoft Word.
- General knowledge of Hays County Personal Health Department regulations, policies, and procedures.
- Professional knowledge of federal, state, and local laws and protocols related to public health.
- Professional knowledge of the methods, principles, and practices of public health nursing.

#### Required Skill

- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to public health.
- Professional skill in reading, understanding, interpreting, and following medical and scientific documents relating to public health.
- Professional skill in performing public health nursing functions.
- Professional skill in operating tools and equipment used in public health nursing, such as hemocues, ophthalmoscopes, sphygmomanometers, stethoscopes, luer-lock syringes, tubex, ambo bags and lancets.
- Professional skill in negotiating and persuading individuals.
- General skill in documenting, reading, understanding and maintaining medical records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General skill in occasional cash handling.
- General skill in establishing and maintaining effective working relationships with doctors, pharmacists, supervisors, co-workers, vendors, outside agencies, and the public.
- General skill in budget preparation.
- General organizational skills.
- General skill in reception, telephone etiquette and customer relations.

#### Education and/or Experience

- Requires bachelor's degree or equivalent training in the area of nursing.
- Prefer two years experience as an Advanced Practice Nurse.
- Prefer two years experience in public health or related field.

#### Other Qualifications, Certificates, Licenses, Registrations

- Registered Nurse license in the State of Texas.
- Certified as an Advanced Practice Nurse with prescriptive authority by the State of Texas.
- Ability to obtain certifications in CPR, Texas Health Steps, HIV Counseling, Vision Screening, Scoliosis screening, and Hearing Screening.
- Class C driver's license.
- Participation in occasional community outreach.
- Ability to maintain continuing education requirements for the State of Texas.

### Supervision

- The Advanced Practice Nurse (APN) is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility and effectiveness in the performance of these duties.
- The APN is responsible for planning and carrying out the work. The employee also determines the approach to be taken and the methodology to be used based on accepted practices in the nursing field.
- This position supervises the Registered Nurse/Licensed Vocational Nurse, and Administrative Assistants in their respective team.
- This position is supervised by the Personal Health Director.
- The Personal Health Director assists this position with unusual circumstances that do not have clear precedence.

### **Guidelines**

The APN must use judgment in interpreting and adapting policies and practices for application to specific cases or problems. The APN analyzes the results and makes changes to the methods as necessary. This position must have a strong work ethic. The APN must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, have initiative and a proper attitude.

### **Emotional Demands**

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The APN meets with contacts in a structured setting at the Personal Health Department or Clinics. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Smell.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Required to lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

### **Work Environment**

While performing the duties of this job, the employee regularly works in a public health clinic. The employee frequently travels to various locations throughout the county to perform nursing functions and public health assessments, and is often exposed to health or physical hazards, such as infectious diseases, bodily fluids, and needles.

### **Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

## HAYS COUNTY JOB DESCRIPTION

Job Code: 1140  
Grade: 109  
FLSA: Non Exempt

Prepared by: Human Resource Department  
Date Prepared: May, 1998  
Updated: 10/2006, 10/2007, 11/2007, 7/2008, 3/2009

### LICENSED VOCATIONAL NURSE

#### Essential Functions

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) Other duties may be assigned.

#### Summary

Under general supervision, meets with clients at the Personal Health Department to perform routine nursing procedures and assessments.

#### Responsibilities

- Meet with clients at public health clinics to determine their general needs.
- Obtain vital signs (such as blood pressure and temperature), height and weight, and medical history information.
- Complete physical examinations, developmental and mental health assessments, dental assessments, vision/hearing screening, and TB skin tests.
- Draw blood, monitor glucose, and administer shots and immunizations.
- Counsel clients by providing relevant health care information.
- Make referrals to and schedule appointments with specialists when necessary.
- Provides counseling and education to clients.
- Participate in occasional community outreach.

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Hays County Personal Health Department regulations, policies, and procedures.
- Knowledge of vocational nursing principles, methods, and practices.
- Knowledge of forms and information used in screening and counseling patients.
- Skill in performing vocational nursing tasks.
- Skill in operating tools and equipment used in vocational nursing, including blood pressure monitors, glucose monitors, stethoscopes, thermometers, and scales.
- Skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.

#### Education and/or Experience

- One year of nursing experience.
- Experience in women's health and obstetrics, family health, and public health or related field is preferred.
- Bilingual preferred.

#### Other Qualifications, Certificates, Licenses, Registrations

- Licensed Vocational Nurse in the State of Texas.
- Ability to obtain certifications in CPR, vision screening, hearing screening, and others as deemed necessary.
- Class C driver's license.
- Ability to maintain continuing education requirements for the State of Texas.

#### Supervision

- This position is supervised by the Advanced Practice Nurse (APN) for the applicable clinic.
- The Personal Health Director and the APN assist this position with unusual circumstances that do not have clear precedence.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use his/her hands to finger, handle, or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Frequently stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a public health clinic, and is frequently exposed to health or physical hazards such as infectious diseases, bodily fluids, and needles. May occasionally be exposed to individuals who are uncooperative.

#### **Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

## HAYS COUNTY JOB DESCRIPTION

### Administrative Assistant I

Job Code: 0273  
Grade: 106  
FLSA: Nonexempt

Prepared by: Human Resource Department  
Date Prepared: July, 2004  
Updated 10/06, 11/07, 09/08, 03/09

#### Administrative Assistant I

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Summary**

Under general supervision, the Administrative Assistant I performs clerical, office, secretarial, and reception duties and provides support services to the Personal Health Department. This position facilitates the work of the Personal Health Department, the work involves filing, daily customer relations, word-processing, and mail distribution. This position has an immediate impact on the operation of the Personal Health Department and may affect the social and economic well being of clients.

