

COMMISSIONERS COURT AGENDA
Tuesday, January 13, 2026
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**

Phone: (903) 590-4605

Fax: (903) 590-4615

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, January 13, 2026**, 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>).

**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:

RESOLUTION

1. Consider and take necessary action to approve a resolution proclaiming January 15, 2026, as "Jerry Benet Embry Day" in Smith County.

COURT ORDERS

COMMISSIONERS COURT

2. Discuss, consider and take necessary action to determine next steps for the Budget Officer position.

SHERIFF'S OFFICE

3. Consider and take necessary action and authorize the county judge to apply for the Sheriff Immigration Law Enforcement Grant program on behalf of the Sheriff's Office through the Secretary of State grant portal.
4. Consider and take necessary action to approve the Sheriff's Office Detention Officer, one time exception, request to increase pay by \$6,991, based on the level of experience.
5. Consider and take necessary action to approve the Sheriff's Office Bookkeeper, one time exception, request to increase pay by \$16,247, based on the level of experience.

RECURRING BUSINESS

ROAD AND BRIDGE

6. Consider and take necessary action to authorize the county judge to sign the:
 - a. Final Plat for Piney Acres, Precinct 2,
 - b. Re-Plat for the Cumberland Ridge Subdivision, Unit VI, Block 20, Lots 26-28, Precinct 1, and
 - c. Final Plat for the Magnolia Meadows Subdivision, Precinct 1.
7. Receive pipe and/or utility line installation request (notice only) for County Road 3118, West Gregg Special Utility District, install water meter, Precinct 3.

COMMISSIONERS COURT

8. Receive monthly reports from Smith County departments.

AUDITOR'S OFFICE

9. 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: 1/6/2026

Time: 5:00 p

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**

Submission Date: 12/29/2025	Submitted by: Casey Murphy
Meeting Date: 01/13/2026	Department: Commissioners Court
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: Resolution: Jerry Benet Embry Day	
Agenda Category: <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input type="radio"/> Court Orders <input checked="" type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
Agenda Wording: Consider and take necessary action to approve a resolution proclaiming January 15, 2026, as "Jerry Benet Embry Day" in Smith County.	
Background: Hudrell Jones, with Clearwater Productions, requested this resolution.	
Financial and Operational Impact: NA	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name: cmurphy@smith-county.com	Email: jbell@smith-county.com
Name:	Email:
Name:	Email:
Name:	Email:

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 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 # _____



Smith County Commissioners Court

Resolution

*At a regular meeting of the Smith County Commissioners Court held at the Smith County Courthouse Annex,
Tyler, Texas, at which a quorum was present, the following Resolution was adopted:*

WHEREAS, Jerry Benet Embry was born and raised in North Tyler, in Smith County, and is a proud graduate of John Tyler High School (now Tyler High), Class of 1989; and

WHEREAS, Mr. Embry has distinguished himself as an accomplished filmmaker, serving as a writer, director, producer and actor, whose work reflects artistic excellence, professional integrity and a commitment to meaningful storytelling; and

WHEREAS, Mr. Embry's films, including Ruthless Atonement (2025), The Message (2024), and Older Man, Younger Woman (2023), have garnered national and international recognition. His film Ruthless Atonement has achieved significant critical acclaim, earning more than 27 awards collectively, including honors from the Global Film Festivals and New York International Film Festivals; and

WHEREAS, through his success, he has brought positive recognition to the City of Tyler and Smith County, highlighting the city as a place where creativity, talent and perseverance are cultivated and encouraged; and

WHEREAS, Mr. Embry's journey from North Tyler to international achievement serves as an inspiration to young people and aspiring artists, demonstrating that excellence can begin in Smith County and reach audiences around the world.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners Court of the County of Smith, Texas, through adoption of this Resolution does hereby proclaim January 15, 2026, as

“Jerry Benet Embry Day”

in Smith County and encourages all citizens to congratulate him on his successful filmmaking career.

WITNESS OUR HANDS THIS 13th day of January A.D. 2026.

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

2

SMITH COUNTY COMMISSIONERS COURT

AGENDA ITEM REQUEST FORM

Submission Date: 1/5/2026	Submitted by: Christina Drewry
Meeting Date: 1/13/2026	Department: Commissioner Pct 1
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: Budget Officer position	
Agenda Category: <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	
Agenda Wording: Discuss, consider & take necessary action to determine next steps for the Budget Officer position.	
Background: The Commissioners Court should discuss whether to dissolve the Office of the Budget Officer and reclassify the position as a Budget Analyst and then advertise the opening to the public or to repost the opening for a Budget Officer.	
Financial and Operational Impact: Budget Officer Salary Range: \$93,117 - \$107,085 Budget Analyst Salary Range: \$75,000 - \$85,000 Depending on the decision, a budget amendment could be necessary.	
Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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 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 # _____

3

SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

Submission Date: 01/5/26		Submitted by: Jana Teague for SCSO	
Meeting Date: 01/13/26		Department: Auditors for SCSO	
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report			
Title: SB8 Sheriff immigration Law Enforcement Grant Program			
Agenda Category: <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			
Agenda Wording: Consider and take necessary action and authorize the county judge to apply for the Sheriff Immigration Law Enforcement Grant program on behalf of the Sheriff's Office through the Secretary of State grant portal.			
Background: Senate Bill 8 establishes a grant program supporting the sheriffs who have entered into certain kinds of immigration law enforcement agreements with the United States Immigration and Customs Enforcement as described by Government Code Section 753.051. Sheriffs awarded a grant may use the grant funds to pay the costs associated with participating in the agreement that is the subject of the grant that are not reimbursed by the federal government.			
Financial and Operational Impact: No Match requirement. Amount of application is based on the population of the county. \$100,000 (County has population at least 100,000 and less than 499,999).			
Attachments: Yes <input type="checkbox"/> No <input type="checkbox"/>		Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Does Document Require Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> online portal			
Return Signed Documents to the following:			
Name: Jana Teague		Email: jteague@smith-county.com	
Name:		Email:	
Name:		Email:	
Name:		Email:	

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 and include any necessary attachments. **Deadline is Wednesday at 5:00pm 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.

Office Use Only
Agenda Item #

SUBMIT

SHERIFF IMMIGRATION LAW ENFORCEMENT GRANT PROGRAM

Senate Bill 8

[Subscribe to SB 8 News](#)

Senate Bill 8 establishes a grant program supporting the sheriffs who have entered into certain kinds of immigration law enforcement agreements with the United States Immigration and Customs Enforcement.

Eligible sheriffs will be able to apply for grant funds starting as early as Jan. 1, 2026.

Eligibility

A sheriff is eligible to apply for a grant if the sheriff has entered into an immigration law enforcement agreement as described by Government Code Section 753.051.

Available Funds and Qualified Expenditures

The amount of grant money awarded to a sheriff is based on population of the county the sheriff serves:

- \$80,000 if the county has a population of 99,999 or less;
- \$100,000 if the county has a population of at least 100,000 and less than 499,999;
- \$120,000 if the county has a population of at least 500,000 and less than 999,999; and
- \$140,000 if the county has a population of at least one million.

Sheriffs awarded a grant may use the grant funds to pay the costs associated with participating in the agreement that is the subject of the grant that are not reimbursed by the federal government.

Grant funds may be spent over a two-year period only on the following:

- Compensation for persons performing duties under the agreement;
- Generating and delivering reports required by the agreement, including administrative duties required under the program;

- Equipment and related services for peace officers and other persons related to the agreement, including the cost of repairing and replacing equipment required, but not provided, under the agreement;
- Attendance by a person at any training or other event required under the agreement;
- Costs to the county for confining inmates under the authority granted under the agreement; and
- Other expenses associated with participating in the agreement as determined by the Texas Comptroller of Public Accounts.

