



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**  
**SPECIAL MEETING**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**AGENDA**

Mark Henry  
County Judge

Darrell Apffel  
Commissioner, Precinct 1

Joe Giusti  
Commissioner, Precinct 2

Hank Dugie  
Commissioner, Precinct 3

Robin Armstrong, MD  
Commissioner, Precinct 4

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**Monday, March 16, 2026**

**9:30 AM**

**CALDER MEETING LOCATION**

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**174 Calder Rd., Room 100**  
**League City, Texas 77573**  
**SPECIAL MEETING**

CONSENT AGENDA: ALL ITEMS MARKED WITH A SINGLE ASTERISK (\*) ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE COMMISSIONERS COURT. ANY COMMISSIONERS COURT MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall, within three (3) days prior to any proceeding contact the County Judge's office at 722 Moody, Galveston, Texas 77550 (409) 766-2244.

**Call to Order**

**Invocation and Pledge of Allegiance**

**Public Comment**

**Consent Agenda**

Submitted by the Auditor's Office:

- \*1. Approval of the accounts payable checks dated 3/16/2026
- \*2. Order for payroll ending 3/11/2026 bi-weekly #6
- \*3. Order for supplemental payroll period ending 3/11/2026 bi-weekly #6
- \*4. Internal audit report of the County Clerk Fee Audit for period of 1/1/2025 - 12/31/2025 with response letter from Honorable Dwight D. Sullivan, dated 2/25/2026
- \*5. Internal audit report of the Galveston County Financial Assistance Program for period of 1/1/2025 - 12/31/2025 with response letter from Diana Huallpa, Chief Financial Officer, dated 3/2/2026
- \*6. Internal audit report of Justice of the Peace, Precinct 2 for period of 2/1/2025 - 1/31/2026 with response letter from Honorable Blake Apffel, dated 3/4/2026
- \*7. Early check release dated 2/18/2026 to ACI Payments, EFT-0050060

- \*8. Early check release dated 2/18/2026 to SOE Software Corporation, check number AP00485573
- \*9. Early check release dated 2/26/2026 to Texas Juvenile Justice Department, check number AP00485574
- \*10. Receive and file refund check list from Odyssey submitted by the District Clerk
- \*11. Receive and file the restitution checklist from Odyssey submitted by Personal Bond/Collections
- \*12. Receive and file February 2026 Personal Bond/Collections Monthly Report submitted by Personal Bond/Collections
- \*13. Receive and file Summary of Biweekly Personnel Movements pay period #05, February 12, - February 25, 2026, submitted by Human Resources
- \*14. Receive and file FY2025 amended Second Quarter Investment Report submitted by Professional Services
- \*15. Receive and file FY2025 Third Quarter Investment Report submitted by Professional Services
- \*16. Receive and file FY2025 Fourth Quarter Investment Report submitted by Professional Services
- \*17. Consideration of approval of reappointments to the Harris-Galveston Subsidence District submitted by the County Judge
- \*18. Consideration of approval for Galveston County Parks and Cultural Services Department to accept a donation of a memorial bench from Caitlin Schanzer to be installed at Paul Hopkins Park in Dickinson, submitted by Parks and Cultural Services Department
- \*19. Consideration of authorization to extend the closure of the Bayshore boat ramp located at Bayshore Park in Bacliff for construction through May 2026 with signs posted, submitted by Parks and Cultural Services Department
- \*20. Consideration of the County Judge to sign Architectural Barriers Designated Agent Form from Texas Department of Licensing & Regulation for Project# TABS2026013582 for Galveston County Health District Offices & Services at 9850-A Emmett F Lowry Expy A108, Texas City, TX 77591 submitted by Facilities
- \*21. Consideration of approval of amendment #1 for RFP B242015 Generator Maintenance & Repair Services with Land and Sea Services, LLC submitted by Legal Services Manager
- \*22. Consideration of authorization for the County Judge to sign contract for election services between Bacliff Municipal Utility District and the Galveston County Elections Division submitted by the County Clerk
- \*23. Consideration of authorization for the County Judge to sign contract for election services between City of Bayou Vista and the Galveston County Elections Division submitted by the County Clerk

- \*24. Consideration of authorization for the County Judge to sign contract for election services between City of Dickinson and the Galveston County Elections Division submitted by the County Clerk
- \*25. Consideration of authorization for the County Judge to sign contract for election services between City of Friendswood and the Galveston County Elections Division submitted by the County Clerk
- \*26. Consideration of authorization for the County Judge to sign contract for election services between City of Galveston and the Galveston County Elections Division submitted by the County Clerk
- \*27. Consideration of authorization for the County Judge to sign contract for election services between City of Hitchcock and the Galveston County Elections Division submitted by the County Clerk
- \*28. Consideration of authorization for the County Judge to sign contract for election services between City of Kemah and the Galveston County Elections Division submitted by the County Clerk
- \*29. Consideration of authorization for the County Judge to sign contract for election services between City of La Marque and the Galveston County Elections Division submitted by the County Clerk
- \*30. Consideration of authorization for the County Judge to sign contract for election services between City of Texas City and the Galveston County Elections Division submitted by the County Clerk
- \*31. Consideration of authorization for the County Judge to sign contract for election services between Dickinson Water Control and Improvement District and the Galveston County Elections Division submitted by the County Clerk
- \*32. Consideration of authorization for the County Judge to sign contract for election services between Friendswood Independent School District and the Galveston County Elections Division submitted by the County Clerk
- \*33. Consideration of authorization for the County Judge to sign contract for election services between Galveston County Consolidated Drainage District and the Galveston County Elections Division submitted by the County Clerk
- \*34. Consideration of authorization for the County Judge to sign contract for election services between Galveston County Drainage District #2 and the Galveston County Elections Division submitted by the County Clerk
- \*35. Consideration of authorization for the County Judge to sign contract for election services between Galveston County Municipal Utility District No. 12 and the Galveston County Elections Division submitted by the County Clerk