#### Responsibilities

- Schedule appointments and interviews clients/customers of the assigned department.
- Conduct research related to the specific case or situation; analyzes complex data.
- May attend meetings for and report to supervisory personnel.
- Assist public with completing various applications/forms.
- Interpret and translate medical terms for Spanish speaking clients.
- Prepare files/financial reports and maintains departmental fiscal records.
- Process accounts payable.
- Prepare documents for filing.
- Process insurance and other claims/claim forms.
- Code, tabulate and assemble fiscal, statistical and related data, gathers, collates, classifies and post information to assigned department records/computer system.
- Collect fees, maintain fee collection records, verify/balance receipts, and prepare for bank deposit or transfer to other County departments.
- Review, modify, grant or terminate client from program based upon appropriate eligibility criteria.
- Proof read various written materials for typographical errors, and review completed documents for correctness.
- Type draft/final correspondence for supervisory staff.
- Receive office visitors and/or telephone calls; answer routine inquiries; screen calls or callers, take messages and/or refer to appropriate personnel.
- Sort and file forms, reports, correspondence and related documents.
- Type standard forms, letters, and other materials from rough draft/dictating equipment.
- Enter data into assigned computer system; operate office machines including photocopier, fax, calculator, typewriter and adding machine; pick up, sort, and deliver mail.
- Deliver written materials and supplies to various locations; may requisition supplies; maintain various inventory and records.
- Assist with home visits for the purpose of administering directly observed therapy (DOT).
- Make reminder calls to clients overdue for Latent Tuberculosis infection (LTBI) medication refills and for Tuberculosis (TB) clinic.
- Send letters to clients past due for medication refills and to those who have completed their required LTBI treatment acknowledging same.
- Put new LTBI/TB charts together and labels them appropriately.
- Pick up chest x-rays from local hospital and clinics prior to TB clinic.
- Deliver LTBI medications to the satellite clinic.
- Perform data entry for NBS reporting.
- Create and alter blank forms used in tracking prescription refills and their dispensing.
- Assist with follow-up of positive PPD results and help determine those interested in taking LTBI treatment.

- Assist the Registered Nurse with maintaining employee PPD testing and records results.
- Schedule appointments and keep calendars.
- Perform other related duties as requested.

#### Knowledge Required

- Knowledge of basic word processing/personal computer software.
- Knowledge of grammar, punctuation, and spelling.
- Knowledge of general office procedures.
- Knowledge of basic record keeping procedures.
- Knowledge of assigned department forms, rules, procedures and guidelines.
- Knowledge of assigned department codes.

### **Required Skill**

- Exceptional skill in establishing and maintaining effective working relationships with Personal Health staff and the general public.
- Exceptional data entry skills.
- General skill in providing information and assistance to office staff, visitors, and callers.
- General skill in gathering/compiling/analyzing data and maintaining complex records.
- General skill in interviewing techniques.
- General skill in performing basic mathematical calculations.
- General skill in designing and implementing new forms and office procedures.
- General skill in operating standard office equipment.

#### Education and/or Experience

**Any combination of experience or training may be substituted for year basis.**

- Requires High School diploma or equivalent.
- Requires two years full time experience in secretarial, office/clerical or related work.

#### **Other Qualifications, Certificates, Licenses, Registrations**

- Class C Texas Driver's License.
- Bilingual may be preferred (Spanish/English).

#### **Supervision**

This position is directly supervised by an RN Supervisor or the Social Health Coordinator depending on the organizational team they are in.

The Personal Health Director and the applicable supervisor assist this position with unusual circumstances that do not have clear precedence.

#### **Guidelines**

The Processing Clerk uses judgment in locating and selecting the most appropriate guidelines or procedures to use for a certain application and may adapt guidelines to specific cases. This position must have a strong work ethic. The Processing Clerk must follow directions, meet deadlines, have good attendance, be punctual, keep promises, must have initiative and a proper attitude.

#### **Emotional Demands**

This position must handle a stress level of dealing with contacts within the general public and Hays County Departments. The Administrative Assistant I meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however this position must obtain, clarify or give facts to county employees and members of the outside public.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



While performing the duties of this job, the employee is regularly required to:

- Sit
- Use of his/her hands and fingers to handle or feel.
- Talk.
- Hear.
- Reach with hands and arms.
- Occasionally stand, walk, kneel, crouch, crawl, climb, balance or stoop.
- Required to lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. While performing the duties of this job, the employee generally works in a normal office setting. Depending upon the departmental assignment, employees may occasionally be exposed to moving mechanical parts, variety of fumes, outside weather conditions, work under stressful situations in dealing with hostile situations, infectious diseases and medical waste materials.

### **Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

## HAYS COUNTY JOB DESCRIPTION

Job Code: 0272  
Grade: 108  
FLSA: Nonexempt

Prepared by: Human Resource Department  
Date Prepared: April 2005  
Updated November 2007, March 2009

### **Administrative Assistant II Former Administrative Coordinator**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Summary**

Under general supervision, the Administrative Coordinator performs complex clerical, secretarial, and administrative support services to the County's Personal Health department. This position provides support to the department head and is the highest level of administrative support in the department. This position affects the operation of the department, which may include the well being of the immediate staff of the County Personal Health Department and requires the timely provision of services to others.