4

SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

Submission Date: 01/06/2025	Submitted by: Larry Smith
Meeting Date: 01/13/2026	Department: Sheriff's Office
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: Detention Officer IV 12 years Basic \$55,296	
Agenda Category: <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	
Agenda Wording: Consider and take necessary action to approve the request to pay based upon level of experience.	
Background: This employee has 14 years of Civil Service with the Michigan Bureau of Corrections. This employee has successfully passed the State of Texas Basic County Corrections Course and earned their Jailer's License.	
Financial and Operational Impact: Current pay DO Basic (0-3) years \$48,305 Impact of Increase \$6,991	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name: Larry Smith	Email: lsmith@smith-county.com
Name: Gary Pinkerton	Email: gpinkerton@smith-county.com
Name:	Email:
Name:	Email:

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 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 # _____

STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

NICK CIARAMITARO
JEFF STEFFEL
GARL W. WILSON

STATE PERSONNEL DIRECTOR
JOHN GUDDEKE

November 22, 2024

TIJUANA HAYES-BURTON

This verification of employment is being provided per the request of the State of Michigan employee listed below:

Employee Name	Tijuana Hayes-Burton	Position Title	Corrections Shift Supv-2
Rate of Pay	\$41.01	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Annual	Employee Status
Date(s) of Employment	From: 11/14/2010	To: 11/16/2024	Departure, Other - Pending

NOTES: N/A

If you have any questions, please contact the MI HR Service Center at 877-766-6447 or via fax at 517-241-5892.

Sincerely,

HR Customer Service Representative
MI HR Service Center
Bureau of Benefits Administration (BBA)
State of Michigan

5

SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

Submission Date: 01/06/2025	Submitted by: Larry Smith
Meeting Date: 01/13/2026	Department: Sheriff's Office
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: Accountant/Bookkeeper 18 yrs Experience W/Bachelors degree	
Agenda Category: <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	
Agenda Wording: Consider and take necessary action to approve the request to pay based upon level of experience.	
Background: This employee has 18 years prior Accounting/Bookkeeping experience	
Financial and Operational Impact: Current salary \$46,790 w/Bachelors degree	
Impact of Increase \$16,247	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name: Larry Smith	Email: lsmith@smith-county.com
Name: Gary Pinkerton	Email: gpinkerton@smith-county.com
Name:	Email:
Name:	Email:

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 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 # _____

New Employee/Employee Change Form

Date: 1-5-2026 Department: SO-560
Employee Name: Judy Jones S.S. #: [REDACTED]
Employee Number: [REDACTED] Position #: 104
Effective Date: 1-4-2026 Employment Date: 1-4-2026

Salary Department Changes

☐ New Hire ☐ Transfer ☐ Position Change ☐ Salary Change ☐ Other
New Hire or Current Status: Transfer or change to the following:
Department Name: SO-560 Department Name: SO-560
Range: CO Grade/Step: 446C Range: CO Grade/Step: 435C
Position Number: 104 Position Number: 104
Annual Salary: \$46,790 Annual Salary: \$63,037
Hourly Rate: _____ Hourly Rate: _____
Replacing what employee: _____
Longevity Pay # of years: _____ Annual Salary: _____
Longevity Pay: _____ Total Salary: _____
Telephone Ext.: _____ New Telephone Ext.: _____

Termination Information

Last actual day of work: _____
Please check appropriate reason for termination:
☐ Resignation ☐ Retirement ☐ Discharge ☐ Death
☐ Lay-Off ☐ Disability ☐ Inability to perform duties

Please verify all eligibility for leave time compensation with the payroll office before submitting this form. List additional compensation due to the employee on their final check (list number of hours due, and other dollar amount).

_____ Comp Time _____ Partial Pay _____ Vacation
_____ Other

*** Notice of Employee Separation must be completed and faxed to Human Resources for all terminations.***

Other Employee Change Information

Please check appropriate reason and list start and end dates:
☐ Administrative Leave ☐ Family Medical Leave Act ☐ Sick Pool
☐ Workers Comp ☐ Military Leave

Start Date: _____ End Date: _____

FML notification form and certification of Physician must be completed and faxed to Human Resources.

Remarks: (Sheriff's Office Admin must designate below whether employee is assigned to work an 80 hour or 84 hour schedule)

New Accountant/Bookkeeper as of 1-4-2026. Will work
an 80 hr. schedule. Pay for Bachelors degree. Plus has
Approved by: C. Moharer Title: payroll Date: 1-5-2026

Original copy to Human Resources Department
Original copy to Auditors Office for all/any Salary Changes

18+ yrs Accounting experience.

New Employee/Employee Change Form

Date: 12-29-2025
Employee Name: Judy Jones
Employee [REDACTED]
Effective Date: 1-4-2026

Department SO-560
S.S. #: [REDACTED]
Position #: 104
Employment Date: 1-4-2026

Salary Department Changes

☒ New Hire ☐ Transfer ☐ Position Change ☐ Salary Change ☐ Other
New Hire or Current Status
Department Name SO-560
Range CO Grade/Step 446C
Position Number 104
Annual Salary \$46,790
Hourly Rate _____
Replacing what employee: _____
Longevity Pay # of years _____
Longevity Pay _____
Telephone Ext. _____

Transfer or change to the following:
Department Name _____
Range _____ Grade/Step _____
Position Number _____
Annual Salary _____
Hourly Rate _____
Annual Salary _____
Total Salary _____
New Telephone Ext. _____

Termination Information

Last actual day of work: _____
Please check appropriate reason for termination:
☐ Resignation ☐ Retirement ☐ Discharge ☐ Death
☐ Lay-Off ☐ Disability ☐ Inability to perform duties

Please verify all eligibility for leave time compensation with the payroll office before submitting this form. List additional compensation due to the employee on their final check (list number of hours due, and other dollar amount).

_____ Comp Time _____ Partial Pay _____ Vacation
_____ Other

*** Notice of Employee Separation must be completed and faxed to Human Resources for all terminations.***

Other Employee Change Information

Please check appropriate reason and list start and end dates:
☐ Administrative Leave ☐ Family Medical Leave Act ☐ Sick Pool
☐ Workers Comp ☐ Military Leave

Start Date: _____ End Date: _____

FML notification form and certification of Physician must be completed and faxed to Human Resources.

Remarks: (Sheriff's Office Admin must designate below whether employee is assigned to work an 80 hour or 84 hour schedule.)

New Accountant/Bookkeeper as of 1-5-2026. Will
work on 80 hour S'chedule. Pay for Bachelor's degree
Approved by: C. Mohaner Title Payroll Date: 2-29-2025

Original copy to Human Resources Department
Original copy to Auditors Office for all/salary Changes



EDUCATION VERIFICATION FORM

Employee Name: Judy Jones Former Last Name(s): _____
Date of Birth: [REDACTED] Social Security Number: [REDACTED]

High School Diploma or G.E.D.

Name of High School	City and State of High School
Graduation Month/Year	Degree Earned

Associate's Degree

Name of University	City and State of University
Graduation Month/Year	Degree Earned

Bachelor's Degree

Name of University	City and State of University
Graduation Month/Year	Degree Earned

Univ. of Texas at Tyler Tyler TX
05/1989 Bachelor of Business Admin.