- \*36. Consideration of authorization for the County Judge to sign contract for election services between Galveston County Municipal Utility District 66 and the Galveston County Elections Division submitted by the County Clerk
- \*37. Consideration of authorization for the County Judge to sign contract for election services between Galveston County Municipal Utility District 69 and the Galveston County Elections Division submitted by the County Clerk
- \*38. Consideration of authorization for the County Judge to sign contract for election services between Galveston County Water Control and Improvement District 19 and the Galveston County Elections Division submitted by the County Clerk
- \*39. Consideration of authorization for the County Judge to sign contract for election services between Galveston County Water Control and Improvement District No. 8 and the Galveston County Elections Division submitted by the County Clerk
- \*40. Consideration of authorization for the County Judge to sign contract for election services between Galveston County Water Control and Improvement District No. 12 and the Galveston County Elections Division submitted by the County Clerk
- \*41. Consideration of authorization for the County Judge to sign contract for election services between Saint Barts Municipal Utility District No. 1 and the Galveston County Elections Division submitted by the County Clerk
- \*42. Consideration of authorization for the County Judge to sign contract for election services between San Leon Municipal Utility District and the Galveston County Elections Division submitted by the County Clerk
- \*43. Consideration of granting authority to the County Judge to sign the resolution giving governmental approval for the aerial spraying for the abatement of mosquitoes within the regulations and constraints of The Federal Aviation Administration, The Environmental Protection Agency, and other authoritative federal and state agencies submitted by Mosquito Control
- \*44. Consideration of approval of Change Order to authorize additional funding for Workday support with Guidehouse submitted by Information Technology
- \*45. Consideration for authorization to extend the contract for RFP B222020, Debris Management Services submitted by the Purchasing Agent
- \*46. Consideration for authorization to extend the contract for RFP B242002, Transportation of Human Remains submitted by the Purchasing Agent
- \*47. Consideration for authorization to dispose of salvage or surplus property submitted by the Purchasing Agent
- \*48. Consideration of approval of an exclusive broker agreement between Hopkins Properties, Inc. and Galveston County submitted by Legal Services Manager

- \*49. Consideration of approval of a resolution for a road project and an interlocal agreement with the City of Santa Fe for pavement milling on 4th St from Shouse Rd. to Ave S, and on Ave L from FM 1764 to 6th St. submitted by Road & Bridge
- \*50. Consideration of authorizing the County Engineer to issue a sand pit permit to John Dafonte at 3160 Broadway, Port Bolivar, Texas 77560 submitted by the County Engineer
- \*51. Consideration of 2026 Property Tax Assessment & Collection Fee Ratification submitted by the Tax Assessor/Collector
- \*52. Consideration of authorization for County Judge to execute Task Order #1 in connection with Grantworks Service Agreement for work related to FEMA HMGP Elevation Program DR-4332-0025 & 0239 as submitted by Grants Administration
- \*53. Consideration of authorization for County Judge to execute Task Order #2 in connection with Grantworks Service Agreement for works related to FEMA HMGP Generators Projects DR-4332-0236 as submitted by Grants Administration
- \*54. Consideration of authorization for County Judge to execute Task Order #3 in connection with Grantworks Service Agreement for work related to FEMA HMGP Dry Flood Proofing Public Structures for Phase 1 and Phase 2 DR-4798-0090 as submitted by Grants Administration
- \*55. Consideration of authorization for County Judge to submit Texas General Land Office Local Communities Program (LCP) Phase 1 Pre-application submitted by Grants Administration
- \*56. Consideration of approval of a professional services contract with The Meadows Mental Health Policy Institute for Texas to provide project management for the implementation phase of the system improvement recommendations from the justice system assessment submitted by Legal Services Manager
- \*57. Consideration of approval of amendment #5 with MasterWord for the Professional Interpreter Services Contract submitted by Legal Services Manager
- \*58. Consideration of approval for first additional request financial assistance award with M.I. Lewis submitted by Professional Services
- \* Consideration of approval of the following budget amendments submitted by Professional Services:
  - \*59. 26-84-0316-A  
Parks and Cultural Services- Request transfer from General Fund - Budgeted Reserves to Parks Department Capital Project Fund - Building Improvements to fund La Salle Park Improvements - Concessions Building project additions
  - \*60. 26-85-0316-B  
District Attorney- Consideration of approval of personnel budget adjustment for District Attorney reclassification

- \*61.** 26-86-0316-C  
Mental Health/Public Defender- Request transfer from General Fund - Budgeted Reserves to Mental Health Public Defender - Mobile Phone Expense to fund ongoing telephone invoices
- \*62.** 26-87-0316-D  
Professional Services- Request transfer from General Fund - Budgeted Reserves to General Government - Agency Memberships to cover the increased FY2026 allocation for the Galveston Central Appraisal District
- \*63.** 26-88-0316-E  
Information Technology- Request transfer from General Fund - Budgeted Reserves to Information Technology - Other Contract Services to fund guidehouse ERP requests
- \*64.** 26-89-0316-F  
Juvenile Justice- Request transfer within Juvenile Justice utilizing Alternative Education Program settle funds for vehicle and residential placement expenses
- \*65.** 26-90-0316-G  
Juvenile Justice- Request transfer from Juvenile Justice Fund utilizing Detention Reimbursement HB500 funds to County Capital Projects Fund - Building Improvements to fund the Juvenile Justice Upgrades project
- \*66.** 26-91-0316-H  
Sheriff's Office - Request transfer from General Fund - Budgeted Reserves to Patrol Division - Various Spend Categories to fund outstanding invoices
- \*67.** 26-92-0316-I  
Engineering- Consideration of approval to establish the initial budget for the Texas City Hurricane Levee Improvements project

**Action Agenda**

**Engineering**

- 68.** Receive public comments on dune mitigation permit for 358 Atkinson, Crystal Beach
- 69.** Consideration of approval of dune mitigation permit for 358 Atkinson, Crystal Beach
- 70.** Receive public comments on dune mitigation permit for 1326 Emerald Dr, Crystal Beach
- 71.** Consideration of approval of dune mitigation permit for 1326 Emerald Dr, Crystal Beach

**Purchasing**

- 72.** Consideration to award ITB 26-085 Pneumatic Roller

**General Counsel**

**a. Break into Executive Session:**

**b. Executive Session:**

Texas Government Code Section 551.071, Consultation with Attorney: the Commissioners Court will enter into an executive session as permitted under the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, pursuant to Section 551.071 of the Government Code to seek the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the County under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas- clearly conflicts with the Open Meetings Act relating to each of the following items:

- b.73.** Property located at 1424 45th St., in the City of Galveston, TX
- b.74.** 26-CV-0146; Javion Lewili Brow vs. Galveston County in the 405th District Court, Galveston County, Texas
- b.75.** 26-CV-0235; Larissa Danielle Castro-Young, et al vs. Galveston County in the 56th District Court, Galveston County, Texas
- b.76.** Claimant Bianca Lujan
- b.77.** Claimant Roger Bellew

**c. Executive Session:**

Texas Government Code Section 551.074, Personnel Matters: the Commissioners Court will enter into executive session as permitted under the Open Meetings Act, Chapter 551 of the Texas Government Code, pursuant to Section 551.074 of the Texas Government Code, Personnel Matters: to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:

