

**COMMISSIONERS COURT AGENDA**  
**Tuesday, December 16, 2025**  
**9:30 a.m.**



*Striving for Excellence*

**COMMISSIONERS COURT**  
**Neal Franklin, County Judge**  
**Commissioner Christina Drewry, Precinct 1**  
**Commissioner John Moore, Precinct 2**  
**Commissioner J Scott Herod, Precinct 3**  
**Commissioner Ralph Caraway Sr, Precinct 4**



**COUNTY OF SMITH  
COMMISSIONERS COURT  
200 E. Ferguson, Suite 100  
Tyler, Texas 75702**

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Phone: (903) 590-4605

Fax: (903) 590-4615

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Pursuant to Chapter 551 of the Texas Government Code, this notice is to advise that a regular meeting of the **Smith County Commissioners Court** will be held at **9:30 a.m. on Tuesday, December 16, 2025**, in the **Smith County Commissioners Courtroom** on the 1st floor of the **Smith County Courthouse Annex**, 200 E. Ferguson, Tyler, Texas.

Questions regarding this agenda should be directed to Commissioners Court Administrative Assistant at 903-590-4605. The agenda is available on the County's website (<http://www.smith-county.com>).

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**CALL TO ORDER  
DECLARE A QUORUM PRESENT  
DECLARE LEGAL NOTICES POSTED AND COURT DULY CALLED  
INVOCATION  
PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT:** Members of the public who have previously filled out a participation form have an opportunity to address the Commissioners Court on agenda items. The Court is unable to deliberate on non-agenda items. If you desire to request a matter on a future agenda, you may make the request to a member of Commissioners Court. Individual comments are limited to a maximum of three (3) minutes. If you wish to address the Court, obtain a public participation form at the Commissioners Court entryway and submit the completed form to a staff member before the meeting begins. Please be mindful of the Commissioners Court Rules of Procedure, Conduct and Decorum when making your comments and/or attending public meetings.

## **OPEN SESSION:**

## **PUBLIC HEARING:**

1. Receive public input regarding the tax abatement request by Tyler Hotel Partners, LP (Valencia Hotel).

## ***COURT ORDER***

### **COMMISSIONERS COURT**

2. Consider and take necessary action to approve a tax abatement agreement with Tyler Hotel Partners LP, pursuant to Texas Tax Code, Chapter 312, and authorize the county judge to sign all related documentation.

## ***PRESENTATION***

3. Consider and discuss a presentation on Road Bond Project by Grassroots America, Tom Fabry.

## ***COURT ORDERS***

### **COMMISSIONERS COURT**

4. Consider and take necessary action to approve a budget request in the total amount of \$5,000 from the Smith County Historical Commission for the replacement of two historic subject markers that were removed/destroyed.
5. Consider and take necessary action to approve the FY 2026 Contract for Legal Services for Smith County Court Mental Health Patients with Richard Patteson, in the budgeted amount of \$40,020.00, plus additional as needed costs for Out-of-County patients and jail based forced psychoactive medication proceedings and authorize the county judge to sign all related documentation.
6. Consider and take necessary action to designate Commissioners to serve as primary point of contact for specific departments under the control or oversight of the Commissioners Court, effective January 1, 2026.

### **FIRE MARSHAL'S OFFICE/ EMERGENCY MANAGEMENT**

7. Consider and take necessary action to approve the updated Emergency Support Function 3 Public Works and Engineering/Road and Bridge Annex and authorize the county judge to sign all related documentation.

### **PURCHASING**

8. Consider and take necessary action to transfer a county-owned 2016 Chevrolet Silverado from the Purchasing Department to the Facility Services Department and two 2013 Chevrolet Tahoes from surplus to the Purchasing Department and authorize the county judge to sign all related documentation.

## **SHERIFF'S OFFICE**

9. Consider and take necessary action to approve the 2025 Federal Equitable Sharing Agreement and Certification for the Smith County Sheriff's Office and authorize the county judge to sign all related documentation.
10. Consider and take necessary action to accept the grant award for the Office of the Governor Public Safety Office Bullet-Resistant Components for Law Enforcement Vehicles, FY 2026 grant and authorize the county judge to sign all related documentation.

## **ROAD AND BRIDGE**

11. Consider and take necessary action on variance request from the Smith County Subdivision Regulations for the Blaire Lake Addition, Unit 1 Subdivision from the Homeowners Association, The Blaire Lake Addition Residential Community, Inc.
12. Consider and take necessary action to accept the roadways of Blaire Lake Addition, Unit One into the Smith County Road Maintenance System and authorize the county judge to sign all related documentation.

## ***RECURRING BUSINESS***

### **COUNTY CLERK**

13. Consider and take the necessary action to approve the Commissioners Court minutes for November 2025.
14. Receive Commissioners Court recordings for November 2025.

### **ROAD AND BRIDGE**

15. Consider and take necessary action to authorize the county judge to sign the:
  - a. Replat for East Shores, Unit 3, Lots 196, 197 and 198, Precinct 2, and
  - b. Final Plat for the Thurman Subdivision, Precinct 3.
16. Receive pipe and/or utility line installation request (notice only) for County Roads 2195, 2268 and 2288, Metronet, install fiber optic cable, Precinct 2.

### **AUDITOR'S OFFICE**

17. Consider and take necessary action to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.

**EXECUTIVE SESSION:** For purposes permitted by Texas Government Code, Chapter 551, entitled Open Meetings, Sections 551.071, 551.072, 551.073, 551.074, 551.0745, 551.075, and 551.076. The Commissioners Court reserves the right to exercise its discretion and may convene in executive session as authorized by the Texas Government Code, Section 551.071, et seq., on any of the items listed on its formal or briefing agendas.

**ADJOURN**

**SMITH COUNTY COURTHOUSE ANNEX ACCESSIBILITY STATEMENT FOR  
DISABLED PERSONS**

This meeting site is accessible to disabled persons as follows: Entrance to the Courthouse Annex is accessible through the front entrance on the south side of the Courthouse Annex located at 200 E. Ferguson. A wheelchair ramp provides access to the front entrance. The Commissioners Courtroom is on the first floor. If any special assistance or accommodations are needed in order to attend a Commissioners Court meeting, please contact Commissioners Court staff at 903-590-4605, in advance, so accommodations can be arranged.

Date: 12/10/2025

Time: 11:00 a

A handwritten signature in blue ink that reads "Neal Franklin".

NEAL FRANKLIN, COUNTY JUDGE

Posted By: Jennafer Bell

1

**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 11/3/2025	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> Commissioners Court
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Public Hearing	
<b>Agenda Category:</b> <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> PUBLIC HEARING: Receive public input regarding the tax abatement request by Tyler Hotel Partners, LP (Valencia Hotel).	
<b>Background:</b> See attached.	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Monday at 12:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

## **NOTICE OF PUBLIC HEARING AND MEETING TO CONSIDER APPROVAL OF A TAX ABATEMENT AGREEMENT**

Notice is hereby given that the **Smith County, Texas Commissioners Court** will hold a public hearing and consider action at a meeting on **Tuesday, December 16, 2025, at 9:30 a.m., on the first floor of the Smith County Courthouse Annex at 200 E. Ferguson, Suite 100, Tyler, Texas, regarding the following:**

### **Consideration of Approval of a Tax Abatement Agreement**

The City Council will consider approval of a Tax Abatement Agreement between the City of Tyler and Tyler Hotel Partners, LP for property **Being all of Lot 1E, Block 1, of the First Place Addition, Third Amendment, an addition to the City of Tyler, Smith County, Texas, according to the plat thereof recorded in Document Number 202501032337, Official Public Records of Smith County, Texas; being approximately 0.620 acres of land.** located within Reinvestment Zone No. Five, (VALENCIA HOTEL PROJECT), City of Tyler, Texas. The developer of the proposed premier full-service hotel facility known as the Valencia Hotel is Tyler Hotel Partners, LP, an affiliate of Valencia Hotel Group, which is affiliated with Marriott's Tribute Portfolio.

### **General Description of the Proposed Improvements or Repairs:**

Proposed 6-story, Blackstone Hotel, an upper-upscale hotel facility containing 144 rentable units, approximately 5,700 square feet of meeting and banquet space, a restaurant with exterior deck, bar/lounge, outdoor swimming pool, and fitness center.

### **Estimated Project Investment and Job Creation:**

The proposed development represents a capital investment of approximately \$ 50.22 million in new improvements and facilities. Upon completion, the project is anticipated to create approximately 60 new full-time jobs within the community.

Questions regarding this meeting notice should be directed to:

Scott Martinez

[smartinez@tedc.org](mailto:smartinez@tedc.org)

Tyler Economic Development Council, Inc.

315 N. Broadway, Suite 300

Tyler, Texas 75702

903.593.2004, ext. 246

***Published: November 7, 2025***



**NOTICE OF PUBLIC HEARING  
AND MEETING TO CONSIDER  
APPROVAL OF A  
TAX ABATEMENT AGREEMENT**

Notice is hereby given that the **Smith County, Texas Commissioners Court** will hold a public hearing and consider action at a meeting on Tuesday, **December 16, 2025, at 9:30 a.m., on the first floor of the Smith County Courthouse Annex at 200 E. Ferguson, Suite 100, Tyler, Texas, regarding the following:**

**Consideration of Approval of a Tax Abatement Agreement**

The City Council will consider approval of a Tax Abatement Agreement between the City of Tyler and Tyler Hotel Partners, LP for property **Being all of Lot 1E, Block 1, of the First Place Addition, Third Amendment, an addition to the City of Tyler, Smith County, Texas, according to the plat thereof recorded in Document Number 202501032337**, Official Public Records of Smith County, Texas; being **approximately 0.620 acres of land**, located within Reinvestment Zone No. Five, (VALENCIA HOTEL PROJECT), City of Tyler, Texas. The developer of the proposed premier full-service hotel facility known as the Valencia Hotel is Tyler Hotel Partners, LP an affiliate of Valencia Hotel Group, which is affiliated with Marriott's Tribute Portfolio.

**General Description of the Proposed Improvements or Repairs:**

Proposed 6-story, Blackstone Hotel, an upper-upscale hotel facility containing 144 rentable units, approximately 5,700 square feet of meeting and banquet space, a restaurant with exterior deck, bar/lounge, outdoor swimming pool, and fitness center.

**Estimated Project Investment and Job Creation:**

The proposed development represents a capital investment of approximately \$ 47.7 million in new improvements and facilities. Upon completion, the project is anticipated to create approximately 60 new full-time jobs within the community.

Questions regarding this meeting notice should be directed to:

Scott Martinez  
smartinez@tedc.org  
Tyler Economic Development  
Council, Inc.  
315 N. Broadway, Suite 300  
Tyler, Texas 75702  
903.593.2004, ext. 246  
Published: November 7, 2025

# Tyler Morning Telegraph

100 E. Ferguson, Suite 501  
Tyler, TX 75702

Phone: 903-597-8111 Fax:

Email:

## AFFIDAVIT OF PUBLICATION

State of Texas)

County of Smith)

This Affidavit of Publication for the Tyler Morning Telegraph, a daily newspaper of general circulation, printed and published at Tyler hereby certifies that the attached legal notice, ad # 1845913, was published in said newspaper on 11/7/25, and that copies of each paper in which said Public Notice was published were delivered by carriers to the subscribers of said paper, according to their accustomed mode of business in this office.

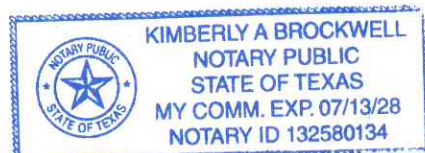
Joseette Garrett  
for the Tyler Morning Telegraph

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above-named Joseette Garrett, who is personally known to me to be the identical person in the above certificate on this 7th day of November, 2025.

Kimberly Brockwell

Notary Public in and for  
State of Texas)  
County of Smith)

My commission expires 07-13-28



### NOTICE OF PUBLIC HEARING AND MEETING TO CONSIDER APPROVAL OF A TAX ABATEMENT AGREEMENT

Notice is hereby given that the **Smith County, Texas Commissioners Court** will hold a public hearing and consider action at a meeting on Tuesday, **December 16, 2025**, at **9:30 a.m.**, on the first floor of the **Smith County Courthouse Annex at 200 E. Ferguson, Suite 100, Tyler, Texas**, regarding the following:

#### Consideration of Approval of a Tax Abatement Agreement

The Commissioners' Court will consider approval of a Tax Abatement Agreement between Smith County and Tyler Hotel Partners, LP for property **Being all of Lot 1E, Block 1, of the First Place Addition, Third Amendment, an addition to the City of Tyler, Smith County, Texas, according to the plat thereof recorded in Document Number 202501032337**, Official Public Records of Smith County, Texas; being **approximately 0.620 acres of land**, located within Reinvestment Zone No. Five, (VALENCIA HOTEL PROJECT), City of Tyler, Texas. The developer of the proposed premier full-service hotel facility known as the Valencia Hotel is Tyler Hotel Partners, LP an affiliate of Valencia Hotel Group, which is affiliated with Marriott's Tribute Portfolio.

#### General Description of the Proposed Improvements or Repairs:

Proposed 6-story, Blackstone Hotel, an upper-upscale hotel facility containing 144 rentable units, approximately 5,700 square feet of meeting and banquet space, a restaurant with exterior deck, bar/lounge, outdoor swimming pool, and fitness center.

#### Estimated Project Investment and Job Creation:

The proposed development represents a capital investment of approximately \$ 47.7 million in new improvements and facilities. Upon completion, the project is anticipated to create approximately 60 new full-time jobs within the community.

Questions regarding this meeting notice should be directed to:

Scott Martinez  
smartinez@tedc.org  
Tyler Economic Development  
Council, Inc.  
315 N. Broadway, Suite 300  
Tyler, Texas 75702  
903.593.2004, ext. 246  
Published: November 7, 2025

**2**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 11/3/2025	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> Commissioners Court
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Tax Abatement Agreement - Tyler Hotel Partners LP	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve a tax abatement agreement with Tyler Hotel Partners LP, pursuant to Texas Tax Code, Chapter 312, and authorize the county judge to sign all related documentation.	
<b>Background:</b> See attached.	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Angie Hines	<b>Email:</b> ahines@tedc.org
<b>Name:</b> Thomas Wilson	<b>Email:</b> TWilson@smith-county.com
<b>Name:</b> Trent Petty	<b>Email:</b> trent@pettyassociates.com
<b>Name:</b> Brandon Aghamalian	<b>Email:</b> Brandon@focusedadvocacy.com

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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

**3**

**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 12/9/2025	<b>Submitted by:</b> Christina Drewry
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> Commissioner Pct 1
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Road and Bridge Road Bond Project	
<b>Agenda Category:</b> <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and discuss a presentation on Road Bond Project by Grassroots America, Tom Fabry.	
<b>Background:</b> Presentation on the findings by Grassroots America of discrepancies/variances in Road and Bridge Road Bond Project Phase 1 and Phase 2 report.	
<b>Financial and Operational Impact:</b> None	
<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

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# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 11/26/2025	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> Smith County Historical Commission
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Budget Request - Historic Subject Markers	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve a budget request in the total amount of \$5,000 from the Smith County Historical Commission for the replacement of two historic subject markers that were removed/destroyed.	
<b>Background:</b> See attached.	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Conor Herterich	<b>Email:</b> conor@preservationtexas.org
<b>Name:</b> Rachel McCord	<b>Email:</b> RMcCord@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Monday at 12:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_



**From:** [Rachel McCord](#)  
**To:** [Jennafer Bell](#)  
**Subject:** FW: SCHC Budget Request Infor for 12-16-2025 CC meeting  
**Date:** Wednesday, November 26, 2025 9:15:09 AM  
**Attachments:** [Marker Types and Prices - 2025 \(1\).pdf](#)

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The attached document and highlighted section in the below email is for the 12/16 CC agenda.

***Rachel McCord***

Executive Assistant  
Smith County Courthouse Annex  
200 E. Ferguson, Ste. 100, Tyler, TX 75702  
Office: 903-590-4625  
Fax: 903-590-4615  
[rmccord@smith-county.com](mailto:rmccord@smith-county.com)

---

**From:** Conor Herterich <conor@preservationtexas.org>  
**Sent:** Wednesday, November 26, 2025 9:08 AM  
**To:** Rachel McCord <RMcCord@smith-county.com>  
**Subject:** SCHC Budget Request Infor for 12-16-2025 CC meeting

**This Message Is From an Untrusted Sender**

You have not previously corresponded with this sender.

DO NOT click or open links, or open attachments without positive sender verification. NEVER enter USERNAME, PASSWORD or any other sensitive information on linked pages from this email.

[Report Suspicious](#) ?

Rachel,

The SCHC is requesting a total of \$5,000 for the purchase of two large subject markers w/ posts (\$2,500 ea). During our county-wide survey of existing markers we have identified two historic subject markers that have been removed/destroyed in Smith County.

1. **Belzora Landing:** FM 14, N side, 0.2 mi. SW of Sabine River. Marker reported missing Jan. 1999. Location is approximate, would need to make a site visit to verify location for reinstallation.
2. **Neches Saline:** SH 155 in Dogwood City about 13 mi. SW of Tyler. Marker reported missing Mar. 2016. Was located on the west side of the highway opposite Malibu Dr.

Attached is the THC marker pricing guide. I am also working with TxDOT to install these markers. They are installing the Garden Valley marker in December and we plan to have an unveiling ceremony in January although exact date is not yet confirmed.

Also attached to this email is the 12-9-2025 SCHC Meeting Packet. Please send the whole packet to the commissioners before the meeting. You can extract and modify the Agenda page for the posting.

Best,

--

**Conor Herterich**

**Northeast Texas Program Officer &  
Endangered Properties Program Manager**

Preservation Texas

Based in Tyler

P.O. Box 3514

San Marcos TX 78667

512-667-6500 (office)

## TEXAS HISTORICAL COMMISSION

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### OFFICIAL TEXAS HISTORICAL MARKER TYPES AND PRICES

(There is a \$100 application fee in addition to the prices listed below)



**Large Subject Marker /  
Large Recorded Texas Historic Landmark Marker**  
27" x 42"

Available with or without a post  
**\$2500 with post, \$2000 without post**



**Small Subject Marker /  
Small Recorded Texas Historic Landmark Marker**  
18" x 28"

Available with or without a post  
**\$1550**



**Recorded Texas Historic Landmark - Medallion & Plaque**  
12" x 16"  
Available with or without a post  
**\$1000**

**Replacement parts:**  
**Medallion Only: \$400**  
**Plaque Only: \$600**



**Supplemental Plaque (For existing markers)**  
12" x 6"  
**\$500**

Updated February 2025



## TEXAS HISTORICAL COMMISSION

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### OFFICIAL TEXAS HISTORICAL MARKER TYPES AND PRICES

(There is a \$100 application fee in addition to the prices listed below)



#### **Large Historic Texas Cemetery**

27" x 42"

Available with or without a post

**\$2500 with post, \$2000 without post**



#### **Small Historic Texas Cemetery –**

18" x 28"

Available with or without a post

**\$1550**



#### **Historic Texas Cemetery –**

#### **Name and Date Plaque with Medallion**

12" x 6"

Available with or without a post

**\$900**



#### **Historic Texas Cemetery – Medallion**

**Special Note:** Only available for existing subject markers

Available to attach to surface or existing marker post

**\$400 for surface or for existing post**

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Updated February 2025

Texas Historical Commission  
History Programs Division  
P.O. Box 12276, Austin, TX 78711-2276  
Phone 512/463-5853  
markers@thc.texas.gov



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

## TEXAS HISTORICAL COMMISSION

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### OFFICIAL TEXAS HISTORICAL MARKER TYPES AND PRICES

(There is a \$100 application fee in addition to the prices listed below)

#### 1936 Centennial Markers (replacement parts)

The Texas Legislature created The Commission of Control for Texas Centennial Celebrations in 1935, to commemorate the 100th anniversary of Texas' independence from Mexico the following year. The state placed about 1100 exposition buildings, memorial museums, statues, and gray and pink granite markers and monuments around Texas. The Texas Historical Commission was created in 1953 and given authority over the 1936 markers. There are a variety of 1936 Centennial Markers throughout the state of Texas (pictured below).

Replacement of 1936 Centennial Marker parts are available upon request. Please email [markers@thc.texas.gov](mailto:markers@thc.texas.gov) or call 512-463-5853 to inquire about an order form.



<b>1936 Centennial Bronze Seal – 18" Diameter</b>	<b>\$1350</b>
<b>1936 Centennial Bronze Plaque – 24" x 18"</b>	<b>\$1950</b>
<b>1936 Centennial Bronze Star – 4 1/4"</b>	<b>\$150</b>
<b>1936 Centennial Bronze Wreath – 9" Diameter</b>	<b>\$450</b>
<b>1936 Centennial Bronze Wreath &amp; Star</b>	<b>\$600</b>

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Updated February 2025

Texas Historical Commission  
History Programs Division  
P.O. Box 12276, Austin, TX 78711-2276  
Phone 512/463-5853  
[markers@thc.texas.gov](mailto:markers@thc.texas.gov)



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

**5**

# SMITH COUNTY COMMISSIONERS COURT

## AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 12/3/2025	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> Commissioners Court
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Contract - Legal Services for Smith County Court Mental Health Patients with R. Patteson	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve the FY 2026 Contract for Legal Services for Smith County Court Mental Health Patients with Richard Patteson, in the budgeted amount of \$40,020.00, plus additional as needed costs for Out-of-County patients and jail based forced psychoactive medication proceedings and authorize the county judge to sign all related documentation.	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Thomas Wilson	<b>Email:</b> TWilson@smith-county.com
<b>Name:</b> Donna Henry	<b>Email:</b> dhenry@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

**CONTRACT FOR LEGAL SERVICES FOR**  
**SMITH COUNTY MENTAL HEALTH PATIENTS**  
**FISCAL YEAR 2026**

This Contract is authorized by Section 571.017 of the Texas Health & Safety Code, entitled “*Compensation of Court-Appointed Personnel*” and is made by and between the parties identified below for the purpose of providing legal services to Smith County Mental Health patients in the County Court of Smith County, Texas.

**NOW THEREFORE**, the Parties agree as follows:

1. **Parties.** The Parties are the Appointing Authority, Contracting Authority, and Attorney.
  - a. Appointing Authority shall mean the Honorable Judge of the County Court of Smith County, who has authority to appoint attorneys for mental health patients as required by Texas Health & Safety Code § 574.003.
  - b. Contracting Authority shall mean Smith County, Texas, acting by and through its Commissioners Court.
  - c. Attorney shall mean **Richard B. Patteson**, Attorney at Law.
1. **Term.** The term of this Contract shall be for twelve months beginning on **October 1, 2025**, and ending on **September 30, 2026**, unless sooner terminated as set forth herein.
2. **Compensation.** Attorney will receive the sum of Three Thousand Three Hundred Thirty-Five and no/100 Dollars (**\$3,335.00**) per month, for a total of Forty Thousand Twenty and no/100 Dollars (**\$40,020.00**) for the term of the Contract, unless the Contract is terminated sooner. Attorney shall additionally allowed additional reasonable compensation for said appointment, the then established attorney’s fee portion of court cost for each jail based forced psychoactive medication proceeding filed in the Smith County Court (presently \$120.00/per case), the then established attorney’s fees portion of court costs for each out-of-county mental health proceeding filed in the Smith County Court (presently \$75.00/per case), ***but only upon collection and receipt by Smith County of payment of applicable court costs reimbursed to Smith County by other Counties for said services.***
3. **Attorney Qualifications.** By signing this Contract, Attorney represents to the Appointing Authority that he meets the following minimum qualifications:
  - a. maintains the minimum qualifications to practice law in the State of Texas and will immediately inform the Appointing Authority of any change in status with the State Bar of Texas;
  - b. is familiar with the Texas Health and Safety Code, the Texas Code of Criminal Procedure, the Texas Rules of Evidence, Texas Disciplinary Rules of Professional Conduct, Texas case law and the local rules of practice for the courts of Smith County, Texas;
  - c. consistently demonstrates commitment to providing effective assistance of counsel and quality representation to mental health patients;
  - d. consistently demonstrates professionalism, proficiency, and reliability in representing mental health patients, and in dealing with the courts and opposing



- counsel;
  - e. is of sound mind, as well as good moral and ethical character;
  - f. has not been sanctioned by a court for failure to appear;
  - g. has not been sanctioned by a court for any type of unprofessional conduct or abusive conduct;
  - h. maintains his principal office in Smith County (A principal office is the commercial location where the attorney conducts the majority of his practice, and does not include a post office address);
  - i. maintain a secretary, receptionist, answering service or daily monitored answering machine or voice mail system at his principal Smith County office;
  - j. maintain a current listing in the Tyler, Texas telephone book and/or in directory assistance; and
  - k. maintain a functioning fax machine on a dedicated telephone line or an e-mail address available 24 hours a day and monitored on a daily basis.
10. **Independent Contractor.** Attorney is not an employee of the Contracting Authority or the Appointing Authority. Attorney is an independent contractor who shall complete the requirements of this Contract by Attorney's own means and methods of work, in accordance with the Attorney's professional legal judgment, which shall be in the exclusive charge and control of the Attorney, and is not subject to control or supervision of either the Appointing Authority or Contracting Authority. Exceptions shall be limited to those specified in this Contract. **ANY DEFENDANT IS THE CLIENT OF THE ATTORNEY - NOT THE CLIENT OF EITHER THE CONTRACTING AUTHORITY OR THE APPOINTING AUTHORITY. IT IS THE DUTY OF THE ATTORNEY AT ALL TIMES TO PROVIDE COMPETENT, ZEALOUS LEGAL SERVICES TO EACH CLIENT IN ACCORDANCE WITH RESPONSIBILITIES UNDER TEXAS LAW.**
11. **Standard of Performance (Texas Health & Safety Code § 574.004, entitled “Duties of Attorney”).** Attorney shall, for the consideration expressed above, provide legal services to each person for whom he is appointed, as follows:
- a. An attorney representing a proposed patient shall interview the proposed patient within a reasonable time before the date of the hearing on the application.
  - b. The attorney shall thoroughly discuss with the proposed patient the law and facts of the case, the proposed patient's options, and the grounds on which the court-ordered mental health services are being sought. A court-appointed attorney shall also inform the proposed patient that the proposed patient may obtain personal legal counsel at the proposed patient's expense instead of accepting the court-appointed counsel.
  - c. The attorney may advise the proposed patient of the wisdom of agreeing to or resisting efforts to provide mental health services, but the proposed patient shall make the decision to agree to or resist the efforts. Regardless of an attorney's personal opinion, the attorney shall use all reasonable efforts within the bounds of law to advocate the proposed patient's right to avoid court-ordered mental health services if the proposed patient expresses a desire to avoid the services. If the proposed patient desires, the attorney shall advocate for the least restrictive treatment alternatives to court-ordered inpatient mental health services.
  - d. Before a hearing, the attorney shall:
    - (1) review the application, the certificates of medical examination for mental illness, and the proposed patient's relevant medical records;

- (2) interview supporting witnesses and other witnesses who will testify at the hearing; and
    - (3) explore the least restrictive treatment alternatives to court-ordered inpatient mental health services.
  - e. The attorney shall advise the proposed patient of the proposed patient's right to attend a hearing or to waive the right to attend a hearing and shall inform the court why a proposed patient is absent from a hearing.
  - f. The attorney shall discuss with the proposed patient:
    - (1) the procedures for appeal, release, and discharge if the court orders participation in mental health services; and
    - (2) other rights the proposed patient may have during the period of the court's order.
  - g. To withdraw from a case after interviewing a proposed patient, an attorney must file a motion to withdraw with the court. The court shall act on the motion as soon as possible. An attorney may not withdraw from a case unless the withdrawal is authorized by court order.
  - h. The attorney is responsible for a person's legal representation until:
    - (1) the application is dismissed;
    - (2) an appeal from an order directing treatment is taken;
    - (3) the time for giving notice of appeal expires by operation of law; or
    - (4) another attorney assumes responsibility for the case.
  - a. Provide quality, effective, competent, zealous legal representation to all clients in a professional, skilled manner consistent with the attorney's responsibilities under the Texas Disciplinary Rules of Professional Conduct, the Texas Health & Safety Code, and all applicable laws.
  - b. Attorney shall obtain and compensate substitute counsel in the event that he is unavailable to represent a proposed patient upon request by the County Judge or County Court staff.
  - c. Attorney shall not accept any payments from a client or third-party for legal services provided in a case assigned under this Contract.
  - d. Attorney shall not release confidential attorney-client information or work product related to any case assigned under this Contract, except when authorized by the Texas Disciplinary Rule of Professional Conduct
  - e. Attorney shall not represent any mental health patient when to do so would create a conflict of interest. In the event of a conflict of interest, Attorney shall present evidence to the Appointing Authority, and if so ordered, be allowed to withdraw from representation of that mental health patient.
12. **Continuing Requirements.** In addition to the foregoing qualifications and performance standards, Attorney shall maintain the minimum qualifications to practice law in the State of Texas and must immediately inform the Appointing Authority of any change in the status of the Attorney's law license. Upon request, Attorney shall provide Appointing Authority with proof of licensure in good standing.
13. **Termination of Contract.** This Contract may be terminated by the Appointing Authority for good cause, including but not limited to the following:
- a. Appointing Authority may terminate this Contract if Attorney closes his active office for the practice of law in Smith County, Texas.
  - b. Appointing Authority may terminate this Contract if Attorney fails to perform the duties set forth in this Contract. Such failure shall be supported by judicial findings

of that failure.

- c. Attorney may terminate this Contract if Contracting Authority fails to make timely payments as specified herein.
- d. Attorney may terminate this Contract if, for reasons beyond the control of Attorney, Attorney is unable to perform the duties required hereunder.
- e. The Appointing Authority and Attorney may mutually terminate the Contract for force majeure or any change in the applicable or authorizing law, which renders the Contract moot.

14. **Effect of Termination upon the Attorney-Client Relationship.** The attorney-client relationship commences upon the appointment of Attorney to represent any person under this Contract. In the event of termination of the Contract, the attorney-client relationship shall continue until the conclusion of the matter for which Attorney was appointed. Appointing Authority, Contracting Authority, and Attorney agree that compensation paid during the term of the Contract shall be adequate consideration for all services to be performed pursuant to the Contract, including the conclusion of any representation described in this paragraph. In the event that Attorney is no longer able or is legally not qualified to conclude such matter, the Appointing Authority shall consider whether the client remains indigent, and if so, make such other appointment as may be necessary to provide effective legal representation for the indigent person.
15. **Disputes.** Venue of any dispute arising under or with regard to this Contract shall be in a court of competent jurisdiction in Smith County, Texas.
16. Falsification of any report, billing documentation or other submission by the Attorney will be grounds for immediate termination of the Contract. In addition, such actions may subject the Attorney to professional discipline, criminal prosecution, or both.

ENTERED INTO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025 BY THE  
UNDERSIGNED PARTIES.

Appointing Authority:

\_\_\_\_\_  
Honorable Judge Neal Franklin Date

Attorney:

  
\_\_\_\_\_  
Richard B. Patteson Date

**Contracting Authority:**

**APPROVED BY THE SMITH COUNTY COMMISSIONERS COURT AT ITS REGULAR  
SESSION, HELD ON \_\_\_\_\_, 2025. MOTION WAS MADE BY  
\_\_\_\_\_ AND SECONDED BY \_\_\_\_\_. THE MOTION,  
BEING PUT TO A VOTE, WAS APPROVED \_\_\_\_\_ TO \_\_\_\_\_ BY THE COURT.**

**6**

**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 12/4/2025	<b>Submitted by:</b> Rachel McCord
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> Commissioners Court
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> 2026 Commissioners Court Liaison Assignments	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to designate Commissioners to serve as primary point of contact for specific departments under the control or oversight of the Commissioners Court, effective January 1, 2026.	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

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## **2026 Commissioners Court Liaison Assignments**

### **Christina Drewry – Commissioner, Precinct 1**

Road and Bridge

Pre-Trial Release

Judicial Compliance/Collections

### **John Moore – Commissioner, Precinct 2**

Elections

Human Resources

Purchasing

### **J Scott Herod – Commissioner, Precinct 3**

Records

Fire Marshal

Animal Control and Shelter

Law Library

### **Ralph Caraway, Sr. – Commissioner, Precinct 4**

IT

Facility Services

Veterans

7



**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 12/01/2025	<b>Submitted by:</b> Brandon Moore
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> FMO
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Emergency Support Function 3 Update	
<b>Agenda Category:</b> <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Review and approve the updated Emergency Support Function 3, Road and Bridge, annex and allow the County Judge to sign all related documentation.	
<b>Background:</b> This is an update to the existing ESF 3 document. Updates include cost tracking documents.	
<b>Financial and Operational Impact:</b> NA	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Brandon Moore	<b>Email:</b> bmoore2@smith-county.com
<b>Name:</b> Chad Hogue	<b>Email:</b> chogue@smith-county.com
<b>Name:</b> Frank Davis	<b>Email:</b> fdavis@smith-county.com
<b>Name:</b>	<b>Email:</b>

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**Emergency Support Function (ESF) #3  
Public Works and Engineering  
Road and Bridge**

**Record of Changes**

#	Date	Description	Name or Initials
1	09/17/2024	Annex K Conversion to ESF 3	BKM
2	11/18/2025	Update to cost tracking documents.	BKM

**ESF Responsible Parties**

Smith County Judge, Emergency Management Director

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Print

Date

Sign

Smith County Engineer

---

Print

Date

Sign

## **Primary Agency/ESF Coordinator**

Smith County Road and Bridge Department

## **Support Agencies:**

Smith County Fire Marshal's Office  
Smith County Office of Emergency Management  
Smith County Sheriff's Office  
Smith County Facilities Services  
Northeast Texas Public Health District  
Other Departments as assigned

## **I. PURPOSE**

The purpose of Emergency Support Function (ESF) 3, Public Works and Engineering/Road and Bridge Annex, is to establish a coordinated and effective framework for the rapid and efficient deployment of public works and engineering resources in response to emergencies or disasters. This annex is designed to facilitate the identification, mobilization, and coordination of personnel, equipment, and materials necessary to support the restoration and maintenance of essential infrastructure and public services. By bringing together key stakeholders from the public and private sectors, ESF 3 aims to ensure a comprehensive and timely response to incidents that may result in the disruption of critical infrastructure, emphasizing the restoration of essential services and the overall resilience of communities affected by the emergency. Through collaborative planning and resource allocation, this annex contributes to the overall effectiveness of the emergency management system in safeguarding lives, property, and the well-being of the affected population.