#### **Responsibilities**

- Plans, prioritizes, and assigns daily work tasks.
- Orders office supplies for the department.
- Arranges for appointments and maintains calendars.
- Determines priorities.
- Determines the length of appointment/meetings.
- Prepares materials for meeting agenda.
- Performs research and prepares materials.
- Prepares travel itineraries and makes travel and lodging reservations.
- Maintains a variety of reports, records, invoices and expense forms.
- Prepares necessary reports and budget forms.
- Takes dictation, transcribes and types correspondence.
- Composes, types, edits and prepares various final correspondence.
- Prepares documents including letters, requisitions, memoranda, reports, forms, narratives, and bulletins using a typewriter, word processor or personal computer.
- Copies and collates materials for distribution and records storage.
- Establishes and maintains various computerized and paper files.
- Retrieves, records and refiles paper or computer documents.
- Prepares copies of documents such as faxes, reports, letters, and memoranda.
- Develops and modifies procedures.
- Formats materials for new or revised word processing applications.
- Serves as or assists office receptionist.
- Greets and directs visitors.
- Answers, screens and directs telephone calls.
- Responds to questions and makes referrals to other sources of information.
- Provides general assistance to callers and visitors.
- Listens to complaints or concerns of callers and visitors.
- Records and distributes materials, mail, documents and payments received from visitors to appropriate department personnel.

#### **Knowledge Required**

- Proficient knowledge of Hays County regulations, policies, and procedures.
- Proficient knowledge of word processing and personal computer applications and software.
- Exceptional knowledge of grammar, punctuation and spelling.
- Exceptional knowledge of modern office procedures and practices.
- Exceptional knowledge of customer relations.
- Exceptional knowledge of telephone etiquette.
- General knowledge of basic record keeping procedures.
- General knowledge of department codes.
- General knowledge of department forms, rules, procedures and guidelines.

**Required Skill**

- Proficient skill in planning, assigning and coordinating activities.
- Proficient skill in operating standard office equipment such as personal computers, calculators, and telephones.
- Exceptional skill in extracting and organizing detailed information.
- Exceptional skill in providing information and assistance to office staff, visitors and callers.
- Exceptional skill in customer service.
- Exceptional skill in telephone etiquette and customer relations.
- Exceptional skill in performing basic mathematical calculations.
- Exceptional skill in establishing and maintaining effective working relationships with county staff, and the general public.
- Exceptional skill in documenting, reading, understanding and maintaining records.
- General skill in designing and implementing new forms and office procedures.
- General skill in operating standard office equipment,
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General typing skill of 50 wpm or greater.

**Education and/or Experience**

Any equivalent combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or GED.
- Requires three years experience in office management, secretarial or highly responsible office/clerical work or related work.
- Prefer a trade certification from a trade school in office management, secretarial program or equivalent.

**Other Qualifications, Certificates, Licenses, Registrations**

- Class C driver's license.
- Bilingual may be preferred (Spanish and English)
- Notary Public may be required.
- Ability to maintain continuing education requirements for the State of Texas.

**Supervision**

- The Administrative Coordinator is required to satisfactorily perform the above duties and will be evaluated for accuracy and completeness along with adherence to instructions.
- The Administrative Coordinator is responsible for carrying out assignments independently.
- This position is supervised by the Social Health Coordinator.
- The Personal Health Director and the Social Health Coordinator assist this position with unusual circumstances that do not have clear precedence.

**Guidelines**

The Administrative Coordinator must work in strict adherence to instructions using judgment in selecting the most appropriate guidelines, references and procedures for application and in making deviations to adapt the guidelines to specific cases. The employee must also determine which of several established alternatives to use. This position must identify and analyze situations and have a strong work ethic. The Administrative Coordinator must meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

**Emotional Demands**

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. This position must be able to obtain, clarify or give facts to county employees and members of the outside public. The Administrative Coordinator meets with contacts in a structured setting at a Hays County facility. The contacts are generally cooperative.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, crawl, kneel, stoop, climb or balance.
- Frequently sit.
- Occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **Work Environment**

While performing the duties of this job, the employee works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated and ventilated.

### **Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

## HAYS COUNTY JOB DESCRIPTION

Job Code: 1125  
Grade: 111  
FLSA: Non Exempt

Prepared by: Human Resource Department  
Date Prepared: May, 1998  
Modified: December 2004, October 2006,  
November 2007, March 2009

### SOCIAL WORKER

**Essential Functions** include the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) Other duties may be assigned.

#### Summary

Under general supervision, provides social services to improve the health and well-being of at-risk mothers and children in Hays County.

#### Responsibilities

- Perform a variety of social service functions to improve the health and well-being of women and children "at risk" or in crisis due to pregnancy complications, abuse/neglect, fetal complications, developmental problems, medical problems, and/or substance abuse.
- Visit clients in their homes to complete initial in-take paperwork, assess clients' needs, and develop service plans.
- Determine eligibility of clients.
- Communicate with nursing and clerical staff regarding clients.
- Assist clients in accessing Medicaid and other government programs to provide medical care for pregnant women, infants, children, and mothers.
- Refer clients to other agencies.
- May transport clients to needed services.
- Maintain client case file records.
- Complete monthly case management billing logs and summary reports.
- Attend workshops and meetings.
- Assist with clerical duties when needed.

#### Knowledge Required

- Knowledge of Hays County Personal Health Department regulations, policies, and procedures.
- Knowledge of federal, state, and local laws related to medical social work, including Title V and Medicaid guidelines for case management.
- Knowledge of case management standards issued by the Texas Department of Health.

#### Required Skill

- Skill in reading, understanding, and following federal, state, and local laws related to medical social work.
- Skill in performing social work for at risk mothers and children.
- Skill in case management.
- Skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.

#### Education and/or Experience

**Any equivalent combination of experience and training may be substituted on a year for year basis.**

- Bachelor's degree in social work or related field.
- Two years experience in health and human services area.
- Bilingual preferred.

