



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/9/2019 OPEN SESSION	
SUBJECT	Commissioners Court Meeting Minutes
DEPARTMENT & PERSON MAKING REQUEST	County Clerk's Office Sally Peters, Deputy Clerk/Administrative Assistant
PHONE # OR EXTENSION #	830-249-9343, ext. 212
TIME NEEDED FOR PRESENTATION	1 minute
WORDING OF AGENDA ITEM	Consideration and action on approval of the Minutes for November 25 and May 16, 2019.
REASON FOR AGENDA ITEM	To approve the Minutes from the previous Commissioners Court meetings.
WHO WILL THIS AFFECT?	The public
ADDITIONAL INFORMATION	None



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/9/2019 OPEN SESSION	
SUBJECT	Accounts Payable Claims
DEPARTMENT & PERSON MAKING REQUEST	Auditor's Office Corinna Speer, County Auditor
PHONE # OR EXTENSION #	830-249-9343 Ext. 240
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on the approval of accounts payable claims for purchases, services and vendors.
REASON FOR AGENDA ITEM	To pay current accounts payable claims.
IS THERE DOCUMENTATION	Yes Financial Transparency Link / County Auditor Web Page
WHO WILL THIS AFFECT?	Departments that have AP claims
ADDITIONAL INFORMATION	None



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

**COMMISSIONER COURT DATE: 12/9/2019
OPEN SESSION**

SUBJECT	Accept Donations
DEPARTMENT & PERSON MAKING REQUEST	County Auditor's Office Corinna Speer, County Auditor
PHONE # OR EXTENSION #	830-249-9343 Ext. 240
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on accepting the list of donations on behalf of Kendall County as per Local Government Code 81.032.
REASON FOR AGENDA ITEM	Accept donations received in November
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	County Wide
ADDITIONAL INFORMATION	None

Kendall County, Texas
Donation List for Commissioners Court December 9, 2019

Pursuant to LGC 81.032, the commissioners court may accept a gift, grant, donation, bequest, or devise of money or other property on behalf of the county, including a donation under Chapter 26, Government Code, for the purpose of performing a function conferred by law on the county or a county officer.

The following donations were received from November 1, 2019 to November 30, 2019.

Monetary Donations:

<u>Date</u>	<u>Amount</u>	<u>Received From</u>	<u>Description of Donation</u>	<u>Specific Department or Purpose</u>
11/01/19	\$ 15.00	Tammy MacDiarmid	Cash	Sheriff's Office - Blue Santa
11/01/19	\$ 100.00	Jim McKee	Cash	Animal Control
11/01/19	\$ 20.00	Jessica Minarcin	Credit Card	Animal Control
11/05/19	\$ 25.00	Anonymous	Cash	Animal Control
11/07/19	\$ 5.00	Shelby Fox	Credit Card	Animal Control
11/07/19	\$ 100.00	Sherry Woodlee	Cash	Animal Control
11/09/19	\$ 5.00	James Shults	Credit Card	Animal Control
11/09/19	\$ 5.00	Maryann Correa	Cash	Animal Control
11/09/19	\$ 30.00	Courtney Winchell	Cash	Animal Control
11/14/19	\$ 125.00	Boerne Area Democrats	Cash	Animal Control
11/16/19	\$ 5.00	Susan Kielly	Credit Card	Animal Control
11/18/19	\$ 40.00	Jo Udel	Cash	Animal Control
11/20/19	\$ 5.00	Courtney Cullison	Cash	Animal Control
11/22/19	\$ 5.00	Kari Woods	Credit Card	Animal Control
11/22/19	\$ 5.00	Courtney Cullison	Cash	Animal Control
11/22/19	\$ 50.00	Sherry Woodlee	Cash	Animal Control
11/21/19	\$ 200.00	Bill Elliott	Cash	Sheriff's Office - Thanksgiving
11/21/19	\$ 520.00	Tapatio Ladies Club	Cash	Sheriff's Office - Blue Santa
11/22/19	\$ 215.00	Tammy Aldrich	Cash	Sheriff's Office - Blue Santa
11/25/19	\$ 250.00	Amanda Myers	Credit Card	Animal Control
11/27/19	\$ 20.00	Tracy Grossaint	Cash	Animal Control
11/30/19	\$ 5.00	Danny George	Credit Card	Animal Control