Emergency Support Function (ESF) #3 Public Works and Engineering/Road and Bridge coordinates the capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to, and/or recover from a disaster or an incident.

## **II. SCOPE**

The scope of Emergency Support Function (ESF) 3, Public Works and Engineering/Road and Bridge Annex, encompasses a wide range of activities aimed at addressing the impacts of emergencies or disasters on critical infrastructure and public services. This annex delineates the responsibilities, coordination mechanisms, and resource allocation strategies necessary for the effective deployment of public works and engineering resources. The scope includes the assessment, repair, and restoration of essential infrastructure such as transportation systems, utilities, and public facilities. Additionally, ESF 3 involves coordination with both public and private sector entities to ensure the rapid mobilization of personnel, equipment, and materials required for timely and

efficient response and recovery efforts. The annex also emphasizes the importance of pre-event planning, training, and exercises to enhance preparedness and facilitate a well-coordinated response in times of crisis. Overall, the scope of ESF 3 is designed to address the diverse challenges posed by emergencies, focusing on the restoration of critical infrastructure to support community resilience and recovery.

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Infrastructure protection and emergency repair.
- Critical infrastructure reestablishment.
- Engineering services and construction management.
- Emergency contracting support for lifesaving and life-sustaining services.
- Debris removal and disposal.

### **III. SITUATION AND PLANNING ASSUMPTIONS**

The Emergency Support Function (ESF) 3, Public Works and Engineering/Road and Bridge Annex, operates under certain situations and planning assumptions to guide its preparedness and response efforts. In the event of an emergency or disaster, it is assumed that critical infrastructure, including transportation systems, utilities, and public facilities, may be compromised, necessitating immediate attention and intervention. The annex assumes potential disruptions to communication networks, transportation routes, and energy supplies, highlighting the need for swift and collaborative action. Planning assumptions also consider the probability of widespread damage to public and private property, requiring a coordinated effort to assess, repair, and restore essential services. Additionally, the annex assumes that the private sector, local, and state entities will play integral roles in response and recovery efforts. Effective coordination and communication among these diverse stakeholders are essential for successful implementation of the ESF 3 activities. Planning efforts are based on the assumption that clear lines of authority, resource availability, and well-established protocols will contribute to a rapid and organized response, mitigating the impact of the emergency on communities and fostering resilience in the face of adversity.

#### **A. Situation**

1. The Smith County Road and Bridge Department maintains the roads and bridges in the unincorporated areas of the county and specific areas of incorporated cities per agreements. Resources include personnel, heavy equipment, and materials.
2. City Public Works Departments, not in agreements with the County, maintain the municipal streets and bridges in their city limits. Resources include personnel, heavy equipment, and materials.

3. Equipment inventories for the county and city public works departments are maintained by each department.

#### **B. Planning Assumptions**

1. The timely and coordinated deployment of public works and engineering resources will have a direct impact on the ability of other emergency services agencies to perform their tasks.
2. Local private sector public works and engineering resources may be used to supplement public resources if approved by the Commissioner's Court prior to disaster. Post-disaster approval is still required but is not eligible for any state or federal reimbursement if the disaster qualifies.
3. Both public and private sector public works and engineering resources may be severely limited in a major disaster and will have to be assigned on a priority basis.
4. State and Federal public works and engineering resources may respond when requested, but their ability to react quickly may be limited.

### **IV. CONCEPT OF OPERATIONS**

The concept of operations for Emergency Support Function (ESF) 3, Public Works and Engineering/Road and Bridge Annex, revolves around the swift and efficient mobilization of resources to address the impacts of emergencies or disasters on critical infrastructure. The annex outlines a coordinated approach involving federal, state, local, and private sector partners to assess, repair, and restore essential public works and engineering services. Upon activation, ESF 3 focuses on rapid situation assessment to identify critical needs and deploy resources accordingly. This includes the coordination of personnel, equipment, and materials required for infrastructure restoration. The concept emphasizes a proactive stance, with pre-established coordination mechanisms, clear lines of communication, and collaborative planning designed to enhance preparedness and response capabilities. ESF 3 operates within a framework of shared responsibilities, ensuring that all stakeholders understand their roles and contribute to a comprehensive and effective response. The concept of operations also recognizes the importance of ongoing training, exercises, and continuous improvement to adapt to evolving threats and challenges, ultimately contributing to the overall resilience of communities impacted by emergencies.

#### **A. General**

1. In a disaster, buildings and structures may be destroyed or severely damaged.

Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities, including water and wastewater systems, may be damaged and partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

2. Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including County/City Damage Assessment Teams, Insurance Companies, American Red Cross, Federal Emergency Management, Texas Division of Emergency Management, Texas Engineering and Extension Service, and Utility Companies, among others.
3. Local private sector public works and engineering resources may be used to supplement public resources if approved.
4. Route clearance and bridge inspection refers to the safety of roads and bridges following a disaster. This includes the physical removal of debris on roadways, assistance on railroads and airstrips, etc. (as requested and approved), critical for emergency vehicle passage, as well as, the inspection of bridges to insure they may continue to be used and have not suffered severe damage as a result of a particular event. Assistance to road crews is provided through this mission. This can also be considered Emergency Protective Measure.
5. Debris removal refers to the process that may involve waste collection, separation, hauling, landfill disposal, incinerations, and recycling. Debris must be removed and properly managed and includes vegetative debris (e.g., trees, limbs, shrubs), municipal solid waste (e.g., common household garbage, and personal belongings), construction and demolition debris (in some instances, entire residential structures and all their contents), vehicles (e.g., cars, trucks, and boats), food waste, white goods (e.g., refrigerators, freezers, air conditioners), and household hazardous waste (e.g., cleaning agents, pesticides, pool chemicals). All debris removal will be done in accordance with FEMA Public Assistance Debris Monitoring Guide, Restoration and Recovery Guide, Public Assistance Program and Policy Guide, and any other relevant guidance.
6. The departments identified as primary and support for ESF #3 will inspect county/city (as applicable) buildings for structural, electrical, gas, plumbing, and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the County/City building codes, zoning, land-use regulations, and

comprehensive plan.

7. To minimize threats to public health and the environment, the County Road and Bridge Department, in collaboration with the Office of Emergency Management, will serve as liaison with the Texas Commission on Environmental Quality and County Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to manage and dispose of emergency debris and materials from demolition activities.
8. The Northeast Texas Public Health District may assist with assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.
9. The ESF #3 Coordinator, in collaboration with the Office of Emergency Management, will be responsible for deploying damage assessment teams, consolidating damage data, and compiling reports. Information will be coordinated with the County Office of Emergency Management.
10. An initial damage assessment report will be completed by the County Office of Emergency Management and submitted to the Texas Division of Emergency Management (TDEM) as soon as safely possible, in collaboration with supporting agencies and private citizens via the TDEM damage survey system, outlining the severity of the problems and the determination of need for further assistance. A Federal/State supported preliminary damage assessment precedes delivery of a Presidential Disaster Declaration.

## **B. Actions by Operational Timeframe**

### **1. Preparedness**

- a. Maintain this ESF Annex, as well as, supporting guidelines and operating procedures.
- b. Review all portions of the EOP to ensure proper coordination of public works and engineering activities.
- c. Ensure public works and engineering personnel receive appropriate emergency operations training.
- d. Establish contact with private resources that could provide support during an emergency.
- e. Participate in emergency training and exercises.

### **2. Response**

- a. Provide public works and engineering support on a priority basis as



- determined by the EOC and the Incident Commander(s).
- b. Provide representative to the EOC as requested.
- c. Inspect damage to streets, bridges, and public buildings and provide this information to the Damage Assessment Coordinator.
- d. Support decontamination as necessary.
- e. Clear roads to facilitate emergency operations.
- f. Close roads and construct barricades as directed.
- g. Make recommendations on priority of repairs.
- h. Request outside assistance from surrounding jurisdictions and the private sector as required.
- i. Assist in emergency operations as described in ESF #9 Search and Rescue.
- j. Conduct other specific responses.

### **3. Recovery**

- a. Continue to repair infrastructure and buildings on a priority basis.
- b. Continue all activities in coordination with the EOC based on the requirements of the incident.
- c. Participate in after-action reports and critiques.
- d. Make necessary changes in this ESF Annex and supporting plans and procedures.
- e. Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

### **4. Mitigation**

Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

## **V. ROLES AND RESPONSIBILITIES**

### **A. Primary Agency/ESF #3 Coordinator**

Smith County Road and Bridge Department/County Engineer

- a. Provide a representative to the EOC to coordinate ESF #3 activities.
- b. Work with the other members of the EOC team to set priorities and assign resources.
- c. Deploy public works and engineering resources to assist first responders as required by the event.
- d. Assess the structural integrity of critical infrastructure.
- e. Repair roads, streets, public buildings, and infrastructure as required and/or able.
- f. Ensure appropriate protective measures can be implemented to protect critical infrastructure.
- g. Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings.

- h. Coordinate debris management operations.

## **B. Support Agencies**

Smith County Fire Marshal's Office  
Smith County Office of Emergency Management  
Smith County Sheriff's Office  
Smith County Facilities Services  
Northeast Texas Public Health District  
Other Departments as assigned

### 1. Smith County Fire Marshal's Office

In collaboration with other agencies, assess critical infrastructure, coordinate public works resources, contribute to emergency response planning, and serve as a liaison to facilitate efficient collaboration within Emergency Support Function 3.

### 2. Smith County Office of Emergency Management

Oversee the completion of initial damage assessment report and submit to TDEM within a reasonable time of the event occurring, outlining the severity of the problems and the determination of need for further assistance.

### 3. County Sheriff's Office and other Law Enforcement Agencies

The Smith County Sheriff's Department and other Law Enforcement agencies are responsible for ensuring public safety, maintaining order, and providing essential law enforcement services during emergency situations, contributing to the overall effectiveness of emergency response efforts within the county, along with providing personnel and resources to assist with traffic control and providing security for critical infrastructure.

### 4. Smith County Facilities Services

Smith County Facilities Services plays a key role in emergency support by ensuring the operational integrity of essential facilities, providing maintenance, and logistical support during crises, contributing to the overall resilience and functionality of critical infrastructure within the county.

### 5. Northeast Texas Public Health District

The Northeast Texas Public Health District is dedicated to safeguarding

public health during emergencies, providing critical health services, and collaborating with partners to ensure a swift and effective response to health-related challenges within the community.

## **VI. CONTINUITY OF GOVERNMENT**

Lines of Succession for ESF #3 Public Works and Engineering:

1. County Engineer, Smith County Road and Bridge Department
2. Road and Bridge Administrator
3. Assistant Road and Bridge Administrator
4. Qualified designee within department's hierarchy

## **References**

Code of Federal Regulations, Title 29, <https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XVII/part-1910/subpart-H/section-1910.120>

Code of Federal Regulations, Title 44, <https://www.ecfr.gov/current/title-44>

Department of Homeland Security, Homeland Security Presidential Directive 5 (HSPD-5), <https://www.dhs.gov/sites/default/files/publications/Homeland%20Security%20Presidential%20Directive%205.pdf>

Federal Communications Commission (FCC), The Emergency Alert System (EAS), <https://www.fcc.gov/emergency-alert-system>

Federal Emergency Management Agency (FEMA), Developing and Maintaining Emergency Operations Plans, [https://www.fema.gov/sites/default/files/documents/fema\\_cpg-101-v3-developing-maintaining-eops.pdf](https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf)

Federal Emergency Management Agency (FEMA), Debris Removal Guidance (Category A), [https://www.fema.gov/sites/default/files/documents/fema\\_pa-debris-removal-guidance-category-a.pdf](https://www.fema.gov/sites/default/files/documents/fema_pa-debris-removal-guidance-category-a.pdf)

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- Appendix 4 – Smith County Debris Management Plan
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- Appendix 17 – Texas Commission on Environmental Quality (TCEQ), Request for Approval of Temporary Debris Management Site for Debris Resulting from State or Federal Disaster
- Appendix 18 – Texas Historical Commission Disposal Site Evaluation and Registry

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## **Appendix 2 – Readiness Levels**

### **Emergency Operations Readiness Levels**

The Emergency Operations Center (EOC) readiness levels, often referred to as Activation Levels, are a system used to describe the level of preparedness and activation of an EOC in response to an incident or emergency. Many emergencies follow a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. General actions to be taken at each level are outlined in the annexes to the Basic Plan, with more specific actions detailed in operational procedures. The following readiness levels are used as a means of increasing the jurisdiction's readiness status.

#### **Level IV – Normal Operations**

Daily Operations continues to conduct normal business and monitors the county for any developing threats. Local responders resolve local emergency incidents that might occur in their areas.

Typical Events: Daily local emergency responses, high profile visitor(s), weather, and threat monitoring.

Typical Notification: Emergency Management Coordinators and directors, fire departments/EMS, law enforcement and public works.

#### **Level III – Increased Readiness**

A higher-than-normal level of readiness is warranted because of increased vulnerability to a specific hazard. Advisory notifications are sent to the local Emergency Managers and appropriate officials, and agency representatives are briefed on anticipated risk situations and potential impacts. Coordination activities may increase.

Typical Events: Tropical weather system development and escalating or immediate risk to impact area.

Typical Notification: Emergency Management Coordinators and directors, fire departments/EMS, and law enforcement.

#### **Level II – Escalated Readiness**

The scope of an event has expanded beyond that which can be handled by local responders. Normal state and local government operations may be impaired. Daily Operations makes recommendations on a higher level of activation of the Emergency Operations Center.

Depending upon the incident or event, emergency facilities increase staffing, expand hours of operation, and intensify coordination. Requests for mutual aid resources for assistance may be received and/or requested. Appropriate officials and agency representatives are briefed on the current situation and anticipated impacts.

Typical Events: Major tornado impacts, widespread flash flooding, major fire conditions, major medical emergencies, and hurricane warnings.

Typical Notification: Emergency Management Coordinators and Directors, Mayor and/or City Manager, fire departments/EMS, law enforcement, agency representatives, public works, and public information officers.

#### **Level I – Emergency Readiness**

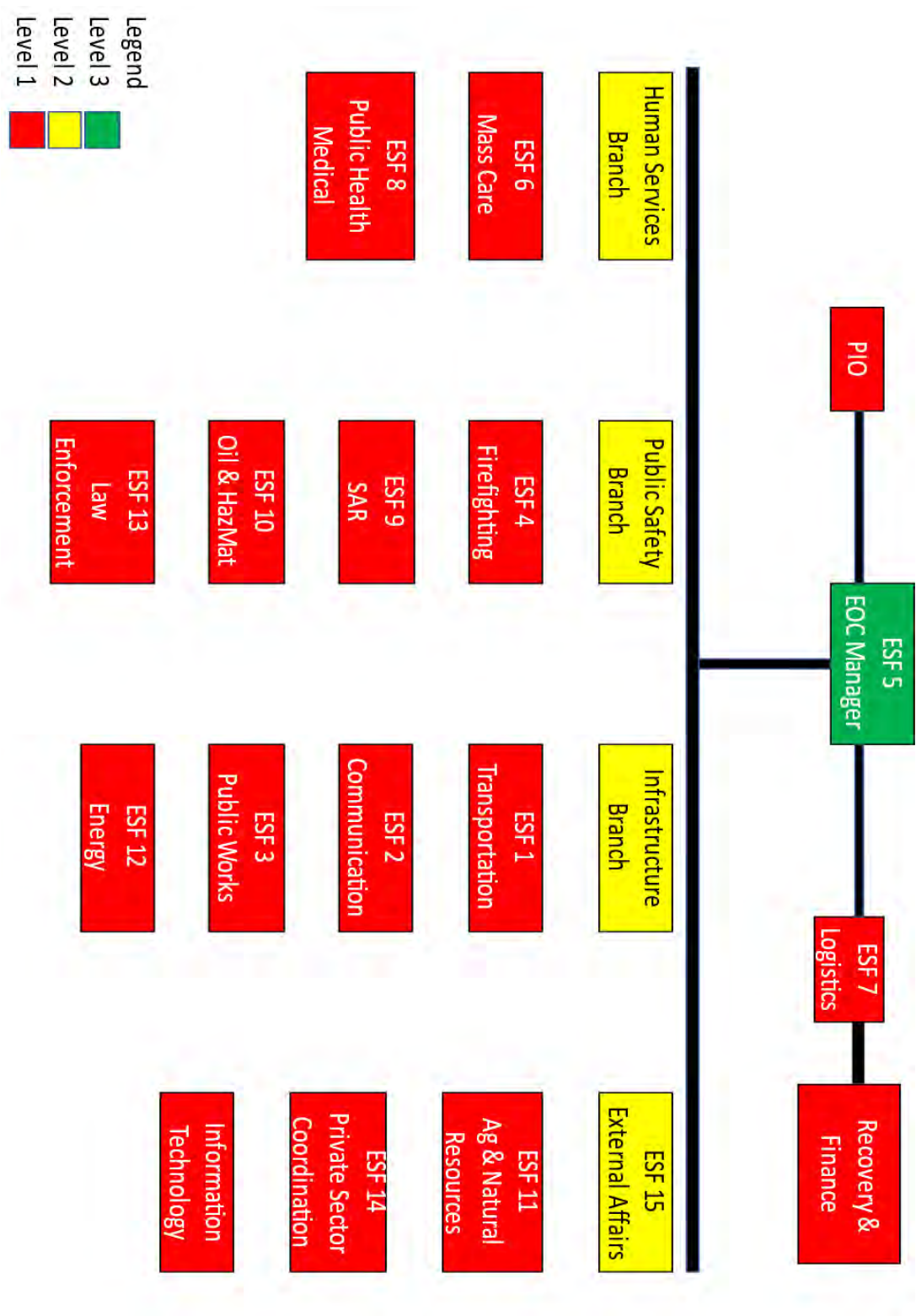
The scope of the incident has expanded beyond the response capability of local agencies. The EOC is staffed with representatives from the Emergency Support Function agencies and organizations and remains operational for the duration of the incident. The EOC fulfills requests for assistance from local governments and may seek intrastate mutual aid and/or federal aid as needed.

Typical Events: Large scale evacuation and sheltering for specific parts of the impact area due to a major incident or hurricane response, community wide threats such as a large hazardous materials spill and wide scale flooding.

Typical Notification: Elected Officials and Department Heads



Appendix 3 – EOC Structure



**Appendix 4 – Debris Management Plan**



**Smith County Debris Management Plan  
Emergency Support Function 3  
Appendix 4**

**Disclaimer:**

While FEMA regulations and references are often cited throughout this plan, this is for informational purposes only. This plan does not account for, nor rely on, the possibility of FEMA reimbursement or approval in any way. The mere mention of FEMA regulations is only to annotate the importance of following the preferred regulations and requirements for a suitable plan and best practices.

**Introduction:**

Smith County faces the potential challenges posed by natural disasters such as hurricanes, tornadoes, and severe weather. In the aftermath of such events, the accumulation of debris becomes a significant concern, affecting public safety, the environment, and the overall well-being of our community.

Recognizing the critical need for efficient and systematic debris management, Smith County has developed this Debris Management Plan. This comprehensive plan aims to establish clear guidelines, procedures, and responsibilities to effectively and promptly address debris removal, reduction, and disposal in the wake of disasters. By proactively planning for debris management, we strive to minimize the impact on public health and safety, facilitate a swift recovery process, and promote the resilience of our county in the face of adversity.

This plan considers the unique characteristics of Smith County, including its geography, population distribution, and infrastructure, to tailor effective strategies for managing debris in a manner that aligns with the county's values and priorities. Through collaboration with local agencies, community stakeholders, and emergency response partners, this plan aims to create a unified and coordinated approach to debris management that ensures a swift and organized recovery for the residents of Smith County.

As we navigate the challenges presented by disasters, this Debris Management Plan serves as a crucial tool to guide our efforts in minimizing disruptions, restoring normalcy, and safeguarding the well-being of our community. By working together and implementing the strategies outlined in this plan, Smith County can build a resilient foundation for a brighter and more secure future.

**Purpose:**

The purpose of the Smith County Debris Management Plan is to establish a comprehensive framework that enables prompt, effective, and coordinated responses to the challenges posed by debris accumulation in the aftermath of natural disasters. This plan aims to safeguard public safety, protect the environment, and expedite the recovery process for our community.

The primary objectives of this plan are:

1. **Public Safety:** Prioritize the swift removal of debris to minimize hazards, restore access to critical infrastructure, and ensure the safety of residents and emergency responders.
2. **Environmental Stewardship:** Implement environmentally responsible debris management practices to mitigate potential ecological impacts and promote the sustainable restoration of affected areas.
3. **Resource Optimization:** Streamline debris removal operations by defining roles, responsibilities, and coordination mechanisms among local agencies, community partners, and relevant stakeholders, ensuring efficient resource utilization.
4. **Community Resilience:** Enhance the resilience of Smith County by proactively planning for and responding to debris management needs, thereby minimizing disruptions, facilitating recovery, and fostering a sense of community well-being.
5. **Compliance and Accountability:** Ensure compliance with regulatory requirements and industry best practices while maintaining accountability through transparent reporting, documentation, and evaluation of debris management activities.

By fulfilling these objectives, the Smith County Debris Management Plan strives to contribute to the overall preparedness and resilience of our community, fortifying our ability to recover swiftly and emerge stronger from the challenges posed by disasters.

**Situation:**

Smith County is situated in a region prone to disasters such as hurricanes, tornadoes, and severe weather, and faces a persistent threat to its communities, infrastructure, and environment. The county's susceptibility to these events necessitates a comprehensive and proactive approach to debris management, as the aftermath often results in the widespread accumulation of debris, posing imminent risks to public safety, hindering recovery efforts, and impacting the overall well-being of our residents.

The vulnerability of Smith County to natural disasters is exacerbated by its diverse geography, ranging from urban areas to rural expanses. Rapid population growth and ongoing development further underscore the need for a well-organized and efficient debris management plan to address the unique challenges posed by debris removal, reduction, and disposal.

Historical instances of severe weather events have highlighted the potential consequences of inadequate debris management, including compromised access to essential services, environmental degradation, and prolonged recovery periods. As climate patterns continue to evolve, the frequency and intensity of these events may increase, underscoring the urgency of preparing for and mitigating the impacts of debris accumulation in a systematic and strategic manner.

The Smith County Debris Management Plan is a response to these challenges, aiming to provide a clear and coordinated framework for managing debris in the aftermath of natural disasters. By understanding the current situation and anticipating future needs, this plan seeks to enhance the county's resilience, protect public safety, and facilitate a swift and effective recovery process for the benefit of all Smith County residents.

## **Planning Assumptions:**

This plan is based on the following assumptions about the situation and environment during and following an emergency or disaster:

Detailed Public Information will be necessary to engage and inform the public about rules and regulations pertaining to Debris Management and requirements.

Debris removal may emerge as an emotional and politically charged issue. County operations must mobilize all available resources and must clearly communicate with the public in order to reduce unreasonable expectations.

- Debris removal operations should be managed using the FEMA Public Assistance Debris Monitoring Guide, Restoration and Recovery Guide, Public Assistance Program and Policy Guide, and any other relevant guidance.
- A significant number of County departments have equipment and personnel that will be valuable in managing debris removal. These departments will provide these resources as described in the plan. However, some departments may not be able to provide these resources until they have restored the essential services provided by their department (e.g., water, sewer, and electricity).
- Debris Removal Teams will not be able to remove debris until it is placed at the right of way by the resident. Thus, it is possible that a relatively small incident may not be completely resolved for several weeks or months.
- Very large or catastrophic emergencies will generate so much debris that all County resources collectively will not be able to manage it in a reasonable amount of time. Debris removal operations in this event will require significant assistance from other jurisdictions, the State of Texas, and private contractors.
- Catastrophic events may generate so much debris that normal strategies may not be cost-effective or appropriate. Alternate strategies for debris removal, reduction, and disposal may be needed. Employment of these alternate strategies will require assessment of risk or cost versus benefit. Community concerns also may be a factor in these decisions.
- The debris management plan assumes that Smith County will experience periodic natural disasters, including but not limited to hurricanes, tornadoes, and severe weather, necessitating a proactive approach to debris management.
- It is assumed that debris generated in the aftermath of natural disasters will include a diverse range of materials, such as vegetative debris, construction and demolition debris, household hazardous waste, and other materials requiring specialized handling and disposal methods.
- The plan assumes that there will be limited resources, including personnel, equipment, and funding, available immediately following a natural disaster. Coordination with local, state, and federal agencies is essential for optimal resource utilization.

- Successful debris management is contingent upon active collaboration with local communities, businesses, non-profit organizations, and other stakeholders. The plan assumes a commitment to fostering strong partnerships to enhance community resilience.
- The plan assumes the necessity of compliance with federal, state, and local regulations governing debris management, waste disposal, and environmental protection. Timely and accurate reporting to regulatory agencies is integral to the plan's success.
- Effective communication with the public is critical during debris management operations. The plan assumes the need for clear, timely, and accurate information dissemination to keep residents informed about debris removal schedules, safety measures, and overall progress.
- The plan assumes a commitment to environmentally responsible debris management practices. Efforts will be made to minimize the ecological impact of debris removal and disposal activities, adhering to environmental regulations and guidelines.
- The plan assumes close coordination with emergency response agencies and organizations to ensure a seamless transition from emergency response to debris management, minimizing disruptions and maximizing efficiency.
- The plan assumes the integration of technology, such as Geographic Information System (GIS) mapping and tracking systems, to enhance the efficiency of debris management operations, resource allocation, and reporting.
- Given the dynamic nature of natural disasters, the plan assumes the necessity of flexibility and adaptability. Regular updates and revisions will be made to reflect lessons learned from previous events and incorporate new technologies or best practices in debris management.

By operating under these assumptions, the Smith County Debris Management Plan aims to establish a resilient and adaptable framework that can effectively address the challenges posed by debris accumulation in the aftermath of disasters.

### **Concept of Operations (CONOPS)**

**Objective:** The primary objective of the Smith County Debris Management Plan is to establish a systematic, coordinated, and efficient approach to debris removal, reduction, and disposal in the aftermath of disasters. This CONOPS outlines the key concepts and strategies that will guide the execution of the plan to ensure a swift and effective recovery for the residents of Smith County.

### **Key Components:**

#### **1. Activation and Coordination:**

- The plan should be activated following a disaster that necessitates debris removal operations, regardless of State and/or Federal Disaster Declaration(s), based on the recommendation of the County Engineer.

- Smith County Emergency Operations Center (EOC) will serve as the central coordination hub for debris management activities.
- Coordination with local, state, and federal agencies will be established to optimize resource allocation and enhance overall efficiency.

## 2. **Assessment and Prioritization:**

- Disaster Assessment Teams will evaluate the extent of debris across the county. These teams will be comprised of individuals from county departments. They will be responsible for identifying debris hindering public safety and movement. It will be the responsibility of the respective departments to review this plan and identify teams prior to a disaster. The Smith County EOC will help coordinate activities throughout the County via the EOC and the Infrastructure Branch Director and/or the Emergency Support Function 3 Liaison.
- Debris types will be categorized, and priority areas for removal will be identified based on public safety, access to critical infrastructure, and environmental impact.

## 3. **Resource Mobilization:**

- **Individual Assistance:** The State of Texas, through the Texas Division of Emergency Management, TDEM, has developed the Individual State of Texas Assessment Tool, iSTAT, that will aid the Smith County Emergency Operations Center in determining the needs individuals. Through the Disaster Reporting Dashboard provided by TDEM, the Smith County Emergency Operations Center is able to view the needs of citizens such as general cleanup, chainsaw needs, tarping, debris removal, etc.
- **Public Assistance:** The State of Texas, through the Texas Division of Emergency Management, TDEM, has developed the Public State of Texas Assessment Tool, pSTAT, that will aid the Smith County Emergency Operations Center in determining the needs of publicly owned property throughout the County. Through the Disaster Reporting Dashboard provided by TDEM, the Smith County Emergency Operations Center is able to view the impacts to publicly owned property and begin to determine the extent of damage.
- Local resources, including personnel, equipment, and contracted services, will be mobilized for immediate response. It is assumed that immediately following a disaster, the Dispatch Center will field calls from citizens regarding issues they are experiencing. Once the Smith County Emergency Operations Center is activated, all non-emergency calls will be directed to the EOC for prioritization and dispatching, if the disaster is large enough to warrant a Level I or II activation.



- Coordination with regional and national agencies will facilitate additional resource support if needed. This will be facilitated through the Smith County Emergency Operations Center.
- The County Judge and/or Commissioners Court reserves the right to reassign County employees to perform tasks outside of their normal job duties if necessary.

#### **4. Public Communication:**

- Clear and timely communication strategies will be implemented to keep the public informed about debris removal schedules, safety precautions, and overall progress.
- Public feedback mechanisms will be established to address concerns and gather information on specific debris removal needs.
- Public information campaigns will be established to educate the public on debris removal, debris separation guidance, and overall situation.
- Debris reporting guidance will be made available to citizens via social media and other media outlets as allowed.

#### **5. Environmental Considerations:**

- Debris management operations will adhere to environmentally responsible practices.
- Specialized procedures will be implemented for the handling and disposal of hazardous materials, ensuring compliance with environmental regulations.

#### **6. Technology Integration:**

- iSTAT/pSTAT dashboard information will be compiled and disseminated to the appropriate Emergency Support Function Liaison for tasking.
- Geographic Information System (GIS) mapping and tracking systems will be utilized to enhance the efficiency of debris management operations.
- Technology will aid in real-time monitoring, resource allocation, and data-driven decision-making.

#### **7. Contract Management:**

- Contracts with pre-qualified debris removal and disposal vendors will be established to expedite response. These contracts will be made prior to any event, and only activated by the County Judge and/or Commissioners Court at the recommendation of the County Engineer, or designee.

- Monitoring and quality assurance mechanisms will be in place to ensure compliance with contractual obligations and regulatory requirements.
- Any contracts will be reviewed annually for any potential updates or needs.

#### **8. Documentation and Reporting:**

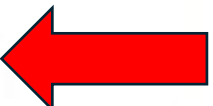
- iSTAT/pSTAT dashboard information will be compiled and stored for documentation purposes. In the event documentation is requested, this information will be used to justify damages and report to the appropriate entity.
- Comprehensive documentation of debris management activities will be maintained, including tracking the volume and types of debris removed.
- Regular reports will be submitted to regulatory agencies and emergency management officials to maintain accountability.

#### **9. Training and Exercises:**

- Regular training sessions and exercises will be conducted to ensure that personnel are well-prepared to execute the plan effectively.
- Lessons learned from previous events will be incorporated to continuously improve and refine debris management strategies.
- State of Texas Assessment Tool training will be held no less than twice per year. In the event a department would like to hold inter-departmental training, the how-to videos can be found at the links below and as an appendix to this plan (see appendix list). It is important to note that for any training the proper incident identification number must be selected. In the dropdown menu, look for an incident with iSTAT Training. (See image below).

**Incident ID Number: \***

TDEM WebEOC Incident ID

☐ 24-0001 Wildfire Season 2024  
☐ 24-0000 General Incident 2024  
☐ 0T24-0000 iSTAT Training 2024   
☐ 23-0024 23OCT Severe Weather  
☐ 23-0023 04OCT Severe Weather Flash

- Just in Time iSTAT Tutorial <https://vimeo.com/676899520> (same concept will be used for pSTAT)
- iSTAT Damage Surveys <https://damage.tdem.texas.gov/>
- TDEM pSTAT and iSTAT <https://pstat.tdem.texas.gov/#pSTATForms>
- Additional Training Aid <https://pstat.tdem.texas.gov/pages/pstat-training>
- The County Judge, serving as the Emergency Management Director, can mandate that certain individuals that would be activated during a large disaster attend training and/or exercises.

By adhering to these key components, the Smith County Debris Management Plan CONOPS aims to provide a structured and adaptable framework for managing debris in the aftermath of disasters, fostering community resilience and ensuring a rapid and efficient recovery process.

## Organization and Unit Descriptions:

### 1. Smith County Emergency Operations Center (EOC):

- The Smith County EOC will serve as the central coordination hub for all debris management activities.
- EOC staff will include representatives from emergency management, road and bridge department, environmental services, public information, logistics, and finance, as well as other emergency support function partners.

## **2. Debris Management Coordinator:**

- The Debris Management Coordinator responsibilities will fall within the scope of the County Engineer, or a designee, with coordination for technical assistance from the Emergency Management Coordinator and will be responsible for overall plan execution, coordination, and decision-making. This person will be an individual from the Smith County Road and Bridge Department, who is well versed in debris types and measurements, and who is capable of managing the debris management system.
- This individual or agency will act as the primary point of contact for external agencies, ensuring effective communication and collaboration.
- Develop and oversee the implementation of the debris management plan, ensuring alignment with regulatory requirements and organizational objectives.
- Coordinate with internal teams, external agencies, and contractors to establish clear roles, responsibilities, and communication channels for debris management activities.
- Monitor weather forecasts and disaster alerts to anticipate potential debris generation events and mobilize resources accordingly.
- Establish procedures for rapid assessment and prioritization of debris removal sites based on factors such as public safety, environmental impact, and economic considerations.
- Maintain inventory records of equipment, supplies, and personnel to support efficient deployment and utilization during debris removal operations.
- Facilitate training and drills for staff and stakeholders to ensure readiness and effectiveness in responding to debris management emergencies.
- Serve as the primary point of contact for coordinating information exchange and resource allocation among local, state, and federal agencies involved in debris management efforts.
- Coordinate public outreach and education initiatives to promote community awareness and participation in debris reduction and disposal practices.
- Monitor and evaluate the effectiveness of debris management strategies, making recommendations for continuous improvement based on lessons learned and best practices.

## **3. Disaster Assessment Teams:**

- Disaster Assessment Teams will be formed, consisting of personnel from multiple Smith County departments, as appropriate and/or assigned by the Emergency Management Director or Coordinator. This function will primarily fall to the Smith County Fire Marshal's Office and the Smith County Road and Bridge Department. As stated in this plan, the County Judge, serving as the Emergency Management Director, can reassign

County employees as needed during a disaster. By doing so, other departments and/or personnel may be tasked with job duties outside of their normal scope of work.