#### Other Qualifications, Certificates, Licenses, Registrations

- Licensed social worker.
- Texas driver's license.

#### Supervision

This position is supervised by the RN Supervisor.

The Personal Health Director and the RN Supervisor assist this position with unusual circumstances that do not have clear precedence.

**Guidelines**

The Social Worker uses judgment in locating and selecting the most appropriate guidelines or procedures to use for a certain application and may adapt guidelines to specific cases. This position must have a strong work ethic. The Social Worker must follow directions, meet deadlines, have good attendance, be punctual, keep promises, have initiative and a proper attitude.

**Emotional Demands**

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The Social Worker meets with contacts in a structured setting at the Personal Health Department or Clinics. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use his/her hands and fingers to handle or feel;
- Reach with hands and arms;
- Talk;
- Hear;
- Occasionally stand, walk.
- Required to lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee sometimes works in a normal office setting. The employee regularly travels to various locations throughout the county meet with clients or potential clients, and is sometimes exposed to health or physical hazards, such as infectious diseases and violent individuals.

**Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY JOB DESCRIPTION  
LOCAL HEALTH AUTHORITY

The Local Health Authority hereby represents that he is a resident of Hays County, Texas and is competent, licensed physician with an unrestricted license from the Texas state Board of Medical Examiners. For purposes of this Agreement, the Local Health Authority is an independent contractor and shall not be considered an employee or agent of Hays County, Texas.

**SECTION 1. DUTIES OF THE PARTIES**

The Local Health Authority agrees to:

- Provide consultation and direction concerning medical professional issues as needed by personal health department staff.
- Act as Hays County personal health representative during times of disasters, communicable disease outbreaks and epidemics of disease within the county.
- Act as liaison for public health and/or medical professional issues within the medical professional community, the media and county officials.
- Review and/or revise all health department protocols, including, but not limited to, immunizations, maternal and child health, and communicable disease control.
- Establish, maintain and enforce control measures regarding communicable or infectious diseases.
- Ensure reporting by local physicians and health care providers of contagious, infectious, and dangerous epidemic diseases to the responsible DSHS Regional Office.
- Enforce state and local public health laws, rules, requirements, and ordinances regarding sanitation and control measures.
- Ensure local adherence to state law regarding vital statistics collections including accuracy of birth and death records.

**SECTION 2. TERMINATION OF THE AGREEMENT**

The Local Health Authority may be removed from office for cause under the personnel procedures applicable to Hays County department heads pursuant to Section 121.025, Texas health & Safety Code.

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Hays County Judge Elizabeth Sumter  
Hays County Courthouse  
San Marcos, Texas 78666

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Charles P. Anderson, M.D.  
1400 Highway 123  
San Marcos, Texas 78666  
Texas State License Number E1801

**ATTEST:**

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Linda C. Fritsche, Hays County Clerk

## FORM A-10: ASSESSMENT NARRATIVE

Legal Business Name of  
Respondent:

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

1. a. The Hays County Personal Health Department's (HCPHD) primary service area is Hays County Texas. HCPHD also serves some clients who come to the department's clinics in San Marcos and Kyle from outlying rural communities in neighboring counties. Located along Interstate 35, 26 miles south of Austin and 46 miles north of San Antonio, Hays County is one of the fastest-growing counties in Texas. According to the Central Texas Sustainability Indicators project, population projections for Hays County will increase from 100,000 in the year 2000 to approximately 160,000 people in the year 2010 and a sharp incline to 250,000 people by the year 2020.

Hays County is in the transition from a rural ranching community to a bedroom community. Occupying an area 679.8 square miles, Hays County is comprised of 14 communities, most of which have less than 5000 residents. Roughly one half of the county's population resides in the city of San Marcos; the other half lives in the larger towns and in the surrounding rural areas. Hays County continues to grow at a rate of about 8,000 residents a year.

b. According to the U.S. Census Bureau, Population Estimates project that in 2010 there will be approximately 29,136 people age 18 or less, 95,000 people between the ages 18 to 64, and 11,314 people ages 65 plus living in Hays County. The majority (53%) of households are comprised of married couples living together. Twenty-one percent (21%) of all households are made up of individuals. The average household size is 2.69 and the average family size is 3.21. Hays County is almost equally balanced gender-wise, with females comprising 49.6% and males comprising 50.4% of the population. The Texas State Data Center Population Projections has 63.5% Anglo, 31.6% Hispanic, approximately 5% black and about 1% other ethnicity living in Hays County.

c. Between 2000 and 2006, the median household income in Hays County grew from \$45,006 to \$50,777. During the same period the median house value grew from \$129,400 to \$173,200. In 2007 14.9% of the residents of Hays County were below the federal poverty level which was slightly less than the state average of 15.2%. According to the Hays County Health Assessment done in November of 2008 approximately 20% of the residents of Hays County were uninsured in 2005. Many of those uninsured that reside in Hays County are Hispanic at 32% of the population. In addition the indigent health care spending in Hays County increased from \$260,000 in 2006 to almost \$400,000 in 2009. The workforce of Hays County in 2006 was 13% health care, 35% local government, 19% manufacturing, 17% retail trade, 5% professional, and 11% other. From 2000 to 2008, the number of workers who were unemployed peaked in 2003 and then declined but began to rise again in 2008. In the year 2000 there were 2,000 people unemployed, in the year 2004 there were 3,800 people unemployed and then in 2008 there were 2,800 people unemployed.

d. Texas Department of State Health Services (DSHS) data indicate that the number of low birth weight infants increased from 5.9% in the year 2002, to 6.2% in the year 2004. In addition, women receiving late or no prenatal care in Hays County decreased from 17% in 2000, to roughly 12% in 2004. DSHS Center data indicates that 34 infant deaths occurred in Hays County between 1997 and 2002. This was an average infant mortality rate of 4.08 per 1000 live births. By comparison, the average infant mortality rate between 1997 and 2002



for Texas was 6.2 per 1000 live births. Fifty-three percent (53%) were Anglo, 41% were Hispanic, and 6% were black. Statistical data for 2002 and preliminary data for 2003 show no maternal deaths in Hays County due to complications from pregnancy or childbirth. According to the Texas Department of State Health Services, of the 1700 births to Hays County residents in 2004, less than half (42%) of those births occurred in Hays County. 58% sought delivery services in other counties.