- c.78.** Director of Parks & Cultural Services

**d. Reconvene into Special Meeting**

- d.79.** Consideration of approval of appointment of the Director of Parks & Cultural Services
- d.80.** Consideration of environmental services proposal from ERC Environmental & Construction Services, Inc. for the property at 1424 45th St., Galveston, TX to include additional chemicals on the IOP Program Application submitted by Legal Services Manager
- d.81.** Consideration of waiver, release, and settlement agreement with Bianca Lujan arising from an incident that occurred on or about November 20, 2025, submitted by Legal Services Manager
- d.82.** Consideration of waiver, release, and settlement agreement with Debra Henerson and Roger Bellew arising from an incident that occurred on or about September 15, 2025, submitted by Legal Services Manager

**Adjourn**

**Appearances before Commissioners Court**

A speaker whose subject matter as submitted relates to an identifiable item of business on this agenda will be requested by the County Judge or other presiding court members to come to the podium where they will be limited to three minutes (3). A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda will be limited to three minutes (3) and will be allowed to speak before the meeting is adjourned. Please arrive prior to the meeting and sign in with the County Clerk.

**Executive Sessions**

The Galveston County Commissioners Court may recess into closed meeting (Executive Session) on any item listed on this agenda if the Executive Session is authorized under the Open Meetings Act pursuant to one or more the following exceptions: Tex. Gov't Code §§ 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding a prospective gift or donation), 551.074 (personnel matters), 551.0745 (personnel matters affecting County advisory body), 551.076 (deliberation regarding security devices or security audits), and/or 551.087 (deliberations regarding economic development negotiations). The Presiding Officer of the Commissioners Court shall announce the basis for the Executive Session prior to recessing into Executive Session. However, the Commissioners Court may only enter into the Executive Session on any agenda item for which a separate Executive Session has not been separately posted if, prior to conducting the Executive Session, a majority of the Commissioners Court votes to go into Executive Session. This motion requirement does not apply to any agenda item that has been previously noticed to constitute or include an Executive Session.

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# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*1.**

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Approval of the accounts payable checks dated 3/16/2026

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 4:37 pm



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*2.**

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Order for payroll ending 3/11/2026 bi-weekly #6

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 4:40 pm



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*3.**

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Order for supplemental payroll period ending 3/11/2026 bi-weekly #6

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 4:58 pm



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*4.**

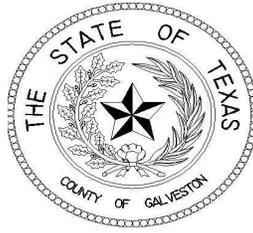
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Internal audit report of the County Clerk Fee Audit for period of 1/1/2025 - 12/31/2025 with response letter from Honorable Dwight D. Sullivan, dated 2/25/2026

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 10:19 am

# GALVESTON COUNTY



## Office of the County Auditor

Sergio Cruz  
County Auditor

Christie, Motogbe, CPA  
First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5300

722 Moody Ave, 4<sup>th</sup> Floor, Galveston, TX 77550

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March 16, 2026

Honorable Mark A. Henry, County Judge, and  
Members of the Commissioners Courts  
722 Moody Avenue  
Galveston, Texas 77550

Honorable Mark A. and Members of the Court:

Attached to be received and filed is the internal audit report of the County Clerk Fee Audit. The audit covered the period January 1, 2025 through December 31, 2025. Also attached is the response letter from Honorable Dwight D. Sullivan, dated February 25, 2026.

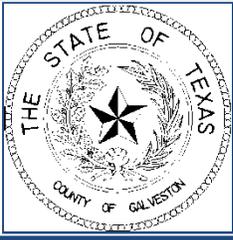
Sincerely,

A handwritten signature in blue ink that reads "Sergio Cruz".

Sergio Cruz  
County Auditor

cc: Honorable Dwight D. Sullivan, County Clerk

Attachment: County Clerk Fee Audit Report  
Response Letter, Dwight D. Sullivan



# County Clerk Fee Audit

February 12, 2026

Galveston County  
Internal Audit Division

Sergio Cruz  
County Auditor

Executive Summary .....1  
Introduction .....2  
Details..... 3-6

# Executive Summary

## Reliability and Integrity of Information (page 3)

- Adequate compensating controls are in place to minimize the risks associated with the civil and probate collection operations.
- There is an effective separation of duties among the misdemeanor division clerks.
- The County Clerk's Office has adequate controls over adjustments, reversals and voids of receipts.

## Safeguarding of Assets (page 4)

- Physical security over assets (collections) is adequate. All collections were accounted for during the surprise cash counts.
- Checks and money orders are scanned to the bank daily and cash collections are deposited daily by a Sheriff's Deputy.

## Compliance with Statutes, Policies and Procedures (pages 5-6)

- Misdemeanor fees tested were in compliance with applicable Texas statutes.
- Dismissals tested for misdemeanor cases were in compliance with CCP §32.02.
- No material discrepancies were found in the testing of basic court costs and fees for civil cases, in accordance to the Texas statutes.
- No material discrepancies were identified on basic court costs and fees tested for probate cases in accordance to the Texas statutes.
- No material discrepancies were discovered while testing Credits and Waivers for compliance with CCP §42.15, CCP §43.091, CCP §43.09 and court policy.
- Marriage licenses fees tested were in compliance with LGC §118.011.

# Introduction

The Internal Audit Division conducted an internal audit of the County Clerk's Office as authorized by Local Government Code (LGC) §115. The internal audit covered the period January 1, 2025 through December 31, 2025. The audit was performed from January 8, 2026 through February 12, 2026.

The primary objectives of the internal audit are to provide reasonable assurance concerning:

- Reliability and integrity of the information.
- Safeguarding of assets.
- Compliance with laws, regulations, contracts, policies, plans and procedures.

The scope of the internal audit encompassed the financial records and administrative procedures related to the County Clerk's Office. The internal audit included, but was not limited to, the books, accounts, reports, dockets and records of the County Clerk.

The internal audit included examining transactions on a test basis, and required exercising judgment in the selection of such tests. As the internal audit was not a detailed examination of all transactions, there is a risk that errors or fraud were not detected during the internal audit. The official therefore retains the responsibility for the accuracy and completeness of the financial information.

Because of certain statutory duties required of the County Auditor, we are not independent with regard to the Galveston County Clerk, as defined by the AICPA professional standards. However, our internal audit was performed with objectivity and due professional care.

Cynthia Hicks, Internal Auditor, performed the audit.

# Reliability and Integrity of Information

Reliable information is accurate, timely, complete and useful. In order to achieve this, controls over record keeping and reporting must be adequate and effective.

