



RESOLUTION OF THE GILLESPIE COUNTY COMMISSIONERS COURT

STATE OF TEXAS

COUNTY OF GILLESPIE

WHEREAS, in accordance with the FAA letter dated, January 14, 1998, the County must establish a fee and rental structure for all airport property (this includes the airport business park) which ensures revenue received is based on fair market value (FMV) to fulfill its federal obligations. In addition, according to the Federal Aviation Administration (FAA) "Assurances", all revenues generated by the airport will be expended by it for the capital or operating costs of the airport.

WHEREAS, Gillespie County will lease 109,771.2 square feet of land (2.52 acres), more or less, situated at the Gillespie County Airport Business Park in Gillespie County Texas for the County AgriLife facility.

WHEREAS, the County agrees to transfer the FMV lease rate (\$.23 per sqft) to the airport operations fund. In accordance with the approved lease rate the County agrees to the sum of **\$25,247.38** per year.

WHEREAS, like all the Airport's ground lease the County agrees that this sum shall be adjusted for inflation annually using the change in the Consumer Price Index for the 12-month period ending on August 31st of each year. The effective date of each adjustment shall be the first day of October each year. For the purposes of this MOU, the CPI shall be that index which is the Consumer Price Index for all Urban Consumers (CPI-U) (1982-1984=100).

WHEREAS, this resolution shall remain in effect indefinitely, unless terminated by Gillespie County Commissioners Court, in coordination with TXDOT Aviation or the FAA.

NOW, THEREFORE, BE IT RESOLVED, that the Gillespie County Commissioners Court agrees to transfer the amount listed above, corrected for CPI, from the County's General Fund to the airport operating fund on or about Oct 15<sup>th</sup> yearly.

PASSED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20XX

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DANIEL JONES

County Judge

\_\_\_\_\_  
CHARLES OLFERS  
Precinct No. 1

\_\_\_\_\_  
DENNIS W. NEFFENDORF  
Precinct No. 3

\_\_\_\_\_  
KEITH KRAMER  
Precinct No. 2

\_\_\_\_\_  
DON WEINHEIMER  
Precinct No. 4

Subscribed and sworn to before me this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Clerk of Gillespie, Texas

I, \_\_\_\_\_, County Clerk of Gillespie, Texas, hereby certify that this is a true and correct copy of the oath of office of the above executed before me.

\_\_\_\_\_  
County Clerk of Gillespie, Texas



Gillespie County Facilities  
101 W Main Unit #4  
Fredericksburg, TX 78624  
830-992-2604 Office  
830-992-2608 Fax  
[jsandstedt@gillespiecounty.org](mailto:jsandstedt@gillespiecounty.org)

August 1, 2023

Estimates for Library Building Exterior

Soffit, Facia Boards and Exterior Balcony Decorative Railings

Going with JR Painting \$ 13,000.00

BMP Remodeling \$ 37,750.00

Respectfully,

John Sandstedt  
Facilities Manager

JR PAINTING  
509 DEERVIEW DRIVE  
FREDERICKSBURG, TX 78624  
PHONE: 830 998 0702

**DATE: 7/30/2023**

**PROPOSAL FOR WORK TO BE PERFORMED AT:**

NAME: GILLESPIE COUNTY  
FACILITIES SUPERVISOR, JOHN SANDSTEDT  
ADDRESS: 101 WEST MAIN STREET  
GILLESPIE COUNTY LIBRARY

**DESCRIPTION OF WORK TO BE PERFORMED:**

We hereby propose to furnish the materials and perform the labor necessary in accordance with the specifications below:

**EXTERIOR PAINTING - SOFFIT AND FACIA BOARDS**

1. Sand & Srape to remove any paint peeling, cracking or flaking off.
2. Pressure wash clean to remove any mold, mildew or dust that is present.
3. Apply 2 coats of a high quality exterior Benjamin Moore latex paint in a Satin Finish sheen.
4. Due to the height of the building, the exterior painting process will be time consuming, we will possibly be installing scaffolding in order to safely work on some hard to reach areas.  
Paint colors will be matched as close as possible to original.

Total cost for all materials and labor included is: \$10,600.00

**EXTERIOR BALCONY - WROUGHT IRON DECORATIVE RAILINGS**

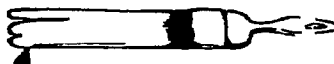
1. Sand, scrape to remove any paint peeling or flaking off. Treat any rust that is present.
2. Pressure wash clean to remove any dust or old chalky paint finish caused by paint fading.
3. Apply 2 coats of a Direct to Metal paint (DTM) in a Benjamin Moore Satin Finish sheen. Will match same original paint color.

Total cost for all materials and labor included is: \$2,400.00.

**ALL MATERIALS SUPPLIED BY JR PAINTING ARE GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE WORK TO BE PERFORMED IN ACCORDANCE WITH THE SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER.**

**RESPECTFULLY,**  
**JR SOSA**  
**OWNER, JR PAINTING**  
jrpaintingfredericksburg.com



**BMP**  
**REMODELING**  
**PAINT**   
**& DRYWALL**

606 Cross Mountain Dr. Fredericksburg, Texas  
Phone 830-997-2058 Fax 830-990-9516

John Sandstedt  
Gillespie County  
Maintenance Department  
101 West Main Street  
Fredericksburg, Texas 78624

PROPOSAL,

JOB; Painting exterior Pioneer Memorial Library Bldg. Tx.

- 1.) Power wash overhangs and fascia.
- 2.) Remove all damaged paint from overhangs, fascia. Sand, spot prime & apply 2 top coat paint to match existing color.
- 3.) All labor & materials by BMP Paint, Drywall, & Remodeling.

THANK YOU,

Al Cansler

TOTAL, \$ 37,750.00



**Eaton UPS Service Cart: 164098-8**  
**Cart Date: 08/02/2023**  
 (Effective until 09/24/2023)

**Evan Farough, Service Sales Representative**  
**Eaton Corporation**  
**4616 West Howard Lane**  
**STE 2-500**  
**Austin, TX 78728**  
**737-218-3820**  
**Email: evanafarough@eaton.com**

**Prepared For:**

Billing Contact: Accounts Payable,  
 Billing Company: Gillespie Count Auditor  
 101 W. Main St. Unit #4  
 Auditor Office  
 Fredericksburg, TX 78624  
 830-997-6777  
 Email: jhkeller@gillespiecounty.org

**For Covered Equipment at Site:**

Site Contact: John Keller,  
 Site Company: GILLESPIE COUNTY  
 104 INDUSTRIAL LOOP  
 FREDERICKSBURG, TX 78624  
 830-992-2620  
 Email: jhkeller@gillespiecounty.org

We are pleased to provide the following services proposal for your power quality equipment. Please refer to the Scopes of Work (SOW) for descriptions of service coverage and exclusions. Eaton Corporation terms and conditions (Eaton Corp. Service Agreement T-0 attachment) govern this proposal, and any purchase order submitted to Eaton pursuant thereto. Additional or different terms proposed by Buyer, whether in its purchase order or otherwise, shall not be binding upon Eaton Corporation and are hereby rejected unless expressly agreed to in writing by Eaton Corporation. Eaton Corporation cannot be held liable, and Buyer shall not be entitled to any damages and/or indemnifications, in case Eaton Corporation is prevented, hindered or delayed from or in performing any of its obligations resulting from the impact of the outbreak of COVID-19 for reasons not attributable to Eaton Corporation.

Serial Number	New/Renewal	Model Description	Battery Type, Quantity	Coverage Type
EH244CBC06	R	9390-40-80	VRLA Sealed, 40	Battery Labor Adder

**Quantity 1, Eaton 9390-40-80, VRLA Sealed, 40**

**Coverage Start Date:** 05/23/2023 **Coverage End Date:** 5/22/2026 **Term:** 3 Years

	Unit List Price	Unit Net Price	Extended Net Price
<b>PWHR12200W4FR, Corrective Labor Coverage extended from 1 to 3-yrs (BL07CBXX)</b>	\$989.00	\$989.00	\$989.00
<ul style="list-style-type: none"> <li>N/A Response Time</li> <li>EOSL Status Active; Moving to Best Effort on Jan 1, 2027</li> </ul>			

**Contract Subtotal:** \$989.00 \$989.00 \$989.00

**Battery Replacement Items**

<ul style="list-style-type: none"> <li>1x PWHR12200W4FR, 5x8 Battery Replacement, 40 Jars ( 153302090-002 )</li> </ul>	\$18,069.00	\$18,069.00	\$18,069.00
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**Supporting Documents: T-0, R-9, W-1, R-11, R-13**

**Battery Replacement Subtotal:** \$18,069.00 \$18,069.00 \$18,069.00

**9390-40-80 Total Price:** \$19,058.00 \$19,058.00 \$19,058.00

Site Location	Model	Serial Number	Quantity	
Gillespie County	9390-40-80	EH244CBC06	1	\$19,058.00
		<b>Subtotal:</b>	<b>1</b>	<b>\$19,058.00</b>

	List Price	Net Price
<b>Grand Total Price:</b>	<b>\$19,058.00</b>	<b>\$19,058.00</b>

Did you know? Eaton has PredictPulse remote monitoring and a suite of professional assessment and testing services (Load Bank, IR Scan, PQ Meter) that take traditional preventive maintenance to the next level by proactively identifying issues for greater peace of mind. Learn more at [Eaton.com/UPSservices](http://Eaton.com/UPSservices)



- Contract Payment Terms: Net 30 days, Billing Cycle: Payment Upfront
- Non Contract Payment Terms: Net 30 days, Billing Cycle: Upon Completion
- Service quotes valued at less than \$5,000 may be subject to Eaton's prepayment requirement. Prepayment may be made via credit card, ACH transaction or a check mailed to Eaton prior to order acceptance. All credit card transactions with Eaton will incur a 3.5% service fee.
- Important Tax Notice: Tax is not included in the above purchase price. All orders will be subject to all applicable sales tax unless a current tax exemption certificate is on file covering the state shown in the ship-to address or service equipment location.
- To purchase (renew) your service contract, please sign and date below.
- Return all attachments with purchase order to:
  - Eaton Corporation, 8609 Six Forks Road, Raleigh, NC 27615, Tel 800/843-9433, Fax 800/228-1899.
  - Make Payments for Eaton products to: Eaton Corporation, 29085 Network Place, Chicago, IL 60673-1290

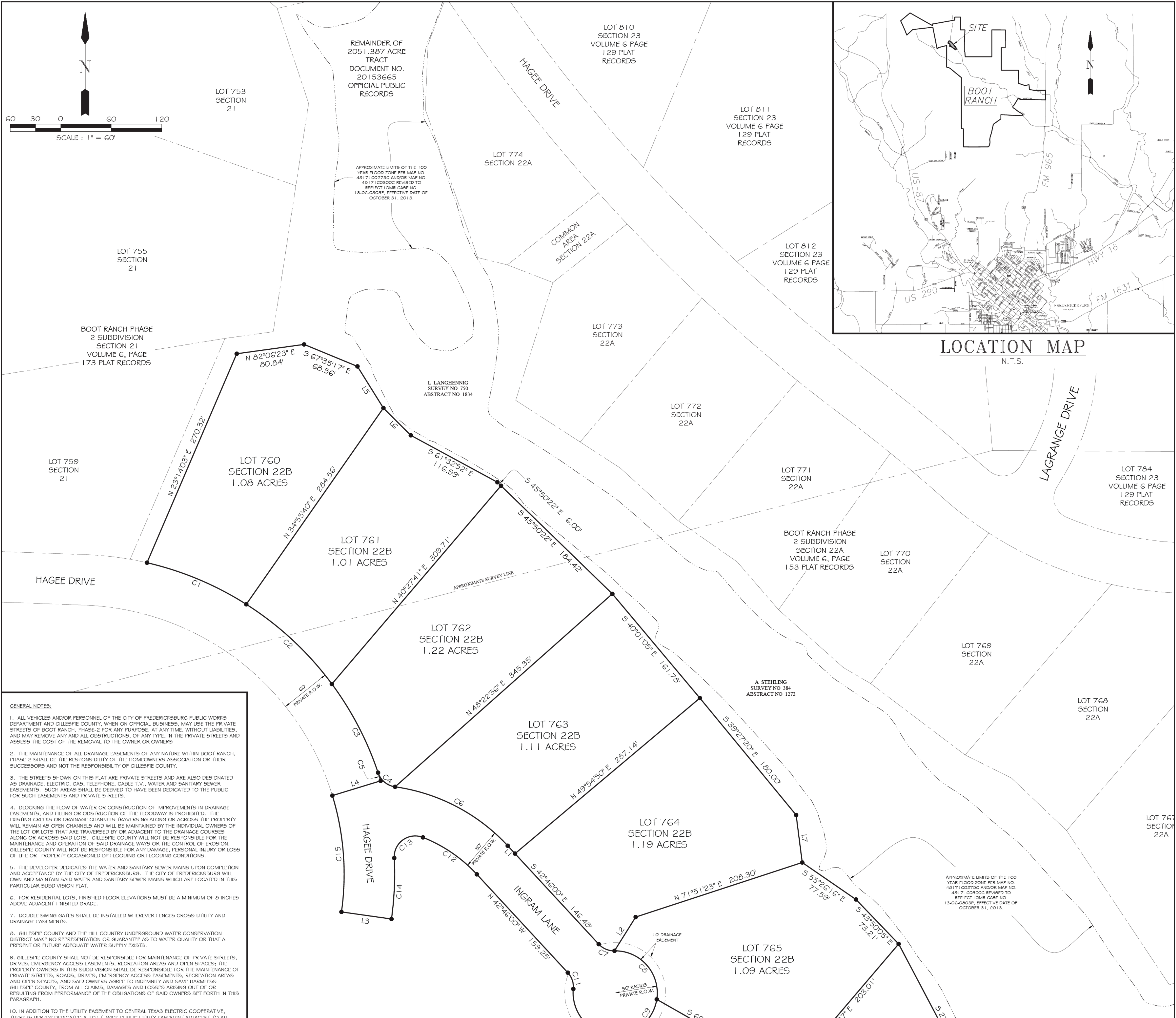
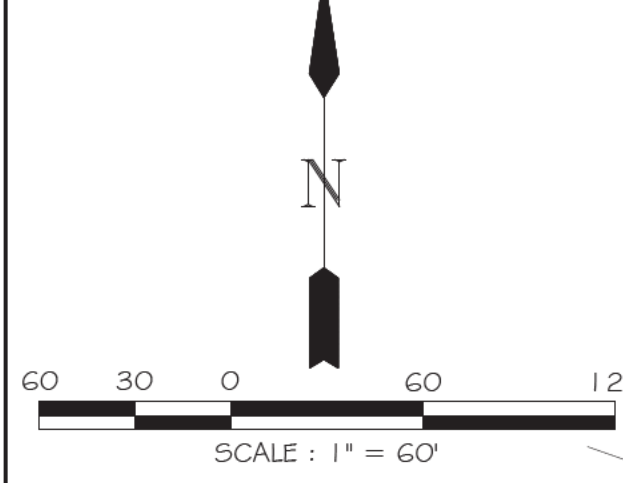
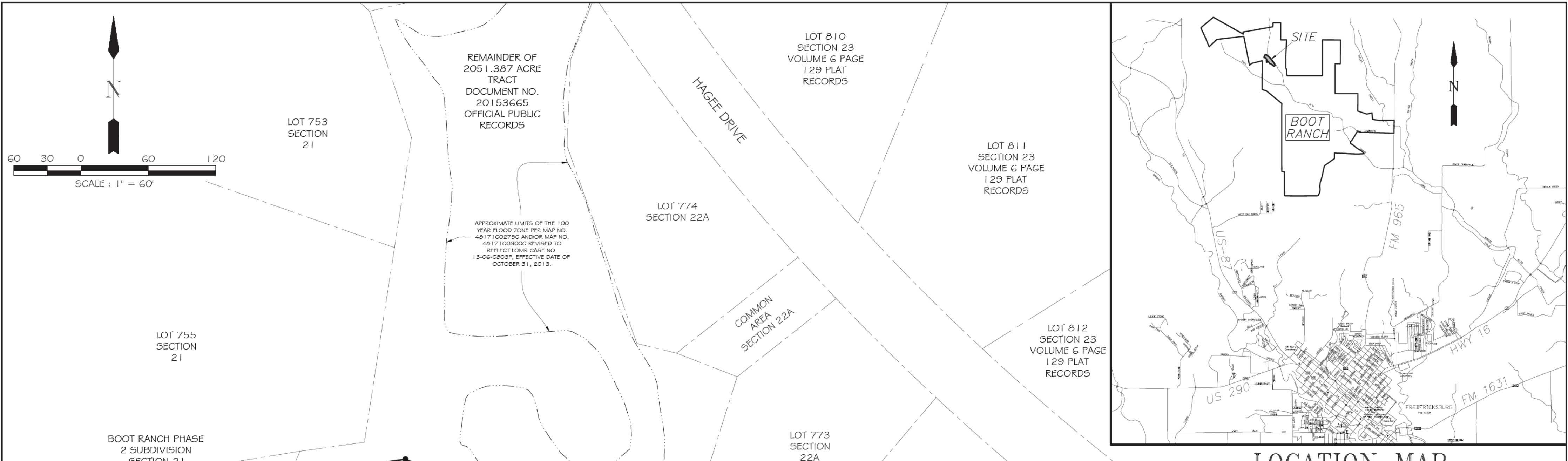
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Accepted By:	Name	Title	Date	Purchase Order Number
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Print Name:

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**GENERAL NOTES:**

1. ALL VEHICLES AND/OR PERSONNEL OF THE CITY OF FREDERICKSBURG PUBLIC WORKS DEPARTMENT AND GILLESPIE COUNTY, WHEN ON OFFICIAL BUSINESS, MAY USE THE PRIVATE STREETS OF BOOT RANCH, PHASE-2 FOR ANY PURPOSE, AT ANY TIME, WITHOUT LIABILITIES, AND MAY REMOVE ANY AND ALL OBSTRUCTIONS, OF ANY TYPE, IN THE PRIVATE STREETS AND ASSESS THE COST OF THE REMOVAL TO THE OWNER OR OWNERS.
2. THE MAINTENANCE OF ALL DRAINAGE EASEMENTS OF ANY NATURE WITHIN BOOT RANCH, PHASE-2 SHALL BE THE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION OR THEIR SUCCESSORS AND NOT THE RESPONSIBILITY OF GILLESPIE COUNTY.
3. THE STREETS SHOWN ON THIS PLAT ARE PRIVATE STREETS AND ARE ALSO DESIGNATED AS DRAINAGE, ELECTRIC, GAS, TELEPHONE, CABLE T.V., WATER AND SANITARY SEWER EASEMENTS. SUCH AREAS SHALL BE DEEMED TO HAVE BEEN DEDICATED TO THE PUBLIC FOR SUCH EASEMENTS AND PRIVATE STREETS.
4. BLOCKING THE FLOW OF WATER OR CONSTRUCTION OF IMPROVEMENTS IN DRAINAGE EASEMENTS, AND FILLING OR OBSTRUCTION OF THE FLOWWAY IS PROHIBITED. THE EXISTING CREEKS OR DRAINAGE CHANNELS TRAVELING ALONG OR ACROSS THE PROPERTY WILL REMAIN AS OPEN CHANNELS AND WILL BE MAINTAINED BY THE INDIVIDUAL OWNERS OF THE LOT OR LOTS THAT ARE TRAVELING BY OR ADJACENT TO THE DRAINAGE COURSES ALONG OR ACROSS SAID LOTS. GILLESPIE COUNTY WILL NOT BE RESPONSIBLE FOR THE MAINTENANCE AND OPERATION OF SAID DRAINAGE WAYS OR THE CONTROL OF EROSION. GILLESPIE COUNTY WILL NOT BE RESPONSIBLE FOR ANY DAMAGE, PERSONAL INJURY OR LOSS OF LIFE OR PROPERTY OCCASIONED BY FLOODING OR FLOODING CONDITIONS.
5. THE DEVELOPER DEDICATES THE WATER AND SANITARY SEWER MAINS UPON COMPLETION AND ACCEPTANCE BY THE CITY OF FREDERICKSBURG. THE CITY OF FREDERICKSBURG WILL OWN AND MAINTAIN SAID WATER AND SANITARY SEWER MAINS WHICH ARE LOCATED IN THIS PARTICULAR SUBDIVISION PLAT.
6. FOR RESIDENTIAL LOTS, FINISHED FLOOR ELEVATIONS MUST BE A MINIMUM OF 6 INCHES ABOVE ADJACENT FINISHED GRADE.
7. DOUBLE SWING GATES SHALL BE INSTALLED WHEREVER FENCES CROSS UTILITY AND DRAINAGE EASEMENTS.
8. GILLESPIE COUNTY AND THE HILL COUNTRY UNDERGROUND WATER CONSERVATION DISTRICT MAKE NO REPRESENTATION OR GUARANTEE AS TO WATER QUALITY OR THAT A PRESENT OR FUTURE ADEQUATE WATER SUPPLY EXISTS.
9. GILLESPIE COUNTY SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS, DRIVES, EMERGENCY ACCESS EASEMENTS, RECREATION AREAS AND OPEN SPACES; THE PROPERTY OWNERS IN THIS SUBDIVISION SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF PRIVATE STREETS, ROADS, DRIVES, EMERGENCY ACCESS EASEMENTS, RECREATION AREAS AND OPEN SPACES, AND SAID OWNERS AGREE TO INDEMNIFY AND SAVE HARMLESS GILLESPIE COUNTY, FROM ALL CLAIMS, DAMAGES AND LOSSES ARISING OUT OF OR RESULTING FROM PERFORMANCE OF THE OBLIGATIONS OF SAID OWNERS SET FORTH IN THIS PARAGRAPH.
10. IN ADDITION TO THE UTILITY EASEMENT TO CENTRAL TEXAS ELECTRIC COOPERATIVE, THERE IS HEREBY DEDICATED A 10 FT. WIDE PUBLIC UTILITY EASEMENT ADJACENT TO ALL STREET RIGHTS-OF-WAY.
11. WATER RIGHTS DEED FROM FRED ACHTZEHN TO THE CITY OF FREDERICKSBURG, RECORDED IN VOLUME 82 AT PAGE 166 OF THE DEED RECORDS OF GILLESPIE COUNTY, TEXAS.
12. BOOT RANCH HOLDINGS, LLC, BY FILING THIS PLAT OF RECORD, AND ALL FUTURE OWNERS OF PROPERTY WITHIN THIS SUBDIVISION BY PURCHASING SUCH PROPERTY, KNOWLEDGE AND AGREE THAT GILLESPIE COUNTY SHALL HAVE NO OBLIGATION WHATSOEVER TO REPAIR OR ACCEPT MAINTENANCE OF THE ROADS IN THIS SUBDIVISION UNLESS BOOT RANCH HOLDINGS, LLC AND/OR THE PROPERTY OWNERS IN THE SUBDIVISION HAVE IMPROVED THE ROADS TO THE THEN CURRENT STANDARDS REQUIRED BY GILLESPIE COUNTY AND THE ROADS HAVE BEEN ACCEPTED FOR MAINTENANCE BY FORMAL WRITTEN ACTION OF THE GILLESPIE COUNTY COMMISSIONERS COURT AND THE ROADWAY HAS BEEN DEDICATED BY THE OWNERS THEREOF, AND ACCEPTED BY THE COUNTY AS A PUBLIC ROAD.
13. BOOT RANCH HOLDINGS, LLC, AND ALL FUTURE OWNERS OF PROPERTY WITHIN THIS SUBDIVISION SHALL LOCK SOLELY TO THE OWNER, THE PROPERTY OWNERS IN THE SUBDIVISION, AND/OR THE HOMEOWNERS ASSOCIATION FOR FUTURE MAINTENANCE AND REPAIR OF THE ROADS SHOWN ON THIS SUBDIVISION PLAT.
14. RESTRICTIONS MAY APPLY PER DOCUMENT NO. 20221226, OFFICIAL PUBLIC RECORDS, GILLESPIE COUNTY, TEXAS AND SHOULD BE CONFIRMED BY THE BOOT RANCH DEVELOPMENT OFFICE, THE HOME OWNERS ASSOCIATION, LANDOWNER AND/OR THE ARCHITECTURAL CONTROL COMMITTEE BEFORE ANY PLANNING OR CONSTRUCTION.
15. THIS PLAT DOES NOT ALTER OR AMEND ANY EXISTING EASEMENTS OR SETBACKS UNLESS OTHERWISE NOTED.
16. NO PORTION OF THIS SUBDIVISION IS IN FLOOD ZONE 'A' PER LOUW CASE NO. 13-06-0803P, EFFECTIVE DATE OF OCTOBER 31, 2013.
17. DRILLING OR USE OF INDIVIDUAL WELLS IS PROHIBITED. ANY EXISTING WELLS NOT OWNED AND UTILIZED BY THE PUBLIC OR COMMUNITY WATER SYSTEM SHALL BE PLUGGED IN ACCORDANCE WITH THE APPLICABLE RULES AND REGULATIONS OF THE WATER WELL DRILLERS BOARD AND THE H.C.U.W.C.D.

CURVE DATA					
CURVE	RADIUS	DELTA	ARC	BEARING	CHORD
C1	380.00	19°22'58"	128.55	S 67°16'09" E	127.94
C2	380.00	21°04'20"	139.76	S 47°02'30" E	138.97
C3	380.00	19°31'45"	129.52	S 26°44'27" E	128.90
C4	25.00	63°28'54"	27.70	S 50°15'06" E	26.30
C5	380.00	01°32'04"	10.18	S 17°44'37" E	10.18
C6	225.00	39°13'33"	154.04	S 62°22'47" E	151.05
C7	25.00	48°11'23"	21.03	S 66°51'42" E	20.41
C8	50.00	99°48'16"	87.10	S 41°03'15" E	76.49
C9	50.00	47°13'02"	41.20	S 32°27'23" W	40.05
C10	50.00	129°21'28"	112.89	N 59°15'22" W	90.39
C11	25.00	48°11'23"	21.03	N 18°40'19" W	20.41
C12	175.00	25°36'57"	78.24	N 55°34'29" W	77.59
C13	25.00	114°30'51"	49.97	S 54°21'37" W	42.06
C14	380.00	09°55'14"	65.80	S 03°05'46" W	65.71
C15	320.00	25°01'57"	139.81	N 04°27'36" W	138.70

LINE TABLE		
LINE	DISTANCE	BEARING
L1	12.77'	S 42°46'00" E
L2	47.41'	N 32°02'45" E
L3	60.00'	N 81°56'36" W
L4	60.00'	N 73°01'26" E
L5	58.31'	S 31°55'05" E
L6	46.00'	S 45°07'48" E
L7	56.89'	S 07°19'53" E

STATE OF: \_\_\_\_\_  
 COUNTY OF: \_\_\_\_\_

THE OWNER OF THE LAND IDENTIFIED BY LOT NUMBERS RECORDED IN THE VOLUME AND PAGE NUMBERS SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT ACKNOWLEDGE THAT THIS PLAT WAS MADE FROM ACTUAL SURVEYS ON THE GROUND AND DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL PUBLIC UTILITY EASEMENTS SHOWN FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND DEDICATES THE ROADWAYS SHOWN HEREON SERVING LOTS IN BOOT RANCH SUBDIVISION AS PRIVATE ROADS.

BOOT RANCH HOLDINGS, LLC  
 A DELAWARE LIMITED LIABILITY COMPANY

MARK R. ENDERLE  
 AUTHORIZED SIGNATORY

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED MARK R. ENDERLE, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2023.

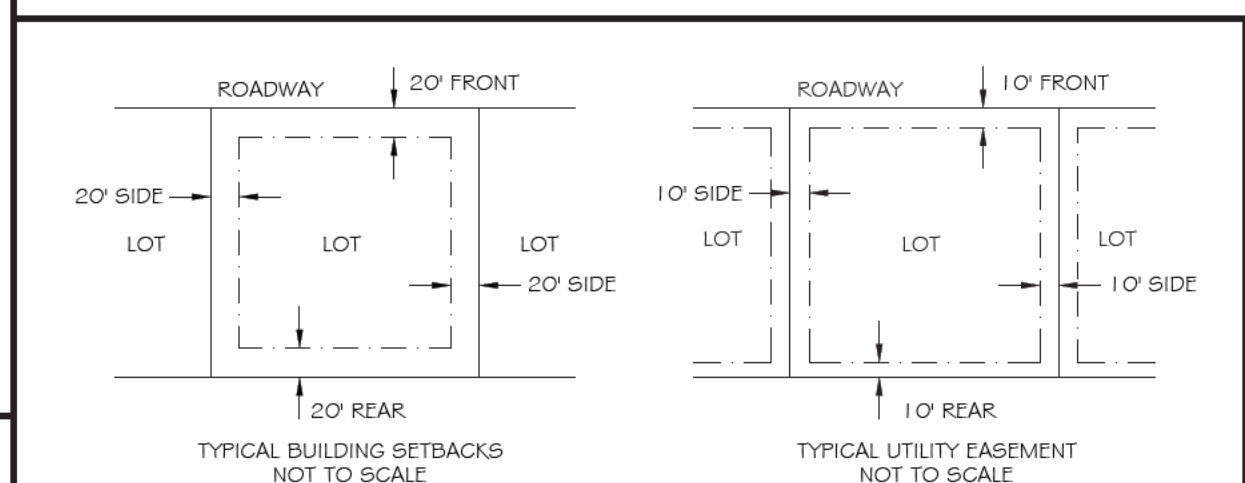
NOTARY PUBLIC  
 STATE OF TEXAS

**LEGEND**

- SET 1/2" IRON ROD WITH AN ORANGE PFEIFFER SURVEY PLASTIC CAP
- APPROXIMATE ORIGINAL SURVEY LINE
- APPROXIMATE ADJOINING DEED LINE
- APPROXIMATE FLOOD ZONE LIMITS
- BOUNDARY LINE

**SURVEY NOTES:**

- 1) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, THEREFORE ALL SETBACKS, EASEMENTS AND ENCUMBRANCES MAY NOT BE SHOWN HEREON.
- 2) ADJOINING PROPERTY INFORMATION SHOWN HEREON IS FOR INFORMATIONAL PURPOSES ONLY.
- 3) BASIS OF BEARING: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, 4203, NAD 83.
- 4) ALL BUILDING SETBACK LINES, RECORDED EASEMENTS, UNRECORDED EASEMENTS, PLAT RESTRICTIONS, DEED RESTRICTIONS AND ZONING ORDINANCES, IF ANY, SHOULD BE CONFIRMED BY THE BOOT RANCH DEVELOPMENT OFFICE, THE HOME OWNERS ASSOCIATION, LANDOWNER AND/OR THE ARCHITECTURAL CONTROL COMMITTEE BEFORE ANY PLANNING OR CONSTRUCTION.
- 5) THIS PLAT DOES NOT ALTER OR AMEND ANY EXISTING EASEMENTS OR SETBACKS UNLESS OTHERWISE NOTED.
- 6) ALL CORNERS ARE MONUMENTED WITH A 1/2" IRON ROD WITH AN ORANGE PFEIFFER SURVEY PLASTIC CAP WHERE FEASIBLE OR OTHERWISE NOTED.
- 7) ORIGINAL SURVEY LINES SHOWN HEREON ARE APPROXIMATE AND NO ATTEMPT WAS MADE TO RETRACE SAID LINES IN THE FIELD.



THIS PLAT, AFTER HAVING BEEN DULY PRESENTED TO THE COMMISSIONERS COURT OF GILLESPIE COUNTY, TEXAS, AND BY SAID COURT DULY CONSIDERED AND FOUND TO COMPLY WITH THE STATUTES AND LAWS OF THE STATE OF TEXAS, AND WAS APPROVED FOR FILING IN THE PLAT RECORDS OF GILLESPIE COUNTY, TEXAS. TO CERTIFY WITH THE UNDERSIGNED, AS COUNTY JUDGE OF GILLESPIE COUNTY, TEXAS, HEREBY AFFIXES HIS HAND, ATTESTED BY THE SEAL OF THE COUNTY CLERK OF GILLESPIE COUNTY, TEXAS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, A.D.

BY: DANIEL JONES  
 COUNTY JUDGE, GILLESPIE COUNTY, TEXAS

BY: LINDSEY DROWN  
 COUNTY CLERK, GILLESPIE COUNTY, TEXAS

**SURVEYOR'S CERTIFICATE**

STATE OF TEXAS  
 COUNTY OF GILLESPIE

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY ON THE GROUND.

**VARIANCES REQUESTED:**

1. ALLOWANCE OF LOT FRONTAGE OF LESS THAN 200 FT ALONG ROADWAY AND LESS THAN 100 FT ALONG CUL-DE-SAC. (LOTS AFFECTED: 760-766).
2. ALLOWANCE OF 50 FT CUL-DE-SAC R.O.W.
3. ALLOWANCE OF 40 FT CUL-DE-SAC PAVEMENT, WITH 8" FT SHOULDERS.
4. ALLOWANCE OF 20 FT WIDE ROADWAY WITH 2 FT SHOULDERS. (RESIDENTIAL LOTS).
5. ALLOWANCE OF 50 FT PRIVATE STREET R.O.W.

STATE OF TEXAS  
 COUNTY OF GILLESPIE

I, LINDSEY DROWN, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2023, AT \_\_\_\_\_, IN THE RECORDS OF DEEDS AND PLATS OF SAID COUNTY, IN BOOK VOLUME \_\_\_\_\_, ON PAGES \_\_\_\_\_, IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2023.

LINDSEY DROWN  
 COUNTY CLERK, GILLESPIE COUNTY, TEXAS

**RIGHT-OF-WAY EASEMENT/UTILITY EASEMENT**

GRANTED UNTO CENTRAL TEXAS ELECTRIC COOPERATIVE, INC., A TEXAS CORPORATION, WHOSE POST OFFICE ADDRESS IS FREDERICKSBURG, TEXAS, AND ITS SUCCESSORS OR ASSIGNS, AN EASEMENT, AS FOLLOWS:

GRANTORS HEREBY DEDICATE PERPETUAL EASEMENTS FOR THE INSTALLATION AND MAINTENANCE OF UTILITIES AND ALL NECESSARY APPURTENANCES HERETO, WHETHER INSTALLED IN THE AIR, UPON THE SURFACE OR UNDERGROUND, ALONG AND WITHIN TEN (10) FEET OF THE REAR, FRONT AND SIDE LINES OF ALL LOTS AND/OR TRACTS AND IN THE STREETS, ALLEYS, BOULEVARDS, LANES, AND ROADS OF THE SUBDIVISION, AND TEN (10) FEET ALONG THE OTHER BOUNDARIES OF ALL STREETS, BOULEVARDS, LANES, AND ROADS, WHERE PROPERTY LINES OF INDIVIDUAL LOTS AND/OR TRACTS ARE DEEDED TO THE CENTER LINE OF SAID AVENUES AND TWENTY (20) FEET ALONG THE ENTIRE PERIMETER OF SAID SUBDIVISION AND WITH THE AUTHORITY TO PLACE, CONSTRUCT, OPERATE, MAINTAIN, RELOCATE AND REPLACE THEREON AN ELECTRIC DISTRIBUTION LINE OR SYSTEM. THE EASEMENT RIGHTS HEREIN GRANTED INCLUDE THE PRIVILEGE OF ANCHORING ANY SUPPORT CABLES OR OTHER DEVICES OUTSIDE SAID EASEMENT WHEN DEEMED NECESSARY BY THE UTILITY TO SUPPORT EQUIPMENT WITHIN SAID EASEMENT AND THE RIGHT TO INSTALL WIRES AND/OR CABLES OVER SOME PORTIONS OF SAID LOTS AND/OR TRACTS NOT WITHIN SAID EASEMENT SO LONG AS SUCH ITEMS DO NOT PREVENT THE CONSTRUCTION OF BUILDINGS ON ANY OF THE LOTS AND/OR TRACTS OF THIS SUBDIVISION. NOTHING SHALL BE PLACED OR PERMITTED TO REMAIN WITHIN THE EASEMENT AREAS WHICH MAY DAMAGE OR INTERFERE WITH INSTALLATION AND MAINTENANCE OF UTILITIES. THE EASEMENT AREAS OF EACH LOT AND/OR TRACTS AND ALL IMPROVEMENTS WITHIN IT SHALL BE MAINTAINED BY THE OWNER OF THE LOT EXCEPT FOR THOSE IMPROVEMENTS FOR WHICH AN AUTHORITY OR UTILITY COMPANY IS RESPONSIBLE. UTILITY COMPANIES OR THEIR EMPLOYEES SHALL HAVE ALL THE RIGHTS AND BENEFITS NECESSARY AND CONVENIENT FOR THE FULL ENJOYMENT OF THE RIGHTS HEREIN GRANTED, INCLUDING BUT NOT LIMITED TO THE FREE RIGHT TO INGRESS TO, AND EGRESS FROM SAID RIGHT-OF-WAY AND EASEMENTS, AND THE RIGHT FROM TIME TO TIME TO CUT AND TRIM TREES, UNDERGROWTH AND OTHER OBSTRUCTIONS THAT MAY INJURE, ENDANGER OR INTERFERE WITH THE OPERATION OF SAID UTILITY INSTALLATIONS. THE DEVELOPER AND/OR LANDOWNER SHALL BE RESPONSIBLE FOR REMOVAL OF ANY OR ALL LIMBS, DEBRIS, BRANCHES OR BRUSH THAT MUST BE CUT IN ORDER TO CLEAR THE RIGHT-OF-WAY FOR NEW CONSTRUCTION OR MAINTENANCE OF ANY LINES CONSTRUCTED ON THE PROPERTY.

ENGINEER  
 TRC ENGINEERS, INC.  
 700 HIGHLANDER BLVD.  
 SUITE 210 ARLINGTON, TX 76015  
 PHONE: 817-522-1000

OWNER/DEVELOPER  
 BOOT RANCH HOLDINGS LLC 77  
 BOOT RANCH CIRCLE  
 FREDERICKSBURG, TX 78624  
 PHONE: 830-890-7624

SURVEYOR  
 PFEIFFER LAND SURVEYING  
 918 ADLER STREET BOERNE, TX  
 78006 PHONE: 830-249-3385

**REVIEWED**

Gillespie County Engineering Department:

Approved  \_\_\_\_\_

Approved as Noted  \_\_\_\_\_

Disapproved  \_\_\_\_\_

Not Reviewed - Incomplete  \_\_\_\_\_

Not Reviewed - Accepted FIO  \_\_\_\_\_

By: *Maria E. Skat*

Date: 07 / 24 / 2023

West Records - Pfeiffer Land Surveying  
 Registered Professional Land Surveyor No. 6001  
 Doerme, Texas 78006 Ph. 830 - 249 - 3385

**PFEIFFER LAND SURVEYING**  
 918 ADLER STREET  
 BOERNE, TX 78006  
 830-249-3385  
 FIRM NO. 1019781

JOB NUMBER: 94-15  
 DATE: JULY 7, 2023

STATE OF TEXAS  
 COUNTY OF GILLESPIE

I, LINDSEY DROWN, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2023, AT \_\_\_\_\_, IN THE RECORDS OF DEEDS AND PLATS OF SAID COUNTY, IN BOOK VOLUME \_\_\_\_\_, ON PAGES \_\_\_\_\_, IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2023.

LINDSEY DROWN  
 COUNTY CLERK, GILLESPIE COUNTY, TEXAS

GRANTED UNTO CENTRAL TEXAS ELECTRIC COOPERATIVE, INC., A TEXAS CORPORATION, WHOSE POST OFFICE ADDRESS IS FREDERICKSBURG, TEXAS, AND ITS SUCCESSORS OR ASSIGNS, AN EASEMENT, AS FOLLOWS:

GRANTORS HEREBY DEDICATE PERPETUAL EASEMENTS FOR THE INSTALLATION AND MAINTENANCE OF UTILITIES AND ALL NECESSARY APPURTENANCES HERETO, WHETHER INSTALLED IN THE AIR, UPON THE SURFACE OR UNDERGROUND, ALONG AND WITHIN TEN (10) FEET OF THE REAR, FRONT AND SIDE LINES OF ALL LOTS AND/OR TRACTS AND IN THE STREETS, ALLEYS, BOULEVARDS, LANES, AND ROADS OF THE SUBDIVISION, AND TEN (10) FEET ALONG THE OTHER BOUNDARIES OF ALL STREETS, BOULEVARDS, LANES, AND ROADS, WHERE PROPERTY LINES OF INDIVIDUAL LOTS AND/OR TRACTS ARE DEEDED TO THE CENTER LINE OF SAID AVENUES AND TWENTY (20) FEET ALONG THE ENTIRE PERIMETER OF SAID SUBDIVISION AND WITH THE AUTHORITY TO PLACE, CONSTRUCT, OPERATE, MAINTAIN, RELOCATE AND REPLACE THEREON AN ELECTRIC DISTRIBUTION LINE OR SYSTEM. THE EASEMENT RIGHTS HEREIN GRANTED INCLUDE THE PRIVILEGE OF ANCHORING ANY SUPPORT CABLES OR OTHER DEVICES OUTSIDE SAID EASEMENT WHEN DEEMED NECESSARY BY THE UTILITY TO SUPPORT EQUIPMENT WITHIN SAID EASEMENT AND THE RIGHT TO INSTALL WIRES AND/OR CABLES OVER SOME PORTIONS OF SAID LOTS AND/OR TRACTS NOT WITHIN SAID EASEMENT SO LONG AS SUCH ITEMS DO NOT PREVENT THE CONSTRUCTION OF BUILDINGS ON ANY OF THE LOTS AND/OR TRACTS OF THIS SUBDIVISION. NOTHING SHALL BE PLACED OR PERMITTED TO REMAIN WITHIN THE EASEMENT AREAS WHICH MAY DAMAGE OR INTERFERE WITH INSTALLATION AND MAINTENANCE OF UTILITIES. THE EASEMENT AREAS OF EACH LOT AND/OR TRACTS AND ALL IMPROVEMENTS WITHIN IT SHALL BE MAINTAINED BY THE OWNER OF THE LOT EXCEPT FOR THOSE IMPROVEMENTS FOR WHICH AN AUTHORITY OR UTILITY COMPANY IS RESPONSIBLE. UTILITY COMPANIES OR THEIR EMPLOYEES SHALL HAVE ALL THE RIGHTS AND BENEFITS NECESSARY AND CONVENIENT FOR THE FULL ENJOYMENT OF THE RIGHTS HEREIN GRANTED, INCLUDING BUT NOT LIMITED TO THE FREE RIGHT TO INGRESS TO, AND EGRESS FROM SAID RIGHT-OF-WAY AND EASEMENTS, AND THE RIGHT FROM TIME TO TIME TO CUT AND TRIM TREES, UNDERGROWTH AND OTHER OBSTRUCTIONS THAT MAY INJURE, ENDANGER OR INTERFERE WITH THE OPERATION OF SAID UTILITY INSTALLATIONS. THE DEVELOPER AND/OR LANDOWNER SHALL BE RESPONSIBLE FOR REMOVAL OF ANY OR ALL LIMBS, DEBRIS, BRANCHES OR BRUSH THAT MUST BE CUT IN ORDER TO CLEAR THE RIGHT-OF-WAY FOR NEW CONSTRUCTION OR MAINTENANCE OF ANY LINES CONSTRUCTED ON THE PROPERTY.