- These teams will assess the extent of debris, categorize types, and prioritize removal areas based on safety, critical infrastructure, and environmental considerations. These teams will utilize the State of Texas Assessment Tool ensuring that adequate pictures and documentation are collected.
- Rapidly deploy to disaster-affected areas to conduct initial assessments of debris impact and infrastructure damage.
- Utilize standardized assessment tools and methodologies to collect data on the extent and severity of debris accumulation, blockages, and hazards.
- Prioritize assessment sites based on factors such as population density, critical infrastructure, and potential environmental risks.
- Collaborate with local authorities, emergency responders, and community members to gather information and identify immediate debris management needs.
- Document findings and observations, including photographs, maps, and field notes, to inform decision-making and resource allocation.
- Communicate assessment results to debris management coordinators and other relevant stakeholders in a timely and accurate manner.
- Coordinate with debris removal teams and other response agencies to address urgent debris clearance and mitigation priorities.
- Conduct follow-up assessments to monitor progress, evaluate the effectiveness of debris management interventions, and identify any emerging issues or challenges.
- Provide technical assistance and support to local authorities and community organizations in developing debris management strategies and plans.
- Participate in debriefings and post-event evaluations to identify lessons learned and recommendations for enhancing rapid assessment and response capabilities.

#### **4. Debris Removal and Disposal Teams:**

- County Road and Bridge Department and/or contracted debris removal and disposal vendors will constitute the debris removal and disposal teams.
- These teams will be responsible for executing debris removal operations, transporting debris to designated disposal sites, and implementing environmentally responsible practices.
- Mobilize quickly to designated debris removal sites in response to disaster events, ensuring timely and efficient clearance of debris.

- Safely operate heavy equipment, such as loaders, excavators, and dump trucks, to remove and transport debris from affected areas.
- Follow established safety protocols and procedures to minimize risks to personnel and equipment during debris removal operations.
- Sort and segregate debris into appropriate categories (e.g., vegetative, construction, hazardous) for recycling, reuse, or disposal in accordance with regulatory requirements.
- Coordinate with debris management coordinators and rapid assessment teams to prioritize removal activities based on safety, accessibility, and community needs.
- Monitor disposal sites to ensure compliance with environmental regulations and permit conditions, implementing erosion control measures and waste containment practices as necessary.
- Document quantities and types of debris removed, as well as disposal methods and locations, for reporting and record-keeping purposes.
- Collaborate with local authorities, contractors, and community organizations to address any challenges or obstacles encountered during debris removal and disposal operations.
- Provide support and assistance to affected residents and businesses in clearing debris from private properties, offering guidance on proper disposal procedures and available resources.
- Participate in training and exercises to enhance skills and readiness for responding to future debris management emergencies.

## **5. Monitor Teams**

- Conduct regular site inspections to assess debris removal progress, ensuring adherence to established timelines and safety protocols.
- Monitor equipment usage and maintenance to ensure efficiency and prevent breakdowns, coordinating repairs or replacements as needed.
- Document and track the volume and type of debris collected, reporting findings to management for analysis and decision-making.
- Coordinate with local authorities and stakeholders to address any community concerns or complaints related to debris removal activities.
- Implement quality control measures to ensure that debris removal is performed in accordance with regulatory requirements and environmental standards.
- Provide regular updates to key stakeholders, including government agencies and the public, regarding debris removal progress and any challenges encountered.

- Collaborate with debris removal contractors to address any issues or discrepancies in performance, ensuring compliance with contractual agreements.
- Conduct post-event evaluations to identify lessons learned and areas for improvement in future debris management efforts.

## **6. Public Information Officer (PIO):**

- The PIO will be responsible for developing and implementing a comprehensive public communication strategy.
- This includes disseminating information on debris removal schedules, safety guidelines, and progress updates through various communication channels.
- Identify, train, and supervise a Community Engagement Liaison if needed.
- Serve as the primary spokesperson for the debris management team, providing accurate and timely information to the media, public, and stakeholders.
- Develop and disseminate clear and concise public communications materials, including press releases, fact sheets, and social media posts, to inform residents and businesses about debris management activities and related updates.
- Coordinate with local government agencies, emergency management officials, and community leaders to ensure consistent messaging and coordination of public information efforts.
- Respond to inquiries from the media, public, and elected officials regarding debris management policies, procedures, and progress, maintaining transparency and accountability throughout the process.
- Monitor media coverage and social media channels for emerging issues, rumors, or misinformation related to debris management, proactively addressing concerns and clarifying information as needed.
- Organize and facilitate public meetings, town halls, and community forums to solicit feedback, answer questions, and gather input on debris management plans and priorities.
- Collaborate with public outreach and education partners to develop outreach campaigns and materials aimed at promoting disaster preparedness, debris reduction, and proper waste disposal practices.
- Establish and maintain relationships with key stakeholders, including neighborhood associations, business groups, and environmental organizations, to foster support and cooperation for debris management initiatives.

- Evaluate the effectiveness of public information strategies and tactics, soliciting feedback from stakeholders and conducting post-event assessments to identify lessons learned and areas for improvement.
- Provide guidance and support to debris management team members on communicating effectively with the public and media, offering training and resources as needed to enhance communication skills and techniques.

## **7. Environmental Compliance Officer:**

- An Environmental Compliance Officer will be designated to oversee adherence to environmental regulations and ensure proper handling and disposal of hazardous materials. This individual will be requested from the Smith County Sheriff's Office Environmental Division.
- Ensure compliance with environmental regulations and permit requirements throughout all phases of debris management activities.
- Conduct environmental assessments to identify potential impacts of debris removal and disposal operations on air quality, water resources, soil health, and wildlife habitats.
- Develop and implement environmental protection measures, such as erosion control barriers, sedimentation ponds, and wildlife exclusion zones, to minimize adverse effects on the environment.
- Monitor and document environmental conditions at debris removal and disposal sites, including air and water quality, soil erosion, and wildlife disturbances, to assess compliance with regulatory standards.
- Coordinate with regulatory agencies, environmental consultants, and other stakeholders to obtain necessary permits, approvals, and environmental clearances for debris management activities.
- Provide guidance and training to debris removal and disposal teams on environmental compliance requirements, best management practices, and pollution prevention measures.
- Conduct regular site inspections and audits to verify adherence to environmental regulations and permit conditions, identifying and addressing any non-compliance issues promptly.
- Investigate complaints and incidents related to environmental impacts of debris management operations, documenting findings and implementing corrective actions as necessary.
- Develop and maintain environmental monitoring and reporting systems to track and communicate environmental performance metrics, such as waste diversion rates, recycling efforts, and pollution prevention measures.



- Participate in emergency response planning and preparedness activities, providing expertise and guidance on environmental risk assessment, mitigation, and response strategies.
- Collaborate with local communities, environmental organizations, and educational institutions to promote environmental stewardship and sustainability principles in debris management practices.
- Monitor and evaluate the effectiveness of debris management strategies, making recommendations for continuous improvement based on lessons learned and best practices regarding environmental compliance.

#### **8. Logistics and Resource Coordinator:**

- The Logistics and Resource Coordinator will be requested from the Smith County Purchasing Department.
- Coordinate the procurement and allocation of resources necessary for debris management operations, including equipment, supplies, and personnel.
- Maintain inventory records and logistics databases to track the availability, location, and status of resources, ensuring efficient utilization and deployment.
- Collaborate with internal departments, external agencies, and contractors to identify resource needs and establish logistical support systems for debris management activities.
- Coordinate transportation logistics, including trucking, shipping, and storage, to ensure timely delivery and distribution of equipment and supplies to debris removal and disposal sites.
- Monitor and manage resource usage and consumption, implementing cost-saving measures and sustainability practices where possible.
- Develop contingency plans and alternative resource strategies to mitigate potential disruptions or shortages during debris management operations.
- Provide logistical support and coordination for emergency response efforts, including mobilization of personnel and equipment in response to disaster events.
- Serve as a liaison between field teams, management, and external stakeholders to facilitate communication and coordination of logistics-related activities.
- Conduct assessments and evaluations of logistical operations to identify areas for improvement and implement process enhancements or efficiency measures.
- Prepare reports, budgets, and other documentation related to logistics and resource management, providing regular updates to management and stakeholders.

- Coordinate training and professional development opportunities for logistics staff and team members to enhance skills and capabilities in resource management and operational support.

## **9. Finance and Administration:**

- A Finance and Administration team will manage budgetary aspects, contractual agreements, and financial reporting related to debris management activities. This person will be requested from the Smith County Auditors Office.
- This team will work in collaboration with relevant departments and agencies to ensure fiscal responsibility and transparency.
- Develop and manage the budget for debris management activities, including expenses related to equipment, personnel, supplies, and contracted services.
- Establish financial controls and procedures to ensure accountability and compliance with regulatory requirements and organizational policies.
- Monitor expenditures and revenue streams, reconciling accounts and preparing financial reports to track budget performance and variance analysis.
- Coordinate with procurement and logistics teams to ensure timely procurement of goods and services needed for debris management operations, negotiating contracts and vendor agreements as needed.
- Process invoices, purchase orders, and payment requests, verifying accuracy and authorization before disbursing funds or initiating payments.
- Maintain financial records and documentation in accordance with accounting standards and audit requirements, ensuring transparency and traceability of financial transactions.
- Provide guidance and support to debris management team members on financial and administrative policies, procedures, and systems, offering training and resources as needed.
- Collaborate with internal and external stakeholders, including government agencies, funding organizations, and contractors, to facilitate financial reporting and compliance with grant requirements.
- Coordinate human resources activities related to debris management operations, including recruitment, onboarding, payroll, and performance management, in collaboration with HR department.
- Manage administrative functions such as office operations, facilities management, and records management to support efficient and effective debris management activities.

- Develop and implement policies and procedures to enhance efficiency, effectiveness, and transparency in finance and administration processes within the debris management program.

#### **10. Training and Exercises Coordinator:**

- The Emergency Management Coordinator will work to establish Training and Exercises on this plan and all applicable mobile and web-based applications in conjunction with Smith County Information Technology Departments and will be responsible for organizing and conducting regular training sessions and exercises for personnel involved in debris management.
- Lessons learned from previous events will be incorporated to enhance the effectiveness of future operations.

#### **11. Community Engagement Liaison:**

- A Community Engagement Liaison, if activated, will facilitate communication between the debris management teams and local communities.
- This individual will address public concerns, collect feedback on specific needs, and ensure that community perspectives are considered in decision-making.
- This individual(s) will be identified by, report to, and receive direction from, the Public Information Officer if the Public Information Officer is not fulfilling this duty.

This organizational structure aims to establish clear lines of communication, well-defined roles, and effective coordination among key stakeholders involved in the execution of the Smith County Debris Management Plan.

#### **Activities by Phases of Emergency Management**

The phases of emergency management, from mitigation and preparedness to response, recovery, and post-event evaluation, collectively play a crucial role in the development and implementation of a comprehensive debris management plan. In the mitigation phase, understanding and mitigating potential hazards form the foundation for minimizing the impact of disasters on the community. Preparedness ensures that effective plans, training, and community outreach are in place to respond swiftly when disaster strikes, with a focus on proactive measures to reduce vulnerability. The response phase involves the immediate activation of emergency operations and the coordination of resources to manage debris and address the urgent needs of affected residents. As the community transitions into the recovery phase, the focus shifts towards rebuilding infrastructure, providing housing, and supporting economic recovery. The post-event evaluation phase serves as a critical feedback loop, allowing for lessons learned to be incorporated into future plans, ensuring continuous improvement in debris management strategies. Recognizing the interconnectedness of these phases is vital for Smith County, Texas, as it underscores the importance of a holistic and adaptive approach to debris management, ultimately contributing to the community's resilience and ability to recover efficiently from natural disasters.

## **1. Mitigation Phase:**

- **Risk Assessment:**
  - Identify and assess potential hazards and vulnerabilities in the community.
  - Analyze historical data and trends to understand the likelihood and impact of disasters.
- **Mitigation Planning:**
  - Develop and update mitigation plans to reduce or eliminate the long-term risk of hazards.
  - Prioritize mitigation strategies based on risk assessments.
- **Community Education and Outreach:**
  - Educate the community about potential hazards and the importance of preparedness.
  - Promote and engage in community-wide efforts to reduce vulnerability.

## **2. Preparedness Phase:**

- **Documentation Prior to an Event:**
  - Conduct thorough documentation of publicly owned buildings, infrastructure, and roadways through photographs and videos.
  - Ensure clear and detailed documentation of the current state of assets, including any existing damage, structural weaknesses, or potential hazards.
  - Regularly update documentation to reflect any changes or improvements to assets over time, providing a comprehensive baseline for comparison post-event.
- **Emergency Planning:**
  - Develop and maintain emergency operations plans for various hazards.
  - Establish clear roles and responsibilities for emergency responders and community partners.
- **Training and Exercises:**
  - Conduct regular training sessions for emergency responders and community members.
  - Organize and participate in exercises to test and refine emergency response plans.
- **Public Awareness Campaigns:**
  - Communicate emergency procedures and preparedness measures to the public.

- Encourage individuals and families to create emergency plans and assemble emergency kits.

### **3. Response Phase:**

- **Emergency Activation:**

- Activate emergency operations centers and response teams in the event of a disaster.
- Implement communication protocols and coordinate resources.

- **Search and Rescue:**

- Deploy search and rescue teams to locate and assist affected individuals.
- Coordinate with local, state, and federal agencies for additional support.

- **Medical Assistance and Sheltering:**

- Provide medical care and establish emergency shelters for displaced individuals.
- Coordinate with healthcare providers, volunteer organizations, and local authorities.

- **Communication and Information Sharing:**

- Establish communication channels to disseminate critical information to the public.
- Coordinate with media outlets and use various platforms to keep the community informed.

### **4. Recovery Phase:**

- **Damage Assessment:**

- Conduct comprehensive assessments of the damage caused by the disaster.
- Evaluate the impact on infrastructure, housing, and the economy.

- **Temporary Shelter and Housing:**

- Implement temporary housing solutions for those displaced by the disaster.
- Coordinate with housing agencies and organizations to address long-term housing needs.

- **Infrastructure Repair and Reconstruction:**

- Develop plans for the repair and reconstruction of damaged infrastructure.
- Coordinate with engineering and construction teams to restore essential services.

- **Economic Recovery:**

- Implement measures to support the local economy during the recovery period.
- Provide assistance to businesses and industries affected by the disaster.

## **5. Post-Event Evaluation Phase:**

- **After-Action Review:**

- Conduct a thorough evaluation of the emergency response and recovery efforts.
- Identify successes, challenges, and areas for improvement.

- **Documentation and Reporting:**

- Compile comprehensive reports detailing the impact of the disaster and response activities.
- Share findings with relevant agencies, stakeholders, and the public.

- **Lessons Learned and Plan Updates:**

- Incorporate lessons learned into future emergency management plans.
- Update and revise emergency operations plans based on post-event evaluations.

Adapting these activities to the specific needs and characteristics of Smith County will contribute to a more resilient and prepared community in the face of potential emergencies.

During all phases, it is imperative that all rules, regulations, and guidelines are adhered to. The County will ensure that work, whether forced account labor, or contract labor is in accordance with all FEMA regulations such as, but not limited to, FEMA Public Assistance Debris Monitoring Guide, Restoration and Recovery Guide, Public Assistance Program and Policy Guide, and any other relevant guidance.

- All involved agencies will take immediate steps to clear roadways and other critical infrastructure in accordance with Emergency Protective Measures. Agencies will assist each other as needed through the EOC. Outside assistance requests will be coordinated with OEM or through the EOC.

- The EOC will establish the perimeter of the affected area(s). This will be based on field reports, utility outage reports, and citizen calls taken at the 2-1-1 call center.

- Smith County OEM, with assistance from other involved Agencies, will make a “windshield assessment” of private and public debris. This assessment will begin as soon as possible after the event is stabilized. Typically, this process will begin at “first daylight” after the event. The purpose of this assessment is to determine the initial scope of the event and identify areas with high concentrations of debris.

- If there is an indication that the incident is a large scale, or extremely destructive event, an initial debris removal coordination meeting will be held at the EOC. This will normally be

done after the initial windshield assessments are completed. Typically, this meeting will be held early in the afternoon on the day after the event.

- Since it is difficult to assess the extent of damage in some events, particularly floods, assessments will be updated on an ongoing basis.

- A more detailed debris assessment may be needed when large amounts of debris must be removed and/or assistance is requested. This may involve a detailed building-by-building or block-by-block assessment.

### **Response Strategy:**

In the event of a disaster in Smith County, our response strategy for debris management is founded on swift and coordinated actions to ensure public safety, restore critical infrastructure, and expedite the recovery process. Immediately after a disaster, or before if the event allows, the Emergency Operations Center (EOC) will be activated, serving as the central hub for coordination. Disaster Assessment Teams will promptly evaluate the extent of debris, categorize types, and prioritize removal based on factors such as public safety, critical infrastructure access, and environmental impact. County departments, augmented by contracted debris removal and disposal teams (if authorized by the County Judge and/or Commissioners Court), will be mobilized to execute debris removal operations. Clear communication channels, facilitated by the Public Information Officer (PIO), will disseminate information on debris removal schedules, safety measures, and overall progress to keep the public informed. Environmental Compliance Officers will ensure adherence to environmental regulations and oversee the proper handling of hazardous materials. The Logistics and Resource Coordinator will manage the mobilization of personnel, equipment, and resources, ensuring a well-supported response effort. This strategy, rooted in proactive planning and rapid deployment, aims to minimize disruptions, safeguard public welfare, and lay the foundation for a resilient recovery in Smith County.

### **Health and Safety Considerations:**

The health and safety of both responders and the community are central to the debris management plan in Smith County. All personnel engaged in debris removal operations will adhere to strict safety protocols, including proper utilization of personal protective equipment (PPE) and hazard recognition training. Specialized teams will be equipped to identify and manage hazardous substances, such as asbestos or other contaminants, ensuring their safe removal and disposal. Debris removal teams will not self-deploy but will await deployment instructions from the Emergency Operations Center (EOC) or the dispatching agency. Staying in constant communication with the dispatching agency will be a priority, ensuring that real-time information on work progress, emerging safety concerns, and resource needs is relayed effectively. Additionally, comprehensive traffic control measures, including signage, barriers, and coordination with law enforcement, will be implemented to safeguard both the public and responders during debris removal operations. If needed, continuous monitoring of air quality and environmental conditions will further mitigate health risks, guaranteeing the overall well-being of the community. By prioritizing health and safety, adhering to deployment protocols, and maintaining open communication with dispatching agencies, Smith County aims to conduct debris management operations efficiently while minimizing potential hazards and ensuring the

safety of all involved parties.

### **Emergency Roadway Clearance in Accordance with FEMA Emergency Protective Measures:**

Emergency roadway clearance in Smith County will be executed in strict accordance with FEMA's Emergency Protective Measures, specifically under Category B of the Public Assistance Guide. The objective is to swiftly and safely clear roadways to restore essential access for emergency responders, facilitate the transportation of goods and services, and ensure the timely delivery of aid to affected areas.

Additional and specific information can be found in the FEMA Public Assistance Program and Policy Guide of 2025, [https://www.fema.gov/sites/default/files/documents/fema\\_pa\\_pappg-5.0-amended.pdf](https://www.fema.gov/sites/default/files/documents/fema_pa_pappg-5.0-amended.pdf)

#### **1. Disaster Assessment:**

- Immediately following a disaster, Disaster Assessment Teams will evaluate roadways to identify debris, blockages, and safety hazards.
- The information gathered will inform the prioritization of clearance efforts based on critical access routes, emergency service needs, and community impact.
- Disaster Assessment Teams shall enter information into pSTAT.

#### **2. Deployment and Coordination:**

- Debris removal teams, equipped with the necessary resources, will be deployed based on the assessment findings.
- Coordination with local agencies, law enforcement, and transportation authorities will be established to streamline efforts and ensure efficient roadway clearance.

#### **3. Compliance with FEMA Guidelines:**

- Roadway clearance operations will strictly adhere to FEMA guidelines outlined in Category B of the Public Assistance Program and Policy Guide.
- Documentation and record-keeping will be meticulously maintained to ensure the process of the Public Assistance Program and Policy Guide and the Public Assistance Debris Monitoring Guide are adhered to.

#### **4. Prioritization of Critical Infrastructure:**

- Special attention will be given to clearing roadways leading to critical infrastructure, including hospitals, emergency shelters, and utilities, to expedite the overall recovery process.

#### **5. Environmental Considerations:**

- Environmental compliance officers will oversee operations to ensure adherence to environmental regulations, particularly in the identification and proper handling of hazardous materials during roadway clearance.

#### **6. Real-Time Communication:**



- Constant communication with the Emergency Operations Center (EOC) and relevant agencies will be maintained to provide real-time updates on progress, challenges, and resource needs.

## **7. Traffic Control and Public Safety:**

- Traffic control measures, including signage, barriers, and coordination with law enforcement, will be implemented to ensure the safety of both responders and the public.
- Public awareness campaigns will be initiated to inform residents about clearance schedules and potential disruptions.

## **8. Documentation and Reporting:**

- Detailed documentation of debris removal efforts, including photographs, logs, and reports, will be compiled to meet FEMA's documentation requirements.
- Regular reporting will be submitted to the EOC and FEMA to facilitate reimbursement under the Public Assistance program.

By aligning emergency roadway clearance activities with FEMA's guidelines, Smith County aims to efficiently and responsibly restore essential access, support emergency response efforts, and expedite the overall recovery process in the aftermath of natural disasters.

## **Debris Removal from Public Property:**

In the aftermath of a disaster in Smith County, the removal of debris from public property is a critical component of the overall recovery effort. The process adheres to established protocols and aligns with FEMA guidelines for Category B under the Public Assistance Guide.

### **1. Disaster Assessment and Prioritization:**

- Disaster Assessment Teams will promptly evaluate public spaces, such as parks, roadsides, and municipal properties, to identify and categorize debris.
- Prioritization will be based on the restoration of essential services, public safety, and the overall impact on community well-being.

### **2. Deployment and Coordination:**

- Debris removal teams, equipped with appropriate machinery and personnel, will be deployed to clear public areas efficiently.
- Coordination with local public works departments, community organizations, and volunteer groups will enhance the effectiveness of the removal process.

### **3. Environmental Compliance:**

- Environmental compliance officers will oversee debris removal operations to ensure compliance with environmental regulations, particularly concerning the proper disposal of hazardous materials.
- Recycling and environmentally responsible disposal methods will be employed whenever feasible.

#### **4. Health and Safety Measures:**

- Stringent health and safety measures will be implemented to protect the well-being of workers and the community.
- Personnel involved in debris removal will receive comprehensive training on hazard recognition, proper use of personal protective equipment (PPE), and the safe handling of materials.

#### **5. Public Communication:**

- Transparent and regular communication will be maintained with the public regarding debris removal schedules, safety precautions, and potential disruptions.
- Information will be disseminated through various channels, including social media, press releases, and community bulletin boards.

#### **6. Traffic Control and Access Management:**

- Traffic control measures will be implemented as needed to manage access to public spaces during debris removal.
- Temporary closures and detours will be communicated in advance to minimize disruptions to residents and businesses.

#### **7. Documentation and Reporting:**

- Thorough documentation of debris removal activities will be maintained, including photographs, logs, and reports, primarily accomplished by pSTAT entries.
- Regular reporting to the Emergency Operations Center (EOC) and relevant agencies will facilitate accurate record-keeping for reimbursement purposes.
- The Emergency Management Coordinator will provide documentation tracking information to each department assigned. This will be done via electronic means, and it is the responsibility of the department to complete the documentation.

#### **8. Collaboration with Community Stakeholders:**

- Collaboration with local community groups, businesses, and stakeholders will be fostered to enhance the efficiency and inclusivity of debris removal efforts.
- Input from residents and community leaders will be considered in decision-making processes.

By diligently executing debris removal from public property, Smith County endeavors to create a safe and resilient environment for its residents, promote community well-being, and expedite the restoration of essential services in the aftermath of natural disasters.

#### **Debris Removal from Private Property**

Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner. The cost of debris removal and disposal may be wholly or partly covered by insurance.

If debris on private property is so widespread that public health, safety, or the economic recovery is threatened, the County, at the direction of the County Judge, through a vote of the Commissioners Court, may consider debris removal, including building demolition, on private property. Removal from private property may, or may not be, considered by FEMA. This is on a case-by-case basis, and meticulous documentation and reasoning must be provided. To ensure debris removal from private property is allowed, approval from FEMA must be granted before any payment or contract activation is authorized. <https://www.fema.gov/press-release/20230502/fact-sheet-debris-removal-private-property>

County crews are not trained or equipped to remove debris such as trees that have fallen on buildings or vehicles. They will not remove this debris.

Homeowners and their insurance companies are primarily responsible for the removal of damaged property. This property may be transported by the property owner to a landfill, or it may be placed on the curb for pickup.

Private voluntary organizations may be able to assist the homeowner with removal and transportation of debris to the curb.

Debris removal from private property is the responsibility of property owners and is usually ineligible for reimbursement under FEMA's Public Assistance Program. Sometimes, FEMA may determine that debris removal from private property is eligible for program funding. But there are factors that affect that decision. Those factors are based on the severity of the disaster and whether debris on private property is so widespread that it threatens public health and safety or the economic recovery of the community. In such cases, FEMA works with state and local governments to designate specific areas where debris removal from private property is eligible for funding. In those cases, debris removal must be in the public interest, not merely benefiting an individual or a limited group of individuals. This approval must be in the public interest and be in writing prior to the removal of any debris from private property.

Removing debris can be a challenging job for residents, business owners and governments. Owners may remove debris themselves or get help from insurance settlements and/or assistance from citizen volunteers, the private sector and voluntary organizations. Often, local or state governments dispose of disaster-related debris that private property owners place at the curb for pickup on a scheduled date.

Tips for cleaning up debris on private property

- **Stay safe.** Wear protective gear such as gloves and masks when handling debris. Contact your local emergency manager if your property is littered with storm-related debris that poses a threat to public health or safety and must be removed. Emergency managers know which government agency to contact about having hazardous debris removed. As you clear debris, look carefully for any visible cables. If you see any cables, wait for professionals to handle them.
- **Toxic substances.** If you suspect the debris contains dangerous ingredients, seal them in plastic bags to prevent them from becoming airborne. **Never burn debris**; it can be toxic.

- **Contact your insurance company** early to file a claim. Photograph/videotape the damage and debris and keep all receipts for the work performed.
- **Check with local officials** before placing debris for collection to determine where and when pickups will be conducted.
- **Separate debris** by categories when disposing along the curb. These can be found in this plan, and public information campaigns will follow a disaster that necessitates debris separations.
- **Place debris away** from trees, poles or structures including fire hydrants and meters.
- **Don't block the roadway with debris.**

## Types of Debris

(all debris information derived from FEMA Public Assistance Debris Monitoring Guide 2021)

[https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)

Debris comes in many shapes and sizes and varies based on the source. The mix of debris will affect the type of equipment that is most efficient for debris removal and disposal. Using the wrong equipment to remove debris can extend the timeframe for debris clearance and dramatically increase the cost of debris operations. FEMA has established specific eligibility guidance for identifying the various debris types.

Type	Example
Vegetative	Vegetative debris may consist of whole trees, tree stumps, tree branches, tree trunks, and other leafy material
Construction and Demolition (C&D)	Construction and demolition (C&D) debris can be defined as damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures
Hazardous Waste	Hazardous waste is a waste that appears on one of the four hazardous waste lists or exhibits at least one of the following four characteristics: Ignitability, Corrosivity, Reactivity, Toxicity

Household Hazardous Waste	Household Hazardous Waste (HHW) refers to hazardous products and materials that are used and disposed of by residential consumers, rather than commercial or industrial consumers.
Electronic Waste	Electronic waste (e-waste) refers to electronics that contain hazardous materials, such as cathode ray tubes. Examples of e-waste include, but are not limited to, computer monitors and televisions.
White Goods	White goods are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters.
Soil, Mud, and Sand	Floods, landslides, winds, wildfires, and storm surges often result in soil, mud, and sand debris on improved public property and public rights-of-way
Vehicles and Vessels	Vehicles and vessels may be classified as debris if they block public access and critical facilities and are abandoned.
Putrescent Debris	Putrescent debris is any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter
Infectious Waste	Infectious waste is waste capable of causing infections in humans and can include contaminated animal waste, human blood and blood products, medical waste, pathological waste, and discarded sharps (needles, scalpels, or broken medical instruments)
Chemical, Biological, Radiological, and Nuclear-Contaminated Debris	Any debris contaminated by chemical, biological, radiological, or nuclear materials as a result of a natural or man-made disaster, such as a weapon of mass destruction event

### **Eligible Debris Removal**

Eligible debris removal work under the Public Assistance Program must meet the following criteria:

- The debris was generated by the major disaster event.

- The debris is located within a designated disaster area on an eligible applicant's improved property or rights-of-way.
- The debris removal is the legal responsibility of the applicant.

### **Ineligible Debris Removal**

The following are not eligible for FEMA assistance under the Public Assistance Program:

- Any debris removal from an eligible applicant's unimproved property or undeveloped land.
- Any debris removal from a facility that is not eligible for funding under the Public Assistance Program, such as a PNP cemetery or PNP golf course.
- Any debris removal from Federal lands or facilities that are the authority of another Federal agency or department, such as Federal-aid roads, USACE navigable waterways, and NRCS canals.

### **Debris Clearance and Removal Operations**

Debris removal operations generally occur in two phases: (1) initial debris clearance activities necessary to eliminate life and safety threats; and (2) debris removal activities as a means to recovery. Whether the work was performed using an applicant's own resources or by contractors, documentation is necessary for Public Assistance grant consideration.

An applicant's initial response phase of the debris operation may begin during the disaster event. Crews may be activated to clear debris on emergency access roads; usually this is vegetative debris that is cut and tossed to the rights-of-way. The purpose is to eliminate an immediate threat to lives, and public health and safety. The transition period from initial clearance activities to debris removal depends on the magnitude of disaster impact. Typically, the debris removal recovery phase begins after the emergency access routes are cleared and police, firefighters, and other first responders have the necessary access.

Often residents begin clearing disaster debris from their properties and placing it on the public rights-of-way. If the property owners move the disaster-related debris to a public right-of-way, an applicant may be reimbursed for debris pickup, haul and disposal from the right-of-way for a limited period of time. If an applicant does not have the legal responsibility to maintain a right-of-way, then debris removal from that right-of-way is not eligible for reimbursement.

### **Eligibility Determinations**

To assist in implementation of the Public Assistance Program and the applicants' understanding of it, FEMA has established specific eligibility guidance for debris. This section addresses the most common eligibility issues for various types of debris and recommends documentation for Public Assistance grant consideration. Consultation with the State and FEMA is advised for

scenarios not addressed within this section.

Only FEMA has the authority to make eligibility determinations for Public Assistance grant funding; contractors cannot make eligibility determinations. Information on eligibility can be found in FEMA's Public Assistance Program and Policy Guide, FEMA's Public Assistance Debris Monitoring Guide, and FEMA's Preliminary Damage Assessment (PDA) Pocket Guide.

[https://www.fema.gov/sites/default/files/documents/fema\\_pa\\_pappg-5.0-amended.pdf](https://www.fema.gov/sites/default/files/documents/fema_pa_pappg-5.0-amended.pdf)

[https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf)

[https://www.fema.gov/sites/default/files/documents/fema\\_2021-pda-pocket-guide.pdf](https://www.fema.gov/sites/default/files/documents/fema_2021-pda-pocket-guide.pdf)

### Debris Removal Event Categories

Incident Type	Typical Event	Internal Organization	Outside Assistance
Type IV – Minor	Isolated windstorm or limited flooding of some homes in a small geographic area.	Unified assessment is made. Internal agency resources and ICS are utilized. Limited, if any, assistance is needed between Departments.	Typically, none needed.
Type III – Moderate	Major windstorm/ice storm or flooding causing significant damage to one or more areas.	ICS Structure and Debris Branch Director utilized. Response crews are organized into Debris Removal Task Forces from all Departments.	Typically, none needed.
Type II – Major	Major windstorm/tornado/ice storm/flood over one large area or several areas.	Expanded ICS Structure and Debris Branch Director utilized. Response crews are organized into Debris Removal Task Forces from all Departments.	May require mutual aid assistance from Travis County, other jurisdictions, the State of Texas, as well as the use of private contractors.

Type I – Catastrophic	Major tornado/flood that requires a massive cleanup effort. The event may include the demolition and clearing of multiple unsafe structures.	Expanded ICS Structure and Debris Branch Director utilized. A combination of County, mutual aid, and contract taskforces may be used.	Most debris removal, reduction, transportation, and disposal will be performed by contractors under County supervision.
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## **Debris Reduction and Disposal**

Smith County does not have a significant amount of available landfill space.

Due to environmental concerns, it is unlikely that burning of construction and demolition debris to achieve volume reduction will be employed. However, this technique may be necessary in catastrophic events that generate large amounts of debris.

Generally, vegetative debris will be burned in segments due to limited space. If the disaster is so severe that it creates an unmanageable amount of vegetative debris, the County may look at other locations throughout the County where the County has existing MOUs, or contract mulching services.

## **Predetermined Debris Collection Sites**

Smith County maintains County owned debris sites and has also entered into agreements with predetermined entities to allow for temporary debris collection sites. These sites are annotated in signed Memorandums of Understanding. These sites are meant to be in strategic locations around the County to mitigate the range of transportation. Regardless of use, these sites should be checked annually by the Texas Commission on Environmental Quality to ensure these locations are suitable for debris collection sites.

## **Use of Contracted Services**

In accordance with all local, state, and federal laws, contracted services will be utilized if necessary. For most disasters or incidents, County personnel and equipment will be utilized for recovery efforts. If a disaster or incident is determined to be of such a large nature that County personnel and equipment cannot recover in a timely manner, predetermined contract services may be used. This decision will be made by the County Judge, Emergency Management Director, and/or the Smith County Commissioners Court. For contract services to be utilized, a contract must be in place prior to the disaster or incident, in accordance with FEMA and other applicable entities. The contractor and services must also be in accordance with all Codes of



Federal Regulations, and the contractor must be in good standing with the System for Award Management.

### **Contractor Provisions**

These should include payment details, contract duration, performance measures, agreements to restore any collateral damage, termination for convenience, and a conflict resolution process. Various types of contracts can be used including lump sum and time and materials. Cost plus contracts may not be used. Existing contracts may also be used if needed for rental of equipment or debris disposal. This document, and all contractor provisions will be made in accordance with all local, state, and federal regulations pertaining to recovery operations.

### **Public Information**

All public information will be coordinated with the Smith County PIO and/or Joint Information Center if established by the EOC.

- Prior to any cleanup operations all personnel involved with Public Information sharing will release information pertaining to FEMA regulations regarding separation of debris materials.
- The initial objective of releases will be to advise the public to move their debris to the curb or street side.
- After damage assessments are completed, additional information on debris pickup plans will be provided to the public. These releases will focus on the County making repeated “passes” through neighborhoods until all event-related debris is removed. To expedite the pickup process, specific schedules will not normally be provided.
- Call takers from all involved agencies will have copies of releases so that they can provide information to callers.
- Releases and other instructions will be posted on the County website.