Other Donations:

<u>Date</u>	<u>Received From</u>	<u>Description of Donation</u>	<u>Specific Department or Purpose</u>
11/07/19	North Park Subaru Dominion	3-Boxes Adoption Packets, 2-Boxes Stuff Toys, Leashes, Collars, Food, & Toys	Animal Control



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/9/2019 OPEN SESSION	
SUBJECT	Texas AgriLife Extension Agent for Family & Community Health
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge Michael Haynes, AgriLife Extension Administrator, District 10
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	5 minutes
WORDING OF AGENDA ITEM	Consideration and action concerning approval of a candidate for the position of Texas AgriLife Extension Agent for Family & Community Health for Kendall County.
REASON FOR AGENDA ITEM	Position requires Commissioners Court approval.
WHO WILL THIS AFFECT?	Countywide
ADDITIONAL INFORMATION	Candidate being considered is Bailey Cernosek.



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/9/2019 OPEN SESSION	
SUBJECT	Burn Ban
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge Jeffery Fincke, Fire Marshal
PHONE # OR EXTENSION #	830-249-9343, ext. 213
TIME NEEDED FOR PRESENTATION	3 minutes
WORDING OF AGENDA ITEM	Consideration and action on the burn ban (Authority Section 352.081, Local Government Code)
REASON FOR AGENDA ITEM	To determine whether or not there is a need for a ban on burning
WHO WILL THIS AFFECT?	Countywide
ADDITIONAL INFORMATION	None



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/9/2019 OPEN SESSION	
SUBJECT	Cordillera Unit 1 release Financial Guarantee
DEPARTMENT & PERSON MAKING REQUEST	County Engineer - Richard Tobolka
PHONE # OR EXTENSION #	830-249-9343 Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on the release of the Financial Guarantee (letter of credit) for Cordillera Ranch, Unit 1, for Roadway and Drainage improvements in the amount of \$243,053.00.
REASON FOR AGENDA ITEM	Cordillera Ranch, Unit 1, release Financial Guarantee
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Pct #2
ADDITIONAL INFORMATION	None



July 12, 2018

Irrevocable Letter of Credit No.: 1087

Amount: \$243,053.00

Issue Date: 07/12/2018

Expiration Date: 07/12/2020

Beneficiary:

Name: Kendall County Judge

Beneficiary Address: 201 E. San Antonio, Boerne, Tx 78006

RE: CR Devco, LLC

Plat Revision of Cordillera Ranch, Unit 1

Southside Bank does hereby issue this Irrevocable Letter of Credit No. 1087 in Beneficiary's favor for account of CR Devco 2013, LLC (the "Developer"), up to the aggregate sum of Two Hundred Forty Three Thousand Fifty Three Dollars and Zero Cents (\$243,053.00) expiring July 12, 2020 at our counters available by payment against Beneficiary's draft at sight on Southside Bank (the "Bank") accompanied by:

Written certification signed by the County Judge, any County Commissioner or the County Treasurer that "CR Devco 2013, LLC, has failed to complete certain subdivision improvements consisting of the construction of streets and drainage structures (the "Improvements") for Plat Revisions to Cordillera Ranch Unit 1 within two (2) years from the date of approval of the final plat by the Kendall County Commissioners Court or, alternatively, that the Improvements have not been completed and that CR Devco 2013, LLC, has failed to timely extend this Letter of Credit."

SPECIAL CONDITIONS:

1. This Letter of Credit may not be canceled by the Developer prior to the expiration date without the written consent of the Beneficiary.
2. Any draft drawn under this letter of credit must be marked "Drawn under Irrevocable Letter of Credit No. 1087 issued by Southside Bank".
3. Unless otherwise expressly stated herein, this letter of credit shall be governed by the Uniform Commercial Code as enacted in the State of Texas on the date of issuance and shall also, to the extent not inconsistent with such code be governed by the International Standby Practices ISP98 of the International Chamber of Commerce.
4. Any funds drawn under this Letter of Credit shall be used to complete the Improvements in accordance with the plans and specifications and the applicable Kendall County, Texas Regulations, Rules and Specifications for Roads and Subdivisions (the "Subdivision Regulations").