## Separation of Duties

One of the most important internal controls is to have proper separation of duties. No one person should authorize a transaction, record a transaction and have custody of the assets.

## Civil and Probate Court Divisions

For civil and probate court divisions, the office has established procedures to allow clerks to record cases, to assess court fees and to collect payments in the court system (Odyssey). Daily collections are reconciled to the closing reports during the close out process performed by the Bookkeeping Accounting Technicians. The civil and probate court divisions have adequate compensating controls in place to minimize the risk associated with the divisions' collection operations.

## Misdemeanor Court Division

The office has instituted procedures to separate the custody of assets from the recording and authorization functions in the misdemeanor division. The misdemeanor division clerks only record the cases in Odyssey and collect miscellaneous payments for other services (such as copies, certified copies, etc.). The Court Collections Department collects the payments for court costs and fees of misdemeanor cases. Accordingly, they have an effective separation of duties.

## Adjustments, Reversals and Voids

Office policy limits the ability to process adjustments, reversals and voids in Odyssey to the Chief Deputy County Clerk of Courts, Chief Deputy County Clerk of Records and the Chief Deputy County Clerk of Administration. A sample of adjustment, reversals and voids was tested for compliance with office policy. No discrepancies were noted during the audit period.

# Safeguarding of Assets

Safeguarding of assets has three basic components: 1) physical security of assets, 2) minimal exposure to loss and 3) proper management of the assets.

## Physical Security

Physical security encompasses any method to physically secure the assets from loss. Assets not being used should be kept in a locked drawer or safe until they are needed.

Controls are in place to ensure the staff uses lockable drawers and a safe to secure the collections in the office until deposited.

As part of the audit, the auditor conducted surprise cash counts at the Galveston office on January 21, 2026, the League City office on January 13, 2026, and the Texas City office on February 5, 2026. All collections and change funds were accounted for at the time of the surprise cash counts.

## Minimizing Exposure to Loss

Daily depositing is one of the best methods of minimizing exposure of collections to loss as well as providing the county with maximum benefit of collections.

The County Clerk's Office accepts cash, checks, money orders and credit cards. Checks and money orders are restrictively endorsed immediately upon receipt. Checks and money orders are scanned to the bank daily and a Sheriff's Deputy deposits the cash collections daily.

## **Compliance with Statutes, Policies and Procedures**

As part of the audit, the auditor evaluated the adequacy and effectiveness of internal controls and governance regarding compliance with statutes, policies and procedures within the County Clerk's Office.

### **Misdemeanor Case Fees**

The state and local fees assessed for a sample of misdemeanor cases were reviewed to verify they were in compliance with current statutes.

No discrepancies were identified for fees assessed on misdemeanor cases during the audit period.

### **Misdemeanor Case Dismissals**

Code of Criminal Procedures (CCP) §32.02 states, "The attorney representing the state may, by permission of the court, dismiss a criminal action at any time upon filing a written statement with the papers in the case setting out his reasons for such dismissal, which shall be incorporated in the judgment of dismissal. No case shall be dismissed without the consent of the presiding judge."

All dismissed misdemeanor cases reviewed contained the "Motion and Order to Dismiss" document signed by the presiding judge.

### **Civil and Probate Case Fees**

The state and local fees assessed for a sample of civil and probate cases were reviewed to verify they were in compliance with current statutes.

No material discrepancies were identified for fees assessed on civil and probate cases tested during the audit period.

## **Compliance with Statutes, Policies and Procedures (cont.)**

### **Credits and Waivers**

CCP §42.15 Fines and Costs states “if the court determines the defendant does not have sufficient resources or income to immediately pay all or part of the fine and costs, the court shall determine whether the fine and costs should be: (3) waived in full or in part under Article 43.091.”

CCP §43.091 Waiver of Payment of Fines and Costs for Certain Defendants and for Children allows that a court may waive payment of all or part of a fine or costs imposed on a defendant if the court determines that the defendant is indigent or does not have sufficient resources or income to pay all or part of the fine or costs.

Per office policy, the County Clerk’s misdemeanor division supervisors are authorized to apply credits and waivers, as well as reverse them in Odyssey, when it is ordered by a judge. All credits and waivers awarded must be ordered by the judge. Proper support documentation for credits and waivers must be scanned into Odyssey as proof of its validity. A sample of cases was tested for compliance with CCP §42.15, CCP §43.091, CCP §43.09 and court policy.

No material discrepancies were identified for credits and waivers granted for cases tested during the audit period.

### **Marriage License Fees**

There are two types of application fees the office collects for: regular marriage licenses and declaration of informal marriage licenses.

LGC §118.011 (7) states the amount of the Marriage License Fee is \$60.00.

LGC §118.011 (8) states the amount of the Declaration of Informal Marriage License Fee is \$25.00.

No material discrepancies were identified for all fees assessed on marriage licenses during the audit period.



## The County of Galveston

P.O. BOX 17253  
JUSTICE CENTER  
GALVESTON, TEXAS 77552-7253

DWIGHT D. SULLIVAN  
COUNTY CLERK

February 25, 2026

Mr. Sergio Cruz  
County Auditor  
722 Moody, 4<sup>th</sup> Floor  
Galveston, Texas 77550

Re: Response to the County Clerk Audit FY2026

Dear Mr. Cruz,

Thank you for conducting the annual internal audit of our office. We truly appreciate the time and professionalism demonstrated throughout the process.

Your staff was a pleasure to work with, and the final report was thorough and exceptionally well presented. We are grateful for the guidance and assistance provided to our team.

Thank you for your continued commitment to ensuring accountability and integrity in our financial operations.

Sincerely,

A handwritten signature in black ink that reads "Dwight D. Sullivan". The signature is written in a cursive style.

Dwight D. Sullivan  
County Clerk



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*5.**

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Internal audit report of the Galveston County Financial Assistance Program for period of 1/1/2025 - 12/31/2025 with response letter from Diana Huallpa, Chief Financial Officer, dated 3/2/2026

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 10:24 am

# GALVESTON COUNTY



## Office of the County Auditor

Sergio Cruz  
County Auditor

Christie Motogbe, CPA  
First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5300

722 Moody Ave, 4<sup>th</sup> Floor, Galveston, TX 77550

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March 16, 2026

Honorable Mark A. Henry, County Judge, and  
Members of the Commissioners Court  
722 Moody Avenue  
Galveston, Texas 77550

Honorable Mark A. Henry and Members of the Court:

Attached to be received and filed is the internal audit report of the Galveston County Financial Assistance Program that covered the period January 1, 2025 through December 31, 2025. Also attached is the response letter from Diana Huallpa, Chief Financial Officer, dated March 2, 2026.