### **Departments and Responsibilities**

The following departments are involved in the debris removal process.

- Smith County Fire Marshal’s Office
- Smith County Office of Emergency Management
- Smith County Road and Bridge Department
- Smith County Information Technology Department

- Any other department assigned to, or redesignated to, any debris removal process.

## **Administration and Support**

Reporting Requirements will coincide with all FEMA, local, state, and federal regulations.

## **Environmental and Historical Reporting**

Smith County, and all departments assisting in debris removals, will operate in accordance to all environmental regulations put forth by the Texas Commission on Environmental Quality (TCEQ). Smith County will acquire and maintain all permits for temporary and permanent sites used in the debris removal process.

In addition to environmental reporting requirements, Smith County will identify if there are any issues involving the Endangered Species Act or the Texas Historical Commission. Any operations that are thought to possibly be working in an area that could have endangered species or historical impacts will be halted until all items of concern are addressed appropriately.

## **Plan Development and Maintenance**

This plan is a part of the Smith County Emergency Operations Plan and will be included as an appendix under Emergency Support Function 3, Public Works/Road and Bridge. This plan consists of a Basic Plan and multiple Emergency Support Function annexes. The Basic Plan is the cornerstone document that provides strategic concepts on how the County prepares for and responds to a major disaster. The concepts are designed to provide guidance to County departments in the development of internal plans or standard operating procedures (SOPs). While the Basic Plan addresses general concepts, each Emergency Support Function annex is designed to address in more detail specific issues related to disaster planning or management.

The Basic Plan and each Emergency Support Function annexes are required by the State of Texas to be updated no less than every five years. The Emergency Management Coordinator, and any other person assigned, will have responsibility of maintaining all plans and annexes, ensuring that all information in the annex is accurate and reflects the current County plans and organizations. No less than once every five years, the plan will be reviewed by the Emergency Management Coordinator and any other personnel with relevant needs. This plan will be viewed and used as a live document meaning that after every exercise or disaster, the plan should be reviewed and updated as necessary.

## **Appendix 5: Incident Progression Quick Reference Sheet**

In an effort to simplify this plan for the users in the field conducting the work, a “Bottom Line Up Front” section has been added.

### **Step 1: Incident Occurs**

Immediately following an incident, most measures taken will fall under the “Emergency Protective Measures” category or EPM. This type of work is generally clearing roads of debris to allow through traffic, where the debris remains on the side of the road until removal can take place, and barricading any washed-out roadways, but may include other work as well as defined below.

Emergency work is defined as “work that must be completed immediately following a disaster to save lives, protect public health and safety, protect improved property, or eliminate or lessen an immediate threat of additional damage. Emergency work is divided in two categories:

- Debris Removal: clearing, removing, and disposing of debris when doing so is in the public interest.
  - Debris may include damaged cars and boats as well as vegetative debris, construction and demolition debris, sand, dirt, gravel, pebbles, and boulders.
- Emergency Protective Measures conducted before, during, and after an incident are eligible, if the measures:
  - Eliminate or lessen immediate threats to lives, public health, or safety, OR
  - In a cost-effective manner, eliminate or reduce immediate threats of significant additional damage to improved public or private property.”
- <https://www.fema.gov/fact-sheet/public-assistance-categories-work>
- For documentation purposes, each crew performing EPM shall:
  - perform a pSTAT entry for every affected location. See Appendix 6
  - Keep documentation for each piece of equipment and personnel to include, but not limited to, a ICS 214 log.

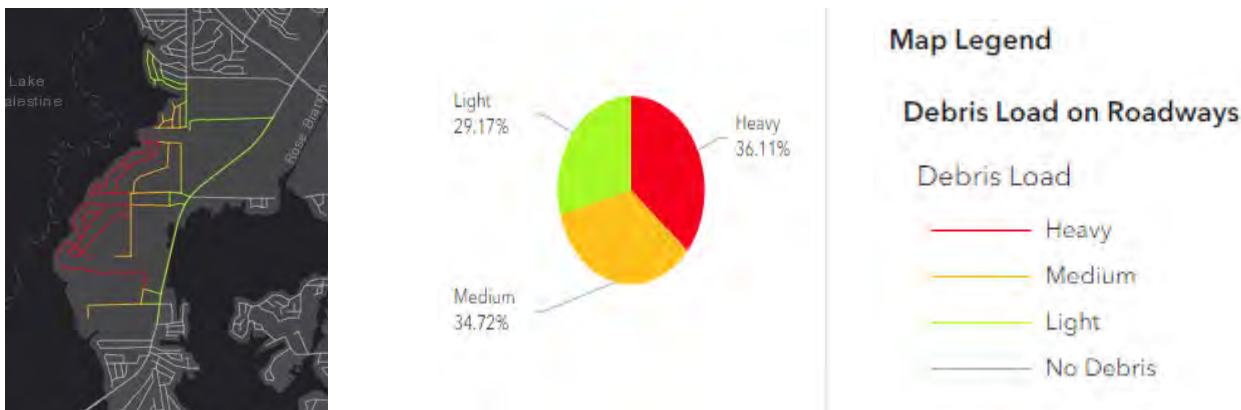
### **Step 2: Assessment of Incident**

Once the onset of the incident has subsided, crews will move into assessment phase. This will include assessing the amount and type of damage throughout the county or affected area(s) as well as increased documentation.

Crews assigned to work the incident in this phase must keep meticulous documentation. The Emergency Operations Center will be the central point for coordination. Crews will be broken down into teams and dispatched through the Road and Bridge Liaison assigned to the EOC to their respective locations to conduct damage assessments.

Once a crew finds an area with damage that crew shall:

- Communicate back to the EOC with the following information:
  - Road name or number.
  - Accumulation of debris: Light, Medium, Heavy
  - Complete a pSTAT for that location. See Appendix 7
  - Keep documentation for each piece of equipment and personnel to include, but not limited to, a ICS 214 log.
- The EOC, in collaboration with GIS will monitor communication traffic and map roadways and other affected areas utilizing arcgis mapping. (See example below)



### Step 3: Permanent Debris Removal

Once Preliminary Damage Assessments are completed crews are then able to begin permanent removal and repairs. This will include repairs of infrastructure and permanent removal of debris as well as increased documentation.

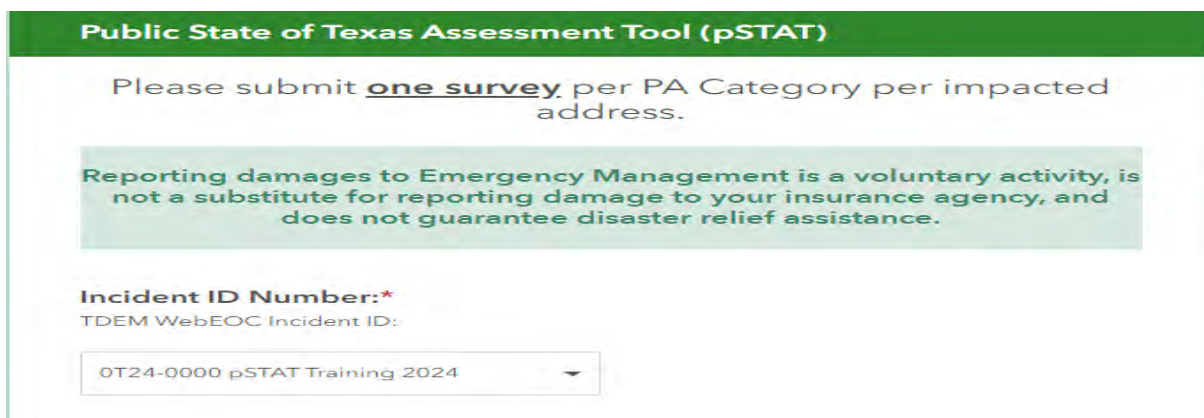
Crews shall:

- Convey to the EOC via predesignated communication routes:
  - Roadway name or number
  - Cubic yards removed
  - Keep documentation for each piece of equipment and personnel to include, but not limited to, a ICS 214 log.
- Complete a pSTAT. See Appendix 7

## **Appendix 6: pSTAT Emergency Protective Measures**

### **Step 1**

Prior to being dispatched, you should be given an Incident Number. If one has not been designated yet, use the general incident number. For example, 24-0000 General Incident Number. Each Incident Number will begin with the last two digits of the current year, and 0000 will always be general. (Below is for training only)



The screenshot shows the top portion of the pSTAT form. It has a green header bar with the text "Public State of Texas Assessment Tool (pSTAT)". Below the header, there is a instruction: "Please submit one survey per PA Category per impacted address." A green box contains a disclaimer: "Reporting damages to Emergency Management is a voluntary activity, is not a substitute for reporting damage to your insurance agency, and does not guarantee disaster relief assistance." Below this, the label "Incident ID Number:\*" is followed by "TDEM WebEOC Incident ID:". A dropdown menu is shown with the selected value "0T24-0000 pSTAT Training 2024".

### **Step 2**

Field Team Member will always be the name of the person completing the form.  
Applicant Type will always be Local Government if being completed by County employees.  
Potential Applicant Name will always be Smith County

**Field Team Member\***

Your Name

**Applicant Type:\***

**Potential Applicant Name:\***

Name of Jurisdiction, Agency, Company, etc.

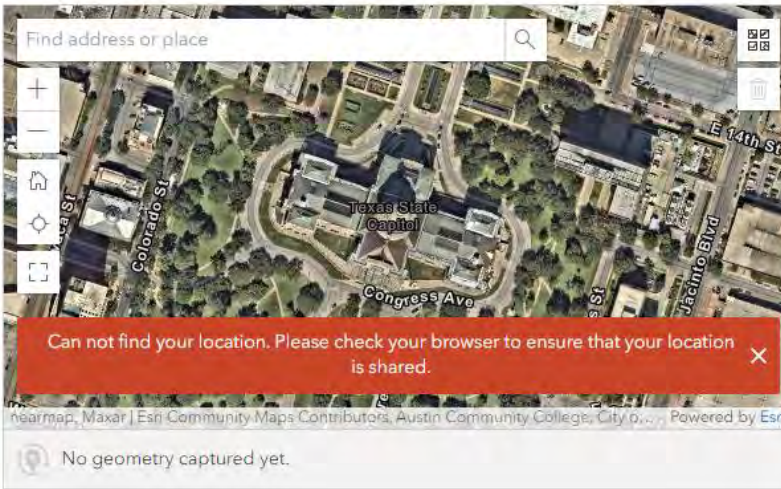
### Step 3

For location information, you can begin by typing in a city, or specific location. If you are conducting Emergency Protective Measures on an entire road, just pick a spot on the road you are on.

#### Impacted Location Information:

##### Click Map to Move Pin to Indicate the Exact Impacted Location:\*

Accurately reporting the location of the damaged structure will allow emergency management to prioritize recovery efforts in the most affected areas. Use the Search Bar or Find My Location Button along the left side of the map to help locate the proper address



### Step 4

Enter the address if known and the city. If you do not know the exact address, you can choose the nearest one, or just enter the County Road name or number. County and Zip Code should populate.

#### Street Address:\*

Verify Street Address of Dropped Map Pin

#### City/Town:\*

Verify City of Dropped Map Pin

#### County:

#### Zipcode:

### Step 5

Determine the type of disaster. This too should be evident or explained prior to departure.

#### Disaster Impacts Information: ▼

##### What type of disaster has caused the impact?\*

Select the type of disaster that caused the most significant damage to the building

☐

Severe  
Storm/Tornado

☐

Winter Weather

☐

Flood

☐

Wildfire

☐

Other

### Step 6

Use this space to include the type and number of equipment, time, and personnel used. For example, 2 hours, 1 10 yard dump truck, one backhoe, one safety truck, two chainsaws, two employees.

Utilize the space below to include any additional damages or information that you feel Emergency Management should be aware of:

### Step 7

For this example, we are going to choose Emergency Protective Measures (EPM). However, there are several options depending on the type of work you are conducting.

## Damage Assessment

*Which type of assessment would you like to submit?\**



Debris Removal (A)



Emergency Protective Measures (B)



Roads and Bridges (C)



Water Control Facilities (D)



Buildings, Equipment and Content (E)



Utilities (F)



Beaches, Parks, Transit, and Other (G)



### Step 8

Generally, for Road and Bridge employees, the activity needed is going to be other, and then type in what you are doing.

*Select all emergency activities required for the incident:*

<input type="checkbox"/> Emergency Operations Center
<input type="checkbox"/> Evacuation and Sheltering
<input type="checkbox"/> Fire Fighting
<input type="checkbox"/> Flood Fighting/Sandbagging
<input type="checkbox"/> Medical Care and Transport
<input type="checkbox"/> Provision of Supplies and Commodities
<input type="checkbox"/> Road Closures and Security
<input type="checkbox"/> Safety Inspections
<input type="checkbox"/> Search and Rescue
<input type="checkbox"/> Snow Related Activities
<input checked="" type="checkbox"/> Other
Roadway clearance for citizen and emergency through traffic.

### Step 9

Impacts to the community could be something like what is shown below, but if you observe something else, you can add to it.

If you are completing this job, there is not a donated resource.

*Describe the impacts to the community that required these activities:*

Citizens are unable to travel roads due to debris from weather.

*Were resources donated to assist with emergency work?*

☐ Yes

☒ No

☐ Unknown

### Step 10

Generally, the work will be in progress.

Cost 

*Is the work complete?\**

☐ Yes

☐ No

☒ In-progress

☐ Unknown

## Step 11

Use these percentages to determine the percentage of work completed.

30% - Cut off roadway (this is Emergency Protective Measures)

40% - CY determined (this is Disaster Assessment Teams conduction damage assessments)

80% - Moved to destruction site (debris has been removed and taken to disposal site.)

100% - Destroyed (debris has been hauled to the disposal site and destroyed)

*What percentage of the work is complete?*

## Step 12

Emergency repairs are any repairs needed in an emergency to open the roadway. This can be fill dirt, asphalt, etc.

*Enter cost of emergency repairs:\**

(Rounded up to nearest whole dollar)

### Step 13

Necessary work is the work necessary to open the road, such as using equipment to move a tree from the roadway. Cost will be determined by the type of equipment and the amount of personnel involved. Prior to departure, determine the number of crew members you are taking with you and the equipment. Use the information below and determine what the total hourly cost for the personnel plus equipment and keep up with how many hours it takes you, then enter that amount. For most cases a general estimate can be calculated by using the following criteria.

10 Cubic Yard Dump Truck - \$74.83 per hour

Pickup Truck - \$31.81 per hour

Backhoe - \$58.73 per hour

Skid Steer - \$62.21 per hour

Chainsaw - \$3.57 per hour

Personnel (average, including benefits) - \$41.78 per hour

**Enter cost of the necessary work:\***

(Rounded up to nearest whole dollar)

### Step 14

Total Emergency and Necessary Repairs cost for this facility auto populates from emergency repairs and necessary work.

**Total Emergency and Necessary Repairs cost for this facility:**

(Rounded up to nearest whole dollar)

### Step 15

Generally, the cost estimate will be best guess. If you have specific details on cost, you can elevate this to informed estimate or calculated estimate.

#### *How was the cost estimate developed?*

☐ Real Cost *(based on submitted receipts, invoices, and other documentation)*

☐ Certified Estimate *(developed and signed by engineer or other qualified personnel)*

☐ Calculated Estimate *(based off of cost/rate schedule information)*

☐ Informed Estimate *(based on historic costs for similar type of work)*

☒ Best Guess *(made due to unknown cost, variables, or unknown damage)*

### Step 16

Take as many pictures as you can that can accurately depict what you did. Generally, you want to take three before any work is done, three while work is being done, and four after.

#### **Add Images:\***

Minimum of 1 photo required. Maximum of 5 photos accepted.

**1** Drop image here or select image (maximum number of files allowed: 10)



### Step 17

Don't forget to submit

Make note of the Supporting Documentation by type of PA Submission that you may be required to submit through the TDEM Portal:

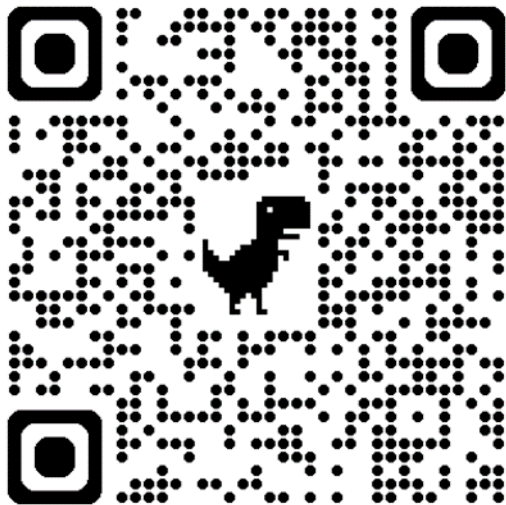
[PA Documentation Guide](#)



Submit

### QR Code for pSTAT

<https://pstat.tdem.texas.gov/#pSTATForms>



## **Appendix 7: pSTAT Debris Removal Example**

### **Step 1**

Prior to being dispatched, you should be given an Incident Number. If one has not been designated yet, use the general incident number. For example, 24-0000 General Incident Number. Each Incident Number will begin with the last two digits of the current year, and 0000 will always be general. (Below is for training only)

**Public State of Texas Assessment Tool (pSTAT)**

Please submit **one survey** per PA Category per impacted address.

Reporting damages to Emergency Management is a voluntary activity, is not a substitute for reporting damage to your insurance agency, and does not guarantee disaster relief assistance.

**Incident ID Number:\***  
TDEM WebEOC Incident ID:

### **Step 2**

Field Team Member will always be the name of the person completing the form.  
Applicant Type will always be Local Government if being completed by County employees.  
Potential Applicant Name will always be Smith County

**Field Team Member\***  
Your Name

**Applicant Type:\***

**Potential Applicant Name:\***  
Name of Jurisdiction, Agency, Company, etc.



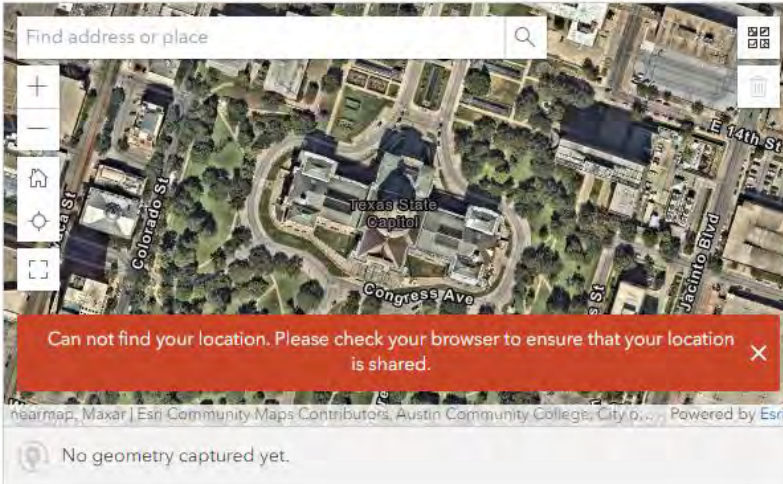
### Step 3

For location information, you can begin by typing in a city, or specific location. If you are conducting Emergency Protective Measures on an entire road, just pick a spot on the road you are on.

#### Impacted Location Information:

##### Click Map to Move Pin to Indicate the Exact Impacted Location:\*

Accurately reporting the location of the damaged structure will allow emergency management to prioritize recovery efforts in the most affected areas. Use the Search Bar or Find My Location Button along the left side of the map to help locate the proper address



### Step 4

Enter the address if known and the city. If you do not know the exact address, you can choose the nearest one, or just enter the County Road name or number. County and Zip Code should populate.

#### Street Address:\*

Verify Street Address of Dropped Map Pin

#### City/Town:\*

Verify City of Dropped Map Pin

#### County:

#### Zipcode:



### Step 5

Determine the type of disaster. This too should be evident or explained prior to departure.

#### Disaster Impacts Information: ▼

##### What type of disaster has caused the impact?\*

Select the type of disaster that caused the most significant damage to the building

☐ Severe  
Storm/Tornado

☐ Winter Weather

☐ Flood

☐ Wildfire

☐ Other

### Step 6

Use this space to include the type and number of equipment, time, and personnel used. For example, 2 hours, 1 10 yard dump truck, one backhoe, one safety truck, two chainsaws, two employees.

Utilize the space below to include any additional damages or information that you feel Emergency Management should be aware of:

### Step 7

For this example, we are going to choose Debris Removal. However, there are several options depending on the type of work you are conducting.

### Damage Assessment

*Which type of assessment would you like to submit?\**



Debris Removal (A)



Emergency Protective Measures (B)



Roads and Bridges (C)



Water Control Facilities (D)



Buildings, Equipment and Content (E)



Utilities (F)



Beaches, Parks, Transit, and Other (G)

## Step 8

Generally, for Road and Bridge employees, debris will be located on public right of way or public roads.

### Debris Removal

#### *Where is the debris located?\**

(select all that apply)

☐

Agricultural Land

☐

FHWA Roads

☐

Flood control works under the authority of NRCS

☐

Natural, unimproved land

☐

Other Public Property

☐

Private Roads

☒

Public Right of Way

☒

Public Roads

☐

Waterways

☐

Other

### Step 9

The type of debris will most likely be sand/silt/soil/mud/rocks or vegetative debris.

#### *Choose the types of debris:\**

(select all that apply)

☐ Construction and Demolition (C&D) debris

☒ Sand/Silt/Soil/Mud/Rocks

☒ Vegetative debris

☐ Hazardous debris

☐ Putrescent debris

☐ Vehicles

☐ Vessels

☐ Wet debris

☐ White goods

☐ Other

### Step 10

Cubic yards can be determined by  $(L \times W \times H) / 27$ . Or you can use the dryer method. Imagine a standard size dryer, which equals approximately 1 cubic yard and then determine how many dryers it would take to fit the debris.

*Enter quantity of sand/soil/mud/rocks:*

(cubic yards)

*Enter quantity of vegetative debris:*

(cubic yards)

### Step 11

The common name will be Smith County Material Site  
Staging location will always be NO

*Provide the common name for the disposal facility:*

(and GPS coordinates in the next section)

*Will the debris be hauled to a staging location to disposal?*

☐ Yes

☒ No

☐ Unknown

## Step 12

Work is only completed once it is destroyed. Generally, this will be in-progress. Use the percentages below to determine the percentage of work completed.

Use these percentages to determine the percentage of work completed.

30% - Cut off roadway (this is Emergency Protective Measures)

40% - CY determined (this is Disaster Assessment Teams conducting damage assessments)

80% - Moved to destruction site (debris has been removed and taken to disposal site.)

100% - Destroyed (debris has been hauled to the disposal site and destroyed)

Cost 

*Is the work complete?\**

☐ Yes

☐ No

☒ In-progress

☐ Unknown

*What percentage of the work is complete?*

 30

### Step 13

Determine the amount of emergency repairs. This can be fill dirt, asphalt, etc.

*Enter cost of emergency repairs:\**

(Rounded up to nearest whole dollar)

### Step 14

Necessary work is the work necessary to open the road, such as using equipment to move a tree from the roadway. Cost will be determined by the type of equipment and the amount of personnel involved. Prior to departure, determine the number of employees departing, and the type and number of equipment to determine a total hourly cost, then keep track of the time, or you can use \$23 per cubic yard. For most cases a general estimate can be calculated by using the following criteria.

10 Cubic Yard Dump Truck - \$74.83 per hour

Pickup Truck - \$31.81 per hour

Backhoe - \$58.73 per hour

Skid Steer - \$62.21 per hour

Chainsaw - \$3.57 per hour

Personnel (average, including benefits) - \$41.78 per hour

*Enter cost of the necessary work:\**

(Rounded up to nearest whole dollar)

### Step 15

Total Emergency and Necessary Repairs cost for this facility auto populates from emergency repairs and necessary work.

#### Total Emergency and Necessary Repairs cost for this facility:

(Rounded up to nearest whole dollar)

### Step 16

Generally, the cost estimate will be best guess. If you have specific details on cost, you can elevate this to informed estimate or calculated estimate.

#### How was the cost estimate developed?

☐ Real Cost (based on submitted receipts, invoices, and other documentation)

☐ Certified Estimate (developed and signed by engineer or other qualified personnel)

☐ Calculated Estimate (based off of cost/rate schedule information)

☐ Informed Estimate (based on historic costs for similar type of work)

☒ Best Guess (made due to unknown cost, variables, or unknown damage)



### Step 17

Take as many pictures as you can that can accurately depict what you did. Generally, you want to take three before any work is done, three while work is being done, and four after.

#### Add Images:\*

Minimum of 1 photo required. Maximum of 5 photos accepted.

**1** Drop image here or select image (maximum number of files allowed: 10)



### Step 18

Don't forget to submit

**Make note of the Supporting Documentation by type of PA Submission that you may be required to submit through the TDEM Portal:**

[PA Documentation Guide](#)



Submit

### QR Code for pSTAT

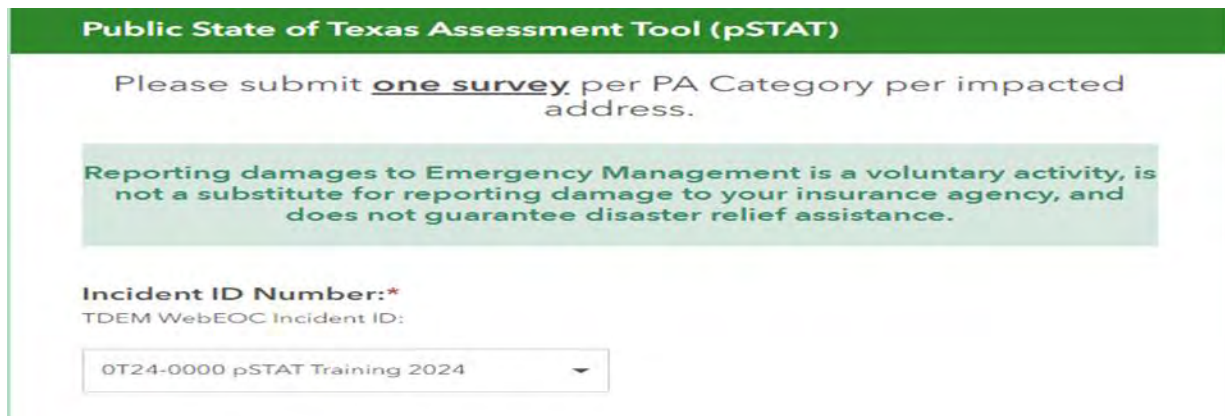
<https://pstat.tdem.texas.gov/#pSTATForms>



## **Appendix 8: pSTAT Roads and Bridges**

### **Step 1**

Prior to being dispatched, you should be given an Incident Number. If one has not been designated yet, use the general incident number. For example, 24-0000 General Incident Number. Each Incident Number will begin with the last two digits of the current year, and 0000 will always be general. **(Below is for training only)**



The screenshot shows the top portion of the pSTAT form. It has a green header bar with the text "Public State of Texas Assessment Tool (pSTAT)". Below the header, there is a instruction: "Please submit one survey per PA Category per impacted address." A light green box contains a disclaimer: "Reporting damages to Emergency Management is a voluntary activity, is not a substitute for reporting damage to your insurance agency, and does not guarantee disaster relief assistance." Below this, the label "Incident ID Number:\*" is followed by "TDEM WebEOC Incident ID:". A dropdown menu is shown with the selected value "0T24-0000 pSTAT Training 2024".

### **Step 2**

Field Team Member will always be the name of the person completing the form.  
Applicant Type will always be Local Government if being completed by County employees.  
Potential Applicant Name will always be Smith County.

**Field Team Member\***

Your Name

**Applicant Type:\***

**Potential Applicant Name:\***

Name of Jurisdiction, Agency, Company, etc.

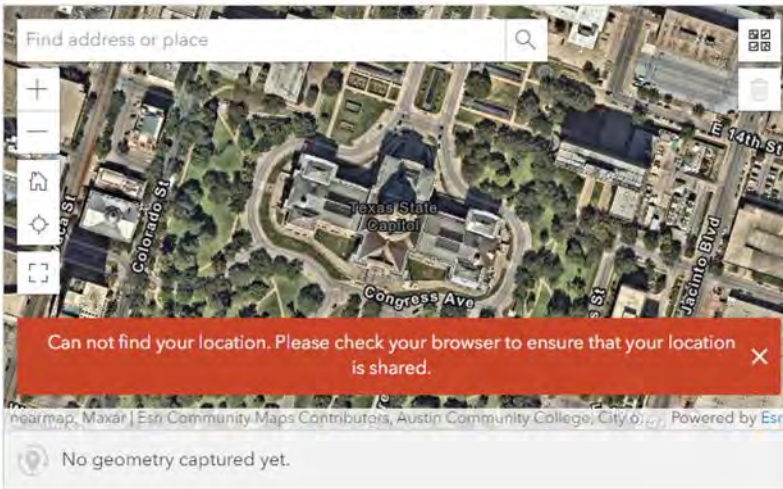
### Step 3

For location information, you can begin by typing in a city, or specific location. If you are conducting location specific road repair, such as culvert replacement, use the nearest address or move the icon for the GPS location.

#### Impacted Location Information: ▼

##### Click Map to Move Pin to Indicate the Exact Impacted Location:\*

Accurately reporting the location of the damaged structure will allow emergency management to prioritize recovery efforts in the most affected areas. Use the Search Bar or Find My Location Button along the left side of the map to help locate the proper address



### Step 4

Enter the address if known and the city. If you do not know the exact address, you can choose the nearest one, or just enter the County Road name or number. County and Zip Code should populate.

#### Street Address:\*

Verify Street Address of Dropped Map Pin

#### City/Town:\*

Verify City of Dropped Map Pin

#### County:

#### Zipcode:

### Step 5

Determine the type of disaster. This should be evident or explained prior to departure.

#### Disaster Impacts Information:

**What type of disaster has caused the impact?\***

Select the type of disaster that caused the most significant damage to the building

☐

Severe  
Storm/Tornado

☐

Winter Weather

☐

Flood

☐

Wildfire

☐

Other

### Step 6

Use this space to include the type and number of equipment, time, and personnel used. For example, 2 hours, 1 10 yard dump truck, one backhoe, one safety truck, two chainsaws, two employees.

**Utilize the space below to include any additional damages or information that you feel Emergency Management should be aware of:**

### Step 7

For this example, we are going to choose Debris Removal. However, there are several options depending on the type of work you are conducting.

## Damage Assessment

*Which type of assessment would you like to submit?\**

☐ Debris Removal (A)

☐ Emergency Protective Measures (B)

☒ Roads and Bridges (C)

☐ Water Control Facilities (D)


☐ Buildings, Equipment and Content (E)

☐ Utilities (F)

☐ Beaches, Parks, Transit, and Other (G)

### Step 8

Generally, this will be “No.”

**Roads and Bridges** 

*Is this road/bridge a federal aid road?*

☐ Yes

☒ No

☐ Unknown

### Step 9

Generally, this will be “No.”

*Is this a private road/bridge?*

☐ Yes

☒ No

☐ Unknown

**Step 10**

Each type of facility will open up a separate dropdown menu for completion. Pick the most applicable choice, then fill out the correct choices.

*Choose the type of facility:*



Road (no culvert)



Road with culvert



Bridge



Low Water Crossing

**Step 11**

The common name for the facility will be the name of the road you are working on.

*Enter the common name for the facility:*

**Step 12**

This is referring to Step 10. Depending on what you selected, the options will be different.

*Choose the type of road:*

☐ Asphalt

☐ Chip and Seal

☐ Composite

☐ Concrete

☐ Gravel

☐ Wood

☐ Other



**Step 13**

Use the space to describe the damage. A narrative detailing what happened, dimensions, materials, etc.

***Describe the damage to the facility:***

(cause of damage, dimensions, materials, etc.)

255

**Step 14**

Use the space to describe the necessary repairs. A narrative detailing what you think it will take to fix the issue, dimensions, materials, special equipment, etc.

***Describe the necessary repairs:***

(dimensions, materials, special equipment, etc.)

255

### Step 15

Answer to the best of your abilities. If you do not know, select “Unknown.”

#### Special Considerations

*Do the repairs occur in or near water?*

☒ Yes

☐ No

☐ Unknown

### Step 16

Answer to the best of your abilities. If you do not know, select “Unknown.”

*Will there be ground disturbing activities associated with the work?*

☒ Yes

☐ No

☐ Unknown

### Step 17

Answer to the best of your abilities. If you do not know, select “Unknown.”

*Is the damaged facility older than 45 years?*

☐ Yes

☐ No

☐ Unknown

**Step 18**

Answer to the best of your abilities. If you do not know, select “Unknown.”

*Are there hazardous debris disposal issues?*

☐ Yes

☐ No

☐ Unknown

**Step 19**

Answer to the best of your abilities. If you do not know, select “Unknown.”

*Is the facility covered under an existing insurance policy for the hazard?*

☐ Yes

☐ No

☐ Unknown

## Step 20

This will be most likely be “No” or “In-progress.” If “No” the work will be done by “Force Account Labor” and “Force Account Equipment.” This means Smith County employees and equipment are completing the work.

Cost 

*Is the work complete?\**

☐ Yes

☒ No

☐ In-progress

☐ Unknown

*How will the work be completed?*

☐ Contract

☒ Force Account Labor

☒ Force Account Equipment

☐ Mutual Aid

### Step 20 Continued

If the work is “In-progress” use the calculations below.

20% - Emergency Protective Measures have been taken and roadway closed if necessary.

40% - Roadway has been evaluated for needed repairs. Roadway still remains closed if necessary.

80% - Materials have been ordered and construction has begun.

100% - Roadway is open and all work is complete.

*What percentage of the work is complete?*

### Step 21

Answer to the best of your abilities. If you do not know, select “Unknown.”

*Were emergency repairs necessary to lessen an immediate threat to life, safety or property?*

(Separate from necessary work costs)

☐ Yes

☐ No

☒ Unknown

## Step 22

Emergency Repairs can be the cost of barriers, emergency materials, etc.

### ***Enter cost of emergency repairs:*\***

This is work that has already been completed and the cost was paid for up front by the entity.

(Rounded up to nearest whole dollar)

## Step 23

This is an ESTIMATE

### ***Enter cost of the necessary work:*\***

This is an estimated cost of the total work still to be completed for the damages associated to this submission.

(Rounded up to nearest whole dollar)

## Step 24

This will auto-populate

### **Total Emergency and Necessary Repairs cost for this facility:**

(Rounded up to nearest whole dollar)

Either the Emergency Repairs Cost or the Necessary Work Costs needs to be greater than 0.