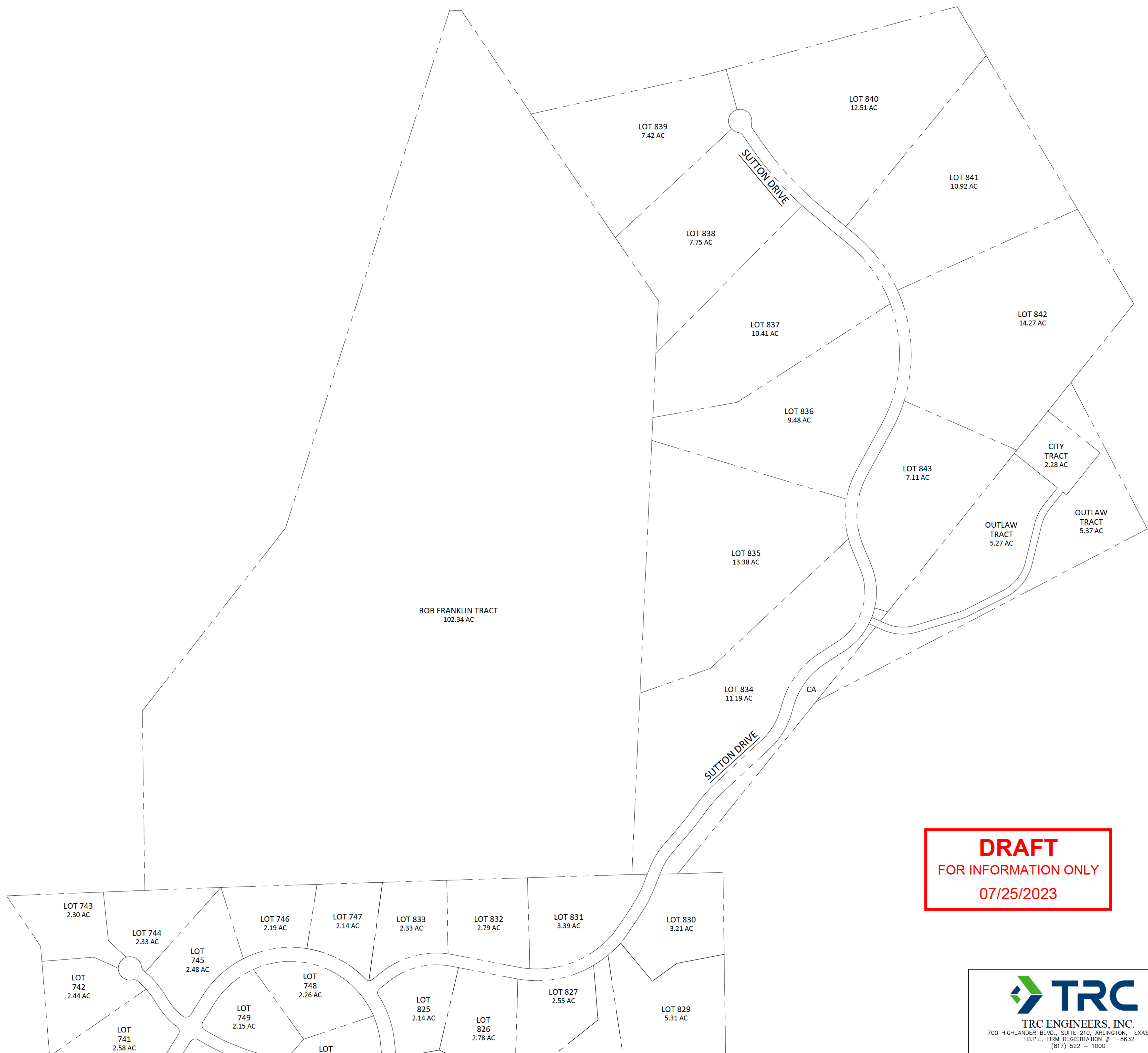
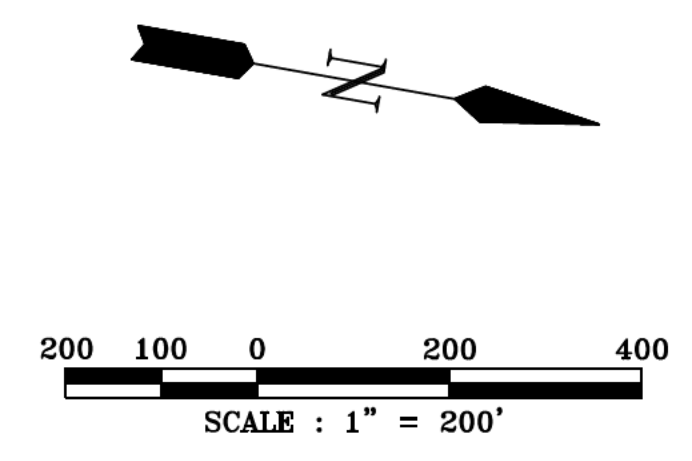
**BOOT RANCH SUBDIVISION  
 PHASE 2  
 SECTION 22B**

A SUBDIVISION OF GILLESPIE COUNTY CONTAINING 8.75 ACRES OF LAND OUT OF THE L. LANGHENNING SURVEY NO. 750, ABSTRACT NO. 1834 AND THE A. STEHLING SURVEY NO. 384, ABSTRACT NO. 1272, GILLESPIE COUNTY, TEXAS, SAID 8.75 ACRE TRACT ALSO BEING A PORTION OF THAT CERTAIN 2051.387 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 20153665, OFFICIAL PUBLIC RECORDS, GILLESPIE COUNTY, TEXAS.

JULY 2023


SHEET 1 OF 1





**DRAFT**  
FOR INFORMATION ONLY  
07/25/2023

H:\WORK IN PROGRESS\BOOT RANCH\PHASE 2.25\DRAWING\EXHIBITS\PH2.26 REPEAT EXHIBIT.DWG

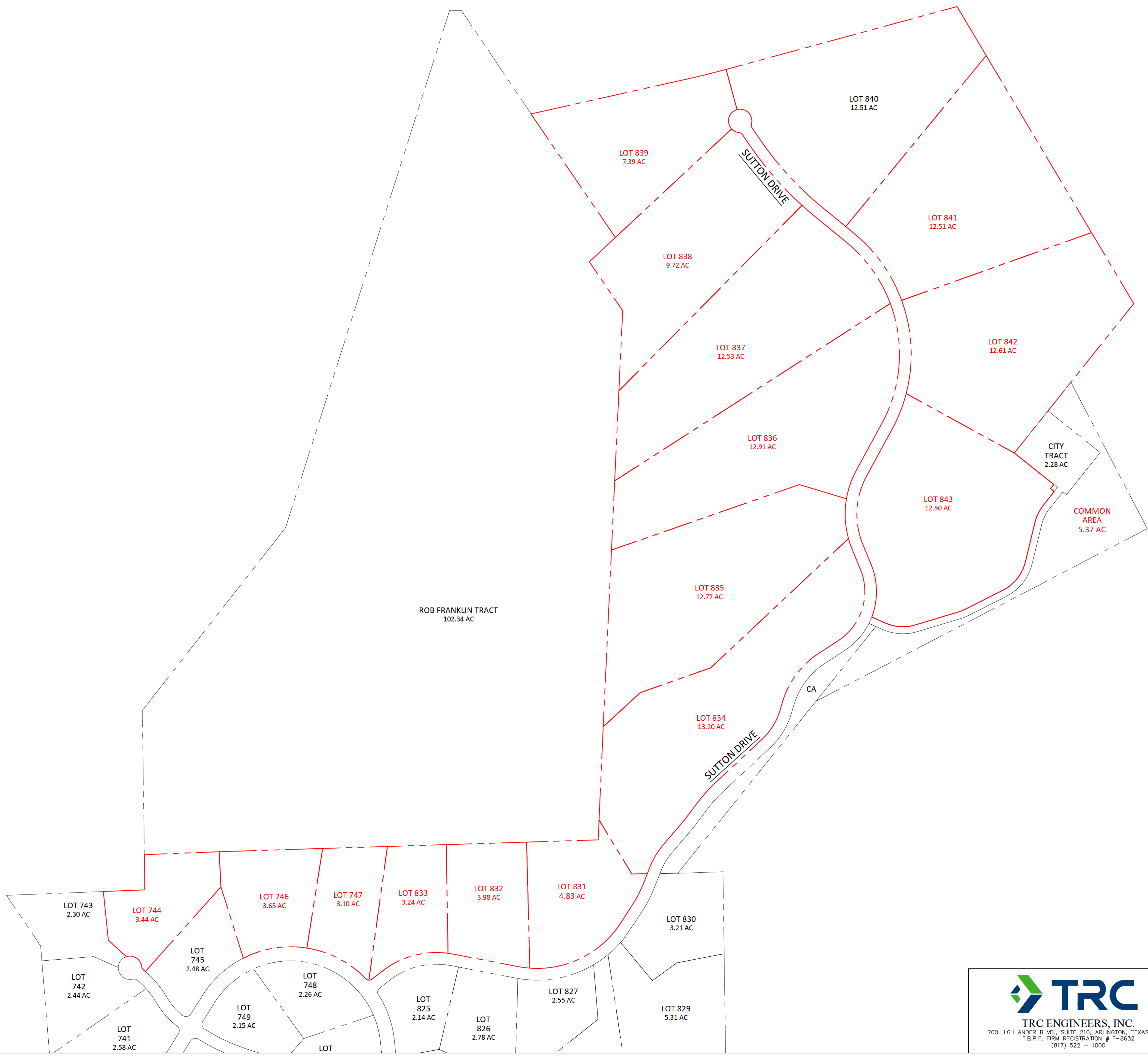
  
**TRC ENGINEERS, INC.**  
 700 HIGHLANDER BLVD., SUITE 210, ARLINGTON, TEXAS 76015  
 T.B.P.E. FIRM REGISTRATION # F-8632  
 (817) 522 - 1000

**PHASE 2.1, 2.25, 2.26, ROB FRANKLIN TRACT & OUTLAW TRACT OLD LAYOUT EXHIBIT BOOT RANCH GILLESPIE COUNTY, TEXAS**






200 100 0 200 400  
SCALE : 1" = 200'



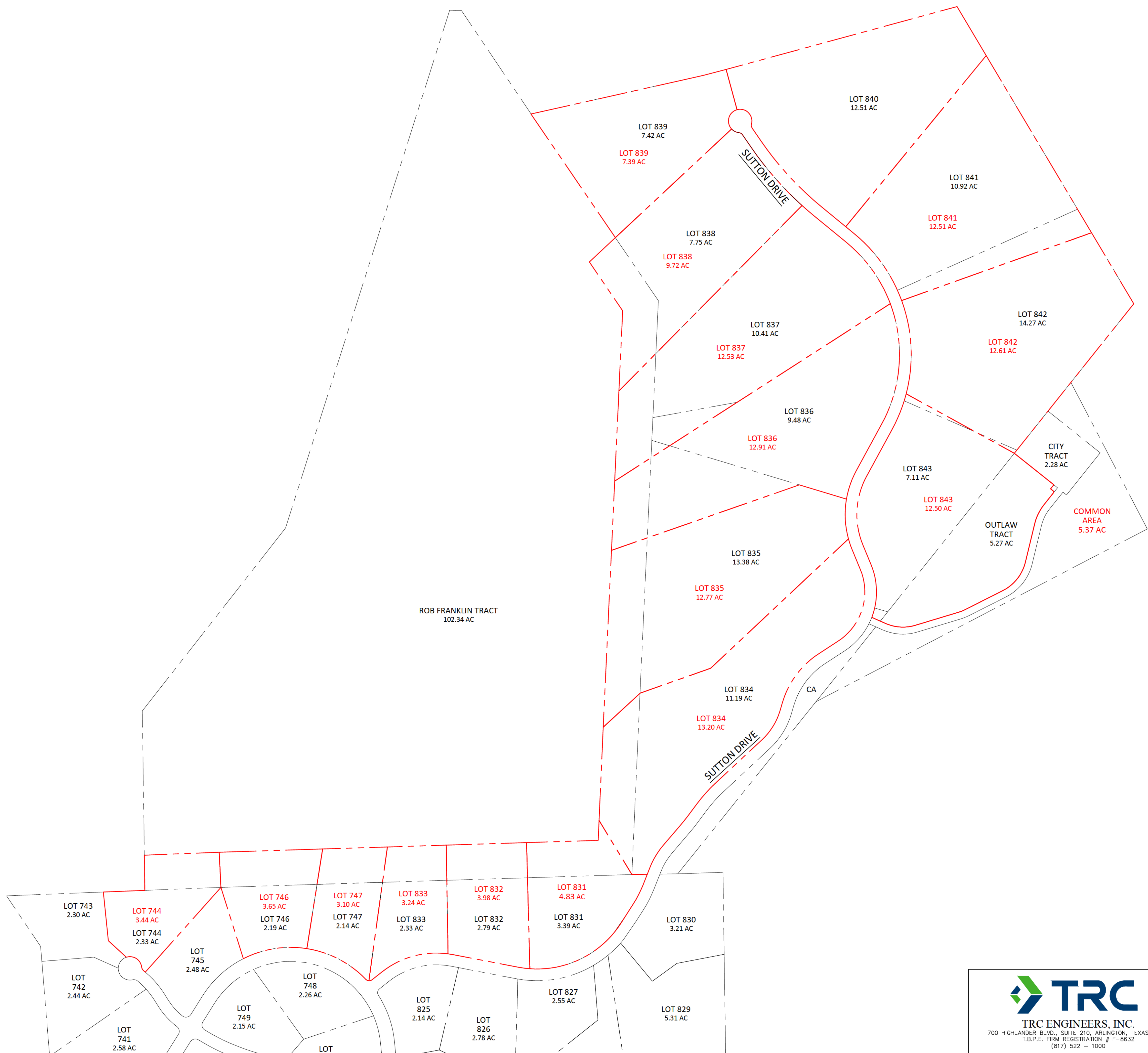
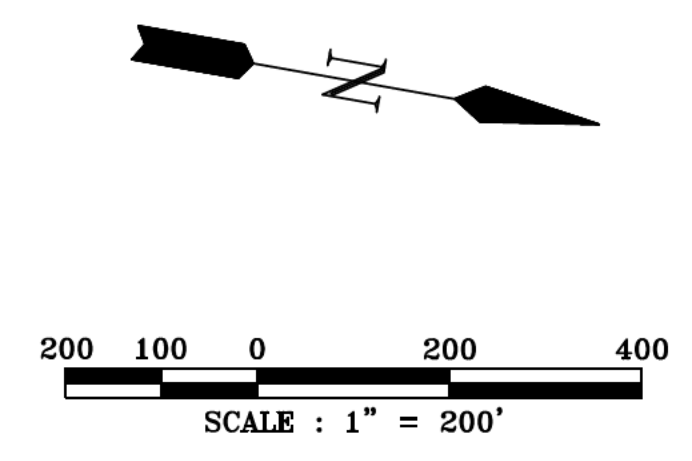
HWK IN PROGRESS/BOOT RANCH/XXXXXX PHASE 2.25/DRAWING/EXHIBIT/PH 2.26 REPLAT EXHIBIT.DWG

  
**TRC ENGINEERS, INC.**  
700 HIGHLANDER BLVD., SUITE 210, ARLINGTON, TEXAS 76015  
T.B.P.E. FIRM REGISTRATION # F-8632  
(817) 522 - 1000

**PHASE 2.1, 2.25, 2.26, ROB FRANKLIN TRACT & OUTLAW TRACT REPLAT EXHIBIT BOOT RANCH GILLESPIE COUNTY, TEXAS**







H:\WORK IN PROGRESS\BOOT RANCH\XXXXXX PHASE 2.25\DRAWING\EXHIBITS\PH 2.26 REPEAT EXHIBIT.DWG

**TRC ENGINEERS, INC.**  
700 HIGHLANDER BLVD., SUITE 210, ARLINGTON, TEXAS 76015  
T.B.P.E. FIRM REGISTRATION # F-8632  
(817) 522 - 1000

**PHASE 2.1, 2.25, 2.26, ROB FRANKLIN TRACT & OUTLAW TRACT COMBINED LAYOUT EXHIBIT BOOT RANCH GILLESPIE COUNTY, TEXAS**



## Request for Variance

August 9, 2023

To: The Honorable  
Daniel Jones  
Gillespie County Judge's Office

Care of: Melissa Eckert, PE | County Engineer

**RE:** Subdivision and Manufactured Home Rental Community Regulations for  
Gillespie County, Texas, effective December 19, 2022

### Overview

The purpose of this letter is to make a request for a variance to the following:

- I. Owner/Developer Signature and Disclosure (Article 4(1)(P));
- II. Surveyor Signature/Disclosure (Article 4(1)(R));
- III. County Engineer Approval (Article 4(1)(U)).

#### **Article 4(1)(P);**

##### **Owner/Developer Signature and Disclosure:**

Requiring a landowner or developer to certify to the Signature and Disclosure statement, as it is currently written, is an onerous and unreasonable requirement for a landowner or developer to make concerning the work represented by a registered professional land surveyor and/or professional engineer responsible for the plat being presented.

**A request is made to strike/omit the inclusion of the disclosure statement in its entirety, as currently presented, and instead replace/include a statement, as follows:**

**I (WE) HEREBY CERTIFY THAT I AM THE OWNER OF THE LAND SHOWN ON THIS PLAT, THAT WE HEREBY ADOPT THIS PLAT OF (NAME OF DEVELOPMENT), AND WITH OUR FREE CONSENT DEDICATE TO THE PUBLIC FOREVER ALL PREVIOUSLY DEDICATED ROAD AND ACCESS RIGHT-OF-WAYS, EASEMENTS SHOWN OR DESCRIBED HEREON, FOR THE PURPOSES STATED HEREON.**

#### **Article 4(1)(R):**

##### **Surveyor Signature/Disclosure**

Below is the Signature/Disclosure statement acceptable prior to Dec. 19, 2022 (from the prior subdivision regulations):



“I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND ABILITY THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND COMPLETED ON *MONTH DD, YEAR.*”

Below is the current Signature/Disclosure for the Subdivision Regulations (adopted 12/19/22):

“I CERTIFY THE FOLLOWING: (1) THIS PLAT, INCLUDING ALL ATTACHED DOCUMENTS AND PLAT NOTES REPRESENT A TRUE AND ACCURATE SURVEY ON THE GROUND MADE BY ME OF THE SUBDIVISION IDENTIFIED; (2) ALL REQUIRED SURVEY MONUMENTS ARE CORRECTLY SHOWN ON THIS PLAT; (3) ALL EXISTING EASEMENTS AND RIGHTS OF WAY ARE SHOWN ON THIS PLAT ACCORDING TO DOCUMENTS OF RECORD OR APPARENT CIRCUMSTANCES OBSERVED ON THE LAND; (4) THE PERIMETER FIELD NOTES ARE ACCURATELY TIED TO AN ORIGINAL CORNER OF THE ORIGINAL SURVEY; (5) THIS PLAT AND ALL ATTACHED DOCUMENTS AND PLAT NOTES COMPLY WITH ALL SURVEYING AND PLAT DRAFTING REQUIREMENTS OF THE SUBDIVISION AND MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS FOR GILLESPIE COUNTY, TEXAS; AND (6) ALL SURVEYING REPRESENTATIONS ON THIS PLAT ARE TRUE, CORRECT, AND IN COMPLIANCE WITH THE CURRENT STANDARDS OF REGISTERED AND LICENSED PROFESSIONAL LAND SURVEYING PRACTICE IN THE STATE OF TEXAS.”