Employee Acknowledgement

- I certify that the information provided regarding my education history is true and correct to the best of my knowledge.
- I understand that any misrepresentation or falsification of my education record will lead to immediate termination.
- I authorize the release of my academic credentials as part of the education verification process for Smith County.
- I further understand that, for the purposes of pay increases and promotional considerations, Smith County will only recognized degrees earned from institutions accredited by, or equivalent to an institution accredited by an accrediting agency recognized by the U.S. Secretary of Education.

Judy Jones
Signature

01/05/26
Date

Having successfully completed the required course of study
has earned the Degree

Bachelor of Business Administration

and is entitled to all the rights and privileges thereunto appertaining.

In Witness Whereof, this diploma is granted by the Board of Regents
and the Seal of the University is affixed.

issued this fifth day of May, nineteen hundred eighty-nine, in Tyler, Texas

Hans Mark
Chancellor



George Haman
President

Lucretia Beecher
Chairman, Board of Regents
The University of Texas

Judy Jones



EDUCATION

The University of Texas at Tyler, Tyler, Texas
Bachelor's of Business Administration

WORK EXPERIENCE

Swan Transportation Services

January 2025 – September 2025

Accounting

- Enter deposits using Sales Force
- Preparation of invoices
- Contact vendors to obtain necessary paperwork in order to pay them
- Entering invoice information into customer portals

Massing & Elliott CPAs, PLLC

January 2023 – August 2024

Client Tax and Accounting Services

- Prepare payroll for clients using **QuickBooks** Online or QuickBooks Desktop including payroll benefit deductions for SIRA, company paid insurance, and employee loans
- Prepare quarterly payroll taxes for Form 941 and and state unemployment reports, annual Form W-2s and Form 940 and submit payments for multiple companies according to established guidelines ensuring compliance with federal, state and local payroll laws
- Prepare and report annual 1099 information for multiple companies
- Maintain client information in QuickBooks Online or QuickBooks Desktop, reconciling general ledger accounts
- Prepare client tax returns
- Prepare daily deposits via remote bank deposit machine

Brian Baber PC,

January 2005 – December 2022

Client Tax and Accounting Services

- Prepare payroll checks using QuickBooks Online or QuickBooks Desktop
- Prepare quarterly payroll taxes for Form 941 and and state unemployment reports, annual Form W-2s and Form 940 and submit payments for multiple companies according to established guidelines ensuring compliance with federal, state and local payroll laws
- Prepare and report annual 1099 information for multiple companies
- Maintain client information in QuickBooks Online or QuickBooks Desktop, reconciling general ledger accounts
- Receive payments from clients by cash, check, or credit card and make bank deposits
- Prepare client tax returns



September 25, 2025

To Whom It May Concern:

This letter is to serve as a reference for Judy Jones. Judy has worked for Swan in an accounting clerk and administrative role. She has a strong work ethic and is a team player. Judy's pleasant personality adds a positive and calming tone to busy stressful work days! She works hard and gets tasks completed in a timely manner.

Judy likes to be organized and is methodical and detailed in the tasks she handles. She is professional in demeanor and appearance. Her co-workers depend on her and value her presence.

Judy will be a valuable asset to any organization she joins. We are sorry to have her leave us. Swan is restructuring and reducing labor costs. To that end, Judy is being permanently laid off.

Please feel free to contact me if you need any more information.

Sincerely,

Rebecca Micheaux
President
Swan Transportation Services
903 705 0441 O
214 457 5796 C
beckym@swantrans.com

BRIAN BABER, ATTORNEY AT LAW
CERTIFIED PUBLIC ACCOUNTANT
3535-C SOUTH BROADWAY
TYLER, TEXAS 75701
TELEPHONE 903-630-3536
FACSIMILE 903-630-3537

January 5, 2026

Re: Judy Jones Employment

Dear Sir

Judy Jones worked in my office from January 31, 2005, until December 31, 2022, as an accountant. She did an excellent job; if you have further questions please contact me at the above listed address; telephone number and e-mail address. Please note my office was located at 5520 Old Bullard Road Ste. 118; at the time Judy Jones worked for me.

Sincerely

A handwritten signature in black ink, appearing to read "B. Baber", written in a cursive style.

6

SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

Submission Date: 01/05/2026	Submitted by: KAREN NELSON
Meeting Date: 01/13/2026	Department: ROAD & BRIDGE
Item Requested is: <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
Title: PLAT	
Agenda Category: <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	
Agenda Wording: Consider and take necessary action to authorize the County Judge to sign the: a. Final Flat for Piney Acres, Precinct 2, b. Re-Plat for the Cumberland Ridge Subdivision, Unit VI, Block 20, Lots 26-28, Precinct 1; and c. Final Plat for the Magnolia Meadows Subdivision, Precinct 1	
Background:	
Financial and Operational Impact:	
Attachments: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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 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 # _____

Appendix II



Subdivision Name: Cumberland Ridge Sub., Unit 6

Adjacent Road: Meadow Cir.

Developer: Martin/McInnis

Phone: _____

email: _____

Fax: _____

Surveyor: Jordan Vulgamott

Phone: 903-561-7287

email: jordan@bmstyle.com

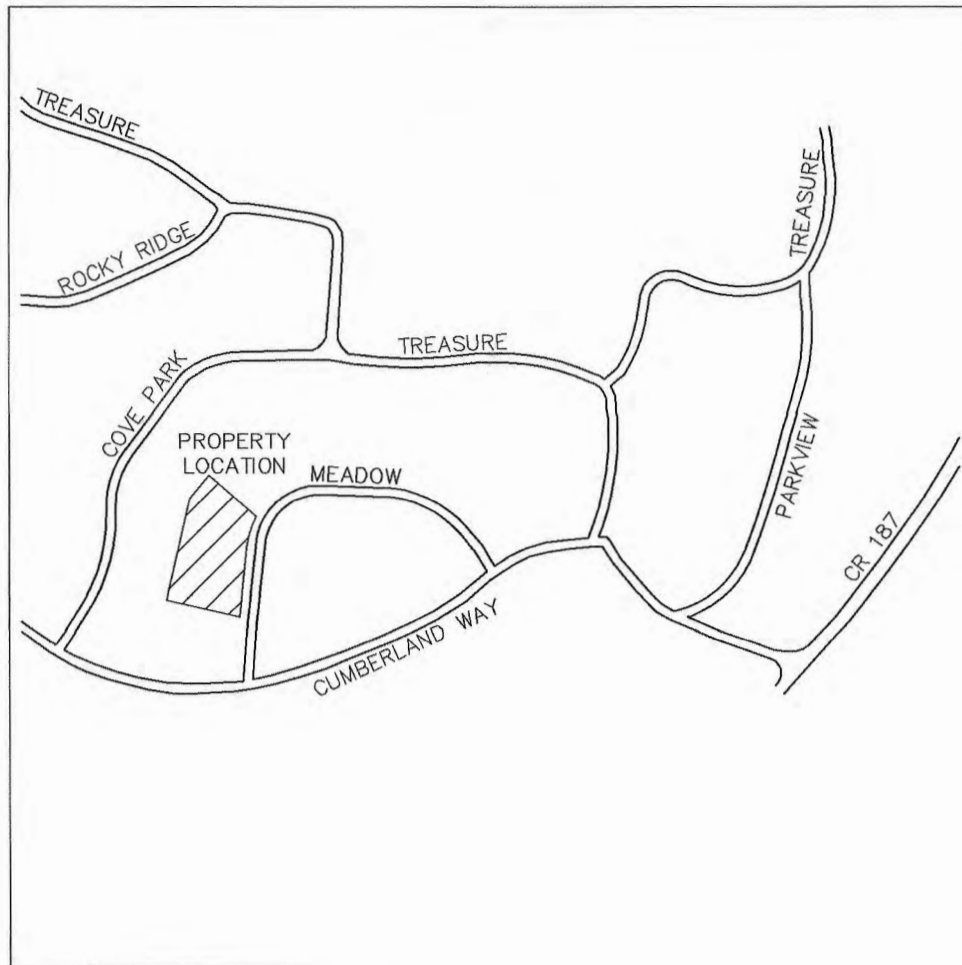
Fax: _____

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)	12-11-25 S.B.		
	Plat Fee	\$25 12-11-25 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			
	Designated Rep. (Huggins) Clearance Letter	See notes below		
	Tax Certificate	12-11-25 S.B.		
	Plans and Specifications (2 copies)	Not Required	Not Required	
	TCEQ Permit for Dam (if lake or pond present)			
	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