### Step 25

Generally, the cost estimate will be best guess. If you have specific details on cost, you can elevate this to informed estimate or calculated estimate.

#### *How was the cost estimate developed?*

☐ Real Cost *(based on submitted receipts, invoices, and other documentation)*

☐ Certified Estimate *(developed and signed by engineer or other qualified personnel)*

☐ Calculated Estimate *(based off of cost/rate schedule information)*

☐ Informed Estimate *(based on historic costs for similar type of work)*

☒ Best Guess *(made due to unknown cost, variables, or unknown damage)*

### Step 26

Take as many pictures as you can that can accurately depict what you did. Generally, you want to take three before any work is done, three while work is being done, and four after.

#### **Add Images:**\*

Minimum of 1 photo required. Maximum of 5 photos accepted.

1 Drop image here or select image (maximum number of files allowed: 10)





**Step 27**

Don't forget to submit.

If you are using a mobile device such as a phone or tablet, there might be a checkmark at the bottom right to submit.

**Make note of the Supporting Documentation by type of PA Submission that you may be required to submit through the TDEM Portal:**

[PA Documentation Guide](#)



Submit

## **Appendix 9 – Debris Monitoring Information**

DEBRIS MONITOR DUTIES AND RESPONSIBILITIES		
FEMA	Applicant Debris Monitor	Applicant Field Supervisor
Debris Operations		
<ul style="list-style-type: none"> <li>• Validate certification of trucks and trailers.</li> <li>• Evaluate operational efficiency.</li> <li>• Oversee documentation requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure trucks are measured, certified, and operated properly.</li> <li>• Ensure trucks are loaded properly and loads are accurately evaluated.</li> <li>• Verify load tickets are properly completed and controlled.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure only debris from approved public areas is removed.</li> <li>• Assist in measuring all debris hauling trucks and trailers for truck certification. Coordinate with the appropriate contractor representatives, if applicable, to confirm certification completion.</li> </ul>
Management and Oversight		
<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure debris sites are properly mobilized and administered.</li> <li>• Ensure accurate recordkeeping and appropriate documentation.</li> <li>• Ensure contractor activities are conducted as mandated in contractor SOW.</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as the first line of management for debris monitors and assist with any questions or conflicts that arise.</li> <li>• Prepare a daily written report of all activities observed and include photographs.</li> <li>• Be familiar with all phases of debris management operations.</li> </ul>

DEBRIS MONITOR DUTIES AND RESPONSIBILITIES
Applicant Debris Loading Monitor
Safety
<ul style="list-style-type: none"> <li>• Check area for safety considerations, such as downed power lines, children playing in the area, traffic control needs, and safe operation of trucks and equipment.</li> <li>• Implement all safety requirements.</li> <li>• Before work begins, inspect areas to identify covered utility meters, transformers, fire hydrants, mailboxes, etc. (as a baseline to account for any damage as a result of the debris removal operations).</li> <li>• Ensure that debris loads are contained properly before leaving the loading area.</li> </ul>
Eligibility

<ul style="list-style-type: none"> <li>• Determine whether each load is to be claimed for reimbursement based on established eligibility criteria, and mark load tickets, if ineligible, for FEMA reimbursement.</li> <li>• Validate eligible hazardous trees, including hangers, leaners, and stumps.</li> <li>• Verify global positioning system (GPS) readings or an address/location for leaning trees, trees with hanging limbs, and uprooted/exposed stumps that constitute an immediate threat; a separate ticket should be written for these items if required in the contract.</li> <li>• Do not issue tickets for trucks that arrive at pick-up sites already loaded or partially loaded.</li> <li>• Ensure that force account labor and debris contractor work is within the assigned SOW.</li> </ul>
<b>Compliance</b>
<ul style="list-style-type: none"> <li>• Obtain and become familiar with the requirements outlined in all debris removal and disposal contracts to ensure the contract requirements are implemented correctly.</li> <li>• Report to field supervisor if debris removal work does not comply with all local ordinances as well as SLTT and Federal regulations (i.e., improper disposal of hazardous wastes).</li> </ul>
<b>Debris Operations</b>
<ul style="list-style-type: none"> <li>• Ensure that hazardous wastes are not mixed into loads.</li> <li>• Record the types of equipment used (for time-and-materials contracts).</li> <li>• Record the hours equipment was used, including down time of each piece of equipment by day (for time- and-materials contracts).</li> <li>• Ensure that only debris specified by the Applicant is collected for loading and hauling.</li> <li>• Ensure only debris from approved public areas is removed.</li> <li>• Ensure the work area is clear of debris before equipment is moved to a new loading area.</li> <li>• Prepare complete and accurate load tickets.</li> <li>• Issue load tickets for each debris load to the truck driver.</li> <li>• Evaluate and record performance and productivity of debris removal crews.</li> </ul>
<b>Communication</b>
<ul style="list-style-type: none"> <li>• Remain in constant contact with debris management/dispatch center or field supervisor.</li> <li>• Report issues (such as safety concerns, contractor non-compliance, and improper equipment use) to field supervisor.</li> <li>• Maintain a log of debris operations issues.</li> <li>• Photograph and provide written documentation of any damage to utility components, driveways, road surfaces, private property, vehicles, etc.</li> <li>• Perform other duties as directed by designated debris management personnel.</li> </ul>

<b>DEBRIS MONITOR DUTIES AND RESPONSIBILITIES</b>
<b>Applicant Debris Tower/Site Monitor</b>
<b>Safety</b>
<ul style="list-style-type: none"> <li>• Check area for safety considerations, such as downed power lines, children playing in the area, traffic control needs, and safe operation of trucks and equipment.</li> <li>• Implement all safety requirements.</li> </ul>
<b>Compliance</b>

<ul style="list-style-type: none"> <li>• Obtain and become familiar with the requirements outlined in all debris removal and disposal contracts to ensure the contract requirements are implemented correctly.</li> <li>• Report to field supervisor if debris removal work does not comply with all local ordinances as well as SLTT and Federal regulations (i.e., improper disposal of hazardous wastes).</li> <li>• Coordinate with management to ensure and verify that DMSs are properly permitted for the debris reduction methods utilized.</li> </ul>
<b>Debris Operations</b>
<ul style="list-style-type: none"> <li>• Ensure that hazardous wastes are not mixed into loads.</li> <li>• Record the types of equipment used (for time-and-materials contracts).</li> <li>• Record the hours equipment was used, including down time of each piece of equipment by day (for time- and-materials contracts).</li> <li>• Accurately measure and document load hauling compartments for trucks and trailers to compute volume capacity in CY for each truck and trailer prior to its commencement of debris hauling operations (recertify on regular basis).</li> <li>• Recertify and re-measure truck capacities on a regular basis.</li> <li>• Ensure that truck loads are accurately credited. <ul style="list-style-type: none"> <li>○ Estimate the percentage of full capacity for each truck or trailer load.</li> <li>○ Ensure trucks are not artificially loaded (e.g., debris is wetted, fluffed, or not compacted).</li> </ul> </li> <li>• Verify the origination of debris and the destination either through load tickets or electronic monitoring (ADMS).</li> <li>• Physically control load tickets.</li> <li>• Ensure that all debris is removed from trucks at DMSs.</li> <li>• Monitor site development and restoration of DMSs.</li> <li>• Oversee debris reduction (grinding, burning, chipping, etc.).</li> </ul>
<b>Communication</b>
<ul style="list-style-type: none"> <li>• Remain in constant contact with debris management/dispatch center or field supervisor.</li> <li>• Report issues (such as safety concerns, contractor non-compliance, and improper equipment use) to field supervisor.</li> </ul>

## GENERAL DEBRIS MONITORING TIPS AND CONSIDERATIONS

### Equipment

- The most common unit of measurement for vegetative and C&D debris is the CY. Debris trucks are evaluated for capacity at the DMS or final disposal sites. Applicants should require contractors to use appropriate equipment to load debris efficiently so that the maximum level of compaction can be achieved to facilitate expeditious removal of debris from the public rights-of-way.
- All trucks and trailers will be measured and placarded with the measured capacity of the vehicle. The Applicant should photograph all trucks/trailers to ensure that the capacity is not reduced by removing sideboards or tailgates on the truck as the debris removal operation unfolds.
- Equipment limitations affect the maximum loading capacity of some vehicles.
- ***Hand-loaded trucks and trailers*** cannot achieve compaction levels comparable to mechanically loaded vehicles. This effectively reduces the capacity of the hand-loaded truck or trailer compared to a truck or trailer that is loaded mechanically. Therefore, FEMA only reimburses 50 percent of the debris monitor's observed capacity for a hand-loaded truck or trailer. Example: If a hand-loaded truck or trailer appears to be 100 percent full, that load should be recorded at 50 percent. Hand-loading debris in trucks or trailers does not achieve maximum compaction, and as a result, debris removal operations take longer to complete. A hand-loaded truck hauls less debris by weight per CY than a mechanically loaded truck.<sup>35</sup>
- ***A truck with no tailgate or no solid tailgate*** cannot be compacted to its full capacity; therefore, FEMA would automatically apply a 15 percent reduction to the total quantity and only considers a maximum of 85 percent of the certified truck capacity for reimbursement purposes.

### Debris Challenges

- ***Vegetative Debris Challenges:*** Hazardous leaners, stumps, and hangers can be difficult to measure consistently (particularly because monitors must determine if leaners are leaning at least 30 degrees and eligible to be cut). Debris monitors should have a map of all roads and work with the Applicant's public works department to determine the length and location of the public right-of-way.
- ***Construction and Demolition Debris Challenges:*** Debris generated from prior construction work may be comingled with disaster-generated C&D debris by citizens. Some citizens may claim that remodeling or renovation work is C&D material too. Many people will choose to remodel a house after a storm instead of demolishing it. The materials from the remodeling are not eligible; these are notable because they look like new materials instead of disaster-damaged materials. A rule of thumb is that no bricks or foundation material would be hauled or considered eligible for FEMA PA reimbursement.
- ***Hazardous Waste Challenges:*** Health issues, such as headaches and vomiting, can arise at a burning site if the debris stream includes mixed debris and hazardous chemicals. Soil and air contamination can occur at the pick-up location, along the transit route, and at the DMS. Appropriate precautionary measures should be implemented when hazardous materials are identified. Further, the Applicant should implement proactive measures to ensure that all hazardous materials are identified.
- ***White Goods Challenges:*** When debris removal is extended beyond 90-180 days, some residents will try to discard their current appliance for free by claiming it is storm debris. The disposal requirements for white goods should include instruction on how to prepare the white goods, ensuring the materials on the curb do not present a safety hazard.
- ***Animal and/or Plant Pest and Noxious Weeds Challenges:*** When debris is generated from within a regulated area to suppress and control an animal/plant pest, such as the Asian Longhorn Beetle, it becomes important to ensure that the movement of debris does not allow the spread of said pest outside of the area of containment. It will be important to follow proper biosecurity measures and environmental

## GENERAL DEBRIS MONITORING TIPS AND CONSIDERATIONS

assessments, plus coordination with State and Federal regulators, prior to removal of debris from a containment area and similar approvals to move them to another area, especially across local/tribal/state lines.<sup>36</sup>

### Monitoring Tips

Monitors should be aware of situations that could impact an Applicant's reimbursement under the PA program. They should look for:

- ***Inaccurate Truck Capacities:*** Trucks should be measured before operating and load capacities should be documented by truck number. Periodically, the Applicant should pull trucks out of operation and re-measure.
- ***Trucks Not Fully Loaded:*** Do not accept the contention that loads are higher in the middle and if leveled would fill the truck. Monitors should check to see if that statement is valid.
- ***Trucks Lightly Loaded:*** Trucks may arrive loaded with treetops (or a treetop) with extensive voids in the load. Trucks need to be loaded to their full capacity with front-end loaders or other similar equipment to compress the debris materials and remove any voids.
- ***Trucks Overloaded:*** Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed, even if material is above the sideboards. If a truck is measured to carry 18 CY, it cannot receive credit for more than 18 CY. However, it can receive credit for less if not fully loaded or lightly loaded as described above.
- ***Changing Truck Numbers:*** Typically, trucks are listed by an assigned vehicle number and capacity. There have been occasions where truck or trailer numbers with a smaller carrying capacity have been changed to one with a larger capacity. For instance, a 20 CY truck may have a number for a truck that can carry 30 CY. This can be detected if the Applicant periodically re-measures the trucks or records actual license plate numbers in addition to a description of the truck. Maintaining truck and trailer certifications with attached photographs at the DMS tower can assist in eliminating such activities.
- ***Reduced Truck Capacity or Increased Truck Weight:*** On some occasions, trucks have had heavy steel grating welded 2 to 3 feet above the bed after being measured, thus reducing the capacity or inflating the weight of a load. This can be detected by periodically re-measuring the truck bed or recertifying the truck tare weight.
- ***Wet Debris When Paid by Weight:*** Excessive water added to debris increases the weight of the load. This can be detected during monitoring if there is excessive water dripping from the truck bed or by inspecting the truck bed immediately after unloading. The Applicant should periodically recertify the truck tare weight.
- ***Multiple Counting of the Same Load:*** To prevent reentry with the same load, trucks should not exit the disposal site without unloading. This can be prevented by observing the time of departure and time of arrival recorded on the driver's load ticket. This check may also indicate problems with the Applicant's debris monitors at the loading or unloading site. Tower monitors should ensure the load ticket is checked in and compared to the tower log-in sheet to determine if the truck's round-trip time is appropriate.

## GENERAL DEBRIS MONITORING TIPS AND CONSIDERATIONS

- **Picking up Ineligible Debris:** Debris monitors should be present at loading sites. Monitors should have a good understanding of eligible debris and any time limits imposed on picking up specific types of debris. Examples of ineligible debris activities include sweeping areas for abandoned cars and white goods; cleaning up illegal dump sites; removing cut trees from subdivisions under development; removing debris from private property; and removing/cutting trees from off rights-of-way in rural areas.

## DEBRIS MONITOR GUIDELINES FOR ESTIMATING QUANTITIES

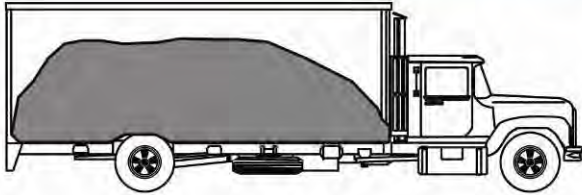
### Monitoring Debris Trucks – Guideline for Estimating Loads in Trucks

- Check the truck number on the placard.
- Check that the capacity (size) of the truck written on the ticket matches the size marked on the side of the truck.
- Observe the truck load from the tower. Make sure that the truck is loaded with disaster debris. Ensure that the truck is not falsely loaded.
- When the truck leaves, make sure it is completely empty.
- If there is no tailgate on a truck, the truck is not full. The maximum estimate of the capacity of the load is 85 percent full. However, the monitor must use good judgment to determine if the load is really 85 percent. It is more likely that the truck is between 40 percent and 60 percent full.
- There are other percentage variations of how a truck can be filled (see illustrations and photographs that follow).
- If there is a handloaded truck, there is an automatic 50 percent reduction.

Note: It is difficult, though not impossible, for a truck to be 100 percent loaded because woody debris, trees, branches, and rubble cannot be placed in a truck without having air holes. Applicant debris monitors typically record estimated volumes in 5 percent increments. FEMA will allow a truck to be recorded as 100 percent full if debris volumes can reasonably (and safely) be estimated to meet or exceed certified truck container capacities.

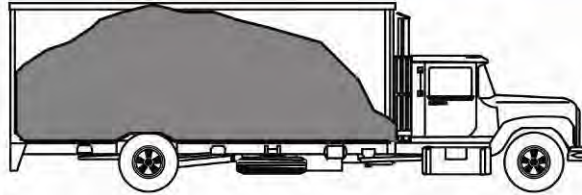


## DEBRIS MONITOR GUIDELINES FOR ESTIMATING QUANTITIES



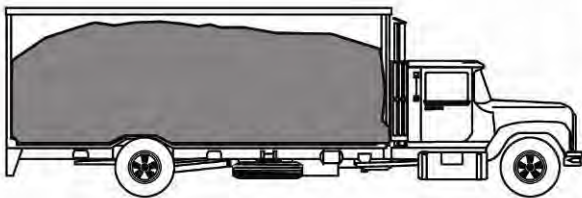
### 60 Percent Debris Load in Truck

If truck bed measured 20 cubic yards (CY), this 60 percent load would be 12 CY.



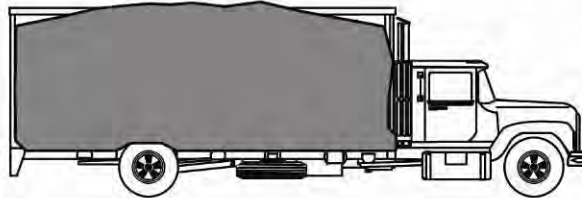
### 75 Percent Debris Load in Truck

If truck bed measured 20 CY, this 75 percent load would be 15 CY.



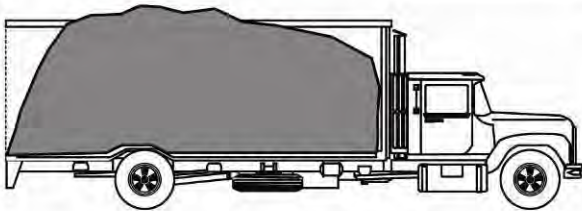
### 85 Percent Debris Load in Truck

If truck bed measured 20 CY, this 85 percent load would be 17 CY.



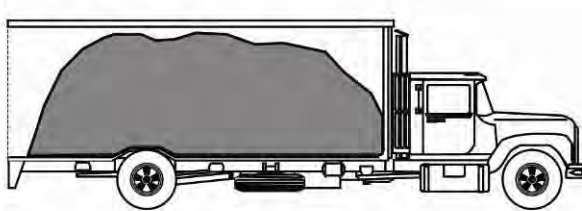
### 95 Percent Debris Load in Truck

If truck bed measured 20 CY, this 95 percent load would be 19 CY.



### 85 Percent Debris Load in Truck w/ No Tailgate

This truck has no structural tailgate—the capacity would automatically be reduced from 20 CY to 17 CY (15 percent reduction). Then the debris load itself is 85 percent of fully loaded—14.5 CY.



### 75 Percent Debris Load in Truck w/ No Tailgate

This truck has no structural tailgate—the capacity would automatically be reduced from 20 CY to 17 CY (15 percent reduction). Then the debris load itself is 75 percent of fully loaded—12.8 CY.

## DEBRIS MONITOR GUIDELINES FOR ESTIMATING QUANTITIES



Truck without a structural tailgate. Its maximum load is automatically reduced to 85 percent of the rated truck size.



Truck without a tailgate. Its load capacity is automatically reduced to 85 percent. Slat-sided trucks may not be capable of being mechanically compacted. This means the truck capacity should be further reduced.



Truck without a tailgate. Its maximum load capacity is reduced to 85 percent. This truck is claimed to be 'fully loaded' with branches sticking above the top and beyond the back of the truck bed-the actual load is only 75 percent.



Truck with branches extending above the top of the truck sides. Although claiming to be 'fully loaded,' the load is filled with air pockets and the actual load is only 70 percent of the rated load capacity.



This 20-CY roll-off container has a tailgate (in open position). The load appears to be near top of truck sides and was estimated at 85 percent. The assessment was done from the ground; no monitor tower was used at this DMS (see next photograph).



This is the actual load from the 20-CY container truck shown on left. It measures approximately 4 CY when on the ground.

## TYPES OF DEBRIS AND MONITORING CONSIDERATIONS

Type of Debris	Description of Debris	Considerations for Monitoring Operations
<b>Vegetative</b>	Includes whole trees, tree stumps, tree branches, tree trunks, and other leafy material.	<ul style="list-style-type: none"> <li>Verify that only eligible debris is counted for reimbursement purposes; keep a map of all roads and rights-of-way for area.</li> <li>Ineligible debris should be identified accordingly.</li> <li>Evaluate the loaded capacities of the trucks/trailers to determine the percentage of the rated capacity.</li> <li>Hand-loaded trucks/trailers are graded at 50 percent of a load because of the low compaction achieved by hand-loading.<sup>37</sup></li> <li>This type of debris may be recyclable or have salvage value; document separation and salvage operations when implemented.</li> <li>For special vegetative debris considerations, please refer to the PAPPG.<sup>38</sup></li> </ul>
<b>Construction and Demolition (C&amp;D)</b>	Includes, but is not limited to, damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.	<ul style="list-style-type: none"> <li>To be eligible for PA funding, C&amp;D debris must present an immediate threat.</li> <li>Must be disaster-generated.</li> </ul>
<b>Hazardous Waste</b>	<p>Waste that is potentially harmful to human health or the environment that exhibits at least one of the following four characteristics:</p> <ul style="list-style-type: none"> <li>Ignitability</li> <li>Corrosivity</li> <li>Reactivity</li> <li>Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>Hazardous wastes may require segregation and special handling.</li> <li>Document improper segregation.</li> <li>Notify appropriate authorities if unsafe practices are observed during handling and disposal (know required safety procedures for the circumstances).</li> <li>Monitor processing carefully and regularly to verify the proper precautions are taken and the chain-of-custody is maintained.</li> <li>Verify that hazardous wastes are delivered to an appropriate DMS, as they can require special handling, transportation, and final disposition.</li> </ul>
<b>Household Hazardous Waste (HHW)</b>	Includes hazardous products and materials used and disposed of by residential consumers, such as some paints, stains, varnishes, solvents, pesticides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances or are corrosive or toxic.	<ul style="list-style-type: none"> <li>Verify and document that HHW is picked up and handled by specialists from the State's DEQ and/or the EPA and managed in designated areas within the DMS.</li> <li>Verify and document that the chain-of-custody is maintained throughout the collection, handling, transport, and disposal of HHW.</li> </ul>
<b>Electronic Waste (e-waste)</b>	Includes electronics such as cathode ray tubes (computer monitors and televisions) that contain hazardous materials.	<ul style="list-style-type: none"> <li>Ensure e-waste is segregated.</li> <li>Ensure e-waste is removed intact, collected, and stored at the DMS for later processing.</li> <li>Document separation and salvage activities.</li> </ul>

## TYPES OF DEBRIS AND MONITORING CONSIDERATIONS

Type of Debris	Description of Debris	Considerations for Monitoring Operations
<b>White Goods</b>	Includes discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters.	<ul style="list-style-type: none"> <li>Document that white goods are collected separately, cleaned, and processed to remove putrescent debris inside and to remove all oils, solvents, and refrigerants.</li> <li>Verify and document that the DMS has adequate space for processing white goods if collected without being cleaned.</li> <li>Document separation and salvage activities.</li> </ul>
<b>Soil, Mud, and Sand</b>	Can be deposited on streets, sidewalks, storm and sanitary sewers, water treatment facilities, drainage canals and basins, parks, and public swimming pools.	<ul style="list-style-type: none"> <li>Document that only disaster-generated silt and soils are removed (must know pre-disaster condition and documented maintenance).</li> <li>Document any contaminated soil issues to ensure proper handling, processing, and disposition.</li> <li>Verify that any contaminated disaster-generated soils are addressed by specialists from the State's DEQ and/or the EPA and managed appropriately in designated areas.</li> </ul>
<b>Vehicles and Vessels</b>	Includes vehicles and vessels meeting one of the following criteria: <ul style="list-style-type: none"> <li>Presents a hazard or immediate threat that blocks ingress/egress within a public use area.</li> <li>It is abandoned.</li> <li>Applicant followed local ordinance and SLTT and Federal laws in securing possession.</li> <li>Applicant has verified chain-of-custody for the vehicle or vessel.</li> </ul>	<ul style="list-style-type: none"> <li>Verify that each vehicle or vessel identification number is documented and processed appropriately.</li> <li>Verify that collected vehicles and vessels are transported to a secure collection area.</li> <li>Verify that vehicles are processed to remove all minerals and fluids before processing or destruction.</li> <li>Document separation and salvage activities that are implemented.</li> </ul>
<b>Putrescent Debris</b>	Includes debris that will decompose or rot, such as animal carcasses.	<ul style="list-style-type: none"> <li>Document that collection is in accordance with contract specifications or other requirements.</li> <li>Document actual volume of putrescent debris.</li> </ul>
<b>Infectious Waste</b>	Waste capable of causing infection in humans including contaminated animal waste, human blood and blood products, medical waste, pathological waste, and discarded sharps.	<ul style="list-style-type: none"> <li>Document that collection and separation is in accordance with prescribed safety and medical practices.</li> <li>Document volume of debris.</li> <li>Verify that infectious waste debris quantities are well documented, and chains-of-custody are maintained.</li> <li>Special handling, containerization, and disposal may be required.</li> </ul>
<b>Chemical, Biological, Radiological, and Nuclear (CBRN)-Contaminated Debris</b>	Includes debris contaminated by CBRN sources.	<ul style="list-style-type: none"> <li>Ensure CBRN-contaminated debris is cleared by law enforcement officials before removal so as not to undermine integrity of the crime scene (as from a man-made disaster).</li> <li>Be aware of the types of evidentiary material being sought in case debris is located outside of the identified crime scene.</li> <li>Verify and document the separation, processing, and disposal to ensure it follows the prescribed procedures.</li> </ul>



# DEBRIS MONITOR RESPONSIBILITIES FOR LOAD TICKETS

Load Ticket Information	Monitor Load Ticket Responsibilities	
	Loading Monitor	Tower/Site Monitor
Preprinted ticket number	Not Applicable	Not Applicable
Contract number	Contracts may be identified by a number or name	
Prime contractor's name		
Date	X	
Truck number	X	
Truck driver's name	X	
Vegetation	X	
Construction and Demolition Debris	X	
White Goods	X	
Household Hazardous Waste	X	
Other (required to be described applicable)	X	
Load location	X (GPS or address preferred)	
Loading date/time (departure from collection location)	X	
Loading Site Monitor name/signature	X	
Truck capacity in cubic yards or tons		X
Load size, either cubic yards (percent of capacity) or tons		X
Unloading location		X
Unloading date/time (arrival at disposal site)		X
Tower/Site Monitor name/signature		X

## TYPES OF DEBRIS REMOVAL CONTRACTS AND MONITORING CONSIDERATIONS

Contract Type	Description of Contract	Considerations for Monitoring Operations
<b>Unit Price Contract</b>	<ul style="list-style-type: none"> <li>• Used when individual work tasks are known but the total amount of work cannot be verified.</li> <li>• Units of work can be measured in terms of weight, volume, or any other quantifiable measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of the location, eligibility, and quantities of debris is essential because the unit price contract is based on an estimate of debris quantities.</li> <li>• Closely monitor pick up, transportation, eligibility determination, segregation, staging, reduction, and final disposition.</li> <li>• Maintain management of truck/trailer measurements; certify all trucks before use.</li> </ul>
<b>Lump-Sum Contract</b>	<ul style="list-style-type: none"> <li>• Used when the SOW can be identified and quantified; use for a well-defined SOW with a finite contract period.</li> </ul>	<ul style="list-style-type: none"> <li>• Loading monitors must validate that only contract-identified debris is collected.</li> <li>• Debris should only be obtained from eligible sources.</li> <li>• DMS site monitors should carefully review processing of materials (quantities collected for processing and quantities post-processing).</li> <li>• Document truckloads and debris volumes to make sure final volume matches contract.</li> </ul>
<b>Time-and-Materials Contract</b>	<ul style="list-style-type: none"> <li>• Used when the SOW necessary to achieve an outcome is unknown contractor is paid for actual time, equipment usage based on hourly rates, and materials used (a ceiling prices is required).</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring must be thorough.</li> <li>• Inspection reports should be produced every day and should include the following information:                             <ul style="list-style-type: none"> <li>○ Number of hours worked</li> <li>○ Type and quantity of each type of truck/trailer/equipment used</li> <li>○ Verification of equipment hours—document active work hours only; “stand-by” time is not eligible for FEMA funding</li> <li>○ Verification of labor hours compared to equipment hours</li> <li>○ Document weather conditions as they might affect daily work</li> <li>○ Monitor production rates for each staging and reduction site</li> <li>○ Monitor performance</li> <li>○ Check quantities of debris hauled (CY)</li> <li>○ Load tickets can be used as a way of checking contractor efficiency if debris is hauled based on CY</li> </ul> </li> </ul>

## **Appendix 10 – Sample Debris Monitoring Plan and Monitoring Forms**

The \_\_\_\_\_ has entered into a contract with \_\_\_\_\_ for the purpose of:

- Removing storm-generated debris from \_\_\_\_\_ rights-of-way and hauling the debris to a temporary debris management site (DMS) for volume reduction and/or to a final disposal site
- Setting up and operating \_\_\_\_\_ ( ) DMS located at \_\_\_\_\_
- Hauling chips/mulch from the debris volume reduction site(s) to a location of the Debris Manager's choosing

The Debris Manager will be responsible for monitoring the contractor's debris removal and disposal activities using debris monitoring contractor personnel to prepare debris load tickets and oversee the debris removal and disposal contractor's operations.

### **2.0 Purpose**

The purpose of this plan is to outline the debris monitoring responsibilities of the debris monitoring contractor's personnel. This plan is subject to revision based on changing conditions.

### **3.0 Monitoring Operations**

The debris removal and disposal contractor will be responsible for removing all eligible debris from maintained street rights-of-way and hauling the debris to designated DMSs.

Contractor debris monitoring activities will be controlled by the Contractor's Project Manager located at \_\_\_\_\_. Phone number is \_\_\_\_\_.

The debris monitor's workday is expected to be from 7 a.m. to 6 p.m., or a maximum of 10 hours per day, 7 days per week.

Debris monitors will be responsible for initiating debris load tickets at contractor debris loading sites and estimating and recording the quantity of debris, in cubic yards (CY) on debris load tickets of *all* vehicles entering temporary DMSs (Figure B-1).

#### **3.1 Loading Site Monitors**

The loading site monitor is responsible for completing the debris load ticket, the Daily Loading Site Monitor Log, and the Daily Debris Issue Log. Each of these is described below.

##### *Sample Debris Load Ticket*

The loading site monitor will complete Section 1 of the load ticket (Figure B-1) for all contractor debris-hauling vehicles. The monitor will keep one copy and give the original and remaining copies to

the truck driver. The monitor's copy will be submitted to the debris monitoring contractor's Data Entry Supervisor or designated representative on a daily basis. Load ticket information will be entered into a database by the monitoring contractor's data entry staff.

<b>Load Ticket</b>		Ticket No. <b>0012345</b>	
Municipality (Applicant)		Prime Contractor	
		Sub-Contractor	
<b>Truck Information</b>			
Truck No		Capacity	
Truck Driver (print legibly)			
<b>Loading Information</b>			
<b>Loading</b>	Time	Date	Inspector/Monitor
Location (Address or Cross Streets)			
When Using GPS Coordinates use Decimal Degrees (N xx.xxxxx)			
<b>N</b>		<b>W</b>	
<b>Unloading Information</b>			
Debris Classification		Estimated %, CYs, or Actual Weight	
<input type="checkbox"/> Vegetation <input type="checkbox"/> C&D <input type="checkbox"/> White Goods <input type="checkbox"/> HHW <input type="checkbox"/> Other* See Below			
<b>Unloading</b>	Time	Date	Inspector/Monitor
DMS Name and Location			
*Other Debris Explanation		Original:      Applicant Copy 1:        _____ Copy 2:        _____ Copy 3:        _____	

**Figure B-1: Sample Debris Load Ticket**

The loading site monitor should be responsible for initiating load tickets (Figure B-1) where trucks are loaded and verifying the estimated amount of debris hauled at the temporary storage area or landfill. The Applicant monitors must provide a list of the measured truck capacities in CY and license plate number of all trucks to be used to move debris upon award of the debris removal contract.

Once a truck is loaded with debris at the loading site, the loading site monitor should fill out a load ticket. The load tickets issued by the loading site monitors are the basis for debris contractor payment. Each item in the load ticket must be completed or the load ticket will not be considered valid.

#### *Sample Daily Debris Loading Site Monitor Log*

The Daily Debris Loading Site Monitor Log (Figure B-2) is used by the Applicant and/or FEMA debris loading site monitor to collect data at the debris pick-up sites. The loading site monitor



monitors the removal and disposal crews at several loading sites. The number of crews monitored will depend on the geographical area and volume of debris.

It is important for the debris loading site monitor to document the pick-up site locations (using addresses, mile-markers, or GPS readings) to ensure that debris being picked up is eligible and contractors are working where they were assigned. When issues arise, they should be documented on the Daily Issues Log (see next section). Each loading site monitor should provide his or her name and company name on the form. The loading site monitor should record any issues noted for that day and provide comments concerning that day's operation; photographs should also be provided as needed. Photographs should be taken of any safety violations or other unusual events affecting the debris operation. The debris loading site monitor should document the type of debris being removed.

Time	Ticket Number	Truck Number	Full Truck Rated Capacity (CY)	Pickup Location	Vegetative Debris	C&D Debris	White Goods/ Metals	Other	Issues or Comments/ Pictures Disc

**Figure B-2: Debris Loading Site Monitor Log**

#### *Sample Daily Issue Log*

The Daily Issue Log (Figure B-3) is used by the Applicant and/or FEMA debris loading site monitor to collect data at the location where any issue of significance should be recorded. When documenting information on the Daily Issue Log, the location, monitoring personnel, truck identification data, and details of the issue being resolved should be recorded. For any eligibility or capacity issues, photographs (identified by corresponding numbers on the log sheet) should accompany this log.

Issue No.	Truck No.	Load Ticket	Pick-Up Location	Contractor/ Sub-contractor	Applicant Monitor	Photo/ Disc	Issue/Resolution

**Figure B-3: Daily Issue Log**

### 3.2 Debris Disposal Tower/Site Monitors

Disposal tower/site monitors will be located at the entrance to the DMS or landfill where the inspection tower is located. They will be responsible for estimating and recording the CY of debris in appropriate location on the lower portion of the load ticket (Figure B-1) for *all* incoming debris-hauling vehicles. The following procedures will be followed:

- The tower/site monitor will be stationed in the inspection tower and estimate the quantity of debris contained in the truck or trailer in CY. Each truck or trailer will have the measured hauling capacity in CY recorded on the side of the truck or trailer. That number should be validated with the quantity stated in appropriate location on the upper portion of the load ticket (Figure B-1).
- The tower/site monitor will record the name and the arrival time of the truck and confirm the type of debris in the truck.
- The tower/site monitor will record the estimated volume of debris contained within the bed of the truck or trailer, in CY, under “Unloading Information” on the load ticket. The monitor must print and sign his/her name in the designated block on the load ticket.