Sincerely,

A handwritten signature in blue ink that reads "Sergio Cruz".

Sergio Cruz  
County Auditor

cc: Diana Huallpa, Chief Financial Officer

Attachment: Financial Assistance Program Audit Report



# Galveston County Financial Assistance Program Audit

February 4, 2026

Galveston County  
Internal Audit Division

Sergio Cruz  
County Auditor

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# Executive Summary

## Reliability and Integrity of Information (page 3-4)

- No material discrepancies were noted in the review of county funds provided to non-profit agencies.
- No material exceptions were noted in the review of Charity Tracker reports.

## Compliance with Statutes, Policies and Procedures (pages 5-7)

- No exceptions were noted in the review of the monthly reporting required by the contracts between Galveston County and the Non-Profit Agencies.
- No discrepancies were noted in the review of the Financial Assistance Guidelines Section E-Funding Criteria.
- No exceptions were noted for the review of the Charity Tracker reports for Reliant Energy (CARE) Program.
- No discrepancies were noted in the review of Financial Assistance Distribution for Extreme Circumstances.
- To ensure compliance with the contract and Financial Assistance Guidelines, each applicant's household income must be within the gross federal poverty guidelines.
- No material discrepancies were noted in the review of duplicate financial assistance.

## Introduction

The Internal Audit division conducted an audit of the Financial Assistance Program, in accordance with Local Government Code §115. The internal audit covered the period January 1, 2025 through December 31, 2025.

The objectives of the audit were to provide reasonable assurance concerning:

- Reliability and integrity of information
- Compliance with laws, regulations, contracts, policies and procedures

The scope of the internal audit encompassed the financial records and administrative procedures related to the Financial Assistance Program. The internal audit included, but was not limited to, the accounts, reports, contracts and records of the Financial Assistance Program.

The internal audit included examining transactions on a test basis and required exercising judgment in the selection of such tests. As the internal audit was not a detailed examination of all transactions, there is a risk that errors or fraud were not detected during the internal audit. The official therefore retains the responsibility for the accuracy and completeness of the financial information.

Because of certain statutory duties required of the County Auditor, we are not independent with regard to the Financial Assistance Program as defined by the AICPA professional standards. However, our internal audit was performed with objectivity and due professional care.

Celeste McGilberry, Internal Auditor II, performed the audit.

# Reliability and Integrity of Information

Reliable information is accurate, timely, complete and useful. In order to achieve this, controls over record keeping and reporting must be adequate and effective.

## Non-Profit Agencies

Galveston County entered into agreements with various non-profit agencies to provide financial assistance for rent, utilities and medications to eligible clients. Under the agreement, funding to agencies is provided in single annual payments each fiscal year. Administration fees for providing the services make up 10% of the payment. During the audit period the county provided the following funds to non-profit agencies under the Financial Assistance Program. No material discrepancies were noted in the review of county funds provided to the agencies.

<b>St. Vincent's House</b>	
Financial Assistance Funds	72,727.28
Administration Fees	7,272.72
<b>Total</b>	<b>\$ 80,000.00</b>

<b>M.I. Lewis Social Service Center</b>	
Financial Assistance Funds	63,636.37
Administration Fees	6,363.63
<b>Total</b>	<b>\$ 70,000.00</b>

## Charity Tracker

Charity Tracker is a web-based application that Trident United Way provides free of charge to record and manage social services assistance. Pursuant to section 2.01 (c) and (d) of the contracts with Galveston County, the non-profit agencies agree to record all financial assistance in Charity Tracker. The Contract Services Division Financial Assistance Guidelines Section E - Funding Criteria states all client information must be completely filled out in Charity Tracker. No data fields should be left blank. Information recorded in Charity Tracker must include the following information:

- Client Name, Address and Date of Birth
- Number of Individuals in the Household
- Household Income and Expenses
- Amount of Assistance Provided
- Date of Assistance

Internal Audit reviewed the Charity Tracker reports from St. Vincent's House and M.I. Lewis Social Service Center. No material exceptions were noted in the review of Charity Tracker reports.

# Compliance with Statutes, Policies and Procedures

## Reporting Requirements

The contracts between Galveston County and the Non-Profit Agencies Section 2.03 Provider Reports require each non-profit agency to submit monthly expenditure reports to the Galveston County Contract Services Indigent Coordinator. A report must be submitted for each month even if funds were not distributed. The Financial Assistance Guidelines Section F - Contract Services Division Designee states all agencies receiving Galveston County funds must submit a monthly report to the Contract Services Indigent Coordinator. A report must be submitted for each month even if funds were not distributed.

The monthly reports must include the following information:

- Client's First & Last Name
- First & Last Name Reflected on the Vendor Bill
- Client Address, Including City and Zip Code
- Vendor Name
- Amount of Assistance Provided
- Date of Assistance

All of the non-profit agencies contracted with the county submitted monthly Charity Tracker reports to the Contract Services Indigent Coordinator, even for the months when funds were not distributed. Internal Audit reviewed a sample of monthly reports to ensure compliance with the contract and the guidelines. No exceptions were noted in the review of the contract between Galveston County and the Non-Profit Agencies Section 2.03.

## Compliance with Statutes, Policies and Procedures (cont.)

### Financial Assistance Distributions

The Financial Assistance Guidelines Section E - Funding Criteria states, provided clients meet certain criteria and are not facing an extreme circumstance, financial assistance will be distributed as follows:

- Rent - \$500
- Electricity - \$200
- Water - \$75
- Gas - \$50
- Medication - \$175

### St. Vincent's House

During the audit period, St. Vincent's House provided financial assistance to 104 clients. Numerous clients received assistance in more than one category, resulting in 127 payments totaling \$39,299.16.

<b>Category</b>		<b>Totals</b>
Housing	68	\$ 31,605.00
Electric	39	6,402.16
Water	13	937.36
Gas	7	354.64
<b>Totals</b>	<b>127</b>	<b>\$ 39,299.16</b>

## Compliance with Statutes, Policies and Procedures (cont.)

### M.I. Lewis Social Service Center

During the audit period, the M.I. Lewis Social Service Center provided financial assistance to 261 clients. Numerous clients received assistance in more than one category, resulting in 344 payments totaling \$97,875.76.

Category		Totals
Housing	134	\$ 64,068.02
Electric	66	11,662.77
Water	69	5,012.87
Gas	21	801.44
Medical	1	124.56
Reliant CARE	53	16,206.10
<b>Totals</b>	<b>344</b>	<b>\$ 97,875.76</b>

No discrepancies were noted in the review of the Financial Assistance Guidelines Section E - Funding Criteria.