**A request is made to amend/modify the Surveyor Signature/Disclosure to read, as follows:**

***“I CERTIFY THE FOLLOWING: (1) THIS PLAT AND NOTES SHOWN HEREON REPRESENT A TRUE AND ACCURATE SURVEY MADE UNDER MY SUPERVISION ON THE GROUND FOR THE SUBDIVISION IDENTIFIED; (2) THE LOCATION OF CORNER MONUMENTS ARE CORRECT AS SHOWN HEREON; (3) ALL DISCOVERED AFFECTING EASEMENTS AND RIGHTS OF WAYS ARE SHOWN HEREON ACCORDING TO DOCUMENTS DISCOVERED, PROVIDED BY OTHERS, OR BY APPARENT CIRCUMSTANCES OBSERVED ON THE LAND; (4) THIS PLAT AND NOTES COMPLY WITH THE APPLICABLE SURVEYING AND PLAT DRAFTING REQUIREMENTS OF THE SUBDIVISION AND MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS FOR GILLESPIE COUNTY, TEXAS; AND (5) THAT TO THE BEST OF MY KNOWLEDGE AND ABILITY THIS PLAT IS TRUE AND CORRECT AND IN COMPLIANCE WITH THE CURRENT TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS PRACTICE ACT AND RULES.”***

**Article 4(1)(U):  
County Engineer Approval**

Requiring the County Engineer to certify, that "... (2) ALL ENGINEERING OR DESIGN REPRESENTATIONS ON THIS PLAT AND ALL ATTACHED DOCUMENTS AND PLAT NOTES ARE TRUE, CORRECT, AND IN COMPLIANCE WITH THE CURRENT STANDARDS OF REGISTERED AND LICENSED PROFESSIONAL ENGINEERING PRACTICE IN TEXAS.", is in my opinion unreasonable and arguably unethical, for a third-party engineering professional (the County Engineer) to certify to such claims and warranties. Without having direct supervision and oversight of the methods, computations, modeling, etc. that produces the outcomes represented by the Developer Engineer, it is unreasonable to require the County Engineer to make that blanket statement.

**A request is made to strike/omit the inclusion of sub-part (2) of the County Engineer Approval statement.**

Please feel free to contact me at our offices by phone (830-997-3884) or via email (cody@waymaker.land) for any further clarification or actions needed on our part.

Signed,



Cody J. Musick, Reg. Prof. Land Surveyor No. 6454



OWNER'S ACKNOWLEDGEMENT AND DEDICATION

THE STATE OF TEXAS \*
COUNTY OF GILLESPIE \*

I (WE) HEREBY CERTIFY, THAT I AM THE OWNER OF THE LAND SHOWN ON THIS PLAT, THAT WE HEREBY ADOPT THIS REPLAT OF TRACT NO. 30, DINOSAUR RANCH, INTO TRACTS NO. 30AR, AND 30BR, DINOSAUR RANCH, AND WITH OUR FREE CONSENT DEDICATE TO THE PUBLIC FOREVER ALL PREVIOUSLY DEDICATED ROAD AND ACCESS RIGHT-OF-WAYS, EASEMENTS SHOWN OR DESCRIBED HEREON, FOR THE PURPOSES STATED HEREON.

MIGUEL ANGEL SUAREZ DATE \_\_\_\_\_, 2023.

JOSE SUAREZ DATE \_\_\_\_\_, 2023.

STATE OF \_\_\_\_\_ \$

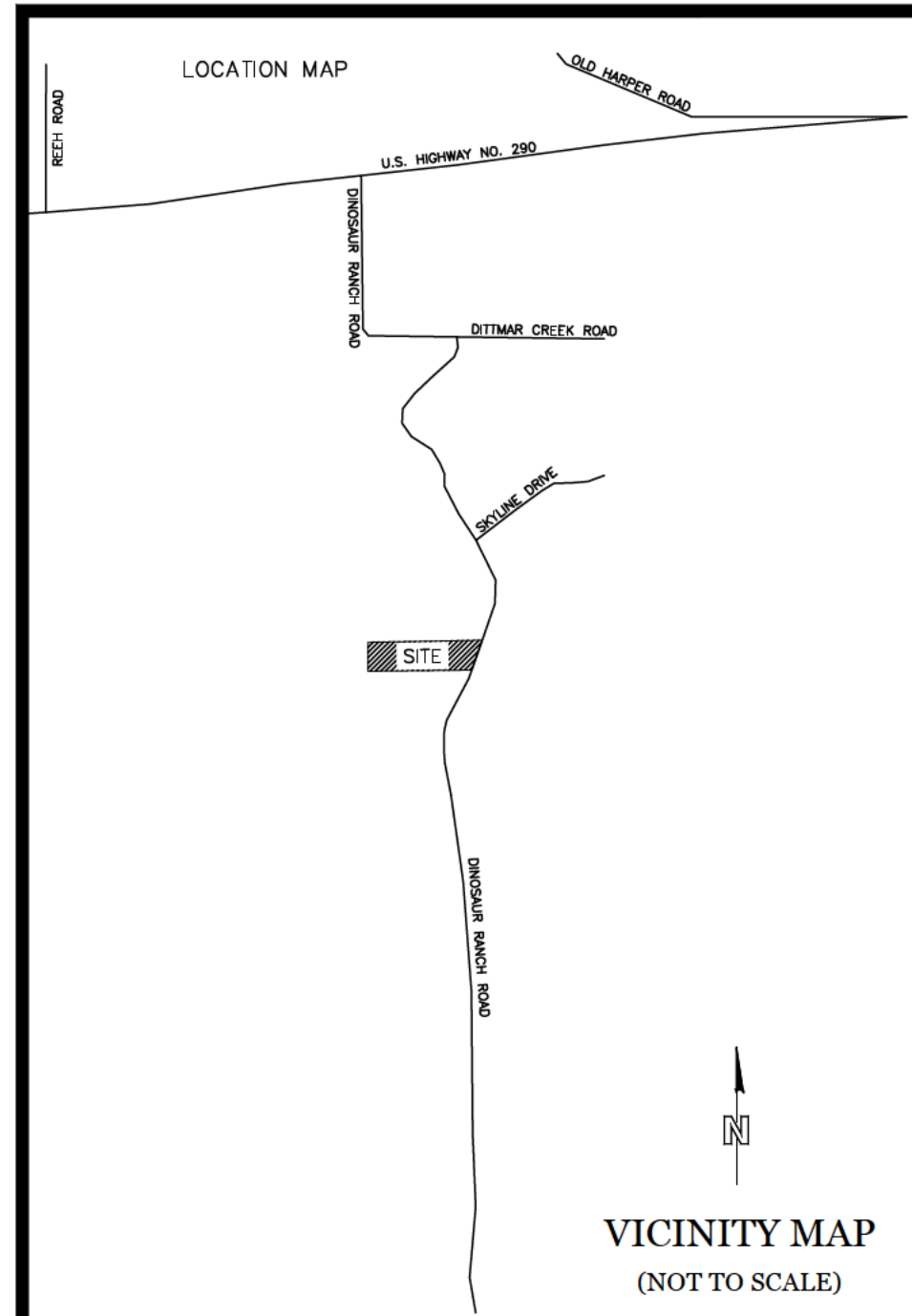
COUNTY OF \_\_\_\_\_ \$

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON \_\_\_\_\_ BY \_\_\_\_\_

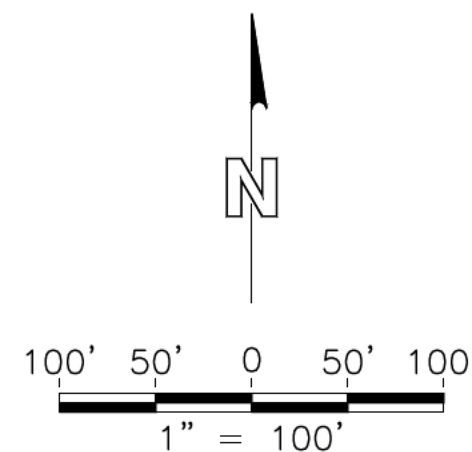
NOTARY PUBLIC'S SIGNATURE

REPLAT OF
TRACT NO. 30, DINOSAUR RANCH, SITUATED IN GILLESPIE COUNTY, TEXAS,
PLAT FOUND OF RECORD IN VOLUME 1, PAGE 25 OF THE PLAT RECORDS
OF GILLESPIE COUNTY, TEXAS,
INTO TRACTS NO. 30AR, AND 30BR.

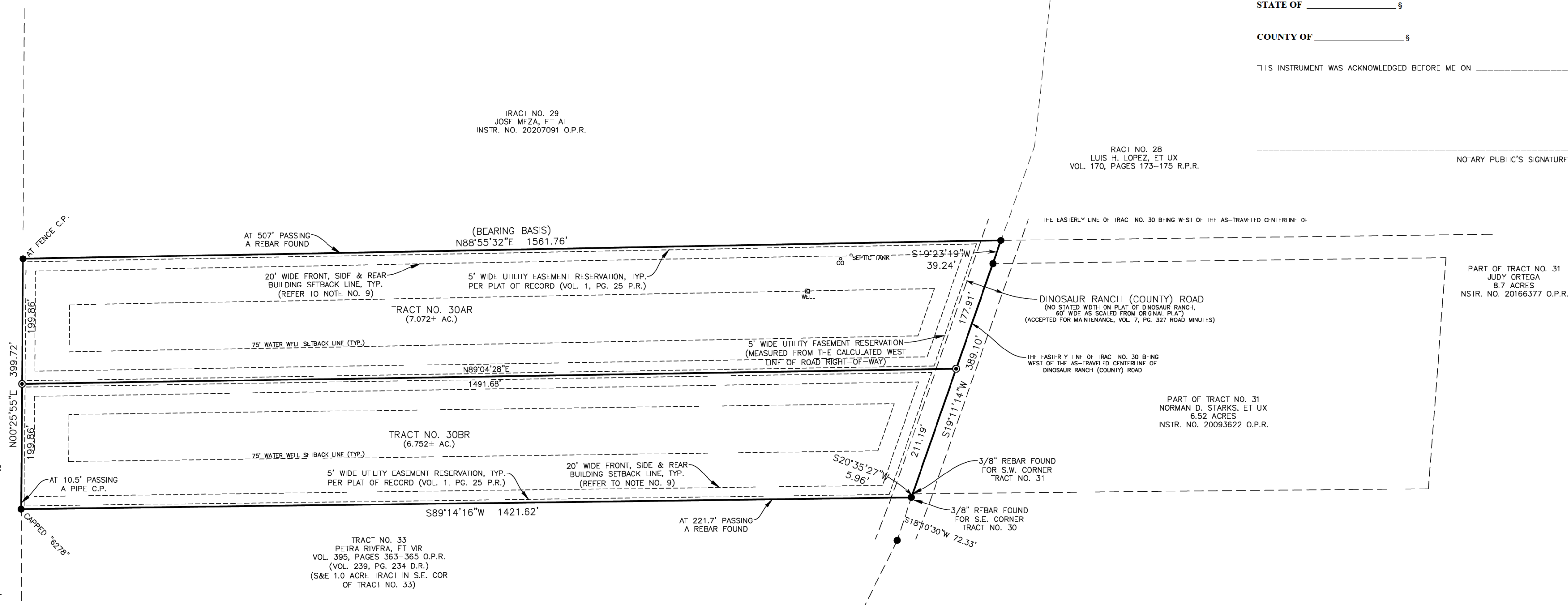
BEING PART OF THAT 13.824 ACRE TRACT OF LAND DESCRIBED IN A WARRANTY DEED TO MIGUEL ANGEL SUAREZ, ET AL, BY PAUL RYZA, ET AL, RECORDED ON DECEMBER 5, 2019, FOUND OF RECORD IN INSTRUMENT NO. 20196286 OF THE OFFICIAL PUBLIC RECORDS OF GILLESPIE COUNTY, TEXAS.



VICINITY MAP (NOT TO SCALE)



ROGER DITTMAR
VOL. 160, PG. 748-749 D.R.



GENERAL NOTES:

- 1. REFERENCE IS HEREBY MADE TO THE SUBDIVISION AND MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS FOR GILLESPIE COUNTY, EFFECTIVE DECEMBER 19, 2022 (HERETOFORE REFERENCED AS THE "SUBDIVISION REGULATIONS").
2. BEARING BASIS: AS SHOWN AND NOTED HEREON.
3. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY THE SURVEYOR AND WAS PERFORMED WITHOUT THE BENEFIT OF A COMMITMENT FOR TITLE INSURANCE...
4. MONUMENTS AS SHOWN. SET CORNERS ARE 1/2" DIA. REBAR WITH CAP STAMPED "RPLS 6454", UNLESS NOTED OTHERWISE.
5. ABOVE GROUND STRUCTURES AND UNDERGROUND UTILITIES INCLUDING BUT NOT LIMITED TO PIPELINES, SPRINKLER SYSTEM AND HEADS, VALVES, HAND-HOLES, PEDESTALS, WATER WELLS AND SANITARY/SEPTIC SYSTEMS AND OTHER IMPROVEMENTS THAT MAY EXIST, ARE NOT SHOWN HEREON.
6. SEPTIC SYSTEM SETBACKS MUST MEET STATE OF TEXAS MINIMUM REQUIREMENTS WHICH VARY DEPENDING ON THE TYPE OF SYSTEM AND SHALL BE IN COMPLIANCE WITH THE SUBDIVISION REGULATIONS, AS SAID REGULATIONS MAY APPLY.
7. MINIMUM SETBACK STANDARDS ARE REQUIRED FROM THE PERIMETER BOUNDARY LINE FOR THE DRILLING/PLACEMENT OF ANY NEW WATER WELLS, AS REQUIRED BY THE HILL COUNTY UNDERGROUND WATER CONSERVATION DISTRICT (H.C.U.W.C.D.). FURTHERMORE, ALL WATER WELLS SHALL BE IN COMPLIANCE WITH SUBDIVISION REGULATIONS AND H.C.U.W.C.D. RULES (REFER TO SUBDIVISION REGULATIONS SECTION 4.1(L)(4)(b)).
8. THE SURVEYED PROPERTY APPEARS TO LIE WITHIN ZONE "X", NOT WITHIN WITHIN A 100-YEAR FLOOD HAZARD AREA AS IDENTIFIED BY THE FEMA FLOOD INSURANCE RATE MAP FOR THIS AREA, MAP NUMBER 4817100250C, WITH AN EFFECTIVE DATE OCTOBER 19, 2001 FOR GILLESPIE COUNTY, TEXAS AND UNINCORPORATED AREAS.
9. 20' WIDE FRONT, SIDE AND REAR BUILDING SETBACK LINES APPLY (REFER TO SUBDIVISION REGULATIONS SECTION 4.1(N)).

PLAT NOTES, DEDICATIONS AND EASEMENTS

REGARDING ANY PUBLIC DEDICATION ON THIS PLAT: REGARDING ANY LAND, ROAD, EASEMENT, IMPROVEMENT, FACILITY, OR OTHER PROPERTY OR INFRASTRUCTURE DEDICATED FOR PUBLIC USE ON THIS PLAT, AND UPON APPROVAL, IF ANY, OF THIS PLAT BY THE GILLESPIE COUNTY COMMISSIONERS COURT, GILLESPIE COUNTY EXPRESSLY DOES NOT ACCEPT FOR CONSTRUCTION OR MAINTENANCE PURPOSES SAID DEDICATED PROPERTY, UPON PLAT APPROVAL, THE CONSTRUCTION OR MAINTENANCE OF SAID PROPERTY SHALL REMAIN THE RESPONSIBILITY OF ITS OWNER (INCLUDING THE OWNER'S SUCCESSORS AND ASSIGNS), IN ACCORDANCE WITH THE PROVISIONS OF THE SUBDIVISION AND MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS FOR GILLESPIE COUNTY, TEXAS.

PROPERTY OWNERS ARE ADVISED THAT THEY ARE RESPONSIBLE FOR THE MAINTENANCE OF DEDICATED EASEMENTS ON THEIR PROPERTY AND MAY NOT UTILIZE THESE EASEMENTS FOR ANY PURPOSE DETRIMENTAL TO THEIR INTENDED USE (I.E. NO STRUCTURES, SEPTIC TANK FIELDS, ETC.) GRANTEEES OF SAID DEDICATED EASEMENTS RESERVE THE RIGHT OF ACCESS TO SUCH EASEMENTS.

REGARDING ANY PRIVATE LAND IMPROVEMENTS DESCRIBED ON THE PLAT: GILLESPIE COUNTY EXPRESSLY DOES NOT ACCEPT FOR CONSTRUCTION OR MAINTENANCE PURPOSES ANY LAND, ROAD, EASEMENT, IMPROVEMENT, FACILITY, OR OTHER PROPERTY DESCRIBED ON THIS PLAT FOR PRIVATE OWNERSHIP OR USE. UPON APPROVAL OF THIS PLAT, IF ANY, BY THE GILLESPIE COUNTY COMMISSIONERS COURT, ANY SUCH PRIVATE PROPERTY SHALL BE OWNED BY AND REMAIN THE RESPONSIBILITY OF ITS OWNER, IN ACCORDANCE WITH THE SUBDIVISION AND MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS FOR GILLESPIE COUNTY, TEXAS.

FURTHERMORE, GILLESPIE COUNTY SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS, ROADS, DRIVEWAYS, EMERGENCY ACCESS EASEMENTS, RECREATION AREAS AND OPEN SPACES NOTED ON THIS PLAT. THE PROPERTY OWNERS IN THIS SUBDIVISION SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF PRIVATE STREETS, ROADS, DRIVEWAYS, EMERGENCY ACCESS EASEMENTS, RECREATION AREAS AND OPEN SPACES, AND SAID OWNERS AGREE TO INDEMNIFY, DEFEND, AND SAVE HARMLESS GILLESPIE COUNTY, FROM ALL CLAIMS, DAMAGES AND LOSSES ARISING OUT OF OR RESULTING FROM PERFORMANCE OF THE OBLIGATIONS OF SAID OWNERS AS SET FORTH HEREIN.

REGARDING WATER AVAILABILITY, QUANTITY OR QUALITY, AND FLOODING: GILLESPIE COUNTY HEREBY MAKES NO CERTIFICATION, REPRESENTATION, OR GUARANTEE: (1) OF WATER AVAILABILITY, QUANTITY, OR QUALITY REGARDING THIS SUBDIVISION; OR (2) THAT A PRESENT OR FUTURE ADEQUATE WATER SUPPLY EXISTS TO SERVICE THIS SUBDIVISION.

THE UNLAWFUL BLOCKING OF THE FLOW OF WATER, THE CONSTRUCTION OF ANY IMPROVEMENTS IN A DRAINAGE EASEMENT, AND THE FILLING OR OBSTRUCTION OF A DESIGNATED FLOODWAY, ARE PROHIBITED. THE EXISTING CREEKS OR DRAINAGE CHANNELS TRAVERSING ALONG OR ACROSS THE SUBDIVISION PROPERTY WILL REMAIN OPEN CHANNELS AND WILL BE MAINTAINED BY THE INDIVIDUAL OWNERS OF THE LOT OR LOTS THAT ARE TRAVERSED BY OR ADJACENT TO THE DRAINAGE COURSES ALONG OR ACROSS SAID LOTS. GILLESPIE COUNTY WILL NOT BE RESPONSIBLE FOR THE MAINTENANCE AND OPERATION OF SAID DRAINAGE WAYS OR THE CONTROL OF EROSION. GILLESPIE COUNTY WILL NOT BE RESPONSIBLE FOR ANY DAMAGE, PERSONAL INJURY OR LOSS OF LIFE OR PROPERTY OCCASIONED BY FLOODING OR FLOODING CONDITIONS.

UTILITY EASEMENT: GRANTED FIVE FEET ON BOTH SIDES OF ALL PROPERTY LINES GRANTED TO CENTRAL TEXAS ELECTRIC COOPERATIVE ALONG ALL STREET AND LOT LINES AND OTHERWISE WHERE NECESSARY TO SERVE SUBDIVISION.

ON-SITE SANITARY SEPTIC FACILITIES: ANY FUTURE MODIFICATIONS TO THE EXISTING ON-SITE SEWAGE FACILITIES AND/OR AN NEW ON-SITE SEWAGE FACILITIES INSTALLED ON TRACTS 30AR AND 30BR SHALL MEET THE REQUIREMENTS OF THE T.E.C.O. AND THE AUTHORIZED AGENT OF THE COUNTY.

CERTIFICATION OF SURVEYOR

THE STATE OF TEXAS \*
COUNTY OF GILLESPIE \*

I CERTIFY THE FOLLOWING: (1) THIS PLAT AND NOTES SHOWN HEREON REPRESENT A TRUE AND ACCURATE SURVEY MADE UNDER MY SUPERVISION ON THE GROUND FOR THE SUBDIVISION IDENTIFIED; (2) THE LOCATION OF CORNER MONUMENTS ARE CORRECT AS SHOWN HEREON; (3) ALL DISCOVERED AFFECTING EASEMENTS AND RIGHTS OF WAYS ARE SHOWN HEREON ACCORDING TO DOCUMENTS DISCOVERED, PROVIDED BY OTHERS, OR BY APPARENT CIRCUMSTANCES OBSERVED ON THE LAND; (4) THIS PLAT AND NOTES COMPLY WITH THE APPLICABLE SURVEYING AND PLAT DRAFTING REQUIREMENTS OF THE SUBDIVISION AND MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS FOR GILLESPIE COUNTY, TEXAS; AND (5) THAT TO THE BEST OF MY KNOWLEDGE AND ABILITY THIS PLAT IS TRUE AND CORRECT AND IN COMPLIANCE WITH THE CURRENT TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS PRACTICE ACT AND RULES.