The tower/site monitor may find it useful to use an estimating table such as shown in Table B-1 and should also refer to the job aid presented in Appendix A: Field Reference Guides - Debris Monitor Guidelines for Estimating Quantities.

**Table B-1: Estimating Truck/Trailer Capacity**

<b>Truck/Trailer Size - CY</b>	<b>100% CY</b>	<b>90% CY</b>	<b>85% CY</b>	<b>80% CY</b>	<b>75% CY</b>
<i>Note: Truck/trailer without a tailgate is rated at 85 percent of capacity to start.</i>					

- The tower/site monitor will retain the original of the load ticket and give the remaining copies to the truck driver. The original load ticket will be submitted to the monitoring contractor’s Data Entry Supervisor or designated representative on a daily basis. Load ticket information will be entered into a database by the monitoring contractor’s data entry staff. Load tickets are controlled forms and cannot be lost since they will be used to verify the amount of money paid to the debris reduction site contractor and to the debris hauling contractor.

### *Sample Daily Debris Site/Monitoring Tower Log*

The Daily Debris Tower Log (Figure B-4) on the following page can be used by the Applicant and/or FEMA tower/site monitor to record the truck data, document estimates of the load volumes, and describe what types of debris are being brought into the DMS or landfill.

Documenting the tower and pick-up site locations is important so that debris can be correlated and tracked. Each tower/site monitor should provide his or her name and company name on the form. The tower/site monitor should record any issues noted for that day and provide comments concerning that day's operation; photographs should also be provided as needed. Photographs should be taken of any safety violations or other unusual things affecting the debris operation.

Time	Ticket Number	Truck Number	Full Truck Rated Capacity (CY)	Applicant QA Eligible Capacity (% CY/Weight(Wt))	FEMA Eligible Capacity (% CY/Wt)	Vegetative Debris	C&D Debris	White Goods/ Metals	Other	Issues or Comments/ Pictures Disc

**Figure B-4:** Daily Debris Tower/Site Monitoring Log

## **4.0 Truck Certification Form**

The Applicant should ensure that every truck and trailer to be used in debris removal operations is measured and documented on a Truck Certification Form (Figure B-5). Knowing the hauling capacity of each truck is necessary because debris, specifically vegetative debris, is often hauled and billed by volume. Accurately capturing all the truck capacity information and driver profile information is important; having a FEMA PA representative present when certifying debris trucks is recommended.


Truck documentation should include all trucks to be used, including City/County trucks and trailers. A Truck Certification Form allows the debris monitor to identify the truck itself and its hauling capacity in a standardized manner. The following information should be documented:

- Capacity of hauling bed (CY)
- License plate number
- Truck identification number assigned by the owner
- Brief physical description of the truck
- Photographs

Determining an accurate capacity for each truck is important. Refer to Truck Certification Form Calculation Instructions (on page B-12) for additional information.

The information on the Truck Certification Form should be entered into a database by the data entry staff. Copies of the Truck Certification Form should be on file with the Applicant and kept in the truck throughout the operational period.

Debris monitors may need to be trained to measure truck capacities for certification purposes. Recertification of the hauling trucks on a random and periodic basis should be implemented for contract compliance and reimbursement considerations.

Truck			
Make: _____	Year: _____	Color: _____	License: _____
Truck			
Performed By: _____	Date: _____		
Volume Calculated By: _____	Date _____		
Both Checked By: _____	Date: _____		
Driver Information Name: _____			
Address: _____		Phone Number: _____	
Owner Information Name: _____			
Address: _____		Phone Number: _____	
Truck Identification: _____		Truck Capacity: _____	
			
Photo			

**Figure B-5:** Truck Certification Form

## *Truck Certification Form Calculation Instructions*

### Instructions to take the necessary dimensions of corner wedge (refer to Figure B-6):

“a”: Along the side of the bed, measure the distance from the point where the rounded part of the bed starts, to the front corner of the bed.

“b”: Equal to “a.”

“c” and “d”: Along the side of the bed, mark the point where the rounded part of the bed starts, and along the front of the bed, also mark the point where the rounded part of the bed ends. Run a string between the two points and measure the distance between them; half of that distance is “c” and half of the distance is “d” (“c” and “d” are equal).

“e”: Measure the distance from the mid-point of the string that was stretched from the side to the front of the bed in the previous step to the rounded part of the bed.

Extra trailer: The volume calculations for the extra trailer would be simply length x width x height if the extra trailer has a rectangular bed. However, if the extra trailer also has round corners at the front, the volume calculation would be the same as explained above.

### Instructions to take the necessary dimensions of round bottom truck (refer to Figure B-6): “a”:

The width of the bed.

“b”: The depth of the vertical portion (the side) of the bed. “c” and “d”:

Both are equal to half the width of the bed.

“e”: Run a string between the lower ends of the vertical portions of the bed (the sides) and measure the distance from the mid-point of the string to the bottom of the bed.

*NOTE: All dimensions used in the above formulas must be in feet, with inches converted to fractions of feet, using the following conversions (for example, 8 feet, 5 inches should be written as 8.42 feet):*

1 inch = .08 foot	7 inches = .58 foot
2 inches = .17 foot	8 inches = .67 foot
3 inches = .25 foot	9 inches = .75 foot
4 inches = .33 foot	10 inches = .83 foot
5 inches = .42 foot	11 inches = .92 foot
6 inches = .50 foot	

## DUMP TRUCK

### Measurements

Truck Measurements      Length (L) =       Width (W) ft =       Height (H) ft =

Hoist Measurement      Length<sub>1</sub> (L<sub>1</sub>) ft =       Width<sub>H</sub> (W<sub>H</sub>) ft =       Height<sub>2</sub> (H<sub>1</sub>) ft =   
    Length<sub>2</sub> (L<sub>2</sub>) ft =

Radius      Radius ft =       Height (H) =

### Calculations

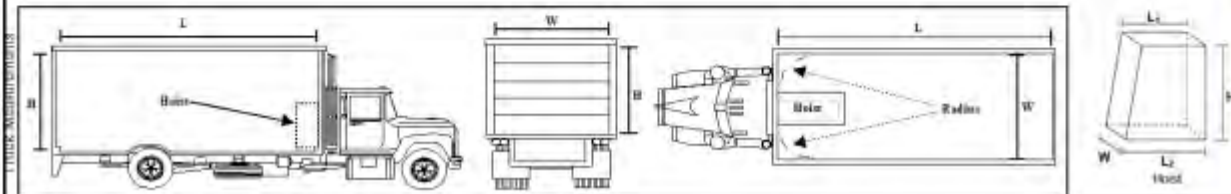
Bed Volume (Basic)       $(L \times W \times H) / 27 =$   +  cyd

Hoist Volume       $((L_1 + L_2) / 2 \times W_H \times H_1) / 27 =$   -  cyd

Radius Volume       $(3.14 \times R^2 \times H) / 27 =$   -  cyd

Total =  cyd

Cubic Yards



### EXTRA TRAILER

#### Measurements

Truck Measurements (Basic) Length (L) =  Width (W) ft =  Height (H) ft =

Hoist Measurement Length<sub>1</sub> (L<sub>1</sub>) ft =  Width<sub>H</sub> (W<sub>H</sub>) ft =  Height<sub>H</sub> (H<sub>H</sub>) ft =

Radius Radius ft =  Height (H) =

#### Calculations

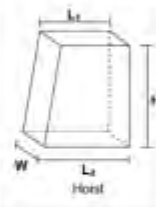
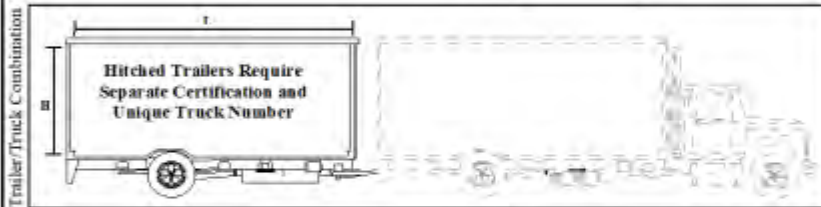
Bed Volume (Basic)  $(L \times W \times H) / 27 =$   cyd

Hoist Volume  $((L_1 + L_2) / 2) \times W_H \times H_H =$   cyd

Radius Volume  $(3.14 \times R^2 \times H) / 27 =$   cyd

Total =  cyd

Cubic Yards



### ROUND BOTTOM TRUCK

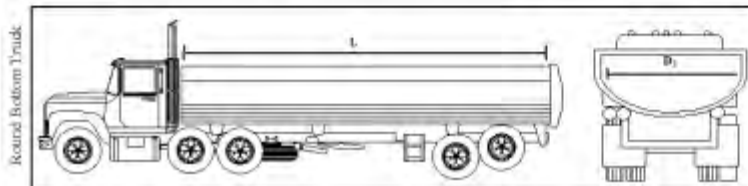
#### Measurements

Truck Measurements Length (L) ft =  Diameter (D) ft =

#### Calculations

Approx. Volume  $(3.14 \times (D/2)^2 \times L) / 27 =$   cyd (round bottom portion only)

Cubic Yards



### ROUND BOTTOM TRUCK

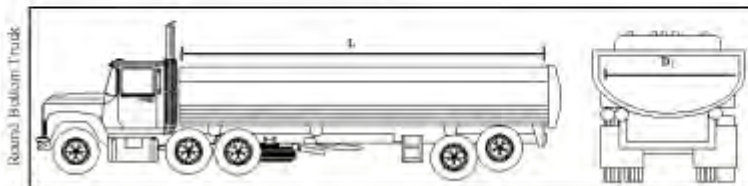
#### Measurements

Truck Measurements Length (L) ft =  Diameter (D) ft =

#### Calculations

Approx. Volume  $(3.14 \times (D/2)^2 \times L) / 27 =$   cyd (round bottom portion only)

Cubic Yards



## 5.0 Sample Debris Collection Summary Spreadsheet

The Debris Collection Summary Spreadsheet (Figure B-7) is used to capture the total amount and types of debris removed and disposed of, as well as the cost for each. This information may also be helpful to FEMA to validate any debris prediction models that are run, as well as establishing reasonable costs for debris removal.

CY	Unit Price \$	CY	Unit Price \$	CY	Unit Price \$	CY	Unit Price \$	Average Haul Distance	Primary Disposal Method	CY to Landfill
Vegetative		C&D		HHW		White Goods				

**Figure B-7:** Debris Data Collection Summary Spreadsheet



## **Appendix 11 – Blank Debris Load Ticket**

### **Load Ticket**

Municipality (Applicant)

Ticket Number

Prime Contractor

Sub-Contractor

### **Truck Information**

Truck Number

Capacity

Driver (Print Legibly)

### **Loading Information**

Loading

Time

Date

Inspector/Monitor

Location (Address or Cross Streets)

When Using GPS Coordinates use Decimal Degrees (N xx.xxxxx)

N

W

### **Unloading Information**

Debris Classification

\_\_\_ Vegetation

\_\_\_ C&D

\_\_\_ White Goods

\_\_\_ HHW

\_\_\_ Other\* See Below

Estimated % CYs, or Actual Weight

Time

Date

Inspector/Monitor

Unloading

DMS Name and Location

\*Other Debris Explanation

Original

Applicant

Copy 1:

\_\_\_\_\_

Copy 2:

\_\_\_\_\_

Copy 3:

\_\_\_\_\_

## **Appendix 12 – Debris Loading Site Monitoring Log**

[illegible]


## Appendix 13 – Daily Issue Log

[illegible]

## Appendix 14 – Daily Debris Tower/Site Monitoring Log

[illegible]

## **Appendix 15 – Truck Certification Form**

Truck Information			
Make: _____	Year: _____	Color: _____	License: _____
Truck Measurements			
Performed By: _____	Date: _____		
Volume Calculated By: _____	Date: _____		
Both Checked By: _____	Date: _____		
Driver Information Name: _____			
Address: _____		Phone Number: _____	
Owner Information Name: _____			
Address: _____		Phone Number: _____	
Truck Identification: _____		Truck Capacity: _____	
			
Photo			

## **Appendix 16 – Financial, Equipment, Materials and Tracking Information**

This appendix is for reference only. All forms will be made available upon request or at the onset of an incident via Microsoft Teams channel or other electronic means.

These forms are in addition to maintaining an ICS 214 Activity Log, [https://training.fema.gov/emiweb/is/icsresource/assets/ics%20forms/ics%20form%20214,%20activity%20log%20\(v3.1\).pdf](https://training.fema.gov/emiweb/is/icsresource/assets/ics%20forms/ics%20form%20214,%20activity%20log%20(v3.1).pdf),

All employees assigned or participating in disaster efforts are required to track and maintain logs of their work.

### **Category A – Debris Removal Guidance.**

Debris removal activities, such as clearance, removal, recycling, and disposal are eligible under Public Assistance Category A if the removal is in the public interest, based on whether the work is necessary to:

- Eliminate immediate threats to life, public health and safety; or
- Eliminate immediate threats of significant damage to improved<sup>1</sup> public or private property; or
- Ensure economic recovery of the affected community to the benefit of the community-at-large;<sup>2</sup> or
- Mitigate the risk to life and property by removing Substantially Damaged<sup>3</sup> structures and associated ancillary facilities as needed to convert property acquired using Hazard Mitigation Grant Program (HMGP) funds for uses compatible with open space, recreation, or wetlands management practices. Such removal must be completed within 2 years of the declaration date unless extended by the Assistant Administrator of the Recovery Directorate at FEMA Headquarters.<sup>4</sup>

Debris includes, but is not limited to, vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, white goods, and vehicle and vessel wreckage. Snow-related activities including road clearing are not considered debris operations, as snow is not considered a form of debris.

For a private nonprofit (PNP) applicant, eligible debris removal is limited to that associated with an eligible facility, including debris on the property of the eligible facility.

Removal of debris from improved public property and public rights-of-way (ROWs), including federal-aid roads, is eligible. If SLTT governments authorize residents to move incident-related debris from non-commercial properties to public ROWs, FEMA provides PA funding to remove the debris from the ROWs for a limited timeframe.

Applicants must monitor contracted debris removal operations and document work and costs that may be eligible for reimbursement through the PA Program. Monitoring debris removal operations requires observation and documentation of all work from the point of debris collection to the final disposal.

In addition to the tracking form, pictures shall be taken and entered into the master tracking form by the EMC.

[illegible]

## Category B – Emergency Protective Measures

FEMA Category B, Emergency Protective Measures, refers to temporary actions taken by state, tribal, and local governments, and certain private non-profits, to save lives, protect public health and safety, and prevent further property damage following a declared disaster. Eligibility for Category B funding requires measures to be cost-effective, to address an immediate threat from the incident, and to be completed in a timely manner. Examples include search and rescue, emergency medical care, temporary housing, and temporary repairs like shoring up damaged structures.

### Category B – Tracking Examples

#### Contracts

Applicant Name	Smith County				
Disaster Number	DR 4781				
Project Number					
Category	B				
Type	Contracts				
Vendor Name	Invoice Numbers	Invoice Date	Payment Method	Payment Date	Cost
	LON-0000641				16255.8
	103898				995
Clifford Power	SVC-0164015				1540.19
Tyler Roofing Company	Ref PO # 138988				1250
Clifford Power					500
	Total				20540.99
	Completed Cost			20540.99	
	Future Cost				
	Total Cost			20540.99	



## Equipment

Applicant Name	Smith County						
Disaster Number	DR 4781						
Project Number							
Category	B						
Type	Equipment						
Vendor Name	Invoice Numbers	Invoice Date	Payment Method	Payment Date	Owned	Purchased	Rented
	193Q-H66K-XDJ9					399.96	
	13320579					999.98	
Total						1399.94	

Labor

Applicant Name	Smith County		
Disaster Number	DR 4781		
Project Number			
Category	B		
Total Amount FAL	4588.74		
Smith County FAL			
Department			
SO - Dispatch			
Labor Worksheet Completed and Submitted?			Yes
	Hours	Cost	
Regular Hours Claimed	489.75	16263.66	
Overtime Hours Claimed	96.25	4588.74	
Total Hours Claimed	586	4588.74	
Department			
Labor Worksheet Completed and Submitted?			
	Hours	Cost	
Regular Hours Claimed		0	
Overtime Hours Claimed		0	
Total Hours Claimed		0	
Department			
Labor Worksheet Completed and Submitted?			
	Hours	Cost	
Regular Hours Claimed		0	
Overtime Hours Claimed		0	
Total Hours Claimed		0	

# Materials and Supplies

Applicant Name	Smith County				
Disaster Number	DR 4781				
Project Number					
Category	B				
Type	Materials & Supplies				
Vendor Name	Invoice Numbers	Invoice Date	Payment Method	Payment Date	Cost
Home Depot Receipt					2499.61
Roquemore's Hardware					282.88
NAPA	110816				53.94
ET Fasteners	S1771381.002				303.19
Dealers Electrical Supply	S101177211.001				254.92
ULINE	179142697				415.07
Total					3809.61

## Purchase vs. Rental Comparison

Pricing can be done by obtaining an official quote, or by online pricing if offered. (A screenshot of the online pricing must be added to the documentation.)

Purchased Equipment				
Item	Quantity	Price/Unit	Total Price	
Chainsaw	12	350	4200	
			0	
			0	
			0	
			0	
Rented Equipment				
Item	Quantity	Price/Unit	Length Rented	Total Price
Chainsaw	12	71	21	17892
				0
				0
				0
				0
				0
				0

## Category C – Roads and Bridges

In FEMA's Public Assistance Program, Category C refers to permanent work on roads and bridges that were damaged by a disaster. This category covers the repair and restoration of roads, surfaces, bases, shoulders, culverts, and associated facilities to their pre-disaster condition, according to applicable codes and standards. It is a type of permanent work, distinguished from emergency work (Categories A and B) and other permanent work categories like water control facilities (Category D).

### What Category C Includes

- **Road Surfaces:** Restoration of the road's pavement or gravel.
- **Bases and Shoulders:** Repair of the structural layers beneath the road surface and the area to the side of the road.
- **Drainage Structures:** Fixing and replacing culverts and other small drainage systems.
- **Associated Facilities:** Including low water crossings and other elements that are part of the road and bridge system.

**All tracking documents should be tracked by project.**

### Category C – Tracking Document Examples

[illegible]

Scope of Work					
Applicant Name					
Disaster Number					
Project Number					
Category					
Location Name					
GPS Coordinates					
Location Type					
Cause of Damage					
Activity					
Anticipated Outcome					
Implementation					
Cost					

If you add more than 13 employees, change the formula in cell G17 and H17 to reflect.							
DI #	Project Number	Employee	Assignment	Reg Hours	OT Hours	Pay Rate	Total Pay
				8	0	24	192
				8	2	36	396
				8	3	24	300
						24	0
						36	0
						24	0
						24	0
						24	0
						24	0
						24	0
						36	0
						24	0
						24	0
						24	0
Totals				24	5	348	888
Average Pay						26.76923077	68.30769231



### Force Account Equipment

	Project			Total	Equipment	Total
--	---------	--	--	-------	-----------	-------

[illegible]

FEMA Schedule of Equipment Rates: <https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates>

Rented Equipment	
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
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36	36
37	37
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39	39
40	40
41	41
42	42
43	43
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45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

[illegible]

FEMA Schedule of Equipment Rates: <https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates>

Purchased Equipment	
1	100
2	200
3	300
4	400
5	500
6	600
7	700
8	800
9	900
10	1000
11	1100
12	1200
13	1300
14	1400
15	1500
16	1600
17	1700
18	1800
19	1900
20	2000
21	2100
22	2200
23	2300
24	2400
25	2500
26	2600
27	2700
28	2800
29	2900
30	3000
31	3100
32	3200
33	3300
34	3400
35	3500
36	3600
37	3700
38	3800
39	3900
40	4000
41	4100
42	4200
43	4300
44	4400
45	4500
46	4600
47	4700
48	4800
49	4900
50	5000
51	5100
52	5200
53	5300
54	5400
55	5500
56	5600
57	5700
58	5800
59	5900
60	6000
61	6100
62	6200
63	6300
64	6400
65	6500
66	6600
67	6700
68	6800
69	6900
70	7000
71	7100
72	7200
73	7300
74	7400
75	7500
76	7600
77	7700
78	7800
79	7900
80	8000
81	8100
82	8200
83	8300
84	8400
85	8500
86	8600
87	8700
88	8800
89	8900
90	9000
91	9100
92	9200
93	9300
94	9400
95	9500
96	9600
97	9700
98	9800
99	9900
100	10000

[illegible]

CR 381 Coordinates 32.39708 N, 95.25893 W						
Material	Unit of Measure	Volume of Material	Material Cost/Unit	Total Material Cost	Use	Dimensions
Clay		200	\$7.00	\$1,400.00		
Sub-Base				\$0.00		
Culvert (6' x 50')		2	\$4,521.00	\$9,042.00		
4" x 8" Rock				\$0.00		
Millings		12	\$20.00	\$240.00		
Hot Mix				\$0.00		
Oil Sand		10.2	\$86.00	\$877.20		
HPR3 Cold Mix				\$0.00		
				\$11,559.20		
Must Provide Invoices						

Contracts				
DI #	Project Number	Contractor Name	Amount Claimed	Contract Type (Lump sum, T&M, Competitive, Non-Competitive)

[illegible]

Question	Answer
1. Fill or borrow material (type, quantity, source)	
2. Ground disturbance (measurement (LxWxD), removal of debris)	
3. Hazardous materials (asbestos, chemicals, pesticides, solvents) disposal info	
4. Invasive species quarantine area	
5. Work occurred:	
In or within 200 feet of water way, body of water, floodway, or wetland (coordinated with other state or fed agency)	
Near threatened species or critical habitat	
On beach or coastal facility	
On or adjacent to facility 45 years old or more, or historic/landmark	
6. Temporary access road construction	
7. Temporary staging of equipment/materials (was it on a hardened surface like a parking lot or road or somewhere where it caused ground disturbance).	
8. Coordination with State or Federal regulatory agency?	

Destroyed Material Information					
Applicant Name					
Disaster Number					
Project Number					
Category					
Location Name					
GPS Coordinates					
Location Type					
Cause of Damage					
Material Type					
Destruction Method					
Destruction Location					
Notes					

## Category Z – Management Costs

This category was established to track and reimburse administrative and management expenses that applicants incur while managing FEMA Public Assistance grants.

Purpose of Category Z is to reimburse eligible costs for activities necessary for managing and administering FEMA PA grants, including costs related to:

- Project formulation
- Grant management
- Record keeping
- Reporting
- Closeout

### Eligible Activities and Expenses

These costs must be reasonable, necessary, and directly tied to the administration of FEMA PA projects. Examples include:

#### **I. Personnel Costs**

- a. Salary and fringe benefits for employees who:
  - i. Develop project worksheets (PWs)
  - ii. Track costs
  - iii. Attend applicant briefings and meetings
  - iv. Conduct site inspections
  - v. Prepare documentation for reimbursement and audits
  - vi. Manage the overall PA grant
  - vii. Overtime specifically incurred for PA administration

#### **II. Contractor or Consultant Support**

- a. Costs for grant management firms or consultants who:
  - i. Prepare PWs and documentation
  - ii. Assist with Environmental & Historic Preservation (EHP) compliance
  - iii. Support appeals or audits
  - iv. Provide training to applicant staff on PA grant procedures

#### **III. Administrative Supplies and Equipment**

- i. Office supplies used for managing PA documentation
- ii. Software, computers, and printers used exclusively for PA tracking and reporting
- iii. File storage systems for disaster documentation



#### IV. Travel and Training

- i. Travel expenses for eligible grant management activities
- ii. Training costs for staff on FEMA PA processes (if directly related to managing the declared event)

## V. Recordkeeping and Reporting

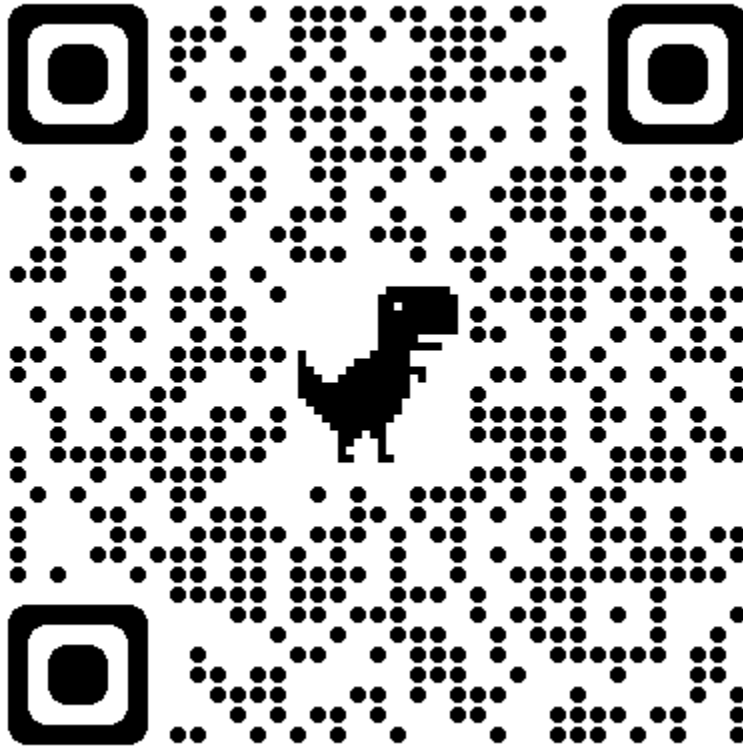
- i. Costs to collect, maintain, and submit required documentation to FEMA/TDEM
- ii. Time spent reconciling financial records or completing quarterly progress reports

## Sample Cost Tracking Form

[illegible]

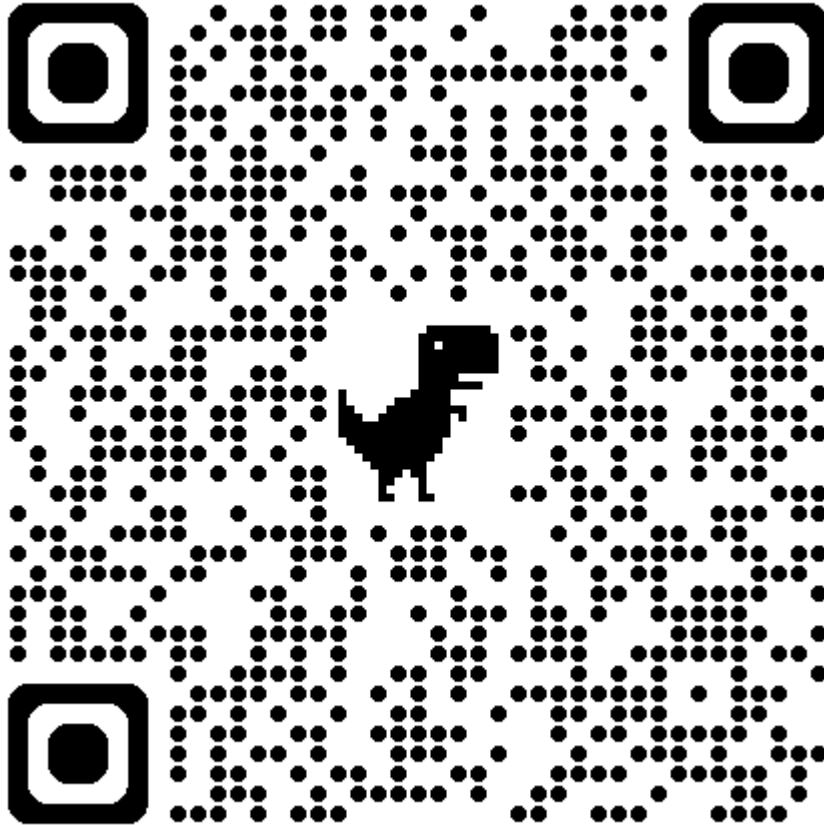
**Appendix 17 – Texas Commission on Environmental Quality (TCEQ), Request for Approval of Temporary Debris Management Site for Debris Resulting from State or Federal Disaster**

<https://www.tceq.texas.gov/downloads/response/tceq-20660.pdf>



**Appendix 18 – Texas Historical Commission Disposal Site Evaluation and Registry**

[https://thc.texas.gov/sites/default/files/2024-10/Disposal Site Evaluation and Registry 2024.pdf](https://thc.texas.gov/sites/default/files/2024-10/Disposal%20Site%20Evaluation%20and%20Registry%202024.pdf)



8

# SMITH COUNTY COMMISSIONERS COURT

## AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 12/03/2025	<b>Submitted by:</b> JLatch
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> Purchasing
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Transfer Surplus Vehicles to Departments	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to transfer a county owned 2016 Chevrolet Silverado from the Purchasing Department to Facility Maintenance Department and two (2) 2013 Chevrolet Tahoe's from surplus to Purchasing Department and authorize the County Judge to sign all related documentation.	
<b>Background:</b> Facility Maintenance Department added a grounds keeper position for FY2026 budget year and is in need of a county vehicle to be used for this new position. The Purchasing Department currently has a 2016 Chevrolet Silverado that would satisfy Facility Maintenance's need. Purchasing typically has two vehicles, one as a floater to be loaned out to Departments if a vehicle is down and the other is used by the Purchasing Department for transporting surplus property for the county. Purchasing is budgeted to have two vehicles, but only has one at this time. This item is requesting to transfer the Silverado from Purchasing to Facility Maintenance and to transfer two (2) Chevrolet Tahoe's (that were recently turned in from Juvenile) from surplus to the Purchasing Department. Purchasing and Facility Maintenance have adequate budgeted funds for insurance and maintenance for these vehicles. Annual insurance for these vehicles is \$286 per year per vehicle.	
<b>Financial and Operational Impact:</b> No budgetary impact. Transfer request only.	
<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Jaye Latch	<b>Email:</b> JLatch@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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SUBMIT

Office Use Only  
Agenda Item # \_\_\_\_\_

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# SMITH COUNTY COMMISSIONERS COURT

## AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> December 4, 2025		<b>Submitted by:</b> Amanda Deck	
<b>Meeting Date:</b> December 16, 2025		<b>Department:</b> Smith County Sheriff's Office	
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report			
<b>Title:</b> 2024 Federal Equitable Sharing Agreement and Certification for the Smith County Sheriff's Office			
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session			
<b>Agenda Wording:</b> Consider and take necessary action to approve the 2025 Federal Equitable Sharing Agreement and Certification for the Smith County Sheriff's Office and authorize the county judge to sign all related documentation			
<b>Background:</b> Approval for the 2025 ESAC report to be turned into the Attorney General's Office. This is where the Sheriff's Office reports all money seized			
<b>Financial and Operational Impact:</b>			
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Return Signed Documents to the following:</b>			
<b>Name:</b> Amanda Deck		<b>Email:</b> adeck@smith-county.com	
<b>Name:</b>		<b>Email:</b>	
<b>Name:</b>		<b>Email:</b>	
<b>Name:</b>		<b>Email:</b>	

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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_



## Equitable Sharing Agreement and Certification



**NCIC/ORI/Tracking Number:** TX2120000  
**Agency Name:** Smith County Sheriffs Office  
**Mailing Address:** 227 N Spring  
Tyler, TX 75702

**Type:** Sheriff's Office

**Agency Finance Contact**

**Name:** Deck, Amanda

**Phone:** 903-590-2634

**Email:** adeck@smith-county.com

**Jurisdiction Finance Contact**

**Name:** Smith, Karin

**Phone:** 903-590-4705

**Email:** ksmith@smith-county.com

**ESAC Preparer**

**Name:** Deck, Amanda

**Phone:** 903-590-2634

**Email:** adeck@smith-county.com

**FY End Date:** 09/30/2025

**Agency FY 2026 Budget:** \$123,380,334.22

### Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds <sup>1</sup>	Treasury Funds <sup>2</sup>
1	Beginning Equitable Sharing Fund Balance	\$481,971.17	\$36,954.66
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Other Income	\$0.00	\$0.00
4	Interest Income	\$15,068.20	\$1,494.88
5	Total Equitable Sharing Funds Received (total of lines 2-4)	\$15,068.20	\$1,494.88
6	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
7	Ending Equitable Sharing Funds Balance (difference between line 6 and the sum of lines 1 and 5)	\$497,039.37	\$38,449.54

<sup>1</sup>Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

<sup>2</sup>Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Administrative Costs	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement and Public Safety Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Prevention or Awareness Programs	\$0.00	\$0.00
j	Overtime	\$0.00	\$0.00
k	Law Enforcement Initiatives that Further Investigations	\$0.00	\$0.00
l	Salaries	\$0.00	\$0.00
m	Non-Categorized Expenditures	\$0.00	\$0.00
	Total	\$0.00	\$0.00



Other Income

Other Income Type	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information

Independent Auditor

**Name:** Cashion, Kevin  
**Company:** Gollob Morgan Petty & Co  
**Phone:** 903-534-0088      **Email:** kevin@gmcpa.com

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES ☒    NO ☐    THRESHOLD NOT MET ☐

Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse: 2024-09-GSAFAC-0000361675

## Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations. Further, agencies are required to collect race and ethnicity data as required by 28 C.F.R. 42.106(b) and 31 C.F.R. 22.6(b).

## Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

**1. Submission.** The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

**2. Signatories.** The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

**3. Uses.** Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

**4. Transfers.** Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

**5. Internal Controls.** The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administered in the same manner as the jurisdiction's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

**6. Single Audit Report and Other Reviews.** Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The

Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

**7. Freedom of Information Act (FOIA).** Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

**8. Waste, Fraud, or Abuse.** An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

### Civil Rights Cases

**During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?**

☐ Yes ☒ No

### Agency Head

Name: Smith, Larry

Title: Sheriff

Email: lsmith@smith-county.com

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

### Governing Body Head

Name: Franklin, Neal

Title: County Judge

Email: nfranklin@smith-county.com

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

**10**

**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 12/4/25	<b>Submitted by:</b> Jana Teague for SO
<b>Meeting Date:</b> 12/16/25	<b>Department:</b> Auditors for SO
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Smith County Sheriff Bullet-Resistant Vehicle Components	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to accept the grant award for the Office of the Governor Public Safety Office Bullet-Resistant Components for Law Enforcement Vehicles, FY2026 grant.	
<b>Background:</b> State funds authorized by H.B. 2217 Section 772.013 during the 89th Regular Session and appropriated under H.B. 500 Section 1.34 Trusteed Programs with the Office of the Governor.	
<b>Financial and Operational Impact:</b> No match is required. Application was for 25 vehicles for a total of \$233,425.	
<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Online acceptance by Judge Franklin	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Jana Teague	<b>Email:</b> jteague@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

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**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 12/09/2025	<b>Submitted by:</b> KAREN NELSON
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> ROAD & BRIDGE
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> VARIANCE REQUEST	
<b>Agenda Category:</b> <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Discuss, consider and take action on variance request from the Smith County Subdivision Regulations for the Blaire Lake Addition, Unit 1 Subdivision from the Home Owners Association, The Blaire Lake Addition Residential Community , Inc.	
<b>Background:</b> See attached request letter.	
<b>Financial and Operational Impact:</b> na	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Karen Nelson	<b>Email:</b> KNelson@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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SUBMIT

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Agenda Item # \_\_\_\_\_

To whom it may concern,

Please accept this letter as a variance request for the island along Ponderosa Street at the entrance of Blaire Lake Addition, Unit 1 Subdivision, Tyler, Texas. The Home Owners Association, The Blaire Lake Addition Residential Community, Inc., will maintain the island.