### Community Assistance by Reliant Energy (CARE) Program

Reliant Energy provides financial assistance through their Community Assistance by Reliant Energy (CARE) Program. Reliant Energy allows Galveston County to act as a pass-through entity to provide CARE funds to non-profit agencies. The Financial Assistance Guidelines Section G - Reliant Energy states "All recipients of CARE contributions are eligible for a maximum annual payment not to exceed \$500. The assistance payment may be a one-time payment of up to \$500 in accordance with Galveston County Contract Services hardship criteria or the recipient may receive multiple assistance payments as long as the annual total does not exceed the maximum \$500 limit." The agency requesting financial assistance sends a letter of request and an invoice to the Contract Services Indigent Coordinator. The letter, invoice and support documentation are forwarded to the Accounts Payable department for processing. During the audit period, \$16,652.56 was disbursed for M.I. Lewis Social Service Center.

Internal audit reviewed the Charity Tracker reports for the Reliant Energy (CARE) Program for the audit period to ensure financial assistance provided was in compliance with the Financial Assistance Guidelines. No exceptions were noted for the review of the Charity Tracker reports for Reliant Energy (CARE) Program.

# Compliance with Statutes, Policies and Procedures (cont.)

## Financial Assistance Distributions – Extreme Circumstances

In the event financial assistance is requested for an amount that exceeds the authorized limit, the Case Manager, their Supervisor and the Contract Services Indigent Coordinator must discuss the circumstances that caused the need for additional financial assistance and determine if the additional assistance should be provided. The client must provide adequate support documentation to the extreme circumstances.

Internal audit reviewed all clients who received additional assistance during the audit period. No discrepancies were noted in the review of Financial Assistance Distribution for Extreme Circumstances.

## Federal Poverty Guidelines

The Financial Assistance Guidelines Section D - Eligibility Requirements mandates the applicant must meet income guidelines in order to receive assistance. The Notice of Denial of Assistance form requires the applicant's household income to be within the gross federal poverty guidelines. The gross federal poverty guideline is determined by the number of individuals living in the household.

**Finding:** There were multiple applicants who received financial assistance whose income exceeded the gross federal poverty guidelines.

- M. I. Lewis Social Service Center – 119 Clients (34.59%)
- St. Vincent's House – 30 Clients (23.62%)

**Recommendation:** To ensure compliance with the contract and Financial Assistance Guidelines, the applicant's household income must be within the gross federal poverty guidelines.

## Duplicate Financial Assistance

The Financial Assistance Guidelines Section E - Funding Criteria states, "Each utility or rental can be paid only once in a 12-month period per individual or household, subject to approval. Medical assistance can be paid only twice in a 12-month period for any individual". Internal audit reviewed the Charity Tracker reports for the audit period to ensure financial assistance provided was in compliance with the guidelines.

No material discrepancies were noted in the review of duplicate financial assistance.



MEMORANDUM

Date: March 02, 2026

To: Sergio Cruz, County Auditor

From: Diana Huallpa, Chief Financial Officer, *DH*

CC: Christian Monterrubio, Deputy Chief Financial Officer  
Tashonda Edwards, Indigent Coordinator  
Lori McWhirter, Internal Audit Manager  
Celeste McGilberry, Auditor Internal Controls II

Subject: Response to FY25 Galveston County Financial Assistance Program Audit

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The Department of Professional Services acknowledges receipt and review of the Financial Assistance Program Internal Audit Report.

We appreciate the Auditor's Office for conducting this review. We will continue to reinforce and promote our procedures to ensure ongoing compliance and address minor areas for improvement, maintaining consistency and accountability across operations.

Please accept this memorandum as our formal response to the audit findings. Should any further clarification be needed, our office remains available to provide additional information or discuss the report in greater detail.



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*6.**

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Internal audit report of Justice of the Peace, Precinct 2 for period of 2/1/2025 - 1/31/2026 with response letter from Honorable Blake Apffel, dated 3/4/2026

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 11:16 am

# GALVESTON COUNTY



## Office of the County Auditor

Sergio Cruz  
County Auditor  
Christie Motogbe, CPA  
First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5300

722 Moody Ave, 4<sup>th</sup> Floor, Galveston, TX 77550

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March 16, 2026

Honorable Mark A. Henry, County Judge, and  
Members of the Commissioners Court

Honorable Mark A. Henry and Members of the Court:

Attached to be received and filed is the internal audit report of Justice of the Peace, Precinct 2. The audit covered the period February 01, 2025 through January 31, 2026. Also attached is the response letter from Honorable Blake Apffel, dated March 04, 2026.

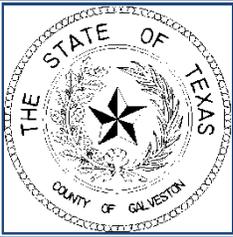
Sincerely,

A handwritten signature in blue ink that reads "Sergio Cruz".

Sergio Cruz  
County Auditor

cc: Honorable Judge Blake Apffel

Attachment: Justice of the Peace, Precinct 2 Audit Report  
Response Letter, Judge Blake Apffel



# Justice of the Peace, Precinct 2 Audit

February 18, 2026

Galveston County  
Internal Audit Division

Sergio Cruz  
County Auditor

Executive Summary.....	1
Introduction .....	2
Details.....	3-9

# Executive Summary

## Reliability and Integrity of Information (page 3)

- Compensating controls have been implemented in different areas of the court's operations to ensure a proper separation of duties.
- No material discrepancies were noted in the testing of adjustments, reversals and voids.
- No material exceptions were noted in the recording of citations issued by the Galveston County Sheriff's Office in Odyssey.

## Safeguarding of Assets (page 4)

- All collections were accounted for during the surprise cash counts.
- Physical security over assets (collections) is adequate.
- The court deposits collections daily.
- Bond account bank reconciliations are reviewed quarterly by the Auditor's Office.

## Compliance with Statutes, Policies and Procedures (pages 5-7)

- No material discrepancies were noted in the testing of Administrative Dismissals.
- No discrepancies were noted in the testing of No-Charge Dismissals.
- No material discrepancies were noted in the testing of assessing court costs, fines and fees.
- No material discrepancies were noted in the court's compliance with the "Allocation Rule".
- No material discrepancies were noted in the testing of Time Payment fees.
- PC30 collection fee calculation must include the entire outstanding balance of any fines, fees and court costs, in compliance with CCP §103.0031.
- No discrepancies were noted in the testing of credits awarded for compliance with CCP §45.048, CCP §45.049(a), CCP §45.0491 and court policy.
- No material discrepancies were noted in the testing of compliance with CCP §45.051 and court policy.