VICINITY MAP
(NOT TO SCALE)

OWNER'S STATEMENT:

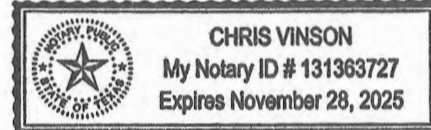
THAT WE, STEVE MARTIN AND ANGELA MARTIN, AND CHARLOTTE MCINNIS AND JUSTIN MCINNIS, ARE THE OWNERS OF THE TRACT SHOWN HEREON AND DO ACCEPT THIS AS OUR PLAN FOR THE SUBDIVIDING INTO LOTS AND BLOCKS AS SHOWN. IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO VERIFY EASEMENTS PRIOR TO CONSTRUCTING ANY IMPROVEMENTS.

WITNESS, MY HAND, THIS THE 20 DAY OF Nov, 2025.

BY: Steve Martin
STEVE MARTIN

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE STATE OF TEXAS, THIS THE 20 DAY OF November, 2025.

NOTARY PUBLIC

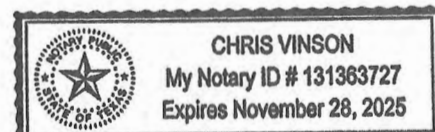


WITNESS, MY HAND, THIS THE 20 DAY OF Nov, 2025.

BY: Angela Martin
ANGELA MARTIN

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE STATE OF TEXAS, THIS THE 20 DAY OF November, 2025.

NOTARY PUBLIC

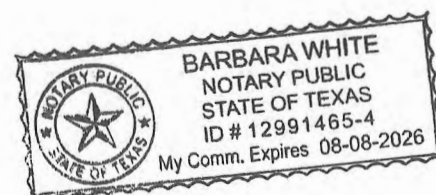


WITNESS, MY HAND, THIS THE 24th DAY OF November, 2025.

BY: Charlotte Mcinnis
CHARLOTTE MCINNIS

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE STATE OF TEXAS, THIS THE ____ DAY OF ____, 2025.

NOTARY PUBLIC

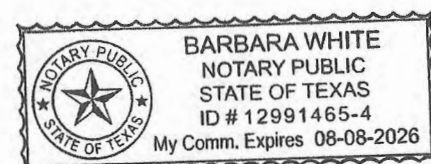


WITNESS, MY HAND, THIS THE 24th DAY OF November, 2025.

BY: Justin Mcinnis
JUSTIN MCINNIS

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE STATE OF TEXAS, THIS THE ____ DAY OF ____, 2025.

NOTARY PUBLIC



SURVEYOR'S STATEMENT:

I, JORDAN VULGAMOTT, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6613, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION DURING THE MONTH OF SEPTEMBER, 2025.

JORDAN VULGAMOTT
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6613
STATE OF TEXAS



NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.

4-A

CUMBERLAND RIDGE SUBDIVISION, UNIT 6
FIRST AMENDMENT
CAB. "F", SLIDE 145-A
S.C.P.R.

2

30

PEDRO E. BEAN SURVEY, A-2

(BEARINGS ARE BASED ON THE TEXAS COORDINATE SYSTEM, NORTH CENTRAL ZONE, NAD83 MAP DATUM)

INDICATES FND. 1/2" I. ROD
UNLESS OTHERWISE NOTED.

INDICATES SET 1/2" I. ROD
MARKED WITH A PLASTIC CAP:
BMS TYLER

BLOCK 20

CUMBERLAND RIDGE SUBDIVISION-UNIT VI
VOL. 7, PG. 9
S.C.P.R.

25

LOT 26-A

0.417 AC.

ORIGINAL LOT 26
ORIGINAL LOT 27

LOT 27

0.417 AC.

N78°49'19"W, 147.21'

ORIGINAL LOT 27
ORIGINAL LOT 28

LOT 28-A

0.458 AC.

LOT 29

0.458 AC.

N77°09'27"W, 163.01'
(RECORD: 162.99')

CUMBERLAND RIDGE SUBDIVISION-UNIT VI
VOL. 7, PG. 9
S.C.P.R.

MEADOW CIRCLE (50' R.O.W.)

C-1
RADIUS=159.63'
DELTA=24°05'22"
CHORD=S17°37'47"W, 66.62'
LENGTH=67.11'
(RECORD: LENGTH=67.0')

APPROVAL:

THIS PLAT APPROVED BY THE COMMISSIONERS COURT OF SMITH COUNTY, THIS THE ____ DAY OF ____, 2025.

COUNTY JUDGE

LEGEND

CM=CONTROLLING MONUMENT
EOP=EDGE OF PAVEMENT



PLAT RECORDED IN CABINET 'G', SLIDE ____

DATE RECORDED: ____

RESUBDIVISION PLAT
LOTS 26, 27, 28, BLOCK 20
CUMBERLAND RIDGE SUBDIVISION UNIT VI
PEDRO E. BEAN SURVEY, A-2
SMITH COUNTY, TEXAS

BMS TYLER SURVEYORS

BOB MATUSH SURVEYING, INC.

REGISTERED PROFESSIONAL LAND SURVEYORS
2624 KENSINGTON DRIVE, SUITE 107 TYLER, TEXAS 75703
TEL. (903) 561-7287 www.bmstyler.com
T.B.P.E.L.S. FIRM NO. 10048200

JOB NO. 25-263 DATE: 24 SEPTEMBER 2025 SCALE: 1"=30'