Please let us know if you have any questions or concerns.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to be 'MK' or similar initials, written in a cursive style.

Mitchell Kaufman

Owner

Kaufman Development & Construction



**12**

**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 12/09/2025	<b>Submitted by:</b> KAREN NELSON
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> ROAD & BRIDGE
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> COUNTY ROAD ADOPTION	
<b>Agenda Category:</b> <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to accept the roadways of Blaire Lake Addition, Unit One into the Smith County Road Maintenance System.	
<b>Background:</b> Blaire Lake Addition, Unit One was plated in 2024, in accordance with the Smith County Subdivision Regulations. The developer is requesting that the following roadways for Blaire Lake Addition, Unit One be accepted into the Smith County Road Maintenance System, to be inventoried as County Road 4239. See Attachment for the list of roadways.	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Karen Nelson	<b>Email:</b> KNelson@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

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Agenda Item # \_\_\_\_\_

## Blaire Lake Addition Unit One

PONDEROSA St. = 181 Feet

ZINNIA ST. = 975 Feet

BROOKE Dr. = 971.31 Feet

BLAIRE LAKE DR. = 137.50 Feet

BLAIRE DR. = 760 Feet

FREEMAN ST. = 1138.11 Feet

DAHLIA ST. = 971.48 Feet

STETSON DR. = 962.11 Feet

Total of 1.155 Miles

Inventory by C R 4239



# Application for County Road Maintenance Through Implied Dedication

To be completed by developer or property owners requesting  
county road maintenance for roads and right of ways in  
subdivision developments

To:

**Smith County Road & Bridge Department**  
135 SSE Loop 323, Tyler, TX 75702;  
(903)-590-4801

From:

Samuel Ivy

Name:

Address: 1321 S Broadway Avenue, Tyler, TX 75701

Phone:

903-597-2122

Name of Development:

Blaire Lake Addition, Unit 1

Date:

903-597-2122

Name of Developer (if known): Kaufman Development & Construction, LLC.

Date 2nd lot sold: (by deed or contract, if known):

Number of homes in Development: 174 Lots

Location of Development (directions): Development directly south of 1647 CR 47.

Plat filed with Commissioners Court? \_\_\_\_\_ If so, when (year): \_\_\_\_\_

Plat filed with City? Yes If so, when (year): 2024 What City? Tyler

Dedicated right of way? Yes If so, what width? 55' and 100' ft. Recorded? Yes

If less than 60 ft wide, will owners dedicate a total of 60 ft.?

Road(s) built to County specs? Yes Road(s) built to City specs? Yes

Distance to closest residence from the center of the road: 47.50 ft.

Attach any drawings/maps you may have of the development.

## Notes:

1. Acceptance of roads and right of ways into the County Road System does not obligate Smith County to upgrade road surfaces, routes, profiles, or curvature other than that required for normal maintenance. *The acceptance of right-of-way and roads in part or in whole must comply with the Smith County Subdivision Regulations, as amended.*
2. Road construction required to meet minimum County Subdivision Regulations shall be at the applicant(s) expense.
3. Dedication of a right-of-way will generally require an amended plat be filed.
4. Any surveying required of dedicated right-of-ways will done at the applicant(s) expense.

Any exception to the above must be approved by the Commissioners Court.



# **Application for County Road Maintenance Through Implied Dedication<sup>1</sup>**

To be completed by property owners requesting county road  
maintenance for roads and right of ways in  
subdivision developments

(Whether in or out of any municipal extra-territorial jurisdiction)

## **County Improvements Of Subdivision Roads**

(This outline is based on Implied Dedication pursuant to the common law)

**Step 1:** Road(s) must be laid out and established according to law (Tex. Transp. Code § 251.002), including initial regulatory traffic signage (Texas Manual on Uniform Traffic Control Devices for Streets and Highways). Location of the road(s) must be in the unincorporated areas of the county.

**Step 2:** File and process application with Road & Bridge Department by obtaining letter of recommendation for approval into county maintenance system (may overlap step 3). This includes an inspection by Road & Bridge, which may determine that an amended plat or survey is necessary and/or list of improvements prior to granting the recommendation. Upon a determination that a *new* subdivision project has met the county's Subdivision Regulations, the Road & Bridge Department will issue a letter of recommendation for approval into the county maintenance system, which must be brought before the Commissioners Court under step 5.

**Step 3:** Designate road(s) as "public" either in a plat or through "public use" and a Commissioners Court finding by resolution that the road is "public" (the finding that a road is "public" does not itself place the road into the maintenance inventory but is a required step).<sup>2</sup> This step may overlap with step 5.

**Step 4:** Developer or property owners must obtain a two (2) year maintenance bond made payable to the county. Effective date for existing subdivisions must be on or before presentation to Commissioners Court, while the effective date for new subdivision projects will be the date of the recommendation letter from the Road & Bridge Department recommending approval.

**Step 5:** Road & Bridge submits agenda request for Commissioners Court. Developer and/or all property owners must attend court or sign necessary affidavit form to testify or attest to applicable facts, including the following: (a) that road is in "public use"; (b) "impliedly dedicated" or "offered" to the county; and (c) there is a need for county maintenance due to "public health, safety, and welfare" of county residents. The burden is on those offering the dedicated property to show a compelling reason why the road(s) cannot be privately maintained. If the Court so finds, a resolution will be entered into the minutes accepting the dedicated property pursuant to the terms and conditions established by the Court. **Attached affidavit form must be executed and submitted by applicant(s).**

**Step 6:** The *County shall maintain the road(s)* according to county road standards.

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<sup>1</sup> With a population more than 50,000, Smith County is not subject to the limitations on smaller counties of Chapter 281 of the Transportation Code, which allows only express dedications. Implied dedications are allowed where there is "public road," there is an acceptance by public usage, and the Commissioners Court passes a resolution making certain findings. *See Op. Tex. Att'y Gen. No. JC-0503 (2002).*

<sup>2</sup> Once deemed "public," a road is generally eligible for county maintenance. *See Tex. Transp. Code § 251.003.* The road cannot be completely surrounded by private roads.



June 25, 2025

KLICTX, LLC  
Mitchell Kaufman  
3449 Milton #5  
Dallas, TX 75205

RE: Final Acceptance for Blaire Lake Addition  
Paving and Drainage (IR24-005)  
City of Tyler's ETJ

Dear Mr. Kaufman,

This letter will serve as formal notification of the Final Acceptance of the drainage and streets constructed as part of the referenced project above. The Certificate of Completion and Affidavit of Bills Paid have been received as required.

A **two (2) year Maintenance Bond** in the amount of thirty dollars (\$30.00) per liner foot of roadway up to the actual cost of construction will be required prior to the owner petitioning the County Commissioners Court to accept the roads.

Please submit .dwg and .pdf files of the record drawings to the City within 30 days of this letter.

Sincerely,  
City of Tyler

Darrel Kotzur, P.E.  
Development Services Engineering Manager

Cc: Developer – KLICTX, LLC  
Engineer – Sam Ivy, P.E.  
Smith County – Doug Nicholson, C.F.M.  
Inspector – Derrick Adkins  
Permits Center – Tiffany Dunnam  
Traffic Engineering – Cameron Williams, P.E.  
Engineering – Dana LeBrun  
GIS – Lance Yarema / Jeremy Priest  
Planning and Development – Joyce Davis  
Building Services Department – Brandon Standefer

Bond No. SUR4001081

EXECUTED IN DUPLICATE

**2-YEAR MAINTENANCE BOND TO SMITH COUNTY**

STATE OF TEXAS   §  
COUNTY OF SMITH   §

KNOW ALL MEN BY THESE PRESENTS: That **Kaufman Development & Construction, LLC.,** CONTRACTOR, of the City of Dallas, County of Smith, and the State of Texas, as PRINCIPAL, and,

Frankenmuth Insurance Company

(Surety)

1 Mutual Avenue, Frankenmuth, MI 48787

(Address)

authorized under the laws of the State of Texas to act as SURETY on bonds for Principals, are held and firmly bound unto Smith County, Texas, in the penal sum of:

**ONE HUNDRED EIGHTY-SEVEN THOUSAND, THREE HUNDRED TEN, AND 71/100 DOLLARS ( \$ 187,310.71 )** for the payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successors, and assigns, jointly and severally, by these presents:

WHEREAS, the Principal has entered into a certain written contract with the Owner, dated the 13th day of September, 2023, to construct **Blaire Lake Addition, Unit 1 - Paving, Drainage, Water, and Sanitary Sewer Improvements** as described in the Standard Form of Agreement, which Agreement is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

WHEREAS, under the plans, specifications, and contract, it is provided that the Contractor will maintain and keep in good repair the work herein contracted to be done for a period of two (2) years from the date of written acceptance of said work and to do all necessary repairing and/or reconstructing in whole or in part of said improvements that should be occasioned by settlement of foundation, defective workmanship or materials furnished in the construction of any part thereof, or any of the accessories thereto constructed by the Contractor. Be it understood that the purpose of this section is to cover all defective conditions arising by reason of defective material or workmanship and charge the same against the said Contractor and Surety on this obligation, and the said Contractor and Surety herein shall be subject to the liquidation damages mentioned in said contract for each day's failure on its part to comply with the terms of said provisions of said contract.

NOW, THEREFORE, if the said Contractor shall keep and perform its said Agreement to maintain said work and keep the same in repair for the said maintenance period of two (2) years, as provided, then these presents shall be null and void and have no further effect. If default shall be made by the said Contractor in the performance of its contract to so maintain and repair said work, then these presents shall have full force and effect and said Owner shall have any recover damages from the said Contractor and its Principal and Surety. It is further agreed that this obligation shall be a continuing one against the Principal and Surety herein, and that successive recoveries may be had hereon for successive breaches until the full amount shall have been exhausted. It is further understood that the obligation herein to maintain said work shall continue throughout said maintenance period and the same shall not be changed, diminished or in any manner affected from any cause during said time.

2-Year Maintenance Bond to Smith County Continued:

PROVIDED, the aggregate liability of Surety hereunder is limited to the penal sum of this bond.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument this 8th day of August, 2025.

Frankenmuth Insurance Company  
Surety or Attorney-in-Fact

By: S. McCauley, Jr.

Title: Sean McCauley, Jr., Attorney-in-Fact

Address: 1 Mutual Avenue  
Frankenmuth, MI 48787

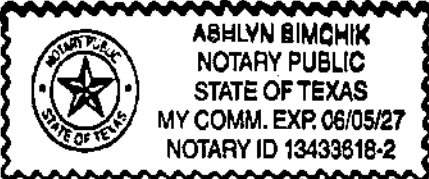
Sean McCauley, Jr., McCauley Bond Agency, LLC  
Local Recording Agent Registered with the State Insurance Board

By: S. McCauley, Jr.

Title: Sean McCauley, Jr., Attorney-in-Fact

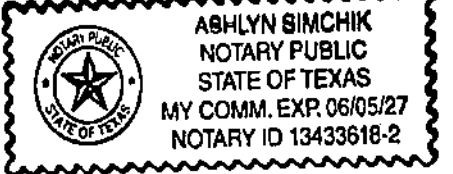
Physical Address: 5710 LBJ Fwy., Suite 235.  
Dallas, TX 75240

\*\*\*\*\*  
STATE OF TEXAS §  
COUNTY OF Dallas §  
Sworn to and subscribed before me this the 8th day of August, 2025, by  
Sean McCauley, Jr. (Surety or Attorney-in-Fact).

(seal) 

Ashlyn Simchik  
Notary Public

\*\*\*\*\*  
STATE OF TEXAS §  
COUNTY OF Dallas §  
Sworn to and subscribed before me this the 8th day of August, 2025, by  
Sean McCauley, Jr. (Local Recording Agent).

(seal) 

Ashlyn Simchik  
Notary Public

Kaufman Development & Construction, LLC. (Contractor)  
Principal

By: [Signature] (Signature)

Mitchell Kaufman, Owner  
Address: 3445 Milton #5, Dallas, TX 75205

A POWER OF ATTORNEY FROM THE SURETY-IN-FACT TO THE RESIDENT SURETY MUST BE ATTACHED.



# FRANKENMUTH INSURANCE COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that Frankenmuth Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the State of Michigan, having its principal office at 1 Mutual Avenue, Frankenmuth, Michigan 48787, does hereby nominate, constitute and appoint:

Sean McCauley, Jr. Sam Duckett, Bridget Truxillo, Sarah Timmons, Ashlyn Simchik, Jarrod Yost

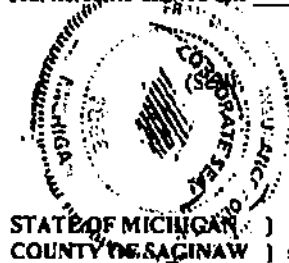
Their true and lawful attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal, acknowledge and deliver any and all bonds, contracts and undertakings of suretyship, with the exception of Financial Guaranty Insurance, provided, however, that the penal sum of any one such instrument shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000)

This Power of Attorney is granted pursuant to the following Resolution duly adopted at a meeting of the Board of Directors of Frankenmuth Insurance Company:

"RESOLVED, that the President, Senior Vice President or Vice President and each of them under their respective designations, hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer of the Company, qualifying the attorney(s) named in the given power of attorney, to execute on behalf of, and acknowledge as the act and deed of Frankenmuth Insurance Company on all bonds, contracts and undertakings of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 17 day of November, 2023.



Frankenmuth Insurance Company

By Andrew H. Knudsen  
Andrew H. Knudsen  
President, Chief Operating Officer and Secretary

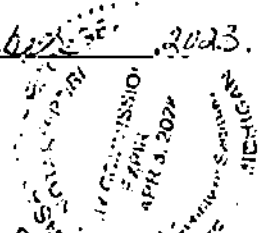
Sworn to before me, a Notary Public in the State of Michigan, by Andrew H. Knudsen, to me personally known to be the individual and officer described in, and who executed the preceding instrument, deposed and said the Corporate Seal and his signature as Officer were affixed and subscribed to said instrument by the authority of the Company.

IN TESTIMONY WHEREOF, I have set my hand, and affixed my Official Seal this 17 day of November, 2023.

Susan L. Fresorger

(Seal)

Susan L. Fresorger, Notary Public  
Saginaw County, State of Michigan  
My Commission Expires: April 3, 2028



I, the undersigned, Chief Executive Officer of Frankenmuth Insurance Company, do hereby certify that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and is in full force and effect as of this date.

IN WITNESS WHEREOF, I have set my hand and affixed the Seal of the Company, this 8th day of August, 2025

Frederick A. Edmond, Jr.  
Frederick A. Edmond, Jr.  
Chief Executive Officer

ALL CORRESPONDENCE RELATED TO BOND VALIDATION AND/OR A CLAIM SHOULD BE DIRECTED TO VP SURETY, 701 U.S. ROUTE ONE, SUITE 1, YARMOUTH, ME 04096

# Texas Department of Insurance

## Amended Certificate of Authority

License no. 95333

Licensed since: February 18, 1999

Department Certification

**Frankenmuth Insurance Company**  
(foreign stock fire and casualty company)  
organized under the laws of the state of Michigan

This entity has complied with the laws of the state of Texas, as applicable, and is authorized to transact the following lines of insurance:

Allied Coverages, Auto Physical Damage, Automobile Liability, Boiler & Machinery, Burglary & Theft, Employers' Liability, Fidelity & Surety, Fire, Forgery, Glass, Hail, Inland Marine, Liability Other than Auto, Livestock, Ocean Marine, Rain

This amended certificate of authority is in full force and effect until it is revoked, canceled, or suspended according to law.

Given under my hand and official seal of office  
in the city of Austin,

April 19, 2023

CASSIE BROWN  
COMMISSIONER OF INSURANCE

BY

  
John Carter, Director

Company Licensing and Registration  
Financial Regulation Division  
Commissioner's order no. 3632





**13**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 10/18/2022	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> 10/26/2022	<b>Department:</b> County Clerk
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Comm Court Minutes - November 2025	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input checked="" type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take the necessary action to approve the Commissioners Court minutes for November 2025.	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Tuesday at 5:00pm a week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_



THE FOREGOING COMMISSIONERS COURT MINUTES  
FOR THE MONTH OF NOVEMBER 2025 A.D.  
ACCEPTED THE 16<sup>TH</sup> DAY OF DECEMBER 2025 A.D.

---

Neal Franklin  
County Judge

---

Christina Drewry  
Commissioner, Precinct 1

---

John Moore  
Commissioner, Precinct 2

---

J Scott Herod  
Commissioner, Precinct 3

---

Ralph Caraway, Sr.  
Commissioner, Precinct 4



46-25  
**COMMISSIONERS COURT  
MINUTES  
November 4, 2025**

On Tuesday, November 4, 2025, the Honorable Commissioners Court of Smith County, Texas, met in the Smith County Commissioners Courtroom at the Smith County Courthouse Annex, 200 East Ferguson, in the City of Tyler, Texas.

**I. CALL TO ORDER: 9:30 a.m.**

County Judge Neal Franklin called the meeting to order with members present:

County Judge: Neal Franklin	Presiding
Commissioner: Precinct 1 Christina Drewry	Present
Commissioner: Precinct 2 John Moore	Present
Commissioner: Precinct 3 J Scott Herod	Present
Commissioner: Precinct 4 Ralph Caraway, Sr.	Present

**II. DECLARE A QUORUM PRESENT**

**III. DECLARE LEGAL NOTICES POSTED AND COURT DULY CALLED**

**IV. INVOCATION, PLEDGE OF ALLEGIANCE TO THE UNITED STATES  
AND THE STATE OF TEXAS**

Commissioner Ralph Caraway, Sr. Precinct 4

**V. PUBLIC COMMENT**

Dalila Reynoso #5, Gilberto Avila #5, Dee Chambless #1

**OPEN SESSION: 9:30 AM**

**AUDITOR'S OFFICE**

*Agenda items 5 & 6 moved to the front for timing*

5. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner J Scott Herod – Precinct 3 to approve the service agreement with Immigration and Customs Enforcement for the 287(g) Program and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

6. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to approve the grant application for the FY2026 CEO/Law Enforcement Certifications and Assurances Form for the Office of the Governor Public Safety Office Bullet-Resistant Components for Law Enforcement Vehicles.

*Passed 5-0; Abstain: (None); Absent: (None).*

### **PRESENTATION**

1. Receive presentation from David Quin, Program Manager with Texas Conference of Urban Counties, Public Power Pool (P3) regarding the 2025 procurement process and contract award for the purchase of electricity for 2026-2028.

*No Action Necessary.*

### **COURT ORDERS**

#### **COMMISSIONERS COURT**

2. Motion made by Commissioner Christina Drewry – Precinct 1 and seconded by Commissioner J Scott Herod – Precinct 3 to approve the following FY26 Indigent Defense Contract for the 114th Judicial District Court, pursuant to the Texas Code of Criminal Procedure, Article 26.04, with the following individuals and terms:

- a. Christopher Grier, in the amount of \$10,000, for a 1-month term.
- b. Kyle Rosenstein, in the amount of \$110,000, for an 11-month term.

*Passed 5-0; Abstain: (None); Absent: (None).*

3. Motion made by Commissioner Ralph Caraway, Sr. – Precinct 4 and seconded by Commissioner John Moore – Precinct 2 to authorize the approval of resale for struck off property, suit number 25,990-A and authorize the county judge to sign all related documentation.

*Passed 5-0; Abstain: (None); Absent: (None).*

4. Motion made by Commissioner Christina Drewry – Precinct 1 and seconded by Commissioner J Scott Herod – Precinct 3 to approve the SRL Clinic Attorney Agreement with Mike Hogan and authorize the county judge to sign all related documentation.

*Passed 5-0; Abstain: (None); Absent: (None).*

#### **ROAD AND BRIDGE**

7. Motion made by Commissioner Ralph Caraway, Sr. – Precinct 4 and seconded by Commissioner John Moore – Precinct 2 to accept the completion of the construction contract for RB-17-25, FY25 Seal Coat Program, with an underrun amount of \$94,029.30, authorize the County Judge to execute the Reconciliation Change Order, and authorize final payment to Texana Land & Asphalt, Inc.

*Passed 5-0; Abstain: (None); Absent: (None).*



## **PURCHASING**

8. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to authorize the Purchasing Department to advertise, solicit, and receive sealed bids for the following:
- a. RB 11-26 Drainage Culverts,
  - b. RB 12-26 Roadway Striping, and
  - c. RB-13-26 Asphaltic Concrete Patching Material.
- Passed 5-0; Abstain: (None); Absent: (None).*

## ***RECURRING BUSINESS***

### **ROAD AND BRIDGE**

9. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to authorize the county judge to sign the:
- a. Final Plat for the F.M. 344 South Subdivision, Unit 1, Precinct 1,
  - b. Final Plat for the Jaguar Enclave Subdivision, Precinct 1, and
  - c. Final Plat for The Stableford Subdivision, Phase 1, Precinct 3.
- Passed 5-0; Abstain: (None); Absent: (None).*

### **AUDITOR'S OFFICE**

10. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.
- Passed 5-0; Abstain: (None); Absent: (None).*

### **SHERIFF'S OFFICE**

11. Receive report on status of Smith County jail operations, inmate population, employee overtime, and employee vacancies.
- No Action Necessary.*

## **ADJOURN: 10:30AM**

Meeting adjourned by County Judge Neal Franklin


Date: 12/4/25

Approved: \_\_\_\_\_

County Judge Neal Franklin

The State of Texas §  
County of Smith §

I, Karen Phillips, Smith County Clerk attest that the foregoing is a true and accurate accounting of the Commissioners Court's authorized proceedings for November 4, 2025.

  
KAREN PHILLIPS, County Clerk  
Clerk of Commissioners Court  
Smith County, Texas

12-8-25  
Date





31-25  
**COMMISSIONERS COURT  
SPECIAL-CALLED MEETING  
MINUTES  
November 14, 2025**

On Friday, November 14, 2025, the Honorable Commissioners Court of Smith County, Texas, met in the Smith County Commissioners Courtroom at the Smith County Courthouse Annex, 200 East Ferguson, in the City of Tyler, Texas.

**I. CALL TO ORDER: 9:30 a.m.**

County Judge Neal Franklin called the meeting to order with members present:

County Judge: Neal Franklin	Presiding
Commissioner: Precinct 1 Christina Drewry	Present
Commissioner: Precinct 2 John Moore	Present
Commissioner: Precinct 3 J Scott Herod	Present
Commissioner: Precinct 4 Ralph Caraway, Sr.	Present

**II. DECLARE A QUORUM PRESENT**

**III. DECLARE LEGAL NOTICES POSTED AND COURT DULY CALLED**

**IV. INVOCATION, PLEDGE OF ALLEGIANCE TO THE UNITED STATES  
AND THE STATE OF TEXAS**

County Judge Neal Franklin

**V. PUBLIC COMMENT**

**OPEN SESSION: 9:30 AM**

***COURT ORDERS***

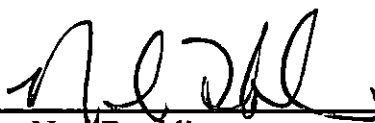
***ELECTIONS***

1. Motion made by Commissioner Christina Drewry – Precinct 1 and seconded by J Scott Herod – Precinct 3 to approve an order canvassing the November 4, 2025, Special Election, and authorize the county judge to sign all related documentation.

**ADJOURN: 9:39AM**

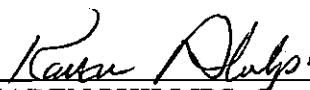
Meeting adjourned by County Judge Neal Franklin

Date: 12/4/25

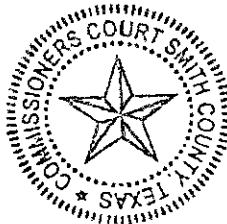
Approved:   
County Judge Neal Franklin

The State of Texas §  
County of Smith §

I, Karen Phillips, Smith County Clerk attest that the foregoing is a true and accurate accounting of the Commissioners Court's authorized proceedings for November 14, 2025.

  
KAREN PHILLIPS, County Clerk  
Clerk of Commissioners Court  
Smith County, Texas

12-8-25  
Date





**31-25**  
**COMMISSIONERS COURT**  
**MINUTES**  
**November 18, 2025**

On Tuesday, November 18, 2025, the Honorable Commissioners Court of Smith County, Texas, met in the Smith County Commissioners Courtroom at the Smith County Courthouse Annex, 200 East Ferguson, in the City of Tyler, Texas.

**I. CALL TO ORDER: 9:30 a.m.**

County Judge Neal Franklin called the meeting to order with members present:

County Judge: Neal Franklin	Presiding
Commissioner: Precinct 1 Christina Drewry	Present
Commissioner: Precinct 2 John Moore	Present
Commissioner: Precinct 3 J Scott Herod	Present
Commissioner: Precinct 4 Ralph Caraway, Sr.	Present

**II. DECLARE A QUORUM PRESENT**

**III. DECLARE LEGAL NOTICES POSTED AND COURT DULY CALLED**

**IV. INVOCATION, PLEDGE OF ALLEGIANCE TO THE UNITED STATES AND THE STATE OF TEXAS**

**V. PUBLIC COMMENT**

Belinda Arroyo- #10, Sharon Guthrie- #10, Charles Wilson- #4, David Stein- #10, Carolyn Davis- #10, Gordon Spencer Gilliam, Jr.- #10, Raquel Avelar- #10, Sarah Fields- #10, Craig Licardi- #10, Mark Barlett- #10, Thomas Mutranowski- #10, Julian Martinez- #10, Elizabeth (Izzy) Genry- #10, Estafany Del Rio- #10, Jeremy Flowers- #10, Nick Pesina, Jr.- #10, Catherine Roots- #10, Marco Lopez- #10, Daniel Alders- #10, Sheryl Hazelwood- #10, JoAnn Fleming- #10, Jacqueline Garcia- #10, Mark Metteauer- #10, Kathleen Kramer- #10, Grace Delgado- #10, Randy Reeves- #10, John Gibson- #10, Anel Aguilera- #10, Pam Burton- #10, Victoria Olivares- #10, Kerianne Ledesma- #10, Nancy Nichols- #10, Kevin McCall- #10, Mary Ann Aiken- #10, Bob Brewer- #10, Hector Garza- #10, Dalila Reynoso- #10

**OPEN SESSION: 9:30 AM**

Motion made by County Judge Neal Franklin and seconded by Commissioner John Moore – Precinct 2 to suspend rule of 30 minutes of public comment per agenda item to extend public comment regarding agenda item #10.

## **RESOLUTIONS**

1. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to ratify a resolution proclaiming November 11, 2025, as "Veterans Appreciation Day" in Smith County.  
*Passed 5-0; Abstain: (None); Absent: (None).*
2. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner J Scott Herod – Precinct 3 to approve a resolution proclaiming November 19, 2025, as "Cotton Belt Museum Day" in Smith County.  
*Passed 5-0; Abstain: (None); Absent: (None).*
3. Motion made by Commissioner Christina Drewry – Precinct 1 and seconded by Commissioner J Scott Herod – Precinct 3 to approve a resolution proclaiming November 2025, as "Prematurity Awareness Month" in Smith County.  
*Passed 5-0; Abstain: (None); Absent: (None).*

## **COURT ORDERS**

### **COMMISSIONERS COURT**

4. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to engage Fitzpatrick Architects in a professional services agreement for a feasibility study regarding the Smith County Animal Shelter, utilizing American Rescue Plan Act Funds (ARPA), and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*
5. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner J Scott Herod – Precinct 3 to approve a Parking Space Lease Agreement between Smith County and Tyler Hotel Partners pursuant to Texas Local Government Code, § 615.003(b), and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*
6. Motion made by Commissioner Christina Drewry – Precinct 1 and seconded by Commissioner J Scott Herod – Precinct 3 to approve the FY26 Public Service Interlocal Agreement between Smith County and the Andrews Center and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*
7. Motion made by County Judge Neal Franklin and seconded by Commissioner J Scott Herod – Precinct 3 to cast Smith County's 200 votes to James Sheridan and 46 votes to Mark Whatley and approve a resolution casting votes to elect candidates to serve on the Smith County Appraisal District Board of Directors, pursuant to Texas Tax Code, §§ 6.03 & 6.0301.  
*Passed 5-0; Abstain: (None); Absent: (None).*  
*200 Votes to James Sheridan*  
*46 Votes to Mark Whatley*

8. Motion made by Commissioner Ralph Caraway, Sr. – Precinct 4 and seconded by Commissioner John Moore – Precinct 2 to approve a Commercial Crime Insurance Policy renewal proposal in the amount of \$20,789.00 from McGriff Insurance Services, LLC, and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

### **AUDITOR'S OFFICE**

9. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to approve a resolution from the Texas Department of Agriculture, Texans Feeding Texans: Home Delivered Meal Grant Program for FY26 Meals on Wheels Ministry grant funding and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

*Court Recessed for a 5–10-minute break at 10:55AM  
Court returned to open session at 11:04AM*

### **CONSTABLE – PCT 4**

10. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Christina Drewry – Precinct 1 to approve the Precinct 4 Constable's Office to enter into a Memorandum of Agreement, 287(g) Task Force Model with Immigration and Customs Enforcement, and authorize the county judge to sign all necessary documentation.  
*Passed 4-1; Abstain: (None); Absent: (None); Opposed: (Commissioner Ralph Caraway, Sr. – Precinct 4)*

11. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Christina Drewry – Precinct 1 to appoint Scott McAuley to serve as a reserve deputy for the Smith County Precinct 4 Constable's Office.  
*Passed 5-0; Abstain: (None); Absent: (None).*  
*Appointed Gregory Scott McAuley*

### **ROAD AND BRIDGE**

12. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Christina Drewry – Precinct 1 to authorize the county judge to sign the request to vacate the plat for Gavins Ridge, Precinct 3.  
*Passed 5-0; Abstain: (None); Absent: (None).*

### **INFORMATION TECHNOLOGY**

13. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to approve a sole source discretionary exemption to Tyler Technologies for the purchase of the Enterprise Justice Software upgrade of Odyssey in accordance with Local Government Code 262.024(7)(D); and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

14. Motion made by Commissioner Christina Drewry – Precinct 1 and seconded by Commissioner J Scott Herod – Precinct 3 to adjust FY26 Smith County PayScale for the Information Technology Network Administrator position and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

#### **FCIC**

15. Motion made by Commissioner Ralph Caraway, Sr. – Precinct 4 and seconded by Commissioner Christina Drewry – Precinct 1 to approve a 60-month lease agreement between Axon and FCIC (Texas Financial Crimes & Intelligence Center) utilizing the BuyBoard Contract 743-24 in the amount of \$207,911.00 and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

16. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to authorize discretionary exemption pursuant to, Texas Local Government Code, § 262.024(a)(7)(C) for Internet Services provided by AireSpring to FCIC Satellite Offices.  
*Passed 5-0; Abstain: (None); Absent: (None).*

#### **RECURRING BUSINESS**

##### **COUNTY CLERK**

17. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to approve the Commissioners Court minutes for October 2025.  
*Passed 5-0; Abstain: (None); Absent: (None).*

18. Receive Commissioners Court recordings for October 2025.  
*No Action Necessary.*

##### **COMMISSIONERS COURT**

19. Receive monthly reports from Smith County Departments.  
*No Action Necessary.*

##### **ROAD AND BRIDGE**

20. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner J Scott Herod – Precinct 3 to authorize the county judge to sign the:
- a. Final Plat for the Dennis Addition, Precinct 2; and
  - b. Re-Plat for Wild Estates, Unit II, Precinct 3.
- Passed 5-0; Abstain: (None); Absent: (None).*

21. Receive pipe and/or utility line installation request (notice only) for County Road 463, Oncor Electric, LLC, upgrade utility poles and lines, Precinct 3.  
*No Action Necessary.*



## AUDITOR'S OFFICE

22. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner J Scott Herod – Precinct 3 to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.  
*Passed 5-0; Abstain: (None); Absent: (None).*

*Commissioners Court recessed Open Session at 1:13PM and went into Executive Session.*

**EXECUTIVE SESSION:** For purposes permitted by Texas Government Code, Chapter 551, entitled Open Meetings, Sections 551.071, 551.072, 551.073, 551.074, 551.0745, 551.075, and 551.076. The Commissioners Court reserves the right to exercise its discretion and may convene in executive session as authorized by the Texas Government Code, Section 551.071, et seq., on any of the items listed on its formal or briefing agendas.

### SECTION 551.074 PERSONNEL MATTERS SECTION 551.071 CONSULTATION WITH ATTORNEY

23. Deliberation and consultation regarding the employment, evaluation, and duties of the Smith County Budget Officer, Budget Analyst, Animal Control Supervisor and Animal Shelter Coordinator.

*Commissioners Court closed Executive Session at 3:57PM and reconvened Open Session.*

### ADJOURN: 3:57 PM


Meeting adjourned by County Judge Neal Franklin

Date: 12/4/25

Approved:   
County Judge Neal Franklin

The State of Texas §  
County of Smith §

I, Karen Phillips, Smith County Clerk attest that the foregoing is a true and accurate accounting of the Commissioners Court's authorized proceedings for November 18, 2025.

  
KAREN PHILLIPS, County Clerk  
Clerk of Commissioners Court  
Smith County, Texas

12-8-25  
Date





49-25  
**COMMISSIONERS COURT  
MINUTES  
November 25, 2025**

On Tuesday, November 25, 2025, the Honorable Commissioners Court of Smith County, Texas, met in the Smith County Commissioners Courtroom at the Smith County Courthouse Annex, 200 East Ferguson, in the City of Tyler, Texas.