## Statistical Analysis (pages 8-9)

- The largest number of case types filed have continually been criminal cases (Traffic and Non-Traffic Misdemeanors), increasing from 3,795 in FY2021 to 3,799 in FY2025. The second-highest number of case types filed was civil, which increased from 1,501 in FY2021 to 2,561 in FY2025.
- Revenue collected during October 1, 2021 through September 30, 2025 increased 32.21% from \$692,373 in FY2021 to \$932,200 in FY2025.

## Introduction

The Internal Audit Division conducted an internal audit of the Justice of the Peace, Precinct 2, in accordance with Local Government Code (LGC) §115. The internal audit covered the period February 1, 2025 through January 31, 2026. The audit was performed from January 26, 2026 through February 19, 2026.

The primary objectives of the internal audit are to provide reasonable assurance concerning:

- Reliability and integrity of the information
- Safeguarding of assets
- Compliance with laws, regulations, contracts, policies, plans and procedures

The scope of the internal audit encompassed the financial records and administrative procedures related to the Justice of the Peace, Precinct 2. The internal audit included, but was not limited to, the books, accounts, reports, dockets and records of the Justice of the Peace, Precinct 2.

The internal audit included examining transactions on a test basis and required exercising judgment in the selection of such tests. As the internal audit was not a detailed examination of all transactions, there is a risk that errors or fraud were not detected during the internal audit. The official therefore retains the responsibility for the accuracy and completeness of the financial information.

Because of certain statutory duties required of the County Auditor, we are not independent with regard to the Galveston County Justice of the Peace, Precinct 2 as defined by the AICPA professional standards. However, our internal audit was performed with objectivity and due professional care.

Lisa McCabe, Internal Auditor, performed the audit.

## Reliability and Integrity of Information

Reliable information is accurate, timely, complete and useful. In order to achieve this, controls over record keeping and reporting must be adequate and effective.

### Separation of Duties

One of the most important internal controls is to have proper separation of duties. No one person should authorize a transaction, record a transaction and have custody of the assets. A proper separation of duties is not possible for Justice of the Peace, Precinct 2 at this time due to the size of staff and budgetary constraints; however, compensating controls have been implemented in different areas of the court's operations.

### Adjustments, Reversals and Voids

All clerks have the ability to process adjustments, reversals and voids in Odyssey. Court policy requires a copy of the transaction receipt to be printed with an explanation documented and signed by the clerk who initiated the transaction and a clerk approving the transaction. Proper support of the adjustments, reversals and voids must be scanned into Odyssey. A sample of adjustments, reversals and voids was tested for compliance with the court policy. No material discrepancies were noted.

### Completeness and Accuracy

Information from citations issued by the Galveston County Sheriff's Office is recorded in their Record Management System (RMS). The citations are turned into the related Justice Court and subsequently entered into Odyssey by the clerks. Internal Audit tested a sample of citations recorded in RMS to verify the information was completely and accurately recorded in Odyssey. No material discrepancies were noted.

# Safeguarding of Assets

Safeguarding of assets has three basic components: 1) physical security of the collections, 2) minimal exposure to loss, and 3) proper management of the collections.

## Physical Security

Physical security encompasses any method to physically secure the collections from loss. Monies collected should be kept in a locked drawer or safe until they are deposited in the bank.

As part of the audit, the auditor conducted a surprise cash count at the Santa Fe office on February 13, 2026 and at the Galveston office on February 6, 2026. All collections were accounted for at the time of the surprise cash counts. Controls are in place to ensure the staff uses a lockable safe to secure collections until they are ready to be deposited. The safe remains locked when not in use.

## Minimizing Exposure to Loss

Daily depositing is one of the best methods of minimizing exposure of collections to loss as well as providing the County with the maximum benefit of the collections. Justice of the Peace, Precinct 2 has a policy to deposit collections daily. Deposits are reviewed quarterly by the Auditor's Office.

## Management of Collections

Properly prepared and adequately supported bank reconciliations are one of the best methods of cash management available to any official. The reconciliation process identifies any discrepancies in the bond account and assists in preventing the misuse of funds. Justice of the Peace, Precinct 2 performs a bond account bank reconciliation each month and submits a copy to the Auditor's Office. Bond account bank reconciliations are reviewed quarterly by the Auditor's Office.

# Compliance with Statutes, Policies and Procedures

The following areas were tested to provide reasonable assurance the court is in compliance with statutes, policies and procedures.

## Administrative Dismissals

Certain charges may be dismissed with an administrative fee when the defendant provides proof the underlying violation is resolved within the statutory time limit. When the proof is presented and the administrative fee has been paid, the clerk may dismiss the case without the consent of the Judge or the Assistant District Attorney. A sample of administrative dismissals was tested for compliance with applicable statutes. No material discrepancies were noted.

## Code of Criminal Procedures (CCP) §32.02 Dismissal by State’s Attorney

CCP §32.02 Dismissal by State’s Attorney states “The attorney representing the State may, by permission of the court, dismiss a criminal action at any time upon filing a written statement with the papers in the case setting out his reasons for such dismissal, which shall be incorporated in the judgment of dismissal. No case shall be dismissed without the consent of the presiding judge.” Court policy requires support documentation for no-charge dismissals, signed by the Judge or the Assistant District Attorney, to be scanned into Odyssey as proof of its validity. A sample of no-charge dismissals was tested for compliance with CCP §32.02 and court policy. No discrepancies were noted.

## Court Costs, Fines and Fees

The Texas Judicial Branch publishes a ‘Justice Court Convictions Court Cost Chart’ each year there is a legislative update. The chart shows the fees to be assessed for misdemeanor offenses, including specific costs not assessed upon conviction, but assessed under appropriate circumstances. The chart also provides the statute that supports the amount of court costs, fines and fees reflected on the chart. A sample of cases was tested for compliance with the applicable statutes regarding court costs, fines and fees collected by the office. No material discrepancies were noted.

## Allocation Rule

Attorney General Opinion GA-147 and the ‘Justice Courts - Court Costs and Fees Handbook’ define the “Allocation Rule” as the practice of allocating monies received from a defendant first to pay costs and then to pay a fine. If the monies received do not cover all of the costs, then the monies must be allocated to costs on a pro rata basis. Accordingly, any credit awarded (Jail Time Credit, Community Service, Waivers) must be applied to the fine amount first, then to court costs and fees. A sample of cases was tested for compliance with the “Allocation Rule”.