According to the Bureau of Vital Statistics, the teenage pregnancy rate in Hays County in 2003 was 20.8 per 1000 women ages 13 to 17 compared to 21.2 in 2002 and 24.7 in 2001. The vast majority of teenage mothers in Hays County were Hispanic for a total of 79% in 2003 in 81% in 2002. The repeat pregnancy rate in 2001 for mothers aged 13 to 17 in Hays County was 3.62. In 2002 and 2003, nearly one in five teenage mothers had no prenatal care during their pregnancies. Thirty-four percent (34%) of teenage mothers had inadequate prenatal care in 2003, down from 43% in 2002. Of these, 86% in 2002 and 90% in 2003 were of Hispanic origin.

In Hays County, immunization rates generally meet or exceed state averages, even as the volume of immunizations through the Vaccines for Children (VCF) program has been increasing. Hays County Personal Health Department immunization visits increased from 10,000 in 2006 to almost 12,000 in 2008 with an additional 6,100 flu shots given in 2006 and 4,000 flu shots given in 2008. According to the Hays Consolidated Independent School District the overall immunization status by the eighth grade increased from 99% in 2005 to 2006 school year to 100% in the 2007 to 2008 school year. Immunizations are given according to the recommendations by Centers for Disease Control, American Association of Pediatrics and Texas Department of State Health Services.

2. a. The Hays County Personal Health Department is the only health center in Hays County that provides Title V maternity services to residents of Hays County. HCPHD operates two clinics from which it provides maternity services to low-income adolescents and women in Hays County, one of the clinics is located in San Marcos and the other is located in Kyle. The geographic service area of the Hays County Personal Health Department includes all of the residents of Hays County and those in surrounding counties who seek services through HCPHD. Hays County Personal Health Department does not discriminate against those in other counties as this would be a barrier to their obtaining prenatal care.

b. The priority population for Hays County Personal Health Department's maternity services are adolescents and women of childbearing age in Hays and surrounding counties who have income levels of less than 185% of federal poverty guidelines and who will be eligible for Medicaid or CHIP Perinate. Special emphasis is placed on reaching out to Hispanic, minority and hard-to-reach populations. Approximately 95% of the clients seen requesting maternity services are Hispanic, 4% are white/non-Hispanic, 0.5% are black and the remaining 0.5% are of other ethnicities.

c. The population typically seen in HCPHD's Women's Health Services is adolescents and women seeking prenatal care. Many of these women have several underlying health conditions such as diabetes, high blood pressure, high cholesterol, anemia, obesity and inadequate access to health care. Many of these women seek prenatal care late in their pregnancy, have had a previous C-section, have had gestational diabetes, are a teen pregnancy, or have had infants that were small for gestational age.

d. Hays County Personal Health Department's Women's Health Services provide services for those women of adolescent and childbearing age in Hays County whose income level is less than 185% of the federal poverty guidelines and who will be eligible for Medicaid or CHIP

Perinate. According to the U.S. Census Bureau of 2007, 14.9% of the residents of Hays County fall below the federal poverty level. Divided into age brackets, 13.1% of those are under age 18 and 16.9% of those are ages 18 to 64. For the year 2008 to 2009 and 2009 to 2010 approximately 250 to 300 patients were seen each month at Hays County Personal Health Department's Women's Health services. 90% of the clients seen were for maternity services.

3. The primary barrier to obtaining maternity services in Hays County is that services are inadequate to meet the increased needs in Hays County, one of the fastest-growing counties in Texas. The HCPHD collaborates with a number of entities in Hays County to promote understanding of the needs and work toward an increase in the capacity to meet the demand for services. Efforts must be focused on reaching out to serve adolescents and women of childbearing age in Hays County who face economic, language, cultural, literacy and transportation barriers to accessing services. The Hays County Personal Health Department is dedicated to helping eligible adolescents and women in need of Title V maternity services to overcome these barriers, as outlined in our service delivery plan.

4. a. Many of the women who seek maternity services from Hays County Personal Health Department have not yet received Medicaid or CHIP Perinate. Many women will delay receiving prenatal care due to no funding source and consequently appear at the area hospitals at time of delivery without prenatal care. This increases their risk of problem deliveries and, potentially, at-risk newborns. With Title V funding to cover the first two visits these women can receive prenatal care earlier and have better outcomes for their pregnancy.