SURVEY ON THE GROUND COMPLETED ON APRIL 20, 2023.

DATE \_\_\_\_\_ CODY J. MUSICK
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6454



WAYMAKER
SURVEYORS OF LAND

1788 W. Live Oak St. | Fredericksburg, Texas 78624
890-997-3884 | TBPELS Firm No. 20196286

CERTIFICATION OF FINAL PLAT APPROVAL

THE STATE OF TEXAS \*
COUNTY OF GILLESPIE \*

I CERTIFY THE FOLLOWING: (1) THIS PLAT WAS APPROVED ON \_\_\_\_\_ BY THE COMMISSIONERS COURT OF GILLESPIE COUNTY, TEXAS IN ACCORDANCE WITH CHAPTER 232 OF THE TEXAS LOCAL GOVERNMENT CODE, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE (THE TEXAS OPEN MEETINGS ACT), AND OTHER AUTHORITY; AND (2) THIS PLAT IS AUTHORIZED FOR FILING AND RECORDING WITH THE COUNTY CLERK OF GILLESPIE COUNTY, TEXAS PURSUANT TO THE SUBDIVISION AND MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS FOR GILLESPIE COUNTY, TEXAS.

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

COUNTY JUDGE, GILLESPIE COUNTY, TEXAS ATTEST: COUNTY CLERK, GILLESPIE COUNTY, TEXAS

DINOSAUR RANCH
SUBDIVISION
TRACTS 30AR AND 30BR
A REPLAT OF TRACT 30
GILLESPIE COUNTY, TEXAS



# Gillespie County

## 2022 Region 8 Public Health Activity

### Kerrville Field Office

819 Water Street Suite 290  
Kerrville, TX 78028  
Phone: 830-896-5515  
Fax: 830-257-5158

### Field Office Staff

Nehilot DiPiazza, RN  
Brenda Hulteen, LVN  
Norma Cardona-Price

**Sanitarian**  
Kelli Olfers, RS

### Specialized Health & Social Services



**Residents Served**

**4**

### Retail Foods & Public Health Sanitation



**4\***

Retail Food & General Sanitation Inspections

**2\***

Youth Camp & School Cafeteria Inspections

\*Local inspectors conduct inspections in one or more municipality



## Disease Investigations



Epidemiology

**40**

Food & Waterborne Illnesses

**2**

Vaccine Preventable Diseases

**37**

Covid-19 Related Deaths



Tuberculosis

**22**

Tuberculosis Contacts Identified

**16**

Tuberculosis Treatments Administered



HIV / STD

**8**

Residents Receiving Follow-up

**39\***

New Sexually Transmitted Illnesses

\*Data is from 2020, as this is the most current finalized data



Zoonosis

**1**

Rabies Positive Animal

**1**

Quarantine Shelters Inspected

### Did you know?



Your jurisdiction is required to appoint a Local Rabies Control Authority

## County Health Initiatives

Serve on the School Health Advisory Council (SHAC) for Fredericksburg ISD

Organized the Hill Country Breastfeeding Coalition

Provide immunizations to infants, children, and adults

Assist schools, health care providers, and hospitals with immunizations, notifiable conditions, and disease reporting

Distribute, install, and inspect child car seats and provide education to parents and guardians about their correct use

Lead the River Hills Child Fatality Review Team

Immunizations



**Vaccines Administered**

**1214**

### Regional Headquarters

7430 Louis Pasteur Drive  
San Antonio, TX 78229  
Phone: 210-949-2000

### PUBLIC HEALTH EMERGENCIES & DISEASE REPORTING

24/7 Hotline  
Phone: 210-949-2121

**Lillian Ringsdorf, MD, MPH**  
Regional Medical Director



**TEXAS**  
Health and Human Services

Texas Department of State Health Services

# Region 8

# Annual Report

# 2022

## DSHS South Central Texas

Public Health Region 8 Serving You

Port Lavaca, Photographer: Rachel Warns

### Message from Regional Medical Director

I am proud to present DSHS Public Health Region 8's 2022 Annual Report. I hope you find this report informative and engaging.

In public health, we must be flexible and ready to respond to new infectious diseases, natural disasters or any events that may impact our community members' health. As we emerged from our pandemic response this past year, we faced new challenges. Last May, a mass shooting occurred at an elementary school requiring our Preparedness and Response team to deploy to Uvalde to assist with the response. Another challenge was the outbreak of a disease called MPox. To control the outbreak, PHR 8 staff conducted disease tracking and investigations, provided education on prevention, treated infected patients, administered vaccines and distributed vaccine to healthcare providers. You can read about our response efforts for both events in this report.

In addition to responding to new health threats, staff must continually work to provide core public health services including retail foods sanitation inspections, immunization administration and promotion, tuberculosis treatment and control, social work services for children with special healthcare needs, infectious disease investigations and health data analysis.

PHR 8 is committed to protecting and promoting the health of the residents of our region. Thank you for taking the time to read our report and learn about all we do in public health.



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TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

[dshs.texas.gov/region8](https://dshs.texas.gov/region8)

## Public Health By the Numbers

- 3744 doses of non-COVID-19 vaccines administered
- 3695 doses of TB medication administered
- 2506 doses of COVID-19 vaccines administered
- 1200 students in 23 South Texas schools provided oral healthcare evaluations
- 1195 regional and 62 binational contacts identified and evaluated for tuberculosis
- 1017 notifiable condition reports investigated
- 232 persons suspected of having tuberculosis evaluated and monitored
- 646 clients received Specialized Health & Social Services case management
- 85 regional and 18 binational persons with tuberculosis disease identified and treated
- 73 rabies investigations conducted
- 36 animal quarantine facilities inspected
- 34 regional children and 4 binational children provided window treatment to prevent tuberculosis
- 32 regional and 16 binational persons treated for tuberculosis infection
- 31 animals tested positive for rabies
- 1.22% of students with a conscientious exemption to vaccines, down from 1.66% last year





## Uvalde: Region 8 Responds

On May 24, 2022, a gunman killed 19 children and two teachers at Robb Elementary School in Uvalde, Texas. Within minutes of the attack, emergency responders from federal, state, regional and local agencies responded. Among those responders were staff from DSHS Region 8 Preparedness and Response Team. Upon notification of a potential mass shooting, Region 8 Preparedness and Response (PAR) began mobilizing personnel and assets to assist the community of Uvalde.

One of PAR's many roles under Emergency Support Function 8 is to assist with mass fatality management. Region 8 maintains a cache of mass fatality response equipment that can be quickly deployed in response to an incident that overwhelms a jurisdiction's abilities. Region 8's equipment and personnel arrived on scene within a few hours of the incident and while the equipment was not utilized for this response PAR remained on scene for several days. In the days that followed, PAR's role transitioned into supporting the public health and medical needs of the community and first responders. PAR staff served as the public health liaison to the Disaster District Committee (DDC) on-site at Robb Elementary for six days. As the Region 8 public health liaison to the DDC, the focus was on public health, including dealing with COVID-19 issues but, more importantly, assisting stakeholders and partner agencies unfamiliar with Uvalde to develop a unified approach to respond to the growing needs effectively and expeditiously, especially the mental health needs of the community and first responders.

Members from the Region 8 Specialized Health and Social Services (SHSS) program were also asked to deploy to Uvalde to assist Texas Health and Human Services Disaster Behavioral Health Services (DBHS) team to connect with community leaders and emergency management personnel. A coordination meeting was held between state, local and nonprofit agencies to determine the long-term mental health needs for Uvalde. SHSS staff from Region 8 worked with the Texas Health and Human Services Commission to better organize these services. SHSS created a resource list of community agencies serving Uvalde and shared the list with Hill Country Mental Health Center. The list was posted on the Hill Country's website as a resource for the community. The resource list was also shared with SHSS families in the Uvalde area. When the DBHS team became fully established and the public health needs were under control, Region 8 was demobilized from the DDC and the Robb Incident.



## Public Health Response to Mpox

### Background

Prior to 2022, Mpox (formerly called monkeypox) infections were usually associated with travel to an endemic area or contact with a species of animal that carries the virus. However, in May 2022 public health officials in the United Kingdom (UK) identified a cluster of cases that were spread by individuals who had not left the country. Soon after, cases of Mpox were identified in other non-endemic countries across the world and in July 2022 the World Health Organization declared the multi-country outbreak of Mpox a Public Health Emergency of International Concern.

### Cases in Region 8

The first cases of Mpox were identified in Region 8 in July 2022. Since that time, over 200 cases have been identified, with the greatest numbers of cases reported in mid-October (Figure 1). Most individuals with reported Mpox infections identified as male (97%), white (63%) and were between the ages of 18-39 years old (63%) (Figure 2).

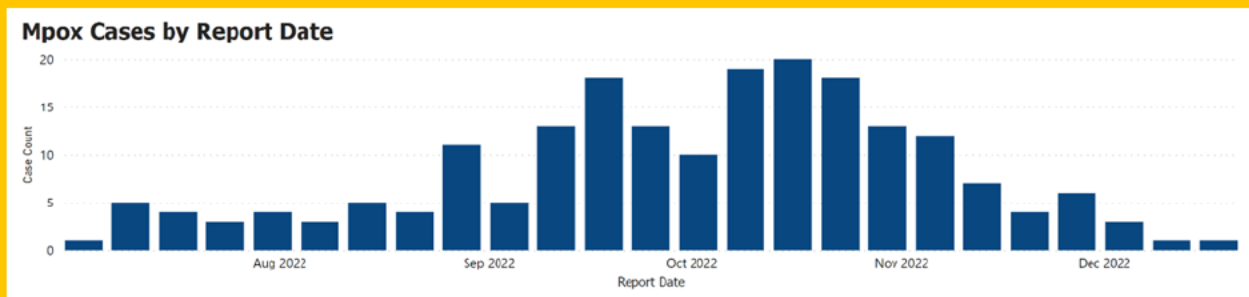


Figure 1: Mpox cases reported in PHR 8 in 2022. Cases are grouped by 7-day periods and categorized by the date the case was reported to public health.

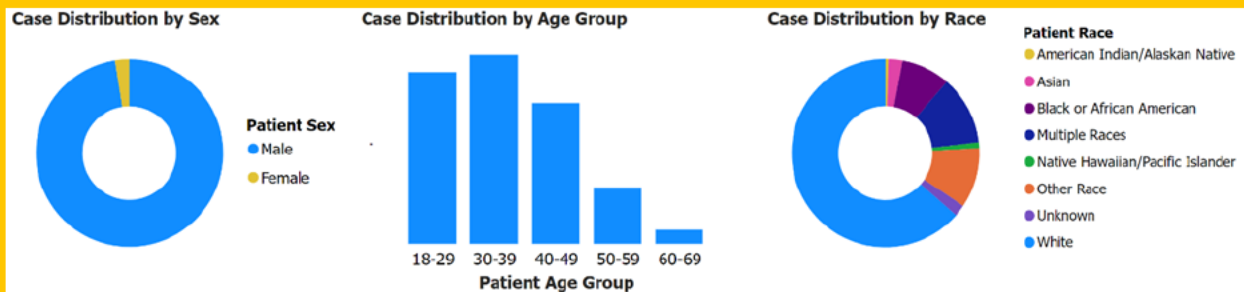


Figure 2: Demographics of Mpox cases reported to Region 8 in 2022.

### Vaccines

The JYNNEOS vaccine is FDA approved and has been shown to prevent Mpox. It is the primary vaccine being used to prevent Mpox infections in the United States. The JYNNEOS vaccine is a two-dose series. The second dose should be administered 28 days after the first.

Vaccines against Mpox are available to individuals who are most likely to be exposed to the Mpox virus, based on multiple risk factors.

Over 1,700 individuals within Region 8 received a JYNNEOS vaccine in 2022. Most vaccines were administered in September 2022 (Figure 3).



## Public Health Response to Mpox

Continued from page 4

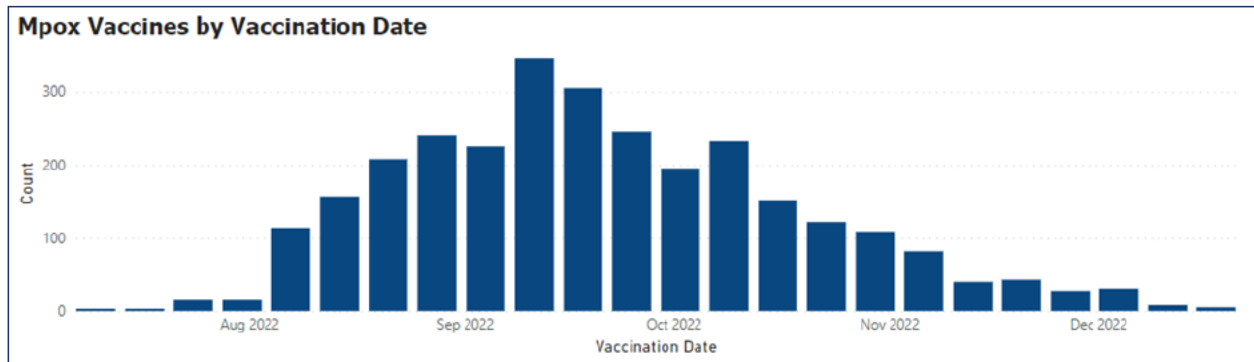


Figure 3: Mpox vaccinations administered in PHR 8 in 2022. Cases are grouped by 7-day periods and categorized by the date the vaccine was administered.

### Mpox and Sexual Health

Mpox is most commonly spread through skin-to-skin contact with a person who is infectious. In the current outbreak, transmission of the virus has almost exclusively occurred through sexual contact with someone who is sick with Mpox.

The Epidemiology and HIV/STD programs collaborated to offer free HIV/STD testing to all individuals that received an Mpox vaccine through Region 8. Of the individuals that received Mpox vaccines through Region 8, 22% accepted testing for HIV/STDs. Two new HIV/STD infections were identified and treated as a result of these tests.

### Prevention

Anyone with a new or unexplained rash, or other symptoms of Mpox, should avoid sex or being intimate with anyone until they have been evaluated by a healthcare provider. If you are unable to isolate at home, spend as little time around others as possible. Wear a well-fitting mask around others and make sure to cover the rash. Clean and disinfect any surfaces or objects that could be used by others.

For more information about Mpox, visit: <https://www.cdc.gov/poxvirus/monkeypox/index.html>

## MONKEYPOX

### VISUAL EXAMPLES OF MONKEYPOX RASH

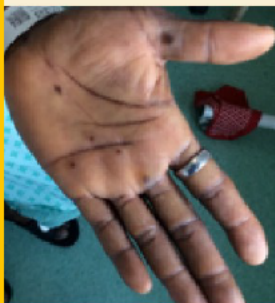


Photo Credit: NHS England High Consequence Infectious Diseases Network



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## Public Health Region 8 COVID-19 Vaccine Response in 2022



Public Health Region 8 (PHR8) continued the COVID-19 vaccine response in 2022 with focus on younger populations. In November 2021, COVID-19 vaccines were approved for children 5-11 years of age. The PHR 8 vaccination team included this vaccine at our community-based events and continued to partner with school districts to provide COVID-19 vaccines for students, teachers and staff at school-based events. PHR 8 also partnered with Texas Military Department to provide vaccine to the 5-11 age group at community events in Uvalde and Val Verde Counties. School-based events were held at Sabinal ISD, Navarro ISD, Runge ISD and Seguin ISD. Community events were held in Bandera and Rocksprings. From January through March of 2022, PHR 8 provided 1,736 doses of COVID-19 vaccine to children 5-11 years of age and we continue to provide this vaccine and all other COVID-19 vaccines at our regional field offices as our community-based clinics came to an end in May of 2022.

In June of 2022, COVID-19 vaccine for 6 months to 4 years of age was approved. This age group presented an extra challenge as the provider network was limited, with pharmacists only allowed to vaccinate 3 years and older. PHR 8 offered and continues to offer the vaccine for this age group at our regional field offices and, just as it was statewide, uptake of the COVID-19 vaccine for this age group has been minimal. Statewide, 8% of 6 months to 4 years of age have received one dose of the vaccine and 4% have completed the series.

In July of 2022, Novavax's COVID-19 vaccine was approved for adults 18 years and older, offering another option for COVID-19 vaccination. In August of 2022 the vaccine was approved for 12 years and older. PHR 8 field offices also included this vaccine in their COVID-19 vaccine inventory.



September 2022 brought the approval of both Pfizer and Moderna's bivalent vaccine, which covers the original variant and the Omicron variant, which was detected in late 2021. PHR 8 provided the bivalent booster vaccines in the regional field offices and promoted coadministration of the bivalent booster with influenza vaccine. The bivalent boosters were then approved for children aged 5-11 in October and 6 months to 4 years in December. We continue to offer and provide all of the COVID-19 vaccines at our regional field offices.

The PHR 8 COVID-19 vaccine response began on January 11, 2021 and continues as we work to provide the COVID-19 vaccines in Public Health Region 8. PHR 8 has provided 15,376 doses of COVID-19 vaccine since this time. As COVID-19 cases remain we may see a future of an annual COVID-19 vaccination along with the influenza vaccine. PHR 8 will be here to provide them.



## Teen Battle Chef

According to the 2022 County Health Rankings & Roadmaps (CHR&R) data from the Robert Wood Johnson Foundation, the prevalence of obesity among adults in Maverick County is higher than that of the Texas average by 10% and of the United States average by 8%. The Centers for Disease Control and Prevention (CDC) reports that 22.2 % of adolescents between the ages of 12-19 are obese with the highest prevalence of obesity being among Hispanic children. According to 2022 Behavioral Risk Factor Surveillance System (BRFSS) data, Texas ranks number 14 in the United States in vegetable consumption. To address this growing health issue, the Texas Department of State Health Services (DSHS) Office of Border Public Health (OBPH), in collaboration with Maverick County, implemented a nutrition education program aimed at teaching teens about strategies for preparing healthy meals and building a healthier lifestyle. Teen Battle Chef (TBC) is an eight-week program that teaches youth about nutrition through a culinary experience. During the program, participants prepare and cook healthy meals while learning about teamwork, organization, cleanliness, food safety, knife skills and nutrition.

TBC allows participants to build their culinary skills and learn about the nutritional components of foods as they prepare meals from different regions. Each lesson culminates in a “cooking battle” where participants showcase their presentation skills while conducting cooking demonstrations.

TBC was implemented by Maverick County in Eagle Pass, as part of the Supplemental Nutrition Assistance Program Education (SNAP- Ed) Initiative, during the Summer of 2022. A total of 17 students between the ages of 13 and 17 completed the summer program. After eight weeks, students learned how to prepare and cook foods using healthy ingredients. They learned techniques in food preparation and the nutritional value of each of the ingredients. As part of the program, students worked as a team to conduct research on the ingredients and presented their findings when conducting their food demonstrations. Students showed a significant increase in vegetable consumption in the post assessment. One student stated that, “I had to try the vegetables we learned about and I kinda like it now”. Another student indicated that because of the program she wanted to pursue culinary training as her career.

Beginning in January 2023, DSHS OBPH will be collaborating with Eagle Pass Independent School District to implement TBC at Eagle Pass High School and CC Winn High School. DSHS OBPH will also be scheduling TBC sessions during the summer of 2023.



“I had to try the vegetables we learned about, and I kinda like it now”



## Senate Bill 1312: Vector-Borne and Zoonotic Disease Mitigation in Border Counties

In 2019, the 86th Texas Legislature enacted Senate Bill 1312 to create Health and Safety Code, Chapter 12, Section 12.072. The statute directs the Texas Department of State Health Services (DSHS) to provide support for vector-borne and zoonotic disease preparedness in counties located along the international border with Mexico. The statute also tasks DSHS with developing rapid local and regional response and support plans for (A) ongoing vector-borne and zoonotic disease control activities; and (B) disasters, including flooding, hurricanes and outbreaks of vector-borne diseases. In response to this bill, DSHS is currently finalizing a support and response plan for mosquito-borne diseases along the US-Mexico border region of Texas.

One important aspect of vector-borne disease response is the existence of a mosquito surveillance program. Following an incident that requires mosquito abatement activities for response and recovery operations, jurisdictions may request state assistance through submission of a STAR (State of Texas Assistance Request). As part of the STAR submission process, DSHS will request mosquito surveillance information pre- and post-incident. Jurisdictions should establish mosquito surveillance programs to collect baseline surveillance data so that when or if assistance is needed, they will already have historical data on hand.