Subdivision Name: Magnolia Meadows

Adjacent Road: F.M. 344

Developer: Wild Wes Investments Phone: 903-790-9376

email: rhenson7134@gmail.com Fax: _____

Surveyor: Lacy Surveying Phone: 903-859-9942

email: daniel@lacysurveying.com Fax: _____

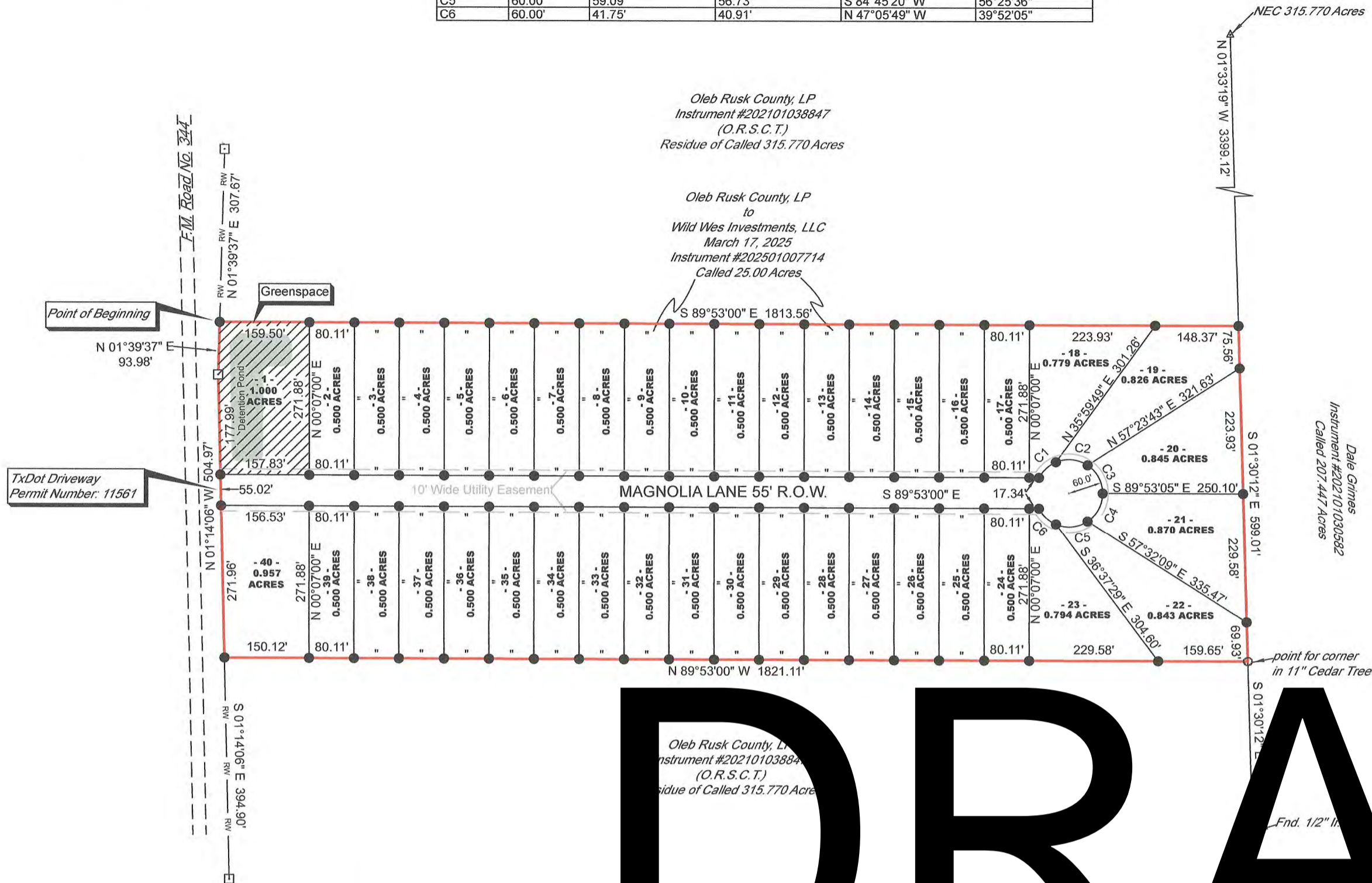
Roadway Length: 1549 ft. (centerline)

Item		Date and Initial when received		
		Resub/Lot Line Adjustment	No Roads	With Roads
Prior to Court Submission	Preliminary Plat (2 copies)	Not Required		12-30-25 KH
	Preliminary Plat Approved	Not Required		
	Final Plat (mylar & 3 prints)			12-30-25 KH
	Plat Fee	\$25	\$100	\$250 12-30-25 KH
	Construction Bond (\$20 /ft.)	Not Required	Not Required	12-30-25 KH
	Testing Fee (\$1.50/ft with Curb & Gutter, \$1/ft without)	Not Required	Not Required	12-30-25 KH
	911 Clearance Letter			12-30-25 KH
	Designated Rep. (RTS ENVIRON.) Clearance Letter	See notes below		12-30-25 KH
	Tax Certificate			12-30-25 KH
	Plans and Specifications (2 copies)	Not Required	Not Required	
	TCEQ Permit for Dam (if lake or pond present)			
	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) – RTS ENVIRON. letter “NOT” required
Decrease lot(s) – RTS ENVIRON. letter “IS” required



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	60.00'	41.75'	40.91'	N 47°19'44" E	39°51'56"
C2	60.00'	59.09'	56.73'	S 84°31'29" E	56°25'36"
C3	60.00'	59.09'	56.73'	S 28°05'53" E	56°25'36"
C4	60.00'	59.09'	56.73'	S 28°19'44" W	56°25'36"
C5	60.00'	59.09'	56.73'	S 84°45'20" W	56°25'36"
C6	60.00'	41.75'	40.91'	N 47°05'49" W	39°52'05"



DRAFT

LEGAL DESCRIPTION

All that certain tract, lot or parcel of land, a part of the Pedro Elias Bean Survey Abstract 2, Smith County, Texas, and being all of that certain called 25.00 acre tract of land described in a deed dated March 17, 2025 from Oleb Rusk County, LP to Wild Wes Investments, LLC that is recorded in Instrument 202501007714 of the Official Records of Smith County, Texas and being more completely described as follows, to wit;

Beginning at a 1/2 inch iron rod with a cap stamped "Lacy Surveying Property Corner" found for corner at the Northwest corner of said 25.00 acres, at a Southwest corner of the residue of the Oleb Rusk County, LP called 315.770 acre tract (Instrument 202101038847) and in the East right-of-way (R.O.W.) line of F.M. Road No. 344, from which a concrete R.O.W. monument found for witness bears North 01 degrees 39 minutes and 37 seconds East, a distance of 307.67 feet;

Thence South 89 degrees 53 minutes and 00 seconds East, along the North line of said 25.00 acres, along a South line of said residue and along a fence, for a distance of 1813.56 feet, to a 1/2 inch iron rod with a cap stamped "Lacy Surveying Property Corner" found for corner at the Northeast corner of said 25.00 acres, at a Southeast corner of said residue and in the West line of the Dale Grimes called 207.447 acre tract (Instrument #202101030582), from which a mag nail with a washer stamped "Lacy Surveying" found at the Northeast corner of said 315.770 acres bears North 01 degrees 33 minutes and 19 seconds West, a distance of 3399.12 feet;

Thence South 01 degrees 30 minutes and 12 seconds East, along said East and West lines, for a distance of 599.01 feet, to a point for corner in a 11 inch cedar tree at the Southeast corner of said 25.00 acres and at a Northeast corner of said residue, from which a 1/2 inch iron rod found for witness bears South 01 degrees 30 minutes and 12 seconds East, a distance of 445.09 feet;

Thence North 89 degrees 53 minutes and 00 seconds West, along the South line of said 25.00 acres and along a North line of said residue, for a distance of 1821.11 feet, to a 1/2 inch iron rod with a cap stamped "Lacy Surveying Property Corner" found for corner at the Southwest corner of said 25.00 acres, at a Northwest corner of said residue and in the East boundary line of said FM Road, from which a concrete R.O.W. monument found for witness bears South 01 degrees 14 minutes and 06 seconds East, a distance of 394.90 feet;

Thence along said West line and said East R.O.W. line as follows:

North 01 degrees 14 minutes and 06 seconds West, for a distance of 504.97 feet, to a concrete R.O.W. monument found for corner;

and North 01 degrees 39 minutes and 37 seconds East, for a distance of 93.98 feet, to the place of beginning and containing 25.00 acres.

I, DANIEL LEE COOPER, REGISTERED PROFESSIONAL LAND SURVEYOR NO 6148, do hereby certify that this plat was prepared from an on the ground survey performed under my direction and supervision on January 31 and November 26, 2025.