PO Box 151510
Lufkin, Texas 75915
936.634.6669
Member FDIC



5. Upon completion of the Improvements in accordance with the plans and specifications and the Subdivision Regulations, Kendall County shall release this Letter of Credit and return it to Developer.
6. If this Letter of Credit is not extended or renewed by Southside Bank at least forty-five (45) days before the expiration date, then Beneficiary may give written notice at least fourteen (14) days prior to calling for funds on this Letter of Credit, to Bank and Developer at their respective stated addresses sent by courier/certified mail, return receipt requested, that "this Letter of Credit is about to expire (in forty-five (45) days or less) and that construction of the Improvements has not been completed, and that Kendall County intends to draw upon this Letter of Credit unless a substitute Letter of Credit in an approved form, and in an amount equal to the Stated Amount stated hereinabove or such reduced amount approved by the County Commissioner's Court, is substituted prior to the expiration date of this Letter of Credit."
7. Prior to collecting on this Letter of Credit because of Developer's failure to timely complete the Improvements in accordance with the plans and specifications and County Subdivision Regulations, Kendall County will give written notice at least seven (7) days prior to calling for funds on this Letter of Credit, to Bank and Developer at their respective stated addresses sent by courier/certified mail, return receipt requested, that the Improvements have not been completed in accordance with the plans and specifications and County Subdivision Regulations and that Kendall County intends to draw upon this Letter of Credit.

Southside Bank agrees that drafts drawn and presented in conformity with the terms of this credit will be duly honored on presentation to Southside Bank, 2510 W. Frank, Lufkin, Texas 75904 on or before the expiration date indicated. Drafts must be drawn and presented to Southside Bank by 5:00 p.m. on 07/20/2020. Drafts will be honored within seven (7) banking days of presentment. We agree that drafts drawn and presented in accordance with this letter of credit shall be duly honored. Partial draws will be permitted and the letter of credit shall be reduced by the amount of such partial draws as well as by any reduction letters authorized by the County. The sum of such partial draws shall on no account exceed the Stated Amount of this credit, and upon any draw or reduction letter which exhausts this credit, the original of this credit shall be surrendered to us.

Address of Issuer: 2510 W. Frank, Lufkin, TX 75904

SOUTHSIDE BANK

By: Trey Denman
Name: Trey Denman
Title: Executive Vice President

Address of Developer:
CR Devco 2013, LLC
102-A Cordillera Ridge
Boerne, TX 78006

PO Box 151510
Lufkin, Texas 75915
936.634.6669
Member FDIC



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/9/2019
OPEN SESSION

SUBJECT	NIMS Policy Revision Update
DEPARTMENT & PERSON MAKING REQUEST	Jeffery Fincke, Emergency Management Coordinator
PHONE # OR EXTENSION #	830-249-3721 ext 451
TIME NEEDED FOR PRESENTATION	3 minutes
WORDING OF AGENDA ITEM	Consideration and action concerning the National Incident Management System (NIMS) Policy Revision Update.
REASON FOR AGENDA ITEM	Change in required courses, some no longer available and reporting is no longer done through NIMCAST.
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	County Employee and Volunteers
ADDITIONAL INFORMATION	No cost to change

Kendall County NIMS Required Matrix - REVISED

All Emergency Responders	First-Line Supervisors	Mid-Level Response Supervisors	Senior-Level Response Managers	Elected/Appointed Officials	Emergency Operations Center Personnel
IS 100	IS 100	IS 100	IS 100	IS 100	IS 100
IS 700	IS 700	IS 700	IS 700	IS 700	IS 700
IS 200	IS 200	IS 200	IS 200		
		IS 800	IS 800	IS 908	IS 800
		ICS 300	ICS 300		
		ICS 400	ICS 400		

All Emergency Responders

Emergency Management Personnel Emergency Medical Service Personnel Firefighters First Responders and Disaster Workers Governmental Administrative Personnel Hazardous Materials Personnel Health Care and Hospital Staff	Law Enforcement Personnel Public Health Personnel Public Safety Communications Personnel Public Works/Utility Personnel Skilled Support Personnel Volunteers Other emergency management, response and support personnel
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First Line Supervisors