**FORM C-1: CONTACT PERSON INFORMATION**  
**TITLE V PRENATAL SERVICES**

**Legal Business Name  
of Respondent:**

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

*This form provides information about the appropriate contacts in the respondent's organization in addition to those on FORM A-1: FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the Performance Management Unit.*

<b>Executive Director:</b>	<u>Elizabeth Sumter</u>	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
<b>Title:</b>	<u>Hays County Judge</u>	<u>111 East San Antonio</u>
<b>Phone:</b>	<u>512-393 2205</u>	<u>Suite 300</u>
<b>Fax:</b>	<u>512-393-2282</u>	<u>San Marcos, Hays, Texas 78666</u>
<b>E-mail:</b>	<u>judge@co.hays.tx.us</u>	
<b>Medical Director:</b>	<u>Charles Anderson, M.D.</u>	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
<b>Title:</b>	<u>Medical Director</u>	<u>1400 Highway 123</u>
<b>Phone:</b>	<u>512-396 3663</u>	<u>San Marcos, Hays, Texas 78666</u>
<b>Fax:</b>	<u>512-396-3668</u>	
<b>E-mail:</b>	<u>N/A</u>	
<b>Program Coordinator:</b>	<u>Priscilla Hargraves</u>	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
<b>Title:</b>	<u>Personal Health Director</u>	<u>401-A Broadway</u>
<b>Phone:</b>	<u>512-393- 5520</u>	<u>San Marcos, Hays, Texas 78666</u>
<b>Fax:</b>	<u>512-393-5530</u>	
<b>E-mail:</b>	<u>Priscilla_hargraves@co.hays.tx.us</u>	
<b>Financial Officer:</b>	<u>Bill Herzog</u>	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
<b>Title:</b>	<u>Hays County Auditor</u>	<u>111 East San Antonio St.</u>
<b>Phone:</b>	<u>512-393 2283</u>	<u>San Marcos, Hays, Texas 78666</u>
<b>Fax:</b>	<u>512-393-2279</u>	
<b>E-mail:</b>	<u>bherzog@co.hays.tx.us</u>	
<b>Quality Assurance Contact:</b>	<u>Cora Furr</u>	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
<b>Title:</b>	<u>Supervisor Women's Health</u>	<u>401-A Broadway St.</u>
<b>Phone:</b>	<u>512-393 5564</u>	<u>San Marcos, Hays, Texas 78666</u>
<b>Fax:</b>	<u>512-393-5530</u>	
<b>E-mail:</b>	<u>Cora.furr@co.hays.tx.us</u>	
<b>Public Information Contact*:</b>	<u>Concepcion Cantu</u>	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
<b>Title:</b>	<u>Social Worker</u>	<u>401-A Broadway St.</u>
<b>Phone:</b>	<u>512-393- 5556</u>	<u>San Marcos, Hays, Texas 78666</u>
<b>Fax:</b>	<u>512-393-5530</u>	
<b>E-mail:</b>	<u>concepcion.cantu@co.hays.tx.u</u>	

## FORM C-2: SERVICE DELIVERY PLAN FOR PRENATAL SERVICES

**Legal Business Name of  
Respondent:**

HAYS COUNTY PERSONAL DEPARTMENT

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1. At Hays County Personal Health Department (HCPHD) prenatal care services are offered in accordance to American College of Obstetricians and Gynecologists (ACOG) guidelines. Each patient is seen routinely throughout her pregnancy, ultrasounds are ordered when needed and lab work is obtained at specific intervals to ensure a healthy pregnancy. At the time of application for Title V services, the patient is given an application for CHIP Perinate and a licensed social worker is available for assistance in filling out the application, if needed. Services at Hays County Personal Health Department are available for all residents of Hays County and to those patients and other counties if services are not available in their county.
2. The Women's Health Services division of the HCPHD is composed of an Advanced Practice Nurse (APN) who provides direct client care, an Licensed Vocational Nurse (LVN), two administrative assistants, and a Licensed Social Worker/ CPW Case Manager. Application for services is made directly with the Women's Health Services division and determination of eligibility is made by the administrative staff. Billing for the program is performed by a separate division within the HCPHD. When program policies are changed all staff is trained in the new policies and procedures. The Nurse Practitioner adheres to American Academy of Obstetricians and Gynecologists (ACOG) and maintains her level of expertise through various trainings and seminars she attends annually. The HCPHD has a contractual agreement with an area OB/GYN group to supervise the Nurse Practitioner's practice, review her charts and consult with her on high risk maternity clients. The HCPHD is in the process of acquiring an additional agreement with an OB/GYN group in the Kyle area. There are now two hospitals in Hays County who deliver babies, Central Texas Medical Center (CTMC) in San Marcos and Seton Family of Hospitals-Hays in Kyle. The HCPHD Nurse Practitioner is able to give initial/generic counseling for genetic issues. She also refers clients with specific issues or needs to Texas Perinatal Group in Austin as there are no known genetic services in Hays County.
3. Each patient seen at Hays County Personal Health Department Women's Services is screened for domestic violence through a verbal interview with both the LVN and the APN. During pregnancy each patient is asked during each trimester if there is domestic violence, any type of abuse or if they have any mental health needs, by the APN. If there is a history of mental health problems, screening is done more often and referrals are given as needed.
4. Hays County Personal Health Department is the only provider in Hays County that offers Title V maternity services and the only one in Comal and Hays County that provides services through the CHIP Perinate program. Other area community clinics and private providers are aware of this fact and refer patients to Hays County Personal Health Department as needed. The goal of all providers in Hays County is to ensure that all women receive adequate prenatal care. All patients seen at Hays County Personal Health Department are referred to the Women, Infants and Children (WIC) program for nutrition and food assistance, Safe Riders program for car seats and other local community services as needs are identified. HCPHD also has a full-time licensed social worker available to help patients access community resources.
5. Hays County Personal Health Department has staff available to translate as needed in Spanish and the language line available for those patients who speak languages other than English and Spanish. Both the San Marcos and Kyle locations have ADA compliant exam tables, entrance and bathrooms are available for those with disabilities. Both facilities have been inspected and approved for compliance with ADA requirements. There are two locations in Hays County to ensure accessibility for all residents. Appointment times are defined on the website and at each location. Late hours are offered on Monday for those who cannot access services during normal business hours. Staff at each location work with clients to ensure they are given an appointment that fits their schedule.
6. Hays County Personal Health Department does not plan to subcontract out any Title V reimbursable services.
7. The Hays County Personal Health Department has a Quality Assurance (QA) Committee composed of the Medical Director/Health Authority, Director of Health Services, QA Coordinator, infectious disease