The PHR8 Zoonosis Team strives to enhance public health response and vector surveillance capabilities across the Region. The team can provide technical assistance to local jurisdictions to assist with mosquito surveillance, arboviral disease investigations and educational outreach materials. The Zoonosis Control Program can also provide mosquito trapping kits and training upon request to interested jurisdictions. The kits include:

- BG-2 Sentinel Mosquito Traps with Lures
- CDC Mini Light Traps with Dry Ice Dispensers
- Gravid Mosquito Traps
- Aspirators
- Trap Batteries

If you would like more information on vector control and surveillance opportunities, please contact us at [Region8.Zoonosis@dshs.texas.gov](mailto:Region8.Zoonosis@dshs.texas.gov).





# Breastfeeding

The Community Health Improvement (CHI) program in PHR 8 has been building on efforts started several years ago, bolstering breastfeeding support and education for parents in the communities we serve. This year, those efforts have included research, outreach, coalition building and education.

CHI staff representing twelve regional field offices interviewed community stakeholders to identify gaps in breastfeeding support. Stakeholders included hospital staff, physicians, nurses, WIC personnel, pregnancy care center staff and more. CHI staff compiled and shared findings with other staff. Using this data, we were able to identify areas for outreach efforts.

CHI's Maternal and Child Health (MCH) Program Specialist created a breastfeeding PowerPoint and trained staff to hold presentations in their communities. We also created pre- and post-test, resource hand-outs and a magnet promoting the Texas Breastfeeding Support Line.

We are very excited by the creation of two area breastfeeding coalitions! CHI regional staff planned and facilitated the formation of the Hill Country Breastfeeding Coalition and the South Central Texas Breastfeeding Coalition. The Hill Country Breastfeeding Coalition serves Bandera, Kendall and Kerr Counties while the South Central Texas Breastfeeding Coalition serves Frio, Dimmit, La Salle, and Zavala Counties.

Some staff worked on building connections and increasing support. In Bandera we partnered with the local library to host an event during World Breastfeeding Week. The event included a children's story time featuring nursing animals, coloring sheets and crafts. The library displayed a selection of breastfeeding books and DSHS PHR 8 breastfeeding newsletters in their front area. Our Pearsall staff participated in the Frio Baby Shower event hosted at Frio Regional Hospital to celebrate World Breastfeeding Week. They created a dynamic table display along with an interactive activity to further parent knowledge.

During National Breastfeeding Month in August, CHI staff put together weekly newsletters to highlight all breastfeeding families. The newsletters included an educational piece, resources, activities and ideas for support.

Finally, we undertook a large breastfeeding outreach project in Guadalupe County. This project is ongoing and includes research, stakeholder meetings, parent survey, coordination with local hospital staff to enhance breastfeeding support and education, and outreach to area businesses to increase Texas Mother Friendly Worksites, as well as other activities.

**Breastfeeding Support Line**  
 Free phoneline — 24 hours a day, 7 days a week  
**1-855-550-6667**




**Línea de apoyo a la lactancia**  
 Una línea directa gratuita disponible las 24 horas del día, los 7 días de la semana



Texas Department of State Health Services

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INTERVIEWS	COALITIONS	OUTREACH	NEWSLETTERS	TOOLKIT	PROJECT
<ul style="list-style-type: none"> <li>• 12 offices</li> <li>• 45 stakeholder interviews</li> </ul> 	<ul style="list-style-type: none"> <li>• Hill Country Breastfeeding Coalition</li> <li>• South Central Texas Breastfeeding Coalition</li> </ul> 	<ul style="list-style-type: none"> <li>• Bandera Library Event</li> <li>• Frio Baby Shower Event</li> </ul> 	<ul style="list-style-type: none"> <li>• World Breastfeeding Week</li> <li>• Indigenous Milk Medicine Week</li> <li>• Asian American Native Hawaiian and Pacific Islander Breastfeeding Week</li> <li>• Black Breastfeeding Week</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint</li> <li>• Pre- and Post-Test</li> <li>• Resources</li> <li>• Training</li> </ul> 	<ul style="list-style-type: none"> <li>• Guadalupe County Breastfeeding Outreach Project</li> <li>• Research</li> <li>• Survey</li> <li>• Education</li> <li>• Outreach</li> </ul>

## Safe Sleep

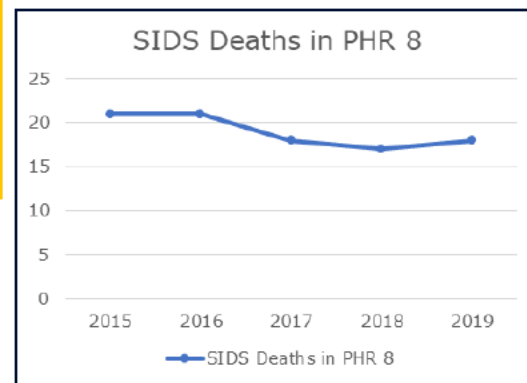
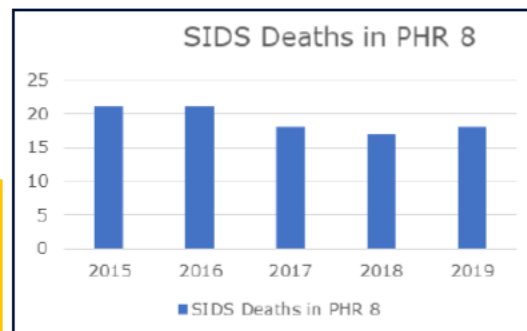
Each year in the United States, about 3,500 babies die from sleep-related causes. The primary causes of these deaths include sudden infant death syndrome (SIDS), accidental suffocation and deaths from unknown causes. To reduce risk and provide education to the families we serve, the Community Health Improvement (CHI) program in PHR 8 created an outreach effort around safe sleep. SIDS and safe sleep education are important not just for parents, but also for grandparents, aunts, uncles, babysitters, childcare providers and other infant caregivers.

Sudden Infant Death Syndrome (SIDS) is the sudden, unexplained death of a baby younger than 1 year of age that does not have a known cause even after a complete investigation. SIDS is sometimes called “crib death” because it is associated with the time when the baby is asleep. The crib itself is not the cause of SIDS, but the sleep environment can play a role. Most SIDS deaths occur in babies between 1 month and 4 months of age, and the majority (90%) of SIDS deaths happen before a baby reaches 6 months of age. Babies are at a higher risk for SIDS if they:

- Sleep on their stomach
- Sleep on soft surfaces
- Sleep on or under soft or loose bedding
- Get too hot during sleep
- Are exposed to cigarette smoke in the womb or in their environment
- Sleep in an adult bed with parents, other children or pets, especially if the parent is a smoker, has recently had alcohol or is tired

A Community Health Improvement workgroup developed an outreach program to coincide with Safe Sleep Awareness Month and SIDS Awareness Month, both in October. The program includes a lesson plan and outreach outline for CHI field office staff to use, a Safe Sleep PowerPoint presentation in both English and Spanish, pre- and post-tests for the presentation participants in English and Spanish, a list of resources, brochures and materials, such as infant onesies with safe sleep messaging, and an optional certificate of completion for participants. Staff also have demonstration cribs for participants to join in the #Clearthecrib challenge, which is a great way to practice and reinforce what they’ve learned.

DSHS also launched a Safe Infant Sleep webpage for parents and caregivers to learn more about safe infant sleep in October. This webpage launch was accompanied by online, radio and television ads in communities with high infant mortality rates. CHI staff reached out to a variety of community entities and venues to provide safe sleep events. While staff concentrated efforts in October, they are still making presentations to childcare centers, Head Start programs, parenting groups and other groups.



### SHOW US WHAT YOU'VE GOT!

Take the **#ClearTheCrib Challenge** to show off your safe infant sleep skills.

Put your friends and family to the test—or play on your own—then post a video to social media with the hashtag **#ClearTheCrib**.

Find out how to take the **#ClearTheCrib Challenge** at [safetosleep.nichd.nih.gov](http://safetosleep.nichd.nih.gov)






## Responding to a Radiation Emergency

Throughout 2022, Preparedness and Response focused on creating a plan outlining Region 8's response role in radiation emergencies. If a radiation emergency occurred within Region 8 or in a neighboring region, Region 8 may respond by setting up and operating Community Reception Centers (CRCs) or supporting CRCs established by Local Health Departments. Examples of incidents that would create a need for a CRC include:

- Nuclear detonation such as an Improvised Nuclear Device (IND)
- Radiological Dispersal Device (RDD)
- An incident at a Nuclear Power Plant (NPP)
- Other accidental or intentional incidents that expose the general population to radioactive contamination

CRCs are locations where public health personnel and response partners conduct population monitoring following a radiation emergency. CRCs are opened a safe distance from the incident 24 to 48 hours after a radiological or nuclear incident occurs. CRC operations would require many personnel to operate. Region 8 would depend on staff from multiple DSHS programs, other state and federal agencies and local community volunteers to successfully operate a CRC. Basic services provided at the CRC would include:

- screening people for radioactive contamination
- assisting people with decontamination
- registering people for long-term follow-up
- prioritizing people for further care

In preparation for a radiation emergency, Preparedness and Response staff worked with the National Domestic Preparedness Consortium (NDPC) - Counterterrorism Operations Support (CTOS) to bring the Population Monitoring for CRCs course to San Antonio on December 9, 2022. Fifteen Region 8 employees attended this one-day course that trained participants to operate radiation monitoring stations within the CRC. These employees will now be eligible to serve our communities as CRC monitoring staff in a radiation emergency.

Once the plan is operational, Preparedness and Response intends to exercise the plan to test its effectiveness and implement improvements. Our mission is to advance DSHS Region 8's preparedness and ability to respond to these incidents to best serve our communities. To learn more about CRCs, visit <https://www.orau.gov/rsb/CRCoverviewVideo/>.



## Respiratory Illnesses in Region 8

Data referenced in this article are preliminary and subject to change.

The Region 8 Epidemiology Team continues to monitor COVID-19 and influenza activity. The best way to prevent COVID-19 and influenza is to stay up to date with vaccines, including all recommended boosters and seasonal vaccines.

For more information on COVID-19 vaccines, visit: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

For more information on influenza vaccines, visit: <https://www.cdc.gov/flu/prevent/flushot.htm>



At the start of the year, Region 8 experienced a surge in COVID-19 activity fueled by the omicron variant (Figure 1). Additional increases in COVID-19 case activity were identified in the summer months and at the end of the year.

COVID-19 is a Texas Notifiable Condition and is required to be reported to public health. For more information on how to report cases of COVID-19, visit: <https://www.dshs.texas.gov/public-health-informatics-data-exchange-unit-phid/electronic-laboratory-reporting>

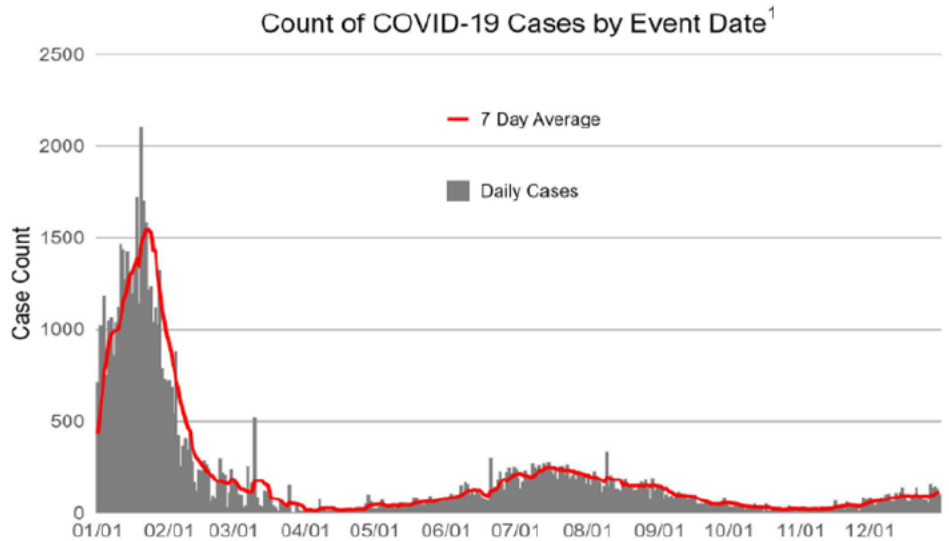


Figure 1: Cases of COVID-19 by event date.

<sup>1</sup>Event date is the first available of: symptom onset date, specimen collection date, lab result date, or date reported to public health.

## Influenza



Recent influenza seasons have been relatively mild, most likely because of the increases in masking and hand hygiene implemented due to the COVID-19 pandemic. However, the 2022-2023 Influenza Season began in October 2022 (shown in blue in the adjacent figure), with record-high levels of influenza-like illness (ILI) activity (Figure 2).

Seasonal influenza is not a Texas Notifiable Condition; however, novel influenza, influenza outbreaks, and influenza-associated pediatric mortality are all required to be reported to public health. To participate in the Region 8 voluntary influenza surveillance program, contact: [Region8.Epi@dshs.texas.gov](mailto:Region8.Epi@dshs.texas.gov).

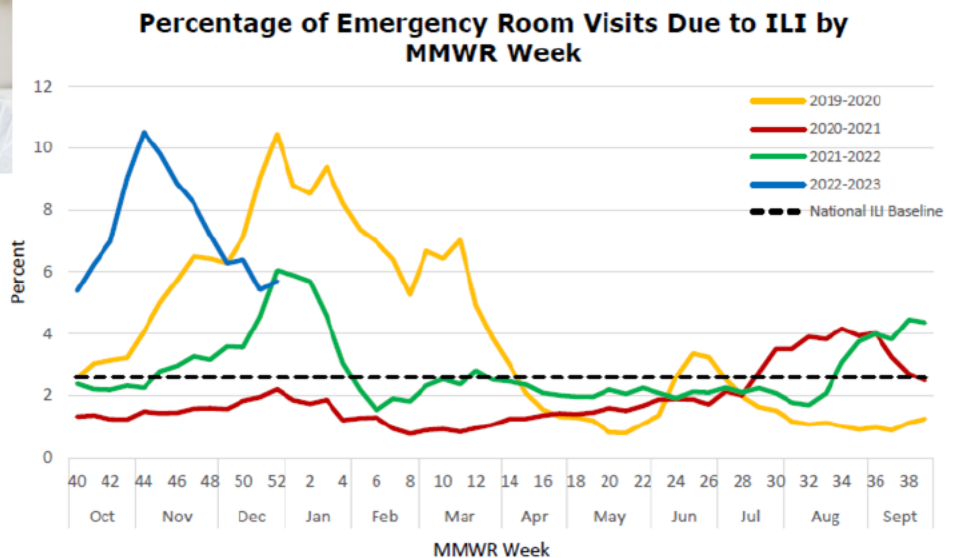


Figure 2: Percentage of visits made to emergency rooms within Region 8 due to influenza-like illness (ILI) by MMWR week, 2019 - 2022.



# The Importance of Reporting Tuberculosis

## Introduction

In 2021, the tuberculosis (TB) rate in Texas was 3.4 per 100,000 persons. Eight counties in Region 8 were above the state average in 2021 (Figure 1). A total of 48 people with TB disease were counted for Region 8 in 2021, which is a 60% increase from 2020. Region 8 continues to see an increase in the number of persons with TB disease and the case count for 2022 is expected to exceed the case count of previous years. This highlights the importance of rapid identification and reporting of persons evaluated for or confirmed to have TB.

## TB Reporting Requirements

Texas law requires that persons evaluated for TB and confirmed cases of TB be reported to the local or regional health department within 1 working day. Reportable tuberculosis disease (known/evaluated) includes the following:

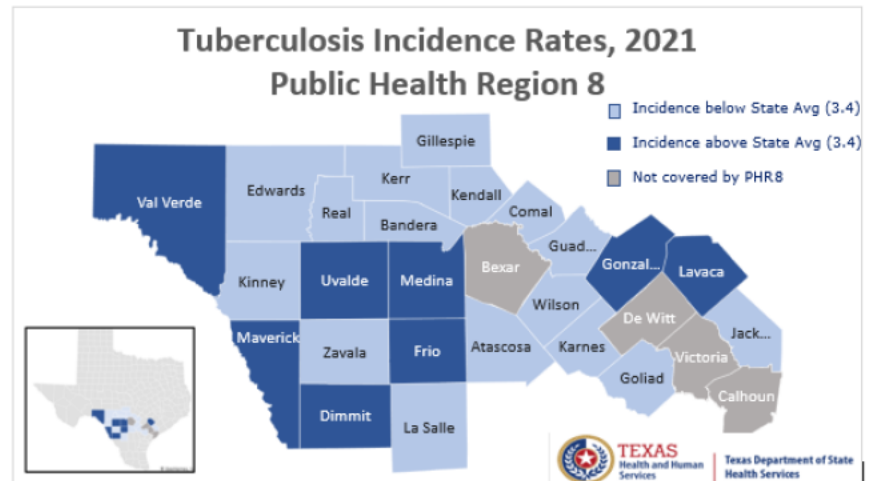
1. Persons evaluated for tuberculosis disease pending final laboratory results (TB symptoms and an abnormal chest x-ray or CT scan)
2. Positive nucleic acid amplification tests
3. Clinical or laboratory-confirmed tuberculosis disease
4. Culture for all Mycobacterium tuberculosis (M. tb) complex including M. tuberculosis, M. bovis, M. africanum, M. canettii, M. microti, M. caprae, and M. pinnipedii

Region 8 is responsible for evaluating referred individuals for possible TB, providing case management and ensuring medication adherence by administering treatment through directly observed therapy (DOT). Additionally, patients are educated on their diagnosis and the requirements for isolation, and contact identification is initiated on infectious patients to stop the spread of TB. **Region 8 maintains all reporting and data management requirements set by the state of Texas and the Centers for Disease Control and Prevention (CDC).**

## Consequences of Delayed or Unreported TB

Promptly reporting persons evaluated for TB or confirmed TB to Region 8 helps ensure the patient is started on the correct drug regimen and is monitored daily for treatment adherence through DOT. DOT ensures that each dose of medication is counted appropriately to establish an accurate duration of treatment. DOT is also required for all TB patients as it decreases the risk of relapse, drug-resistance and the chances of treatment failure. Treatment that is intermittent or a drug regimen that is incorrect can lead to the development of drug resistance which would further complicate and prolong treatment. Furthermore, medications for drug-resistant TB can produce more adverse side effects and require an even more extensive monitoring protocol. TB that goes unreported also prevents Region 8 from conducting contact investigations. Contact investigations allow Region 8 to identify exposed individuals, and provide proper evaluation and treatment to those infected. Identifying and treating infected persons can ultimately stop the spread of tuberculosis and reduce incidence of the disease.

Figure 1.



## Where to Report

If you have a patient being evaluated for TB or with known TB, please fax the information to the Texas Department of State Health Services (DSHS) Region 8 within 1 working day:

Fax Number: 512-206-3949

Phone Number: 210-949-2000

Address: Texas Department of State Health Services, Region 8  
7430 Louis Pasteur  
San Antonio, TX 78229

## Animal Shelter Standards for Rabies Quarantine Facilities

The Texas Health and Safety Code (HSC) Chapter 823 defines an animal shelter as a facility that keeps or legally impounds stray, homeless, abandoned or unwanted animals. Each animal shelter operated in the state must comply with housing and sanitation standards found in HSC Chapters 823 & 826 and the Texas Administrative Code (TAC) Chapter 169. The Department of State Health Services (DSHS) Zoonosis Control Program annually inspects rabies quarantine facilities and animal shelters to ensure they meet housing and sanitation standards.

### Minimum Standards for All Animal Shelters

All quarantine or impoundment facilities, regardless of county population, must meet minimum standards for shelter housing and sanitation. This include maintaining a facility with adequate:

- Structural strength
- Water and electric power
- Storage & waste disposal
- Washrooms and Sinks
- Record Keeping
- Lighting, Heating, Cooling and Ventilation
- Primary enclosures of sufficient size and construction
- Feeding & Watering Schedules
- Sanitation Practices
- Pest Control



### Additional Requirements for Rabies Quarantine Facilities

Rabies quarantine facilities are those that quarantine animals for rabies observation as part of a bite investigation. In addition to the minimum standards above, rabies quarantine facilities have additional requirements as outlined by TAC 169.28. The Local Rabies Control Authority (LRCA) is responsible for ensuring the standards for rabies quarantine facilities are met in their jurisdiction:

- **Standard Operating Procedures (SOP):** The facility must have an SOP specific to that facility that includes effective and safe quarantine procedures. The SOP must be posted and available to all employees.
- **Rabies Quarantine Kennel:** The kennel for rabies quarantine must have solid partitions between other kennels so that there is no possibility of physical contact between animals. The enclosure must be enclosed on all sides, including the top. A "Rabies Quarantine" sign must be posted on the cage, run, and/or room. Handling of the animal shall be minimized between people and other animals to prevent rabies transmission.
- **Facility Planning:** Construction of new quarantine facilities should be reviewed by DSHS to ensure they meet minimum standards.
- **Inspections:** DSHS will inspect rabies quarantine facilities annually. Any facility that does not achieve acceptable standards will not be licensed for rabies quarantine

If you have questions about animal shelters and/or rabies quarantine facilities, please contact the DSHS Region 8 Zoonosis Control Program at [Region8.Zoonosis@dshs.texas.gov](mailto:Region8.Zoonosis@dshs.texas.gov).