Fire Line Supervisors Field Supervisors	Single Resources Leaders Emergency management, response personnel that require a higher level of ICS/NIMS training
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Mid-Level Response Supervisors

Middle Management Strike Team Leaders Task Force Leaders Multi-Agency Coordination System/Emergency Operations Center Staff	Unit Leaders Division/Group Supervisors Branch Directors
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Senior-Level Response Managers

Command and General Staff
 Department Head
 Area/Incident/Unified Commanders
 Emergency Managers
 Emergency Operations Center Managers

Departments and Agencies will decide at what level within their department/agency constitutes First-Line, Mid-Level and Senior-Level positions. (EX. Fire Department with Lts. And Capts. Lts. May be considered mid or senior-level).

County of Kendall

Homeland Security and Emergency Management policy and Procedure ICS Training Compliance NIMS Training and Reporting

I. Purpose

The purpose of this document is to provide the procedure to provide the minimum processes Kendall County Departments will follow to ensure that the appropriate personnel have received the required Incident Command Structure (ICS) training and that training is being accurately reported in a timely manner and/or as required.

Kendall County Departments required to comply with the policy include but are not limited to:

- a. Emergency Management
- b. Emergency Medical Services
- c. Sheriff's Department
- d. Road & Bridge Department
- e. Constables
- f. Development Management
- g. Personnel Assigned to Emergency Operations Center
- h. Fire Departments in County receiving budget funds
- i. Citizen Emergency Response Team Members
- j. Point of Distribution Volunteers

II. Procedures

- a. Department Contacts
 - i. The County Judge will appoint a member of the Emergency Management Staff to serve as the Point of Contact for Kendall County NIMS reporting.
- b. The Point of Contact for Emergency Management will serve as that Departments Point of Contact.
- c. Each Department identified in this policy will appoint a minimum of one Department Point of Contact for reporting. Departments are encouraged to appoint a Back-up Department Point of Contact.
- d. All departments are required to keep their Point of Contacts current and as soon as possible notify the Emergency Management Reporting Point of Contact of any changes.
- e. The Emergency Management Reporting Point of Contact will research and inform Kendall County Departments Point of Contacts of any changes in the NIMS training policy or new requirements.

III. Survey

- a. The Emergency Management Point of Contact will notify all Department Point of Contacts each time the completion of a new reporting survey is required.
- b. The Emergency Management Point of Contact will provide the survey to each of the Department Point of Contacts. (See Attachment 2)
- c. The Department Point of Contact will return the completed survey to the Emergency Management Point of Contact with in 20 day after receipt of.

IV. Training Compliance Objectives

- a. It is important that all departments maintain accurate records of personnel who have received ICS training. (See Attachment 1 For Guidelines or required

County of Kendall

Homeland Security and Emergency Management policy and Procedure ICS Training Compliance NIMS Training and Reporting

training). It is also important the departments ensure their personnel receive the required training in a timely manner.

- b. Departments must maintain written documentation that shows the following:
 - i. The specific ICS training required for a position.
 - ii. The time frame in which all required training must be completed.
 - iii. The process by which completed training will be tracked.
- c. Training should take place within the following time periods-based on the date of employment, promotion or change of job duties:
 - i. ICS100 – 90 days
 - ii. ICS 200 – 90 days
 - iii. ICS 300 – 1 year
 - iv. ICS 400 – 1 year
 - v. ICS 700 – 90 days
 - vi. ICS 800 – 90 days
 - vii. ICS 703 – 120 days
 - viii. ICS 706 – 90 days

V. Submission of Training Certification

- a. When each Department Point of Contact notifies the Emergency Management Point of Contact of the completion of their Department Survey, the Department Point of Contact will also submit the ICS Training Certificate (Attachment 2). Including a copy of the training certificate if not previously submitted.
- b. A Departments' Reporting Survey will not be considered completed until the ICS Training Certification has been received by the Emergency Management NIMS Point of Contact.