nurse, social services coordinator, office administrator, nurse practitioners, and team supervisors. Meetings take place quarterly at the Health Department. The purpose of the QA committee is to evaluate and make recommendations for all quality assurance activities for HCPHD. The Medical Director attends all quarterly QA Committee meetings and approves all new and revised policies and procedures. Together with the QA committee the Medical Director reviews audits of client records and makes recommendations for corrections. Client Satisfaction surveys are reviewed and, when needed, recommendations for improvement or corrective action is made. The committee reviews Adverse Event and/or Incident reports and makes recommendations for improvement or changes. Clinic flow is evaluated and recommendations made for improving efficiency and reducing client wait time. Policy changes are generated from all the above sources: changes in program guidelines, response to chart audits, recommendations from Client Satisfaction Surveys, etc. and are based on best practices. The QA committee's goals are to project realistic outcomes on activities that can be accomplished with the current resources, build consensus regarding directions to be taken in specific programs, monitor progress toward reducing public health problems in the community, and ensure a competent public health workforce (i.e. appropriate licensure, nursing skills, job knowledge, performance standards, continuing education opportunities, etc.).

The Quality Assurance (QA) coordinator reviews approximately 10% of all client chart records quarterly and presents the results of this review to the QA committee. The QA committee reviews the chart audit report and makes recommendations for improving any deficits. Trainings are then scheduled so that all staff may attend informational meeting. The Medical Director Health Services Director and APN review staff inadequacies and decide on the education or training necessary to increase staff awareness and ensure the provision of quality services.

Client satisfaction surveys are given to ten maternity clients each month at both the San Marcos and Kyle clinic locations. These are then reviewed at the QA committee and recommendations are given to ensure client satisfaction at the clinics.

All policy and procedures manuals, standing delegation orders and protocols are reviewed annually and the committee recommends acceptance or revision. The Hays County personal health department standards and protocols are integrated with Texas Department of State health services standards and protocols to provide our current standards of care. Developed on quality assurance reviews and the individual needs of the HCPHD clients, standards and protocols are reviewed, revised and updated annually by the Medical Director, the Director of health services, and the QA coordinator. Trainings are provided to all staff when there are program changes or when policies and procedures are revised.

# **FORM C-3: TITLE V PRENATAL SERVICES CEILING REQUEST AND PERFORMANCE MEASURES**

Legal Business Name of  
Respondent:

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

This page should reflect all services projected to be delivered during the contract period for those service categories described in your Service Delivery Plan and for which you intend to bill and expect to be paid (See FORM C-3: Guidelines).

If you provide services in counties located in different DSHS regions, complete a separate form for each Health Service Region (HSR). Do not complete a separate form for each county.

FY11 PROJECTED

Estimated Number of Unduplicated Clients in Activity Codes 185 and 186

<b>HSR:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2/3 <input type="checkbox"/> 4/5N <input type="checkbox"/> 6/5S <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9/10 <input type="checkbox"/> 11	<b>ACTIVITY CODE 185</b> (children & adolescents ages 1 – 21 yrs)		<b>ACTIVITY CODE 186</b> (Women ages 22 yrs and over)	
	Number of Clients	Total \$ Amount for all services provided	Number of Clients	Total \$ Amount for all services provided
Prenatal (include costs for laboratory, case management, nutrition)	41	\$ 3,600	95	\$ 8,400
<b>GRAND TOTAL (Sum of Activity Codes 185 and 186 may not exceed FY09 award amount)</b>				<b>\$ 12,000</b>
<b>% of total funds allocated to Activity Code 185</b>	<b>30%</b>			
Title V Case Management for Children and Pregnant Women (Title V CPW)		Currently a provider and interested in continuing: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Not currently a provider, but am interested in applying: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**NOTE: Contractors must spend at least 30% of total allocated Title V FFS funds for the provision of services to children and adolescents ages one (1) through twenty-one (21) – Activity Code 185.**

**\* Grand total amount must match amount requested on Form A-1: Face Page, #9.**

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM:** Discussion to clarify proper procedures for commissioners to hire temporary personnel and/or contract workers to perform office work, outside research, and other budgeted assistance in their respective precincts. Possible action to follow.

**TYPE OF ITEM:** ACTION

**PREFERRED MEETING DATE REQUESTED:** MAY 11, 2010

**AMOUNT REQUIRED:** None. Already budgeted. No new funds.

**LINE ITEM NUMBER OF FUNDS REQUIRED:** General Fund, Commissioners "Temporary Personnel" and other discretionary budget items.