## Today's Farmers' Market

The concept of farmers' markets originated from farmers setting up shop in the back of their pickup truck, selling fruits and vegetables from their farm. Today's farmers' markets are more diversified, with producers selling pasture-raised meat, baked goods, homemade soaps and even cooking up crepes on the spot. It's no secret that farmers' markets are evolving, and this means the rules need to evolve as well.

A Farmers' Market is defined as a designated location used for a recurring event at which a majority of the vendors are farmers or other food producers who sell food directly to consumers. A farmers' market must include at least two vendors who meet the definition of "farmer" or "food producer" as defined in the rules. In addition, a farmers' market may include vendors who are not "farmers" or "food producers," provided that "farmers" and "food producers" constitute the majority of vendors who participate in the market throughout the year.

The Texas Farmers' Market Rules can be found under Texas Administrative code Chapter 229 sub-chapter FF. Under Texas Department of State Health Services (DSHS), if a vendor is selling a time and temperature control for safety food (TCS), then a permit is required. TCS foods are foods that require time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation. Some examples would include: meats, eggs, cooked foods or cut melons. DSHS does not sell a Farmers' Market permit but rather a Temporary Retail Food Permit for these types of vendors selling TCS foods.

Farmers' Markets today empower today's consumer to have a choice on where they are buying, from who they are buying and at what price. They create a positive impact on communities, and the DSHS Region 8 Retail Foods and Public Health Sanitation Program strives to support these historic and valuable marketplaces. If you have questions about these and other retail food establishments, please email us at [Region8.RetailFood@dshs.texas.gov](mailto:Region8.RetailFood@dshs.texas.gov).

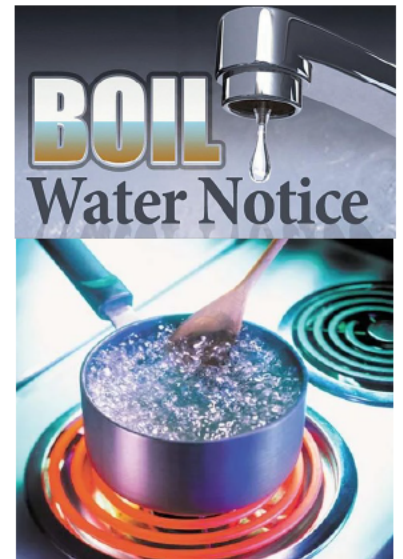


## Boil Water Notices

Public water systems issue boil water notices when drinking water is unsafe for consumption. This can be due to bacteria, water pressure or other disease outbreaks. Imagine your community has gone under a Boil Water Order, and you already notified local members, Texas Commission of Environmental Quality (TCEQ) and your Texas Division of Emergency Management Disaster District emergency operations center. Managers of local restaurants are starting to call to ask if they can stay open? The Region 8 Retail Food Safety and Public Sanitation program provides guidance for retail food establishment managers under a Boil Water Order. This guidance includes temporary measures for drinking water, ice making, cooking, handwashing and cleaning. Restaurants that want to stay open and serve food through the boil order notice must do so responsibly. Our team can provide these entities with guidance documents to prevent regulatory and public health consequences.

For additional guidance, refer to Emergency Guidance Documents Found under:

<https://www.dshs.texas.gov/retail-food-establishments/forms-publications-retail-food-establishments>



### What diseases are spread by drinking unsafe water?

- Diarrhea
- Cholera
- Salmonella infection
- Giardia
- E. coli Infection



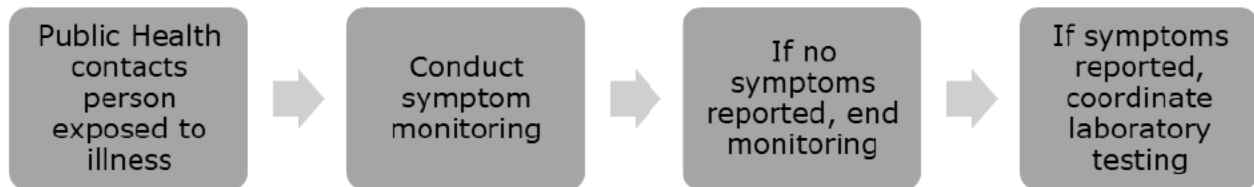
# Monitoring for Infectious Diseases



Data referenced in this article are preliminary and subject to change.

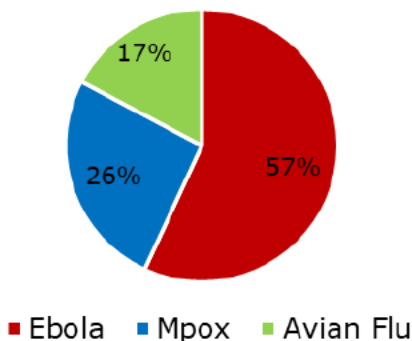
Public health jurisdictions frequently respond to outbreaks of infectious illnesses and may provide guidance, testing or treatment to stop the spread of disease. However, for some novel or high-consequence diseases, it is important to start monitoring for illnesses before they ever occur.

If a person is exposed to certain illnesses, public health staff will contact them to make sure they know about the exposure and to monitor them for symptoms of the illness. When a person is “under monitoring,” it does not mean that they are currently sick, or that they will become sick, with an infectious disease. It simply means that public health staff are helping that person check themselves for signs of possible illness. If symptoms develop, public health staff will quickly evaluate the symptoms and help coordinate laboratory testing, ensuring that no one else is exposed to the illness.



In 2022, the Region 8 Epidemiology Program conducted symptom monitoring for three novel or high-consequence illnesses: avian influenza, Ebola and Mpox. Throughout Region 8, over 50 individuals from eight counties were contacted with information about one of these conditions. These individuals worked with public health staff to carefully monitor themselves for symptoms until the end of their monitoring period.

## Conditions monitored in Public Health Region 8 during 2022 and their associated monitoring periods:



Condition	Monitoring Period
Avian Influenza	10 days
Ebola	21 days
Mpox	21 days

## Coordinated Approach to Child Health (CATCH) in Schools

During the Spring 2022 semester, the Texas Department of State Health Services (DSHS) Office of Border Public Health (OBPH) staff provided nutrition education to elementary students in Eagle Pass and Carrizo Springs using the Coordinated Approach to Child Health (CATCH) nutrition curriculum. According to the Centers for Disease Control and Prevention (CDC), childhood obesity is a serious health issue that affects approximately 14.7 million children and adolescents in the United States. Obesity is higher among Hispanic children. The CATCH program is evidence-based and has been shown to reduce obesity risk among school aged children by teaching students about health including nutrition and physical activity. The CATCH nutrition curriculum teaches school aged children how to make smarter and healthier food choices by teaching about GO, SLOW and WHOA foods. The GO, SLOW, WHOA model shows students which foods they should eat most (GO), those they should eat in moderation (SLOW), and the foods that are best to limit (WHOA). Using the colors of stop lights for reference, students learn that they can enjoy all types of foods while learning which foods are healthier.



OBPH also coordinated with participating districts to provide CATCH physical activity training for physical education coaches to supplement the nutrition education.



### Successes

OBPH staff provided nutrition lessons to third grade students at San Luis Elementary in Eagle Pass and Carrizo Springs Elementary. Over the span of two months, approximately 200 students received nutrition education on topics including heart health, MyPlate, sugary drinks and foods, and physical activity. Staff collected data to measure knowledge gained as well as behavioral changes. After participating in the program, students showed a significant increase (20%) in fruit consumption and a decrease (13%) in sugar sweetened beverage consumption. Additionally, the number of days a child was physically active for more than 60 minutes in the past week significantly increased.

### Next Steps

OBPH will continue to partner with Eagle Pass Independent School District as well as Carrizo Springs Consolidated School District to provide CATCH nutrition education lessons in the Spring of 2023. OBPH staff will also be expanding the CATCH program to additional schools to provide nutrition education to more students.





## Oral Health Basic Screening Survey

Every five years the DSHS Oral Health Improvement Program performs the Texas Oral Health Basic Screening Survey, an important statewide evaluation of the oral health level of Texas third grade and kindergarten students. The data collected by the DSHS Regional Dental Teams (RDT) becomes Texas' official submission to the National Oral Health Data Portal. Local, state and federal researchers, and other public health stakeholders, use the portal data to help shape oral health policy and funding across Texas and the nation.



When Texas students returned to school for the 2022-2023 school year, the San Antonio based RDT began their data collection duties at schools across Public Health Regions 8 and 11. As the fall school semester drew to a close in December, the Region 8 and 11 RDT had evaluated over 1200 students in 23 South Texas schools.

As the Spring school semester begins, the Region 8 and 11 RDT prepares to complete the rest of their assigned Basic Screening Survey (BSS) schools. Upon completion of their BSS schools, the RDT will complete the school year performing preventive dental services clinics that provide preventive dental care to students from vulnerable populations who are at a high risk for developing tooth decay.

## H.B.133 Changes Children and Pregnant Women Program Service Delivery

Case Management for Children and Pregnant Women (CPW) is a Medicaid benefit program that provides case management services to children who have a health condition or health risk, and pregnant women who have a high-risk condition. Historically, CPW services have been provided through traditional Medicaid, fee-for-service CPW contracted providers or by Department of State Health Services (DSHS) regional case managers. However, in 2021 the Texas Legislature passed House Bill 133 and directed the Health and Human Services Commission to transition CPW services to managed care organizations effective 9/1/2022. Subsequently, Medicaid recipients must receive case management services through the managed care plan in which the recipient is enrolled.

The Specialized Health and Social Services (SHSS) program collected data from April 2022-September 2022 to ensure the needed CPW case management services would successfully transition to the Managed Care Organizations (MCOs) on 9/1/22. The program was responsible for collecting and compiling information on clients who were actively receiving CPW case management services and have Medicaid as their primary insurance. The data collection ensured the continuity of care for the clients.

⇒ During the 1st cohort: April 1st to June 30th, 48 clients received CPW services.

⇒ During the 2nd cohort: July 1st to July 31st, 16 clients received CPW services.

⇒ During the 3rd cohort: August 1st to August 31st, 18 clients received CPW services.

Additionally, in August Admission, Review, Dismissal (ARD) data was also requested from the case managers. ARDs are school meetings that are attended by our social workers with their clients. The total ARDs attended by our cases managers for the 2020/2021 and 2021/2022 school years was 7. This number was dramatically impacted by COVID-19 during this timeframe. The total potential ARDs requested for September 2022 was two.

In September CPW case documents for the MCO transition were sent to our Austin office. Starting in October 2022, the SHSS department began monthly tracking of the number of CPW Fee for Service cases initiated, the number of CPW referrals for Managed Care Members redirected to the MCO and any complaints/questions from CPW Providers/Potential CPW Providers.

## Taking Texas Tobacco Free

People who experience mental health problems, alcohol and substance use and abuse, and homelessness, or who belong to LGBTQ+ or are from lower income, less educated communities, use tobacco and related products, such as e-cigarettes and vaping, at a higher rate. DSHS partnered with Taking Texas Tobacco Free (via Austin Integral Care) to provide training and establish smoke-free policies in alcohol and substance abuse treatment centers. These patients have much higher substance abuse quit rates and lower relapse rates when they also quit using tobacco and related products. Region 8 recruited several centers for this project and outreached to LGBTQ+ communities. One success story includes the Maverick County Hospital District (MCHD) staff and their Ryan White/HIV Services Program. The Ryan White program provides services to the following counties: Maverick, Val Verde, Kinney, La Salle, Dimmit, Real, Edwards, and Zavala. The Regional Tobacco Specialist trained staff from the hospital and Ryan White on Ask, Advise, Refer (AAR) tobacco Quitline program. The UT Tobacco Research and Evaluation Team helped the programs implement an electronic medical record to connect to the TX Quitline. Clinical staff refer people to the Quitline to receive free nicotine replacement therapy and counseling. MCHD is also in the process of becoming a smoke-free workplace.



Region 8 participated in the National Behavioral Health Network (NBHN) for Tobacco and Cancer Control's 2022 State Tobacco Control Community of Practice (CoP). This network works to eliminate tobacco- and cancer-related disparities by strengthening the capacity of health care professionals to develop and implement efforts focused on eliminating tobacco- and cancer-related disparities among people with mental illness and addictions. Texas participants developed goals and strategies to implement during the year and beyond. These strategies include:

- Implementing tobacco free facilities and campus facilities,
- Increasing commercial tobacco use screening and cessation support for individuals with mental health, substance abuse or HIV/AIDS challenges,
- Expanding tobacco control education and resources for providers serving individuals with mental health, substance abuse or HIV/AIDS, and
- Enhancing coordination and partnerships between state tobacco control and mental health and substance abuse use treatment providers.

## Texas Health Steps Manages Provider Data

Maintaining current information for all of Region 8's Texas Health Steps (THSteps) health care provider network is a challenging undertaking. During 2022, the Region's data management and analytics teams worked with the THSteps program to determine the pertinent provider information needed and how best to compile it. The new database now allows the program to easily access the data and run sophisticated reports.

Within the database, THSteps provider relations staff can enter newly enrolled providers and provider facilities assigned to their caseloads so that all are accounted for. The THSteps staff will also enter the number of individual providers per location to give an in-depth look at the total number of THSteps providers within Region 8. Using the THSteps Database in conjunction ensures the program has an accurate count of active THS providers within Region 8.

The outlook for the THSteps Database is to expand its capabilities, not only to have all provider contact sheets located in one central space for record retention, but to also allow the user the ability to keep track of Federally Qualified Health Centers (FQHC) and Rural Health Centers (RHC) as well as Children with Special Health Care Needs (CSHCN) program providers. This database will also help track and maintain an adequate supply of healthcare providers enrolled in THSteps, particularly in those areas that could potentially be identified as having access to care issues in Region 8. In addition, this process will help identify Active vs Inactive Provider enrollment status to indicate whether they are accepting new Medicaid clients or not.

**Helpful Phone Numbers**

Program	Contact Name	Phone	E-mail Address
Notifiable Conditions	On-call staff	(210) 949-2121	Call to report notifiable conditions or
Communicable Disease	Elvia Ledezma, MPH	(210) 949-2177	Elvia.Ledezma@dshs.texas.gov
Community Health Improvement	Katherine Velasquez, RN, PhD	(210) 949-2091	Katherine.Velasquez@dshs.texas.gov
Epidemiology	Elise Rush, MPH, CIC	(210) 949-2095	Elise.Rush@dshs.texas.gov
HIV/STD Program	Lauren Mata	(210) 949-2151	Lauren.Mata@dshs.texas.gov
Immunizations	Laurie Henefey	(830) 591-4386	Laurie.Henefey@dshs.texas.gov
Office of Border Public Health	Rosy De Los Santos	(830) 758-4241	Rosy.Delossantos@dshs.texas.gov
Oral Health Improvement Program	Matthew Williams, DMD	(210) 949-2124	Matthew.Williams@dshs.texas.gov
Preparedness & Response	Sammy Sikes, CHS, EMT-B	(210) 949-2040	Sammy.Sikes@dshs.texas.gov
Retail Foods & Public Health Sanitation	Maricela Zamarripa, RS	(830) 591-4389	Maricela.Zamarripa@dshs.texas.gov
Specialized Health & Social Services	Leticia Guerra, LBSW	(210) 949-2147	LeticiaD.Guerra@dshs.texas.gov
Texas Health Steps	David Garcia	(210) 949-2159	Davidc.garcia@dshs.texas.gov
Tobacco Prevention & Control	Rick Meza	(210) 867-7634	Rick.Meza@dshs.texas.gov
Tuberculosis (TB) Control Program	Elvia Ledezma, MPH	(210) 949-2177	Elvia.Ledezma@dshs.texas.gov
Zoonosis Control	Amanda Kieffer, DVM, MPH	(210) 949-2048	Amanda.Kieffer@dshs.texas.gov

**Public Health Region 8**

7430 Louis Pasteur Dr.  
San Antonio, TX 78229

**Lillian Ringsdorf, MD, MPH**  
Regional Medical Director

(210) 949-2001

Phone: (210) 949-2000  
Fax: (210) 949-2015

**Gale Morrow, MPH, MCHES**  
Deputy Regional Director

(210) 949-2002





Dear County of Gillespie, Texas

Below you will find the Bill of Sale for the vehicle that you would like to purchase. Please verify that the name, address and phone number are correct and the address is the same place you would like the title mailed. If anything does not appear to be correct, please send an email to [EFM\\_Car\\_Sales@efleets.com](mailto:EFM_Car_Sales@efleets.com) to request any changes.

If everything appears to be correct, please proceed with the following steps to complete the purchase:

1. Sign and date the Bill of Sale via DocuSign
2. Complete the odometer statement and sign the bottom of the statement via DocuSign
3. Submit certified funds or a certified check, made payable to Enterprise FM Trust, for the amount listed as the 'Selling Price' (Item Q) on the Bill of Sale.
4. Mail a copy of the signed Bill of Sale, the certified check, and completed odometer statement to one of the following, based on your shipping method:

**Regular Mailing Address**

Enterprise FM Trust  
Car Sales  
PO Box 843004  
Kansas City, MO 64184-3004

**Overnight Shipping Address**

Commerce Bank  
Attn: 843004 KCWLBX  
811 Main St  
Kansas City, MO 64105

Shipments to the above address must include payments  
For wire payments, please contact [EFM\\_Car\\_Sales@efleets.com](mailto:EFM_Car_Sales@efleets.com)

Please note, **if** the Selling Price is \$1.00, this is for documentation purposes only. The purchaser will not need to provide a payment for this transaction. If the Selling Price is \$1, simply complete Steps 1 and 2 to sign both documents via DocuSign.

You are acquiring a leased vehicle, therefore payments and other obligations outlined in the Master Lease Agreement must be satisfied by the lessee to transact the sale and transfer ownership. For more information, please visit your account at <https://login.efleets.com>.

Once we receive the signed Bill of Sale, payment for the selling price, and the completed Odometer Statement, we will begin to process the transaction and the title will be delivered within 14 business days.

If you have any questions, feel free to reach out to us via e-mail at [EFM\\_Car\\_Sales@efleets.com](mailto:EFM_Car_Sales@efleets.com) or by phone at 1-800-543-8226



Enterprise Fleet Management  
 Purchase Option Team  
 1-800-543-8226 direct  
 EFM\_Car\_Sales@efleets.com  
 9315 Olive BLVD  
 Saint Louis, MO 63132

**BILL OF SALE**

**Printed as of 07/28/2023**

BUYER(S)		SALE DATE	GPBR
BUYER County of Gillespie, Texas		CAR SALE #	UNIT NO. 22N5ZG
CO-BUYER		A SALE PRICE \$5,283.93	
		B ADDITIONAL EQUIPMENT	
STREET ADDRESS APT # 101 W. Main St Unit # 4			LESSEE TAX EXEMPT ID 74-6000878
CITY/STATE/ZIP FREDERICKSBURG / TX / 78624		C SUBTOTAL (A PLUS B) \$5,283.93	
DAY PHONE EVENING PHONE		D SALES TAX \$0.00	
FAX		<b>OTHER CHARGES</b>	
PURCHASE VEHICLE		E TITLE FEE	
YR/MAKE/MODEL/SERIES 2018 Chevrolet Silverado 2500HD WT 4x4 Double Cab 8 ft. box 158.1 in. WB (4214113)		F ADMINISTRATION FEE \$0.00	
VIN# 1   G   B   2   K   U   E   G   X   J   Z   2   6   0   6   7   9		G ACCUMULATED PERSONAL PROPERTY TAX \$0.00	
MILEAGE		H ACCUMULATED LICENSE FEES \$0.00	
COLOR (0 P) Summit White		I	
The vehicle is sold "As Is - not expressly warranted or guaranteed" with All Faults: <b>BUYER UNDERSTANDS THAT THIS VEHICLE IS BEING SOLD "AS IS NOT EXPRESSLY WARRANTED OR GUARANTEED WITH ALL FAULTS AND IS NOT COVERED BY DEALER WARRANTIES. I UNDERSTAND THAT THE SELLER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER BUYER BUYS THIS VEHICLE AND BUYER WILL HAVE TO PAY FOR REPAIRS THIS VEHICLE WILL NEED."</b>		J	
		K	
		L	
		M	
		N	
		O	
		P TOTAL OTHER (F THRU O) \$0.00	
		Q SELLING PRICE (C PLUS D PLUS P) \$5,283.93	

ADDITIONAL
<p>Payments for the vehicle(s) are to be made payable to "Enterprise FM Trust"            Please remit payment by certified check or certified funds.</p> <p>Buyer is responsible for obtaining any necessary insurance coverage on the purchased vehicle. Any coverage maintained by seller does not transfer with the purchased vehicle.</p> <p>There may be additional charges outstanding that are not included in the Selling Price. Please refer to your most recent Billing Statement on <a href="https://login.efleets.com">https //login.efleets.com</a>. The title for the vehicle will only be released once all outstanding charges have been cleared.</p>

LIENHOLDER	LIENHOLDER ADDRESS	LIEN DATE	LIENHOLDER PHONE
BUYER County of Gillespie, Texas	SELLER The Legal Entity as listed on the Vehicle(s) Titles(s) ('Seller')		
SIGNATURE DATE	ADDRESS 9315 Olive Boulevard		
CO-BUYER	CITY/STATE/ZIP St.Louis /MO /63132		
SIGNATURE DATE	APPROVED BY	DATE	

**LESSEE ODOMETER (MILEAGE) DISCLOSURE STATEMENT**

Federal Law (and State Law if applicable) requires that the lessee disclose the mileage to the lessor in connection with the transfer of ownership. Failure to complete or making a false statement may result in fines and/or imprisonment. Complete disclosure form below and return to lessor.