GIVEN UNDER MY HAND AND SEAL, this the 3rd day of December, 2025.

Daniel Lee Cooper
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6148

OWNERS STATEMENT:

We Wild Wes Investments, LLC, by and through member, Wesley Henson, owner of the tract of land shown hereon, do hereby accept this plat as a plan for subdividing into lots and blocks, and do hereby dedicate, forever, to the public, the streets, alleys and easements as shown.

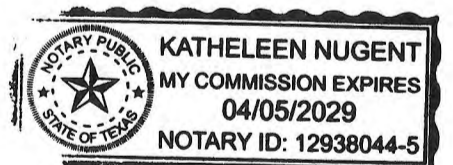
Wesley Henson 12/09/2025
Wesley Henson, Member Date

STATE OF TEXAS:
COUNTY OF SMITH
upshur

Before me, the undersigned authority, a Notary Public in and for said County and State on this date personally appeared Wesley Henson, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this 9th day of December, 2025

Kathleen Nugent
Notary Public in and for the
State of Texas



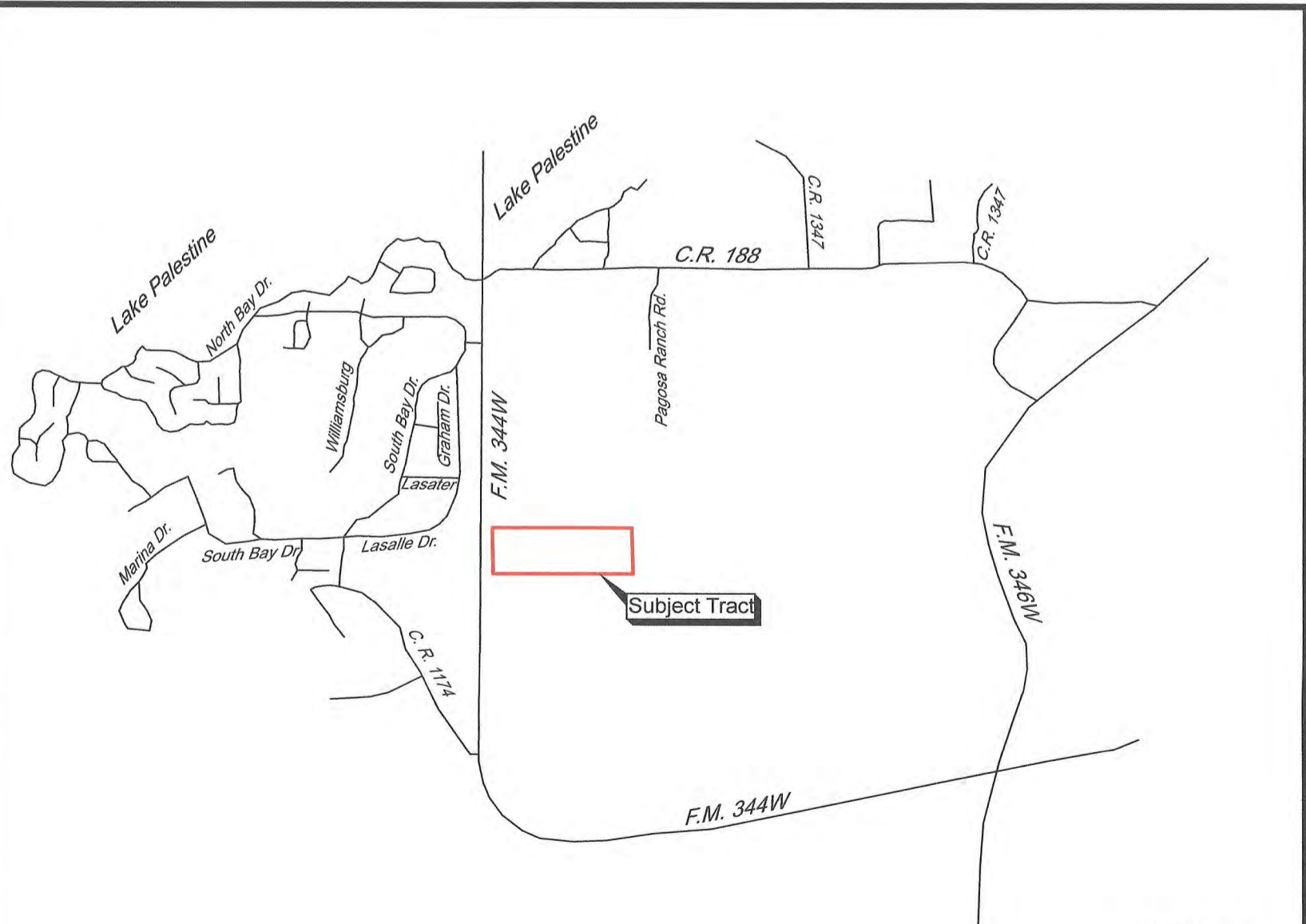
APPROVAL:

Approved by the Commissioner's Court of Smith County, Texas, this the ____ day of

_____,
County Judge, Smith County, Texas

RECORDED IN CABINET _____, SLIDE _____

THIS, THE _____ DAY OF _____, _____

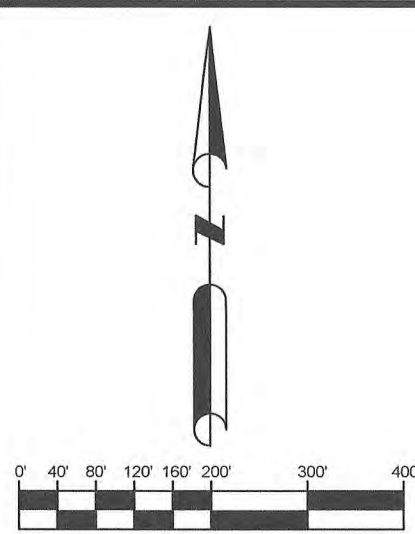


VICINITY MAP
Not to Scale

FINAL PLAT SHOWING MAGNOLIA MEADOWS SUBDIVISION PART OF THE PEDRO ELIAS BEAN SURVEY A - 2 SMITH COUNTY, TEXAS

SMITH COUNTY SUBDIVISION NOTES

- All surface drainage easements shall be kept clear of fences, buildings, foundations, plantings, and other obstructions to the operation and maintenance of the drainage facility.
- Blocking the flow of water or constructing improvements in surface drainage easements, and Filling or obstruction of the floodway is prohibited.
- Smith County will not be responsible for any damage, personal injury or loss of life or property occasioned by flooding or flooding conditions.
- The existing creeks or drainage channels, if left unimproved, traversing along or across the addition will remain as open channels and will be maintained by the individual owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across the lots.
- Construction not complete within two years of the Commissioners Court approval shall be subject to current county subdivision standards and regulations. The county may require the subdivision be re-platted.
- Smith County shall not be responsible for maintenance of private streets, drives, emergency access easements, recreation areas and open spaces; and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas and open spaces, and the owners agree to indemnify and hold harmless Smith County, from all claims, damages and losses arising out of or resulting from performance of the obligations of the owners set forth in this paragraph.