**REQUESTED BY:** Barton

**SPONSORED BY:** Commissioner Barton

**SUMMARY:** During last summer's budget, the Court – as it has in the past – appropriated small funds to each commissioner's office to provide for temporary personnel when assistants are out; and/or to pay for interns or researchers, etc. Some offices also have funds for contracts such as cemeteries, special signs or program expenses. Many of these funds were once grouped as "special projects" but are described differently this year. The question is simply one of procedure: since the "temp personnel" monies are already budgeted and are at the discretion of the precinct commissioner, does the temporary employment of a worker using these funds need to come back to Court either to 1) create an "employee slot," or to 2) ratify a contract, if the employment is via a temp agency? Also, can these funds instead be used to hire an independent contractor (provided the work otherwise meets the independent contractor definition)? This question applies to "temp personnel" line items as well as the other line items mentioned above, items that might once have been grouped under "special projects." I think it was the Court's intent to provide authority and flexibility to commissioners to act in the county's best interest within these small spheres, hiring people for a few hundred dollars, or at most, a few thousand, at a time for specific tasks. In fact, I believe commissioners have authority to move between these line items (?). But I want to clarify that we're all on the same page, and what procedure needs to be followed with HR, Treas., and Auditor offices.

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM:** Discussion and possible action to hire temporary help in the Treasurer's office.

**CHECK ONE:**    ☐ CONSENT    ☒ ACTION    ☐ EXECUTIVE SESSION  
                    ☐ WORKSHOP    ☐ PROCLAMATION    ☐ PRESENTATION

**PREFERRED MEETING DATE REQUESTED:** May 11, 2010

**AMOUNT REQUIRED:** In current budget

**LINE ITEM NUMBER OF FUNDS REQUIRED:** ~~\$5~~ 500

**REQUESTED BY:** Michele Tuttle, Hays County Treasurer

**SPONSORED BY:** Liz Sumter, Hays County Judge

**SUMMARY:**

Last year, the Treasurer's office had to focus on the implementation of the new financial software. The conversion took many overtime hours for several months. During this time, we have gotten behind on scanning documents, filing and other projects. We have not been able to get caught up just yet.

At this time, I respectfully request the approval for temporary help. I have a little more than \$5,500 in salary savings due to not hiring a bookkeeper until mid December. If the Court approves, I would like to increase the hours for our part time employee until September (she currently is budgeted for 20 hours per week) and also hire a temporary employee at a Grade 106 minimum (\$10.55 per hr). This request would not exceed \$5,500.00.

Thank you for your consideration of this item.



## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM:** Discussion and possible action to eliminate a detective position and to replace it with a sergeant's position in the sheriff's office.

**TYPE OF ITEM:** ACTION

**PREFERRED MEETING DATE REQUESTED:** MAY 11, 2010

**AMOUNT REQUIRED:** Maximum of \$1,914 this fiscal year; estimated cost next fiscal year between \$3121 and \$3828, depending on who is hired or promoted.

**LINE ITEM NUMBER OF FUNDS REQUIRED:** Funds are available in the sheriff's salary line item.

**REQUESTED BY:** Sheriff's Department, Capt. Davenport

**SPONSORED BY:** Commissioner Barton

**SUMMARY:** The Sheriff would like to restructure CID (Criminal Investigations) by creating two "squads," each supervised by a sergeant. Currently, one sergeant in CID is supervising 10 detectives and a few warrant officers and other personnel – or about 14 officers. The department's goal is to limit span of control to one manager per 5-7 peace officers, which they say would be more within industry standards and would improve management efficiency. While the department has made some changes to CID, management ratio of front-line officers and caseloads can't improve without adding a management person in CID. To achieve this, the sheriff and Capt. Davenport are recommending the elimination of one detective position. That position would be replaced by a CID sergeant. The sheriff's office can cover the full cost of the remaining months this year -- somewhere between \$1560 and \$1914, depending on who becomes sergeant – from savings in the sheriff's salary line item. Next year, the cost is estimated not to exceed \$3828. It could be less, depending on who is hired/promoted. HR has reviewed the request and is working with Capt. Davenport to update the department's org chart.

# *Agenda Item Routing Form*

**DESCRIPTION OF Item:** Discussion and possible action to eliminate a detective position and to replace it with a sergeant's position in the sheriff's office.

**PREFERRED MEETING DATE REQUESTED:** MAY 11, 2010

## **COUNTY AUDITOR**

**Typically Requires 1 Business Day Review**

**AMOUNT:** \$1,914.00

**LINE ITEM NUMBER:** Salary Line Item

**COUNTY PURCHASING GUIDELINES FOLLOWED:**N/A

**PAYMENT TERMS ACCEPTABLE:**N/A

**COMMENTS:**

**Bill Herzog**

## **SPECIAL COUNSEL**

**Typically Requires 9 Business Day Review**

**CONTRACT TERMS ACCEPTABLE:** \_\_\_\_\_

**COMMENTS:**

## **COMMISIONERS' COURT**

**APPROVED/DISAPPROVED AND DATE:** \_\_\_\_\_

## **COUNTY JUDGE**

*Signature Required if Approved*

**DATE CONTRACT SIGNED:** \_\_\_\_\_

## *Agenda Item Request Form*

### **Hays County Commissioners' Court**

9:00 a.m. Every Tuesday

**Request forms are due in the County Judge's Office**

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

**AGENDA ITEM:** Executive Session pursuant to 551.072 of the Texas Government Code, to deliberate the purchase, exchange, or lease of real property with potential for prime endangered species habitat. Possible action may follow.

**CHECK ONE:**    ☐ **CONSENT**    ☐ **ACTION**    ☒ **EXECUTIVE SESSION**  
                  ☐ **WORKSHOP**        ☐ **PROCLAMATION**        ☐ **PRESENTATION**

**PREFERRED MEETING DATE REQUESTED:** May 11, 2010

**AMOUNT REQUIRED:**

**LINE ITEM NUMBER OF FUNDS REQUIRED:**

**REQUESTED BY:** Ford

**SPONSORED BY:** Ford

**SUMMARY:**

Jeff Francell, Rachael Ranft and Clif Ladd will be in the session to brief the Court on their review of the properties and possibly make recommendations.