I, \_\_\_\_\_ (Name of person making disclosure) state that the odometer now reads \_\_\_\_\_ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- \_\_\_1. I hereby certify that to the best of my knowledge the odometer reading as stated above reflects the amount of mileage in excess of the designed mechanical odometer limit of the vehicle described below.
- \_\_\_2. I hereby certify that to the best of my knowledge the odometer reading as stated above is not the actual mileage.
- \_\_\_3. I hereby certify that to the best of my knowledge the vehicle described above does not have an air bag on or off switch which has been installed by someone other than the vehicle manufacturer and any existing air bag has not been deactivated.

YMMS	Unit Number
<b>2018 Chevrolet Silverado 2500HD WT 4x4 Double Cab 8 ft. box 158.1 in. WB (4214113)</b>	<b>22N5ZG</b>
VEHICLE IDENTIFICATION NUMBER	
<b>1GB2KUEGXJZ260679</b>	

LESSEE'S NAME		
<b>County of Gillespie</b>		
STREET ADDRESS		
<b>101 W. Main St Unit # 4</b>		
CITY	STATE	ZIP CODE
<b>FREDERICKSBURG</b>	<b>TX</b>	<b>78624</b>
LESSEE'S SIGNATURES		Date

LESSOR'S LEGAL NAME		
<b>ENTERPRISE FLEET MANAGEMENT</b>		
STREET ADDRESS		
<b>9315 Olive Blvd</b>		
CITY	STATE	ZIP CODE
<b>St. Louis</b>	<b>MO</b>	<b>63132</b>
DATE DISCLOSURE FORM SENT TO LESSEE		DATE COMPLETED FORM RECEIVED FROM LESSEE
07-28-2023		 
LESSOR'S SIGNATURE		









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# **GILLESPIE COUNTY TRAVEL POLICY**

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## **A. RESPONSIBILITY**

### **A-1 Statutes/Laws:**

Section 152.011 of the Texas Local Government Code gives the Commissioners Court the authority to set the amount of travel expenses allowable for county officials and employees who travel on Official County Business (OCB).

### **A-2 Policy Adoption:**

The following policy was adopted by the Gillespie County Commissioners Court on this the \_\_\_ day of \_\_\_\_\_, 2023 and shall take effect on \_\_\_\_\_, 2023. This policy takes the place of any previous county travel policy adopted by any previous County Commissioners Court.

### **A-3 Elected Officials/Department Heads/Employees:**

Elected Officials and Department Heads are expected to plan and budget for all County related travel expenses for themselves and their employees. It is the responsibility of the Elected Official/Department Head to see that all Travel Expense forms are properly completed and signed before being sent to the County Auditor's Office. It is the responsibility of the person traveling on Official County Business to keep all documentation and receipts/invoices of travel expenses. **Official County Business (OCB)** is defined in Section B. General Definitions, Page 3.

**Travel expense forms must be submitted to the County Auditor's Office no later than one (1) month after the last day of travel. Travel expense forms submitted after that date will not be accepted for processing.**

**All County reimbursed travel must be for OFFICIAL COUNTY BUSINESS ONLY.**

## **B. GENERAL DEFINITIONS**

### **B-1 Official County Business:**

Official County Business (OCB) is any approved conference, seminar, meeting, prisoner transport, or other travel to support the county and/or employee in the performance of their job, which is recognized by the Gillespie County Commissioners Court as being official business of the County.

County employees traveling for regional or state associations, as an officer of the association or meetings of the association that aren't related to training or direct county business, **are not** considered Official County Business unless expressly approved by Commission Court.

### **B-2 Travel Expense Forms:**

The expense forms used to report all actual or estimated travel expenses for Official County Business to be submitted to the County Auditor's Office



**B-3 County Procurement Card:**

Credit cards issued to officials, department heads, and employees to be used for purchasing supplies and services for Official County Business.

**B-4 Employee:**

Any person employed by Gillespie County, including elected officials and department heads.

**C. TYPES OF TRAVEL**

**C-1 In-County Business Travel:**

Several departments in the County require their employees to travel within the County on Official County Business.

When a County employee uses a personal vehicle for this purpose, the employee may be reimbursed for miles and mileage rate established in section D-2 Mileage – Personal Vehicle. Employees who receive a monthly Travel Allowance are not allowed mileage reimbursement for In-County Business Travel.

The County employee must request reimbursement by completing, in detail, Travel Expense From #4 (Local Transportation Expense Reimbursement) and submitting it to the County Auditor’s Office no later than one (1) month after the last day of travel.

Gillespie County does not reimburse meals or for any expenses to personal vehicles.

**C-2 Out-of-County Business Travel – No Overnight Stay:**

Several departments in the County require their employees to travel outside of the County on Official County Business, but do not require an overnight stay.

When a County employee uses a personal vehicle for this purpose, the employee may be reimbursed for miles and mileage rate established in section D-2 Mileage – Personal Vehicle. The employee may also be reimbursed for; meals at the county approved per diem rate established in section D-8 Meals, parking, tolls, and other allowable travel expenses within the Travel Policy.

The County employee must request reimbursement by completing, in detail, the Travel Expense Form No. 1 and submitting it to the County Auditor’s Office no later than one (1) month after the last day of travel.

Gillespie County does not reimburse for any expenses to personal vehicles.

**C-3 Out-of-County Business Travel – Overnight Stay Required:**

Several departments in the County require their employees to travel outside of the County on Official County Business and do require an overnight stay. Employees may be reimbursed for allowable travel expenses (See Pages 5-9).

The County employee must request reimbursement by submitting the appropriate Travel Expense Form, along with all attached documentation, to the County Auditor's Office no later than one (1) month after the last day of travel.

#### **C-4 Out of State Travel:**

On occasion, a department may have a need to send an employee out of state for Official County Business. This type of travel must be pre-approved by the Commissioners Court. Any out of state travel not pre-approved by the Commissioners Court will not be reimbursed unless first approved by the Commissioners Court. To request reimbursement, the County employee must submit the appropriate Travel Expense Forms, along with all receipts/invoices and documentation, to the County Auditor's Office no later than one (1) month after the last day of travel. NOTE: Out of State Prisoner Pick-up does not require pre-approval by the Commissioners Court.

### **D. TRAVEL EXPENSE**

#### **D-1 Lodging:**

Lodging is an allowable expense only when an overnight stay is required for Official County Business (OCB). If the County employee uses a personal form of payment, the employee may be reimbursed. Allowable lodging fees include daily room charges and necessary hotel taxes. Lodging can include short term rentals, B&Bs, or hotels/motels, whichever is the most cost-effective lodging considering all associated costs, for the OCB. Gillespie County is not tax-exempt from lodging taxes. A finalized lodging statement must be submitted with the Travel Expense Form.

Lodging is allowable for the traveling County employee only. Any other person/spouse lodging with the County employee shall pay for the difference between single and double occupancy rates, if any.

Depending on the beginning and ending time of the OCB, Gillespie County will reimburse the traveling County employee for a maximum of one day lodging prior to the start of the OCB and a maximum of one day lodging after the end of the OCB. If the employee can travel from 7:00 am to the place of the OCB and arrive before the start of OCB, then one day prior lodging is not allowed. If the employee can travel from the place of the OCB and arrive home before 7:00 pm, then one day after lodging after is not allowed. Travel requests for more than the day before or the day after the actual starting and ending date of the OCB should include documentation to support the additional days and be pre-approved by the department head. Events such as socials and recreational activities are not considered OCB.

Employees who have been issued County Procurement Cards are allowed to use them for payment of lodging. A copy of the lodging statement must be submitted with the monthly credit card statement and Travel Expense Form.

## **D-2 Mileage – Personal Vehicle:**

Mileage is an allowable expense when a County employee uses a personal vehicle on Official County Business (OCB). Travel is only reimbursed for mileage to and from the place of OCB. Mileage used for travel away from the scheduled place of OCB such as dining, shopping, or other personal non-official county business is not reimbursable. Gillespie County follows State of Texas mileage reimbursement rates. Contact the County Auditor's Office for the current rate. Fuel and other expenses for personal vehicles will not be reimbursed.

Mileage is reimbursed from employee's normal work location or home to the place of OCB and from the place of OCB to the employee's normal work location or home. Mileage from home should be used when leaving or returning outside of normal work hours. Mileage from employee's normal work location should be used when leaving or returning during normal work hours. Mileage used to calculate the reimbursement will be the mileage shown on a GPS map application such as Google Maps. The County employee should submit a copy of the map with the Travel Expense Form.

## **D-3 County-Owned Vehicles**

Employees are allowed to use County-owned vehicles for Official County Business (OCB) travel.

Fuel for County-owned vehicles should be charged to the fuel card (WEX) assigned to that County-owned vehicle. **NOTE:** Contact the County Auditor's Office prior to travel to ensure that the driver is authorized to use the assigned fuel card.

Employees who have been issued a County Procurement Card are allowed to use it for necessary vehicle maintenance/repairs for County-owned vehicles only. Receipts/invoices must be submitted with the monthly credit card statement and Travel Expense Form.

Any necessary expenses to a County-owned vehicle, paid for personally by the employee, will be reimbursed as long as sufficient documentation is provided and Travel Expense Forms are submitted to the County Auditor's Office.

County vehicles are for OCB only and are not to be used for personal transportation needs, even when away from the County.

## **D-4 Parking:**

Only self-parking is an allowable expense if necessary for Official County Business. Self-parking may be reimbursed to the County employee if a personal form of payment is used. Other forms of parking, such as valet, are not reimbursable unless that is the only option or has a valid medical reason to use valet parking. In that case, the expense will be reimbursed as long as the employee obtains official notification from the venue or has valid medical reason and submits such documentation to the County Auditor's Office with the Travel Expense Forms.

Employees who are issued a County Procurement Card are allowed to use them for self-



parking only. County employees are responsible for the charges if they choose to use valet parking where self-parking is available, no exceptions. If an employee charges valet parking to a County Procurement Card, they will be responsible for reimbursing the County the difference between self-parking and valet parking or the difference will be deducted from the next Travel Expense Form submitted by the employee.

#### **D-5 Conference Registration and Fees:**

These expenses are allowable if necessary for Official County Business. Employees may be reimbursed for conference registration and fees if a personal form of payment is used. Documentation must be submitted with the Travel Expense Form.

Employees who are issued County Procurement Cards are allowed to use them for conference registration and fees of the employee only. All documentation must be submitted with the monthly credit card statement and Travel Expense Form.

Registrations and fees for non-county employees, such as spouses, are not reimbursable; these are the responsibility of the employee.

#### **D-6 Toll Fees:**

Toll fees are an allowable expense if they are necessary for Official County Business. Employees may be reimbursed toll fees if a personal form of payment is used. Documentation must be submitted with the Travel Expense Form.

Employees who are issued County Procurement Cards are allowed to use them for toll fees, if accepted. All documentation must be submitted with the monthly credit card statement and Travel Expense Form.

#### **D-7 Telephone/Internet:**

Telephone/internet are allowable expenses if they are necessary for Official County Business (OCB) while traveling. Employees may be reimbursed for telephone/internet expenses if a personal form of payment is used. Documentation must be submitted with the Travel Expense Form. Personal telephone/internet expenses will not be reimbursed.

Employees who receive a cell phone allowance are expected to use their cell phone while traveling on OCB.

Employees who are issued County Procurement Cards are allowed to use them for telephone/internet expenses if needed for OCB. If the employee uses the County Procurement Card for personal telephone/internet expenses, they will be responsible for reimbursing the County, or the amount charged will be deducted from the employee's Travel Expense reimbursement.

All documentation must be submitted with the monthly credit card statement and Travel Expense Form.

**D-8 Airline/Bus/Train/Taxi/Rental Vehicle:**

Other means of transportation are allowable for Official County Business if they are necessary and/or they are more cost effective to the County. Employees may be reimbursed if a personal form of payment is used. Documentation must be submitted with the Travel Expense Form.

Employees who are issued County Procurement Cards are allowed to use them for other means of transportation as mentioned above if necessary and/or they are more cost effective to the County. All documentation must be submitted with the monthly credit card statement and Travel Expense Form.

**D-9 Meals:**

Gillespie County follows the meals per diem rates for Official County Business (OCB) established by the U.S. General Services Administration’s annual Per Diem Rates publication, State of Texas, Standard Rate. Contact the County Auditor’s Office for the current rates.

Per Diem Items (full day includes all):

- Breakfast
- Lunch
- Dinner
- Incidental

Out-of-County Business Travel – Overnight Stay Required: The following grid should be used in determining which MEAL per diem item can be charged on travel days. Find your Depart time or Return time to see what Allowable Per Diem can be charged for the travel day:

Depart from Hometown to Destination			Return to Hometown from Destination			ALLOWABLE PER DIEM
Before 7:00 AM	After 7:00 AM Before 1:00 PM	After 1:00 PM	Before 11:00 AM	After 11:00 AM Before 6:00 PM	After 6:00 PM	
•						Full Day • Breakfast • Lunch • Dinner • Incidental
	•					Full Day
		•				Lunch, Dinner, Incidental
			•			Dinner
				•		Breakfast
					•	Breakfast, Lunch, Incidental
					•	Full Day

If meals are provided complementary as part of lodging, at a conference, meeting, other OCB event, the appropriate per diem rate for the meal must be deducted from the daily per diem even if you choose not to eat those meals.

Out-of-County Business Travel – No Overnight Stay: The following grid should be used to determine which MEAL per diem item can be charged on travel days without overnight stays. Find your Depart time AND the relevant Return time to see what Allowable Per Diem can be charged for the travel day:

Depart from Hometown			Return to Hometown			ALLOWABLE PER DIEM
Before 7:00 AM	After 7:00 AM Before 12:00 Noon	After 12:00 Noon	Before 12:00 Noon	After 12:00 Noon Before 6:00 PM	After 6:00 PM	Full Day • Breakfast • Lunch • Dinner • Incidental
•			•			Breakfast
•				•		Breakfast, Lunch
•					•	Full Day
	•		•			NONE
	•			•		Lunch
	•				•	Lunch, Dinner
		•		•		NONE
		•			•	Dinner

If meals are provided complementary at a conference, meeting, other OCB event, the appropriate per diem rate for the meal must be deducted from the daily per diem even if you choose not to eat those meals.

**NO** receipts are necessary.

Gillespie County procurement/credit cards are NOT to be used for meal purchases.

**D-10 Incidentals:**

Items such as movies, room service, in-room bar, spa, tips, alcoholic beverages, laundry or other incidental charges are not reimbursable. Employees are responsible for these charges. If the employee charges these items to a County Procurement Card, they will be responsible for reimbursing the County or the charges will be deducted from the next Travel Expense Form submitted by the employee.

**E. ADVANCE ON TRAVEL**

Travel advances are not available for any employee who has been issued a County Procurement Card.

On occasion, a department may have a need to request a travel advance for an employee prior to travel. Travel advances are allowable for lodging charges (including all taxes), conference registration and fees, airline/bus/train/rental vehicle, and self-parking. It is the



responsibility of the elected official or department head and employee to see that Travel Expense Form No. 2 is submitted to the County Auditor's Office within the time restrictions set out on the travel form. All documentation must be attached with the form to be processed. Travel advances are not made payable to the employee. The employee may pick up the travel advance from the County Treasurer's Office before travel or it will be mailed direct to the vendor.

Upon return to the County, the employee must submit Travel Expense Form No. 1 to the County Auditor's Office. Refunds due to the County are the responsibility of the employee, unless a refund was issued from the vendor direct to the County. Refunds due to the employee will be processed in the next Commissioners Court, if submitted prior to the deadline. All documentation must be attached to the Travel Expense Forms.

Upon arrival to the conference/seminar, if the employee finds that the travel advance is not needed and other arrangements have been made, the employee shall be responsible for returning the travel advance to the County Treasurer's Office upon return to the County. If the travel advance is not returned, the employee will be subject to disciplinary action.

## **F. PRISONER TRANSPORTATION**

Prisoner expenses AND Employee expenses are reimbursable by submitting Travel Expense Form #3. Prisoner expenses, such as meals, may be reimbursed to the transporting employee upon submitting Travel Expense Form No. 3 to the County Auditor's Office. Receipt(s) for Prisoner expenses must be provided by the employee and attached to the expense form. Employee expenses during this type of travel are reimbursable; see Types of Travel on Pages 3-4 and Travel Expenses on Pages 4-8.

## **G. AGENDAS**

Conference or training agendas/itineraries are required to be attached to Travel Expense Forms to be processed.

## **H. TRAVEL FORMS**

Travel Expense Form #1 – Use for Employee Expense for travel

Travel Expense Form #2 – Use for Travel Expense Advance

Travel Expense Form #3 – Use for Prisoner Transportation expenses (employee & prisoner(s)).

Travel Expense Form #4 – Use for Local Transportation expense reimbursement.



# GILLESPIE COUNTY, TEXAS TRAVEL EXPENSE FORM

Person Submitting Report:	Department:		
Address of traveler:			
Purpose of Travel:	Destination:		
Departure Date:	Departure Time:	Return Date:	Return Time:

## MEALS AND LODGING EXPENSE SUMMARY

(attach receipts, excluding meal receipts)

Description of Expenditure	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	TOTALS
Breakfast-Per Diem								\$ 0.00
Lunch-Per Diem								\$ 0.00
Dinner-Per Diem								\$ 0.00
Lodging								\$ 0.00
Parking/Toll								\$ 0.00
Telephone								\$ 0.00
<b>TOTAL:</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**NOTE:** If meal was provided by the conference/seminar, please write "PROVIDED" in the space designated for that meal.

## TRAVEL, TRANSPORTATION AND OTHER EXPENSES (attach receipts)

Registrations	(Attach copy of registration form)						
Mileage	Number of miles			@	0.655	rate per mile	\$ 0.00
Airline, bus, train							\$ 0.00
Other (describe):							
<b>TOTAL:</b>							<b>\$ 0.00</b>

### TOTALS (ALLOWABLE COSTS)

Meals & Lodging Expenses Summary Total	\$ 0.00
Travel, Transportation and Other Expense Total	\$ 0.00
Less Prior Payments or Advance	N/A
<b>Total Due Employee/(Due County)</b>	<b>\$ 0.00</b>

### CERTIFICATION

**EMPLOYEE:** "I certify that the Expenses as shown on this form are true and correct statement of expenses incurred by me while traveling on official county business and I have not received reimbursement from any other source."

**OFFICIAL OR DEPARTMENT HEAD:** "I certify that the above named employee received proper authorization for official county travel. I have examined the request reimbursement and approve the same for payment."

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

\_\_\_\_\_  
Signature of Official/Department Head



# GILLESPIE COUNTY, TEXAS PRISONER TRAVEL EXPENSE FORM

Person Submitting Report: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Prisoner: \_\_\_\_\_ Case #: \_\_\_\_\_

Name of Prisoner: \_\_\_\_\_ Case #: \_\_\_\_\_

Name of Prisoner: \_\_\_\_\_ Case #: \_\_\_\_\_

Prisoner(s) Transported From: \_\_\_\_\_ To: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Destination Date: \_\_\_\_\_

### MEALS AND LODGING EXPENSE SUMMARY

(attach receipts, excluding meal receipts)

Description of Expenditure	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	TOTALS
Breakfast-Per Diem									\$ 0.00
Lunch-Per Diem									\$ 0.00
Dinner-Per Diem									\$ 0.00
Lodging									\$ 0.00
Parking/Toll									\$ 0.00
Telephone									\$ 0.00
<b>TOTAL:</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

### TRAVEL, TRANSPORTATION AND OTHER EXPENSES (attach receipts)

Other Travel Expense (Explain & Attach Receipts)	
Airline, Bus, Train (Explain & Attach Receipts)	
Other Deputy Expense (Explain & Attach Receipts)	
Other Matron Expense (Explain & Attach Receipts)	
<b>TOTAL:</b>	<b>\$ 0.00</b>

### TOTALS (ALLOWABLE COSTS)

Meals & Lodging Expenses Summary Total		\$ 0.00
Travel, Transportation and Other Expense Total		\$ 0.00
Less Prior Payments or Advance		N/A
<b>Total Due Employee/(Due County)</b>		<b>\$ 0.00</b>

### CERTIFICATION

**EMPLOYEE:** "I certify that the Expenses as shown on this form are true and correct statement of expenses incurred by me while traveling on official county business and I have not received reimbursement from any other source."

**OFFICIAL OR DEPARTMENT HEAD:** "I certify that the above named employee received proper authorization for official county travel. I have examined the request reimbursement and approve the same for payment."

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

\_\_\_\_\_  
Signature of Official/Department Head