**I. CALL TO ORDER: 9:30 AM**

County Judge Neal Franklin called the meeting to order with members present:

County Judge: Neal Franklin	Presiding
Commissioner: Precinct 1 Christina Drewry	Present
Commissioner: Precinct 2 John Moore	Present
Commissioner: Precinct 3 J Scott Herod	Present
Commissioner: Precinct 4 Ralph Caraway, Sr.	Present

**II. DECLARE A QUORUM PRESENT**

**III. DECLARE LEGAL NOTICES POSTED AND COURT DULY CALLED**

**IV. INVOCATION, PLEDGE OF ALLEGIANCE TO THE UNITED STATES  
AND THE STATE OF TEXAS**

Commissioner John Moore – Precinct 2

**V. PUBLIC COMMENT**

Bob Brewer #2

**OPEN SESSION: 9:30 AM**

***PRESENTATIONS***

1. Receive presentations from Opioid Grant applicants.  
*No Action Necessary.*  
*Speakers: Andrews Center – Keisha Morris, Cenikor Foundation – Jake Strain, Knucklehead Recovery Motorcycle Organization – Chris Plunk, Mitchell Wellness & Recovery Services – Crystal Dudley, New Creation Foundation – Greg Fleck, Transitional Care Management – Dr. Arunditi Xantus*

2. Receive update regarding Pine Bliss, LLC and Redtown Ranch Holdings, LLC well permit applications with the Neches & Trinity Valley Groundwater Conservation District.

*No Action Necessary.*

## **COURT ORDERS**

### **COMMISSIONERS COURT**

3. Motion made by Commissioner Ralph Caraway, Sr. – Precinct 4 and seconded by Commissioner John Moore – Precinct 2 to accept and approve the 2023-2025 Smith County Sexual Assault Response Team Biennial Summary.  
*Passed 5-0; Abstain: (None); Absent: (None).*
4. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Ralph Caraway, Sr. – Precinct 4 to approve the two-year bond renewal for Smith County Fire Marshal, Preston Chad Hogue, effective December 13, 2025, and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

### **TAX OFFICE**

5. Motion made by Commissioner Christina Drewry – Precinct 1 and seconded by Commissioner John Moore – Precinct 2 to approve the 2025 Tax Roll pursuant to Sec. 26.09(e) of the Tax Code and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

### **CONSTABLE – PCT 5**

6. Motion made by Commissioner J Scott Herod – Precinct 3 and seconded by Commissioner Christina Drewry – Precinct 1 to approve the 2026 Federal Equitable Sharing Agreement and Certification for Smith County Constable, Precinct 5, and authorize the county judge to sign all related documentation.  
*Passed 5-0; Abstain: (None); Absent: (None).*

## **RECURRING BUSINESS**

### **ROAD AND BRIDGE**

7. Motion made by Commissioner John Moore – Precinct 2 and seconded by Commissioner J Scott Herod – Precinct 3 to authorize the county judge to sign the:
  - a. Final Plat for the Hernandez Addition, Precinct 2,
  - b. Re-Plat for the Cherry Creek Addition, Lots 1, 2 and 6, Precinct 3; and
  - c. Re-Plat for the Tristan's View Subdivision, Lots 6-8, Precinct 3.*Passed 5-0; Abstain: (None); Absent: (None).*

## AUDITOR'S OFFICE

8. Motion made by Commissioner Ralph Caraway, Sr. – Precinct 4 and seconded by Commissioner John Moore – Precinct 2 to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.

**ADJOURN: 11:20 AM**

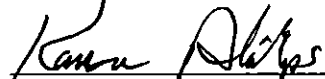
Meeting adjourned by County Judge Neal Franklin.

Date: 12/8/25

Approved:   
County Judge Neal Franklin

The State of Texas §  
County of Smith §

I, Karen Phillips, Smith County Clerk attest that the foregoing is a true and accurate accounting of the Commissioners Court's authorized proceedings for November 25, 2025.

  
KAREN PHILLIPS, County Clerk  
Clerk of Commissioners Court  
Smith County, Texas

12-8-25  
Date



**14**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 06/08/2022	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> 06/21/2022	<b>Department:</b> County Clerk
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Comm Court Recordings - November 2025	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input checked="" type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Receive Commissioners Court recordings for November 2025.	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Tuesday at 5:00pm a week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

**15**

**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 12/09/2025	<b>Submitted by:</b> KAREN NELSON
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> ROAD & BRIDGE
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> PLAT	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to authorize the County Judge to sign the: a. Replat for East Shores, Unit 3, Lots 196, 197 and 198, Precinct 2; and b. Final Plat for the Thurman Subdivision, Precinct 3	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Monday at 12:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_



Subdivision Name: East Shores Estates Unit 3Adjacent Road: Old Whitehorse Rd.Developer: Matt Spann Phone: 903-992-5220email: matt.spann@duplainy.com Fax: \_\_\_\_\_Surveyor: Freeman Phone: 903-504-5314email: office@fsm.survey.com Fax: \_\_\_\_\_Roadway Length: N/A ft. (centerline)

Item		Date and Initial when received		
		Resub/Lot Line Adjustment	No Roads	With Roads
Prior to Court Submission	Preliminary Plat (2 copies)	Not Required		
	Preliminary Plat Approved	Not Required		
	Final Plat (mylar & 3 prints)	12-3-25 S.B.		
	Plat Fee	\$25 12-3-25 S.B.	\$100	\$250
	Construction Bond (\$20 /ft.)	Not Required	Not Required	
	Testing Fee (\$1.50/ft with Curb & Gutter, \$1/ft without)	Not Required	Not Required	
	911 Clearance Letter	12-3-25 S.B.		
	Designated Rep. (Huggins) Clearance Letter	See notes below		
	Tax Certificate	12-3-25 S.B.		
	Plans and Specifications (2 copies)	Not Required	Not Required	
	TCEQ Permit for Dam (if lake or pond present)	N/A		
	Flood Plain Development Permit & Fee (if required)	\$100	\$100	\$100
At Completion of Construction	Final Inspection	Not Required	Not Required	
R/W Accepted as County Road by Commissioners Court	Maintenance Bond (\$30/ft.)	Not Required	Not Required	
	County Rd Number	Not Required	Not Required	

Notes: Increase lot(s) – Huggins letter “NOT” required  
 Decrease lot(s) – Huggins letter “IS” required



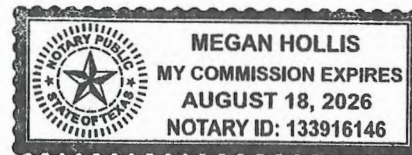
## OWNER'S STATEMENT:

I, Mathew Spann, Owner of Day 3 Realty, LLC, do hereby certify that it is the owner of the tract shown hereon and do accept this as its final plan for the subdividing into lots and blocks and do dedicate to the public forever All of the roads, streets, alleys and easements shown hereon (unless otherwise noted hereon).

By: Mathew Spann  
Mathew Spann - Owner of Day 3 Realty, LLC

Having SUBSCRIBED AND SWORN BEFORE ME, a Notary Public, in and for Smith, County, Texas ON THIS THE 2nd DAY OF December, 2025.

Megan Hollis



## SURVEYOR'S STATEMENT:

I, Steven J. Freeman, II, REGISTERED PROFESSIONAL LAND SURVEYOR No. 6339, do hereby state that this plat was prepared from an actual survey made on the ground under my supervision and direction during the month of November, 2025.

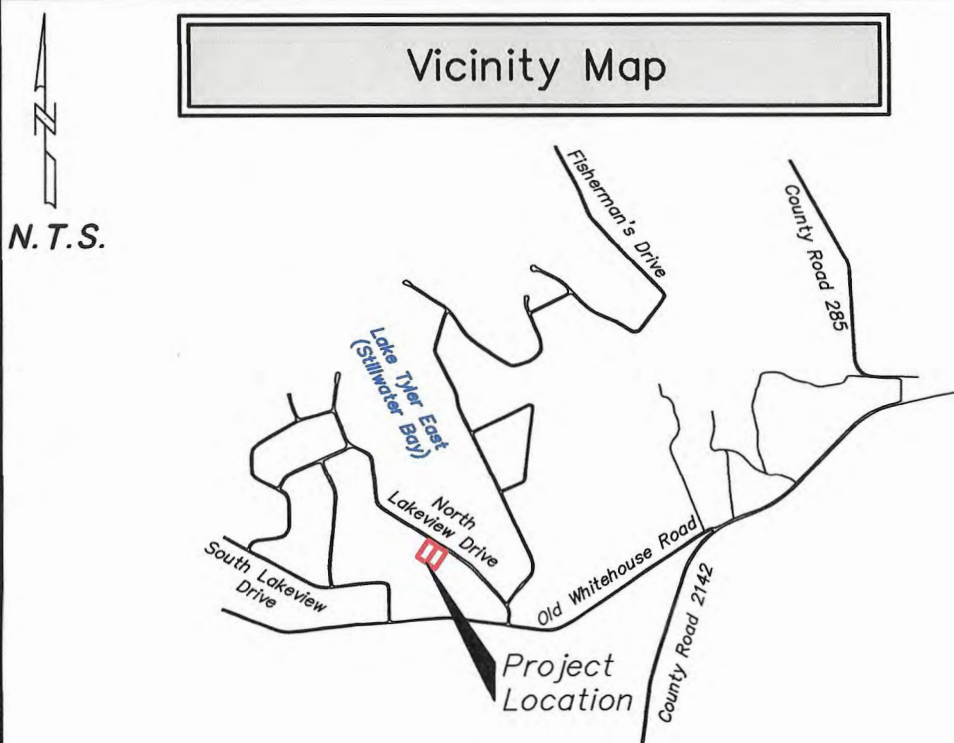


Steven J. Freeman, II  
Registered Professional Land Surveyor  
State of Texas No. 6339

Approved by the commissioner's Court of Smith County, Texas, this the \_\_\_\_\_ Day of \_\_\_\_\_, 2025.

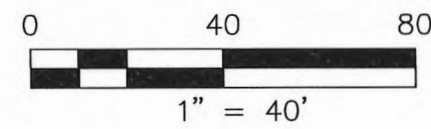
County Judge, Smith County, Texas

## Vicinity Map



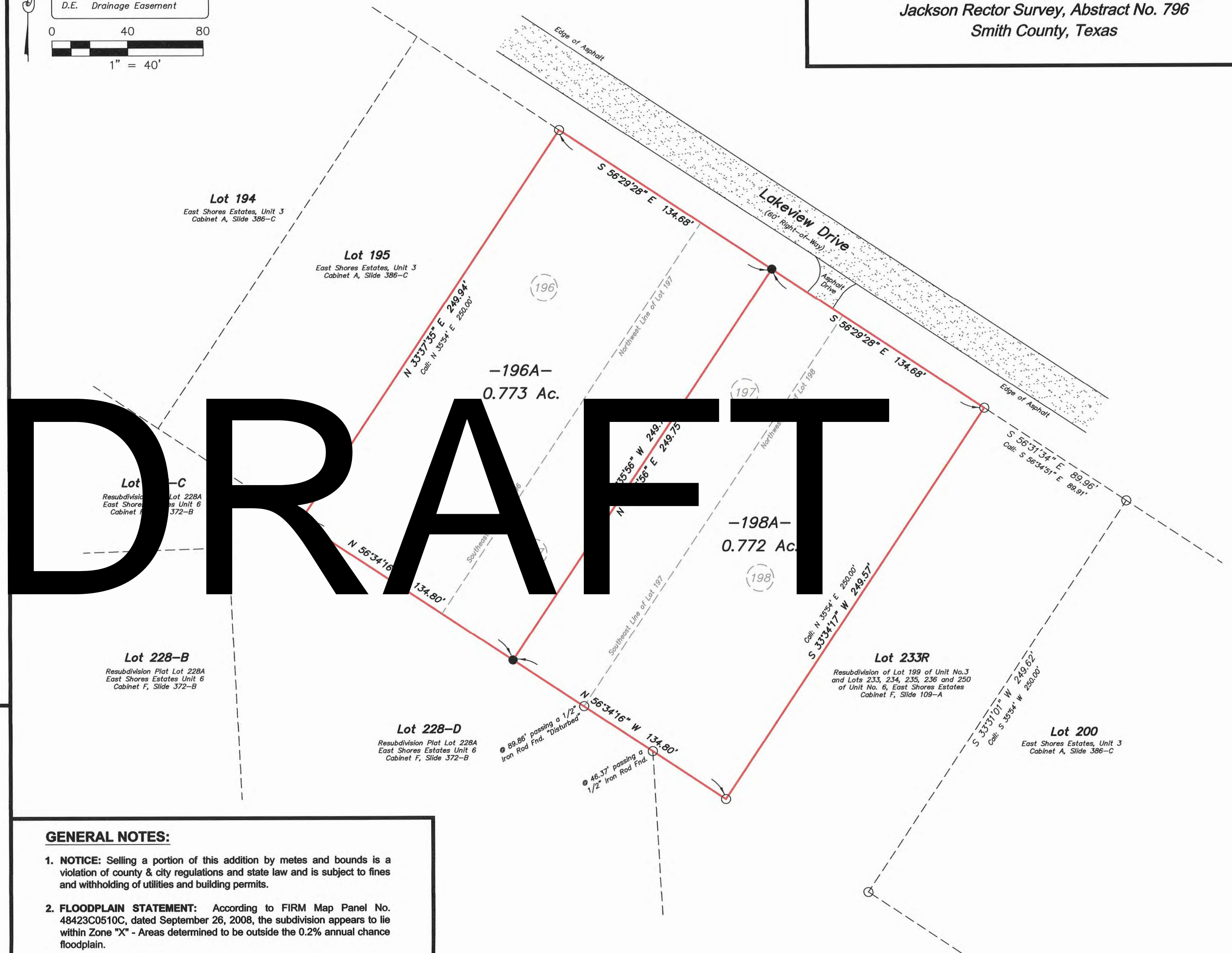
## Legend

- 1/2" Iron Rod Found Unless otherwise noted
- 1/2" Iron Rod Set With Yellow Cap Stamped "Freeman Surveying"
- U.E. Utility Easement
- D.E. Drainage Easement



## ReSubdivision of Lots 196, 197 and 198 Of the East Shores Estates, Unit 3

Recorded in Cabinet A, Slide 386-C  
Plat Records of Smith County, Texas  
Jackson Rector Survey, Abstract No. 796  
Smith County, Texas



## GENERAL NOTES:

- NOTICE:** Selling a portion of this addition by metes and bounds is a violation of county & city regulations and state law and is subject to fines and withholding of utilities and building permits.
- FLOODPLAIN STATEMENT:** According to FIRM Map Panel No. 48423C0510C, dated September 26, 2008, the subdivision appears to lie within Zone "X" - Areas determined to be outside the 0.2% annual chance floodplain.
- BASIS OF BEARINGS:** This survey is rotated to the Texas State Plane Coordinate System NAD 83 (2011), Texas North Central Zone (4202), U.S. Survey Feet from the TopNET VRS Network System.

DRAWN BY: CWS APPROVED BY: SJF + BCG

DATE: December 1, 2025 PROJ. NO. 25.1844

DWG. NO.: 1 DWG File: FSM DATA FILES:/DWG/25.1844.dwg  
FB 564/B-9 SCALE: 1" = 40'

Revisions:

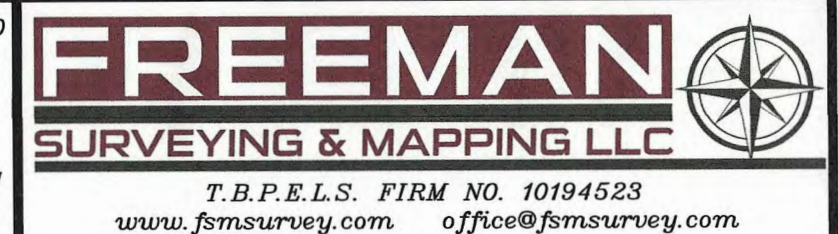
Cabinet \_\_\_\_\_, Slide \_\_\_\_\_

Filing Date: \_\_\_\_\_

PHYSICAL: 10763 C.R. 127, Ste. D  
FLINT, TEXAS 75762

MAILING: P.O. BOX 746  
FLINT, TEXAS 75762

VOICE (903) 504-5314  
CELL (903) 520-1890





## Appendix 11



Subdivision Name: Thurman Subdivision  
 Adjacent Road: County Road 3116  
 Developer: Chema's Real Estate Phone: 903.593.0075  
 email: Chemasautos@shcglobal.net Fax: \_\_\_\_\_  
 Surveyor: Freeman Surveying Phone: 903.504.5314  
 email: office@fmsurvey.com Fax: \_\_\_\_\_

Roadway Length: \_\_\_\_\_ ft. (centerline)

Item		Date and Initial when received		
		Resub/Lot Line Adjustment	No Roads	With Roads
Prior to Court Submission	Preliminary Plat (2 copies)	Not Required		
	Preliminary Plat Approved	Not Required	✓	
	Final Plat (mylar & 3 prints)		12-3-2558	
	Plat Fee	\$25	\$100 12-3-2558	\$250
	Construction Bond (\$20 /ft.)	Not Required	Not Required	
	Testing Fee (\$1.50/ft with Curb & Gutter, \$1/ft without)	Not Required	Not Required	
	911 Clearance Letter		12-3-2558	
	Designated Rep. (Huggins) Clearance Letter	See notes below	12-3-2558	
	Tax Certificate		12-3-2558	
	Plans and Specifications (2 copies)	Not Required	Not Required	
	TCEQ Permit for Dam (if lake or pond present)		N/A	
	Flood Plain Development Permit & Fee (if required)	\$100	\$100	\$100
At Completion of Construction	Final Inspection	Not Required	Not Required	
R/W Accepted as County Road by Commissioners Court	Maintenance Bond (\$30/ft.)	Not Required	Not Required	
	County Rd Number	Not Required	Not Required	

Notes: Increase lot(s) – Huggins letter “NOT” required  
 Decrease lot(s) – Huggins letter “IS” required



OWNER'S STATEMENT:

I, Jose Ma Saucedo, Managing Member of Chema's Real Estate Investments, LLC, do hereby certify that it is the owner of the tract shown hereon and do accept this as its final plan for the subdividing into lots and blocks and do dedicate to the public forever All of the roads, streets, alleys and easements shown hereon (unless otherwise noted hereon).

Chema's Real Estate Investments, LLC


By: JOSE MA SAUCEDO  
Jose Ma Saucedo, Member

Having SUBSCRIBED AND SWORN BEFORE ME, a Notary Public, in and for Smith, County, Texas ON THIS THE 3rd DAY OF December, 2025.

Brian Garner  
BRIAN GARNER  
My Notary ID # 132445371  
Expires April 21, 2028

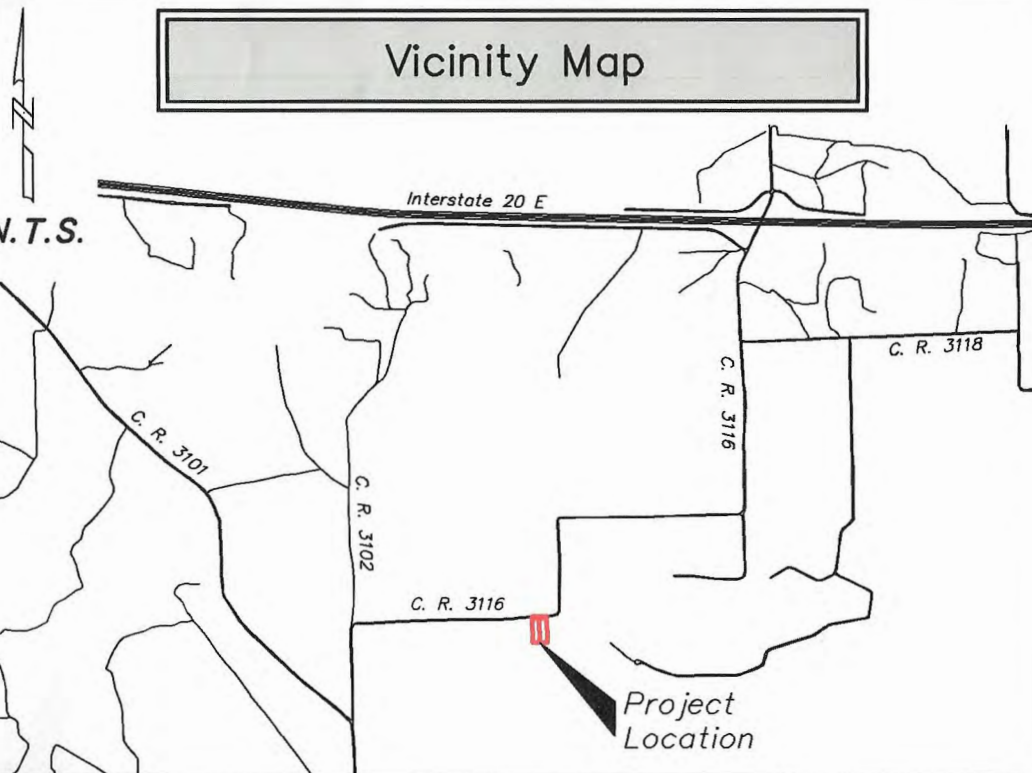
SURVEYOR'S STATEMENT:

I, Steven J. Freeman, II, REGISTERED PROFESSIONAL LAND SURVEYOR No. 6339, do hereby state that this plat was prepared from an actual survey made on the ground under my supervision and direction during the month of December, 2024 and November & December, 2025.

  
Steven J. Freeman, II  
Registered Professional Land Surveyor  
State of Texas No. 6339

APPROVED BY THE COMMISSIONERS COURT, SMITH COUNTY, TEXAS,  
THIS THE \_\_\_\_ DAY \_\_\_\_\_, 2025.

COUNTY JUDGE \_\_\_\_\_

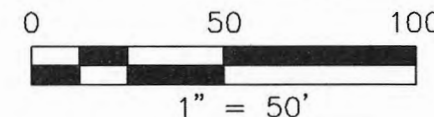


DRAWN BY: CWS APPROVED BY: SJF  
DATE: October ??, 2025 PROJ. NO. 24.1645  
DWG. NO.: 1 DWG File: FSM DATA FILES:/DWG/24.1645.dwg  
FB 546/46 SCALE: 1" = 50'

Revisions:  
12/3/2025 Issued Mylars for Signatures

Legend

- 1/2" Iron Rod Found Unless otherwise noted
- 1/2" Iron Rod Set/Found With Yellow Cap Stamped "Freeman Surveying"
- Mag Nail Found
- U.E. Utility Easement
- D.E. Drainage Easement



Line Table (Actual)

LINE	BEARING	DISTANCE
L1	S 02°27'27" E	34.30'
L2	N 02°27'26" W	27.76'

GENERAL NOTES:

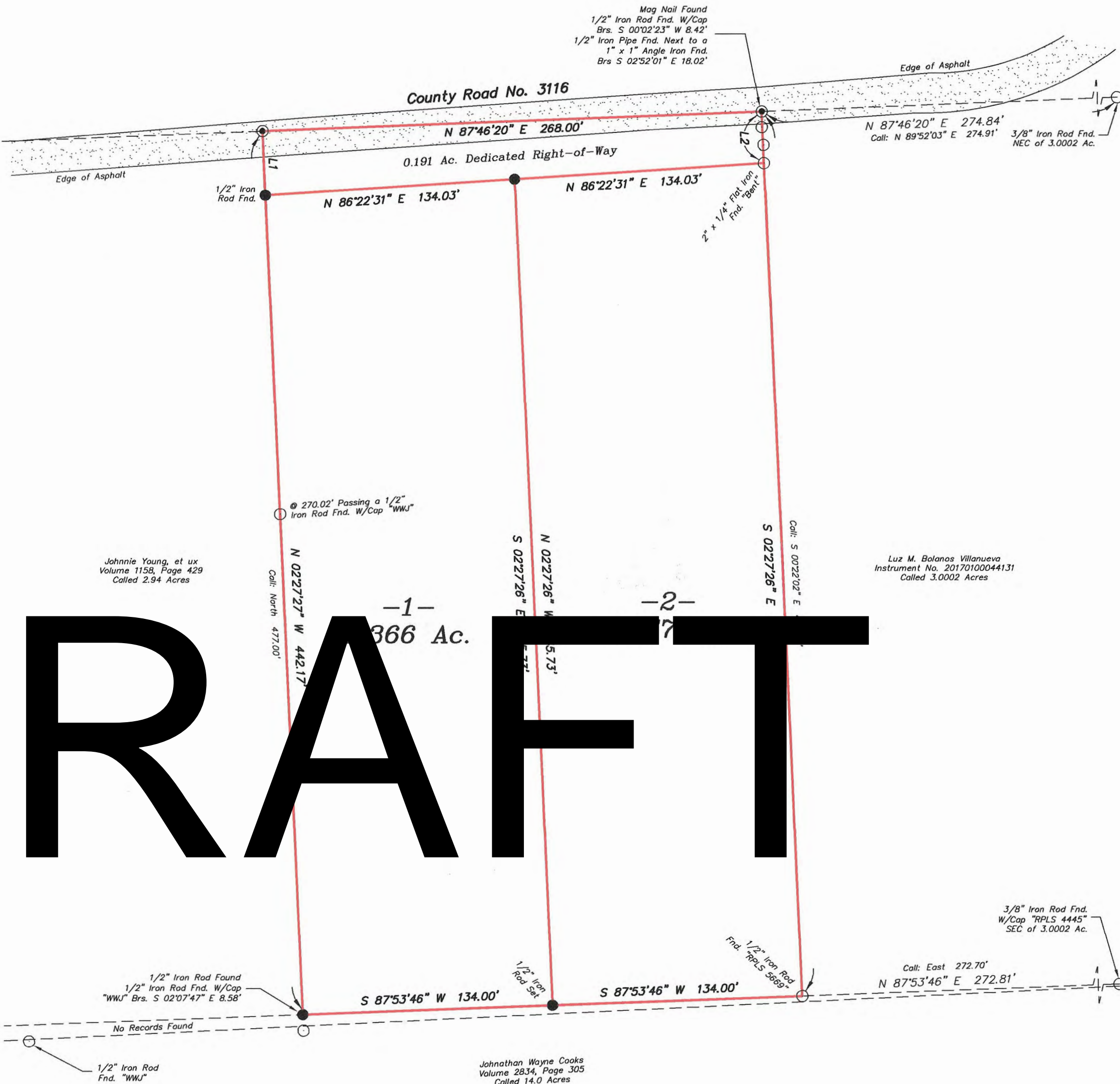
- NOTICE:** Selling a portion of this addition by metes and bounds is a violation of county & city regulations and state law and is subject to fines and withholding of utilities and building permits.
- FLOODPLAIN STATEMENT:** According to FIRM Map Panel No. 48423C0300C, dated September 26, 2008, the subdivision appears to lie within Zone "X" - Areas determined to be outside the 0.2% annual chance floodplain.
- BASIS OF BEARINGS:** This survey is rotated to the Texas State Plane Coordinate System NAD 83 (2011), Texas North Central Zone (4202), U.S. Survey Feet from the TopNET VRS Network System.
- NOTE:** A title/easement search was not apart of this survey.

Cabinet \_\_\_\_\_, Slide \_\_\_\_\_

Filing Date: \_\_\_\_\_

PHYSICAL: 10763 C.R. 127, Ste. D  
FLINT, TEXAS 75762  
MAILING: P.O. BOX 746  
FLINT, TEXAS 75762  
VOICE (903) 504-5314  
CELL (903) 520-1890

**FREEMAN**  
SURVEYING & MAPPING LLC  
T.B.P.E.L.S. FIRM NO. 10194523  
www.fsmsurvey.com office@fsmsurvey.com





**16**

**SMITH COUNTY COMMISSIONERS COURT  
AGENDA ITEM REQUEST FORM**

<b>Submission Date:</b> 12/09/2025	<b>Submitted by:</b> KAREN NELSON
<b>Meeting Date:</b> 12/16/2025	<b>Department:</b> ROAD & BRIDGE
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Utility Permits	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Receive pipe and/or utility line installation request (notice only): a. County Roads 2195, 2268 and 2288, Metronet, install fiber optic cable, Precinct 2	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

APPLICATION FOR PERMIT FOR THE INSTALLATION  
PIPE AND/OR UTILITY LINES WITHIN A COUNTY MAINTAINED  
RIGHT OF WAY OR EASEMENT  
Smith County Road & Bridge Department  
135 SSE Loop 323  
Tyler, Texas 75702

1. Applicant: Metronet Date: 6/27/2025  
Company Name (if different): \_\_\_\_\_ Phone: 812-916-1792  
Address: 3701 Communications Way, Evansville IN Fax: \_\_\_\_\_  
47715 Zip: \_\_\_\_\_  
24/7 Contact Name: TAYLOR SHELTON Phone: 812-213-1311  
Contractor: TBD Phone: TBD  
Bonding Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. Franchise Holder: \_\_\_\_\_ Phone: \_\_\_\_\_  
3. Franchise Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
4. Location (if applicable, length of installation in feet): CR 2195, SHADOW WOOD CIRCLE, CREPE MYRTLE RD, SUMMER PL,  
AUTUMN TRAIL, WINTER HAVEN CIRCLE 2268 2288 2288 2268

5. Type of work, location, and description of the proposed line and appurtenances is shown by 3 copies of drawings attached to this application. The line will be constructed and maintained on the County right-of-way as directed by the Road Administrator/Engineer in accordance with SMITH COUNTY specifications.

6. Describe all traffic controls or warning devices anticipated for this project: \_\_\_\_\_

Possible TCP's to be used are included with drawings. Contractor to provide more information prior to construction.

7. Proposed start date: 11-19-2025 Completion date: 5/19/2026

It is expressly understood that the SMITH COUNTY Commissioners Court does not purport, hereby, to grant and right, claim, title, or easement in or upon this county road; and it is further understood that in the future should for any reason SMITH COUNTY should need to work, improve, relocate, widen, increase, add to or in any manner change the structure of this right-of-way, this line, if affected, will be moved under the direction of the SMITH COUNTY Road Administrator/Engineer and shall be relocated at the complete expense of the owner.

All work on the county right-of-way shall be performed in accordance with the Road Administrator/Engineer's instructions. The installation shall not damage any part of the road way.

Specific instructions and conditions are as follows:

1. All underground lines are to be installed a minimum of 36 inches below flow line of the adjacent drainage or borrow ditch.
2. All buried lines carrying an electrical current, or electronic or optical signal shall have yellow plastic tape at least two inches in width, buried a minimum of twelve inches above such lines.
3. Lines crossing under surfaced roads and under surfaced cross roads with in the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line.
4. All lines under roads carrying pressure in excess of 50psi shall be enclosed in satisfactory casing extending from right-of-way line to right-of-way line. Pipe used for casing may be any type approved by the Road Administrator and shall be capable of supporting the roadbed and traffic loads and shall be constructed such that there is no leakage through the casing, carrier pipe, joints or couplings. (Lines installed 48 inches or greater below flow line encasement is not required.)

5. No lines are to be installed under or within 50 ft. of either end of a bridge. No lines shall be placed in a culvert or within 10 ft. of the closest point of same.
6. Parallel lines will be installed as near the right-of-way as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and roadbed without special permission of the Road Administrator/Engineer.
7. Overhead lines will have a minimum clearance of 18 ft. above the road surface at point of crossing.
8. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a result of this installation will be borne by the owner of this line.
9. At least one half of the traveled portion of the road must be open to traffic at all times.
10. This permit is permissive, is subject to the public right of travel on and access to the right-of-way, and may not be assigned.
11. The applicant shall secure all other necessary or required permits, licenses, or approvals before starting work.
12. Signs and traffic controls shall comply with the current edition of the Manual on Uniform Traffic Control Devices, as approved by the Texas Department of Transportation.
13. All work shall conform to the design standards and specifications of the County.
14. Restoration of the right-of-way is required and shall be completed within 30 days of the completed work within the right-of-way.
15. Right-of-Way surfaces shall be cleaned before the end of each day's work. All catch basins, culverts or other improvements affected by any deposits of dirt, mud, rock, debris, or other material shall be cleaned daily or as specified by the County.
16. The applicant shall provide proof of Insurance.
17. The applicant shall be responsible for all utility locates.
18. All residents or businesses affected by any scheduled maintenance causing road closure, or interruption of any utility service shall be notified forty-eight (48) hours prior to any work. Emergency situations are exempt.
19. Petrochemical or other hydrocarbon pipelines: Does this pipeline fall under the Texas Rail Road Commission (flowlines). Yes \_\_\_\_\_ No<sup>x</sup> \_\_\_\_\_
20. **Final Inspection: All permits must have a final inspection once work is complete. Please call (903)590-4801 to schedule a final inspection.**

Indemnification: By accepting this permit, the Applicant shall assume all risks and hazards incidental to it use of County right-of-way under this permit and hold harmless the County of SMITH, its officers, employees and agents from any claim arising out of applicants' performance under this permit.

Applicants Signature: Jaylor Shelton Date: 11/6/25

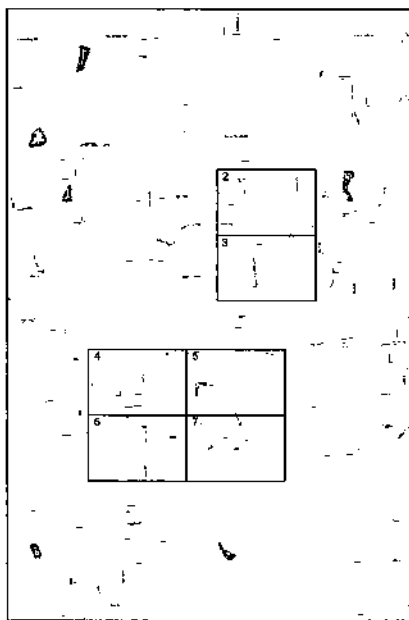
Approved: Austin Brz  
Smith County Road Administrator/Engineer



**TYLR.07.013**  
**FTTH PROJECT**



ONE-CALL NOTIFICATION SYSTEM  
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 1-800-545-6005



**AREA MAP**

**SMITH COUNTY**  
**PERMIT**  
**DRAWINGS**

DATE: 10/29/2025

DRAWING INDEX	SHEET
COVER SHEET	01
CONSTRUCTION PLANS	02-07
TYPICAL DETAILS	T1-T13

CONTACT INFORMATION	
PRIMARY CONTACT (NAME):	TAYLOR SHELTON
PHONE:	(512) 213-1311
EMAIL:	TAYLOR.SHELTON@METRONET.COM
ADDITIONAL CONTACT (NAME):	NICK WILLIAMS
PHONE:	(512) 328-2461
EMAIL:	NICK.WILLIAMS@WILCOMM.COM

PREPARED BY  
**WILLIAMS**  
 COMMUNICATIONS INC.  
SINCE 1974  
 5524 BEE CAVES RD, SUITE C-1  
 AUSTIN TX 78746  
 PHONE: (512) 328-2461  
 www.wilcomm.com

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**17**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b>	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> Weekly	<b>Department:</b> Auditor
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Weekly Bill Pay	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_