LEGEND

- Set 1/2" Ir. Rod with cap stamped "LACY SURVEYING PROPERTY CORNER"
- Found Ir. Rod (size noted)
- ▲ Found Mag Nail with washer stamped "LacySurveying"
- Found Right-of-Way Monument

— RW — RW — Right-of-Way Line
- - - - - Road
- - - - - Abstract Line (Scaled)

SURVEYOR'S NOTES

- Grid Bearings based on Texas State Plane Coordinate System, Texas North Central Zone 4202, NAD83.
- No attempt has been made to locate easements, utilities or improvements other than those shown hereon.
- Deed references shown hereon refer to the Deed, Land or Official Public Records of Smith County, Texas and may not reflect current ownership

ADDRESS: TBD FM 344

JOB #: 2025051

CLIENT: Wild Wes Investments

SCALE: 1" = 200.00'



P.O. BOX 736
ARP, TEXAS 75750
PHONE & FAX (903) 859 - 9942
LacySurveying.com
Texas Board of Professional Land
Surveying Firm #100299-00



Subdivision Name: Piney Acres
 Adjacent Road: County Road 2160
 Developer: McIlrath Properties Phone: 972-210-9125
 email: gretchen@bravosolutions.com Fax: N/A
 Surveyor: By-Line Surveying Phone: 903-475-5150
 email: tinab@bylinesurveying.com Fax: N/A
 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)	12-30-25 KW →		
	Plat Fee	\$25	\$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	12-30-25 KW →		
	Designated Rep. (Pledger) Clearance Letter	12-30-25 See notes below →		
	Tax Certificate	12-30-25 KW →		
	Plans and Specifications (2 copies)	Not Required	Not Required	
	TCEQ Permit for Dam (if lake or pond present)			
	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) – Pledger letter “NOT” required
 Decrease lot(s) – Pledger letter “IS” required

7

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

Submission Date: 01/05/2026	Submitted by: KAREN NELSON
Meeting Date: 01/12/2026	Department: ROAD & BRIDGE
Item Requested is: <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
Title: Utility Permit	
Agenda Category: <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	
Agenda Wording: Receive pipe and/or utility line installation request (notice only): a. County Road 3118, West Gregg Special Utility District, install water meter, Precinct 3	
Background:	
Financial and Operational Impact:	
Attachments: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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 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 # _____



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
P.O.Box 990
Tyler, Texas 75710

1. Applicant: West Gregg SUD Date: 12/23/25
Company Name (if different): _____ Phone: 903-983-1816
Address: 5782 TX-31 Fax: 903-984-0707
P.O. BOX 1196 Kilgore Zip: 75663
24/7 Contact Name: Ashley Boles Phone: 903-987-0739
Contractor: Utility Works Phone: 903-918-0420
Bonding Company: _____ Phone: _____
2. Franchise Holder: _____ Phone: _____
3. Franchise Contact: _____ Phone: _____
4. Location (if applicable, length of installation in feet): 24031 CR 3118 Winona, TX 75792

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: traffic cones + dig signs

7. Proposed start date: 1/12/26 Completion date: 1/12/26

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 ☒
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 its 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: _____

Date: 12/23/25

Approved: _____

Smith County Road Administrator/Engineer

2" PVC
Casing

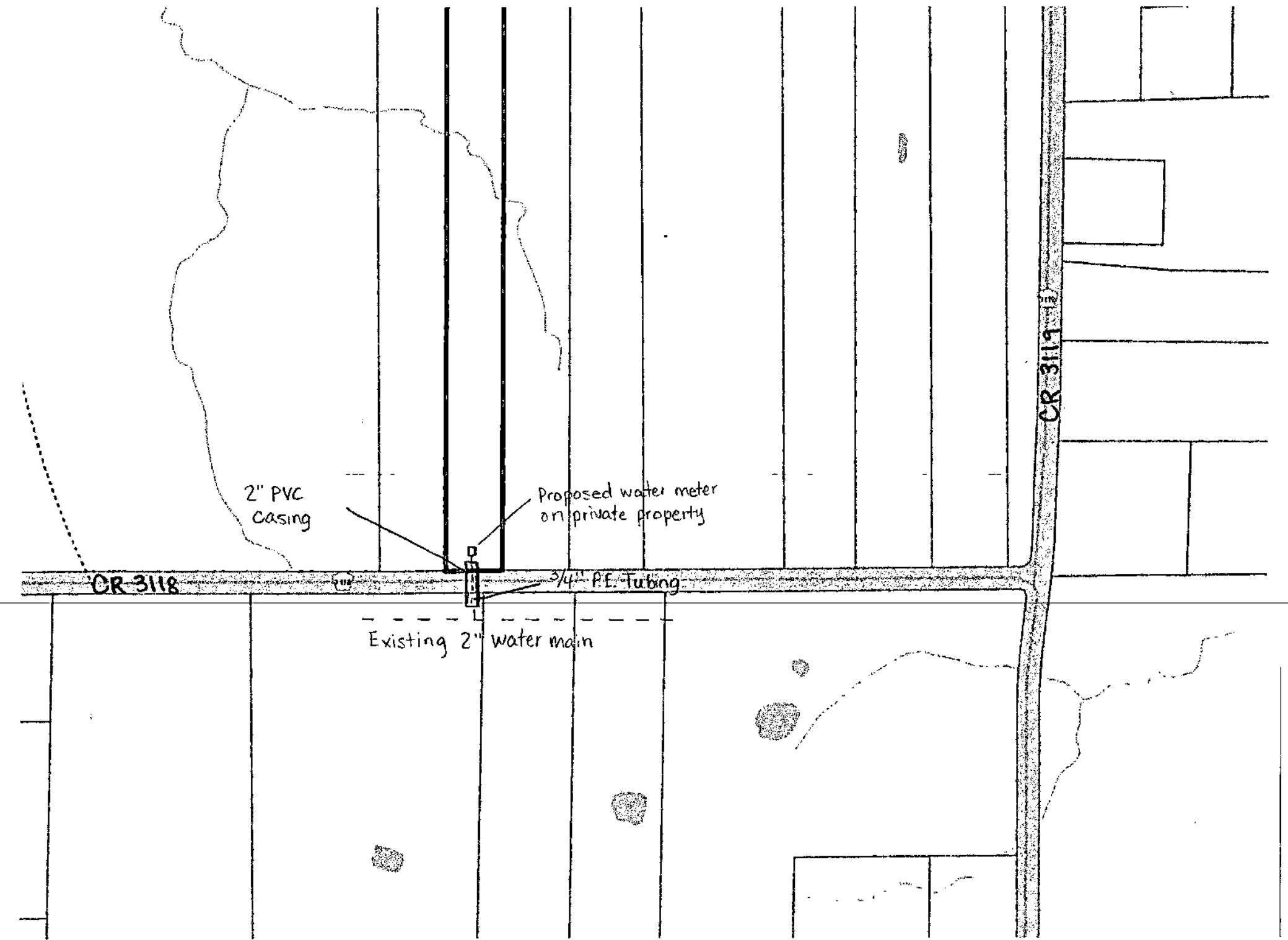
Proposed water meter
on private property

3/4" P.E. Tubing

Existing 2" water main

CR 3119

CR 3118



8

SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

Submission Date: 06/08/2022	Submitted by: Jennafer Bell
Meeting Date: 06/21/2022	Department: Comm Court
Item Requested is: <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
Title: Department Reports	
Agenda Category: <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	
Agenda Wording: Receive monthly reports from Smith County departments.	
Background:	
Financial and Operational Impact:	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does Document Require Signature? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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 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 # _____

FACILITY SERVICES

MONTHLY REPORT
DECEMBER 2025

EDWARD NICHOLS, DIRECTOR



COMPLETED PM'S / WORK ORDERS

- Combined total: 1,495
- Completed PM's: 1073
- Completed Non-PM work orders: 422
- Average hours per work order: 0.94
- Average cost per work order: \$25.54
- Combined total work orders completed for FY26: 4,646

COMPLETED TASKS

- **Annex-**
 - RLM Contractors completed the final tasks for the I.T. server room project.
- **Road and Bridge-**
 - Repaired domestic water supply line that was damaged while new site lighting was being installed.
- **Central Jail-**
 - Troubleshoot and alleviated an issue where the tanks located on the far ends of the 2nd and 3rd floors were not receiving consistent hot water. A few valves were found to be broken in the closed position, and a booster pump was added on the 2nd floor to the recirculation line.
 - Replaced a faulty jail tunnel sump pump.
 - Troubleshoot and repaired multiple issues in which VAV's were not operating properly.
 - Troubleshoot and repaired issues with the Tower chiller.
 - Troubleshoot and repaired issues with the Tower boilers.
- **Courthouse-**
 - TKE completed repairs to Elevator #3 at the Courthouse.