Revised and Approved this 9th day of December, 2019

Effective: December 9, 2019

Darrel L. Lux, County Judge



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/9/2019 OPEN SESSION	
SUBJECT	Federal Grant application
DEPARTMENT & PERSON MAKING REQUEST	Al Auxier, County Sheriff
PHONE # OR EXTENSION #	830-249-9721
TIME NEEDED FOR PRESENTATION	5 minutes
WORDING OF AGENDA ITEM	Consideration and action to allow the Kendall County Sheriff's Office to apply for a Department of Homeland Security Grant.
REASON FOR AGENDA ITEM	To allow the Kendall County Sheriff's Office to purchase Law Enforcement, Emergency Medical Services, and Fire, tactical gear to use if an active shooter event or other possible terrorist attack should occur.
WHO WILL THIS AFFECT?	Countywide
ADDITIONAL INFORMATION	None



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/9/2019 OPEN SESSION	
SUBJECT	Resolution authorizing Kendall County to apply for grant funding through AACOG
DEPARTMENT & PERSON MAKING REQUEST	County Engineer - Richard Tobolka
PHONE # OR EXTENSION #	830-249-9343 Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on a resolution authorizing Kendall County's application to AACOG for grant funds for the purpose of funding a Household Hazardous Waste event in Kendall County.
REASON FOR AGENDA ITEM	Resolution required for grant application
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Kendall County
ADDITIONAL INFORMATION	None

Resolution

Resolution of Kendall County authorizing the filing of a grant application with the Alamo Area Council of Governments (AACOG) for a Regional Solid Waste Grants Program; authorizing Darrel L. Lux, County Judge to act on behalf of Kendall County in all matters related to the application; and pledging that if the grant is received Kendall County will comply with the grant requirements of the Alamo Area Council of Governments, the Texas Commission on Environmental Quality (TCEQ) and the State of Texas.

WHEREAS, the Alamo Area Council of Governments (AACOG) is directed by the Texas Commission on Environmental Quality (TCEQ) to administer solid waste grant funds for the implementation of the COG's adopted regional solid waste management plan; and

WHEREAS, Kendall County in the State of Texas is qualified to apply for grant funds under the request for applications;

NOW, THEREFORE, BE IT RESOLVED BY Kendall County in Boerne Texas;

1. Richard Chapman, County Commissioner, Pct. #3 is authorized to request grant funding under AACOG's Request for Applications of the Regional Solid Waste Grants Program and act on behalf of Kendall County in all matters related to the grant application and any subsequent grant contract and grant project that may result.
2. That if the project is funded, Kendall county will comply with the grant requirements of AACOG, Texas Commission on Environmental Quality and the State of Texas.
3. The grant funds and any grant funded equipment of facilities will be used only for the purposes for which they are intended under the grant.
4. The activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

Passed and Approved by the Kendall County Commissioners Court in Boerne Texas on this 9th day of December 2019.

Darrel L. Lux, Kendall County Judge

Attest: Darlene Herrin, Kendall County Clerk

This instrument was acknowledged to me on this ____ day of _____, 2019 by

Notary Public, State of Texas

Notary's Name (printed):

Commission expires:



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/9/2019 OPEN SESSION	
SUBJECT	Building Lease - JP # 2
DEPARTMENT & PERSON MAKING REQUEST	Bill Ballard, General Counsel
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	3 minutes
WORDING OF AGENDA ITEM	Consideration and action on the lease between Jacques Investment Resources LLC and Kendall County for Justice of the Peace, Precinct 2, office space on IH-10.
REASON FOR AGENDA ITEM	The current lease has terminated
IS THERE DOCUMENTATION	No
WHO WILL THIS AFFECT?	JP #2
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/9/2019
OPEN SESSION

SUBJECT	Audio/Visual Upgrades to the District Courtroom
DEPARTMENT & PERSON MAKING REQUEST	John Buckelew, IT Director
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	5 minutes
WORDING OF AGENDA ITEM	Consideration and action on the proposed agreement with San Antonio Sound and Light to provide audio/visual upgrades to the Kendall County District Court per proposal #19-290 and approve the budget adjustment for \$3,883 from 10-415-53330 to 10-435-55900.
REASON FOR AGENDA ITEM	A/V upgrades made during the remodel of the court room.
IS THERE DOCUMENTATION	No
WHO WILL THIS AFFECT?	District courtroom
ADDITIONAL INFORMATION	None