CURRENT & SCHEDULED TASKS

- **Open Positions-**
 - Fill open Skilled Trade Specialist (HVAC Tech) position.
 - Fill Qty.1 currently open Custodian position.
 - Fill Qty.3 new Custodian positions beginning in September 2026.
- **Employee Training-**
 - Basic custodian certification.
 - Test and materials provided to Zoila Sanchez and Maricela Diaz on 10/22/25.
 - Class 7 Rough terrain forklift training.
 - Will be looking into proving training/certifications to all maintenance, construction and grounds staff.
- **Courthouse Construction-** Hoar & SCI Construction
 - The new Courthouse site demolition began on August 5th. Expected completion and move in is December 2026.
 - Demolition of existing Courthouse is expected to begin in March 2027.

- **Annex-**
 - Complete the replacement of the North stairwell roof section that we had to remove from the scope of the main roof replacement project due to the timing of the 2nd floor I.T. server room project.
 - Begin planning for exterior waterproofing of the entire building. (CIP project)
 - Currently working with Walker Consultants for assessment, design, spec, contract admin.
 - Will need to put out for RFP to contractors.
 - Replace sump pumps 1&2.
 - P.O. issued to contractor.
- **Facility Services –**
 - Replace the engine on one of the Scag mowers.
 - Replace deteriorated metal on covered parking area.
 - FY26 CIP plan to remodel for use by others after we relocate to our new facility.
- **North Jail-**
 - Upgrade of the jail generator. – **ARPA**
 - Fitzpatrick Architects to provide design, specifications and contract administration.
 - PO issued to Drewery Construction \$427,036 on 12/19/24.
 - It is expected to begin in December 2025 and be completed February 2026.
 - Look into possibly installing a ductless mini-split system in the North Jail's central picket.
 - FY26 CIP roof replacement project.
- **Facility Services Center (302 E. Line) - ARPA**
 - I.T. completing their final tasks.
 - Watson wrapping up their remaining tasks.
- **Central Jail –**
 - FY25 CIP project to replace the roof of the old jail sections. – Estimated \$1M
 - Fitzpatrick to design/spec/administrate.
 - In progress as of 12/01/25.
 - Repair the damaged entrance gate that was backed into by a vehicle.
 - Replace Qty.4 HVAC pumps.
 - PO's issued for each and provided to the contractor.
 - Replace kitchen water heater.
 - PO issued and provided to the contractor.
 - FY26 CIP lighting controls upgrade.
- **Pct.2 Noonday –**
 - FY26 CIP parking lot expansion behind Constable and lawn drainage remediation.
- **Parking lot improvement- FY26 CIP**
 - Animal Shelter – seal
 - Pct.5 Lindale – seal/stripe
 - Pct.1 Constable – seal/stripe
 - Pct.4 Winona – seal/stripe
 - Pct.2 Noonday – seal/stripe (coordinate with expansion project)
- **Combined storage facility construction – FY26 CIP**

MONTHLY REPORT FOR DECEMBER 2025

Judicial Compliance

Number of cases in which court costs, fees and fines were assessed during the quarter.

ALL DISTRICT	36
ALL COUNTY COURTS	115
ALL JP COURTS	135
<i>TOTAL</i>	<i>286</i>

DOLLAR AMOUNT ASSESSED:

ALL DISTRICT	\$30,454.73
ALL COUNTY COURTS	\$60,066.00
ALL JP COURTS	\$48,503.68
<i>TOTAL</i>	<i>\$139,024.41</i>

DOLLAR AMOUNT COLLECTED:

ALL DISTRICT	\$17,292.20
ALL COUNTY COURTS	\$59,604.99
ALL JP COURTS	\$28,556.40
<i>TOTAL</i>	<i>\$105,453.59</i>



County Of Smith

"Striving For Excellence"

Phone: (903) 590-2620

Fax: (903) 590-2626

Pretrial Release & Personal Bond Office
200 East Ferguson, Tyler, Texas 75702

MONTHLY REPORT

December 2025

DATE: January 2, 2026

Inmates interviewed	161
PBO bonds submitted	32
PBO bonds approved	23
PBO bonds in review	0
Inmates released/PBO bonds	11
Defendants failed to show for court	0

Bonds Processed:

Misdemeanors	331
Felony	174
Class – C	28
Out of county	37
Bond Fees collected	\$ 4,110.00
Total bonds processed	570

The Smith County Bail Bond Board meeting was on December 17, 2025, all bonding companies were in compliance.

BONDS DISPOSED by the COURT:

Karen Oden- Plead 12-03-25 received three years' probation and 120 hours of community service.

Timothy Crum - DA declined to prosecute 12-05-25.

Brayan Sanchez - DA declined to prosecute 12-08-25.

Dale Watkins - Plead 12-16-25 received 15 months' probation, 80 hours of community service and \$100 fine.

Robert Shannon- Plead 12-17-25 received 18 months' probation, 80 hours of community service and \$100 fine.

Nathan Luce- DA declined to prosecute 12-23-25.

FTA/ BOND VIOL/SOB/ARRESTED:

Sabino Prado-12-03-25 bond violation warrant was issued, he was arrested 12-5-25, he posted bond.

Derrick Howard -12-04-25 bond violation warrant was issued, he was arrested 12-10-25, he is in the Smith County Jail.

Miguel Guerrero-Montoya- bond violation warrant was issued 12-05-25.

Davion Foster- was arrested on a new charge 12-07-25.

Frank Miller- bond forfeiture warrant was issued 12-11-25.

Robert Warren- bond violation warrant was issued 12-12-25.

Staff is currently monitoring 80 defendants on the Pre-Trial Release Program.

Respectfully,



Shane Scott
Director

Smith County Veterans Service Office

MONTHLY REPORT

December 2025

Office Visits:

Smith County Residents – 121

Out of County Residents – 40

Total - 161

Phone Calls –403

Initial Claims Filed- 24

Pension, DIC & Survivor's Claims Filed- 7

Appeals Filed- 27

Miscellaneous (Burial, DD-214 requests, etc.) - 113

Number of Clients Not Eligible to file claims-1

9

SMITH COUNTY COMMISSIONERS COURT

AGENDA ITEM REQUEST FORM

Submission Date:	Submitted by: Jennafer Bell
Meeting Date: Weekly	Department: Auditor
Item Requested is: <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
Title: Weekly Bill Pay	
Agenda Category: <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	
Agenda Wording: Consider and take necessary action to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.	
Background:	
Financial and Operational Impact:	
Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is a Budget Amendment Necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>
Does Document Require Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Return Signed Documents to the following:	
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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 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 # _____