## Compliance with Statutes, Policies and Procedures (cont.)

### Time Payment Fee

If a person is convicted of a felony or misdemeanor and pays any part of the court costs, fine, or restitution on or after the 31st day after the judgment day, the court must assess an additional cost of a time payment fee. CCP §102.030 (effective as of 1/1/2020) states “(a) A person convicted of an offense shall pay a reimbursement fee of \$15 if the person: (1) has been convicted of a felony or misdemeanor; and (2) pays any part of a fine, court costs, or restitution, or another reimbursement fee, on or after the 31st day after the date on which a judgment is entered assessing the fine, court costs, restitution, or other reimbursement fee.” A sample of cases was tested for compliance with CCP §102.030. No material discrepancies were noted.

### CCP §103.0031 Collection Contracts

CCP §103.0031 states the Commissioners Court of a County may enter into a contract with a private attorney or a public or private vendor for the provision of collection services for debts and accounts receivable such as unpaid fines, fees, court costs, forfeited bonds, and restitution. A Commissioner’s Court that enters into a contract with a private attorney or private vendor under this article may authorize the addition of a collection fee (PC30 fee) in the amount of 30 percent of the outstanding balance that is more than 60 days past due and has been referred to the attorney or vendor for collection. A sample of cases was tested for compliance with CCP §103.0031.

Finding: PC30 fees are not consistently being assessed accurately in Odyssey.

Recommendation JP2-25-01: To ensure compliance with CCP §103.0031, PC30 collection fee calculation must include the entire outstanding balance of any fines, fees (Omni) and court costs.

### Credits

#### Jail Time Credit

CCP §45.048 Discharged from Jail states a defendant placed in jail shall be discharged by showing the defendant is too poor to pay the fine and costs, or has remained in jail a sufficient length of time to satisfy the charges. Per court policy, the defendant must provide proof of time served.

#### Community Service

CCP §45.049 (a) Community Service in Satisfaction of Fine or Costs states a justice or judge may require a defendant who fails to pay a previously assessed fine or costs, or who is determined by the court to have insufficient resources or income to pay a fine or costs, to discharge all or part of the fine or costs by performing community service.

## Compliance with Statutes, Policies and Procedures (cont.)

### Indigent Credit/Waivers

CCP §45.0491 Waiver of Payment of Fines and Costs for Indigent Defendants and Children states a justice court may waive payment of all or part of a fine or costs imposed on a defendant if the court determines that:

- (1) the defendant is indigent or does not have sufficient resources or income to pay all or part of the fine or costs or was, at the time the offense was committed, a child as defined by Article 45.058(h); and
- (2) discharging the fine or costs under Article 45.049 or as otherwise authorized by this chapter would impose an undue hardship on the defendant.

Court policy dictates all credit awarded must be approved by the Judge and adequate support documentation for credits must be scanned into Odyssey as proof of its validity.

A sample of cases was tested for compliance with CCP §45.048, CCP §45.049(a), CCP §45.0491 and court policy. No material discrepancies were noted.

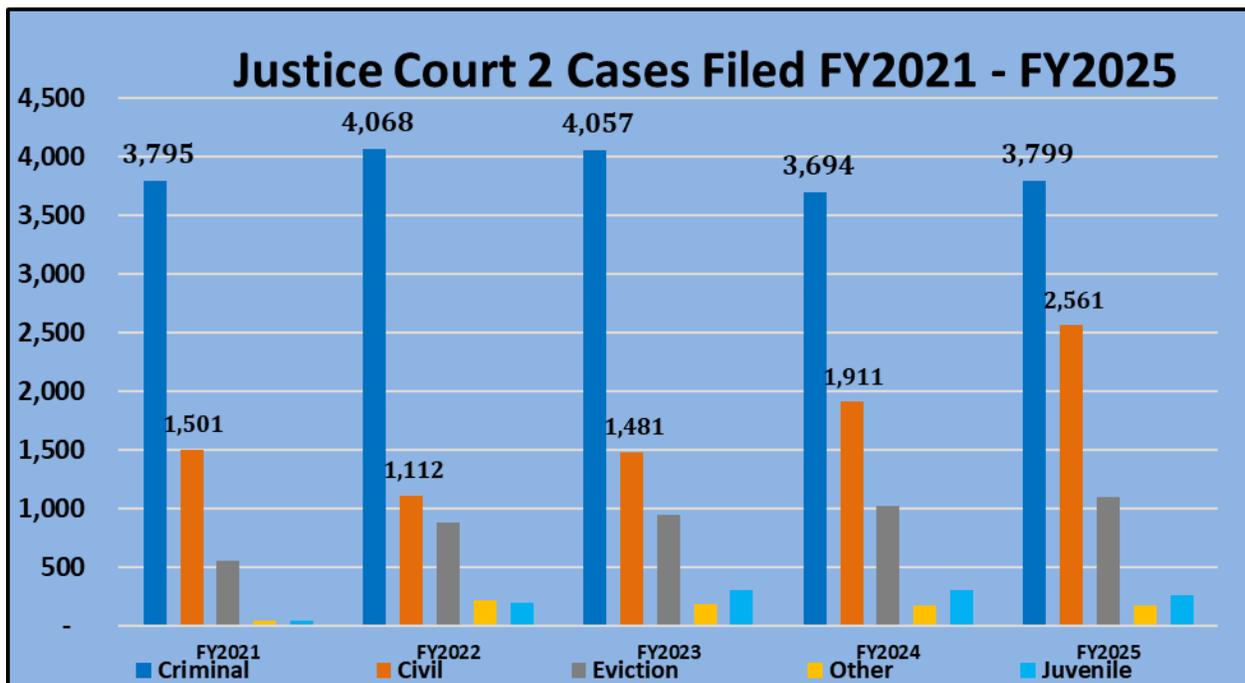
### Deferred Disposition (Adjudication)

CCP §45.051 Suspension of Sentence and Deferral of Final disposition states on a plea of guilty or nolo contendere on a misdemeanor case, the judge may defer further proceedings without entering an adjudication of guilt and place the defendant on probation not to exceed 180 days. In issuing the order of deferral, the judge may impose a fine on the defendant in an amount not to exceed the amount of the fine that could be imposed on the defendant as punishment for the offense. The fine may be collected at any time before the probation ends. The judge may elect not to impose the fine for good cause shown by a defendant. If the judge orders the collection of a fine under this subsection, the judge shall require the amount of the fine be credited toward the payment of the amount of any fine imposed by the judge as punishment for the offense. Court policy dictates all support documentation to deferred cases, including the Order for Deferred Disposition (Adjudication) signed by the judge, are scanned into Odyssey and the physical copy is retained in the case jacket. A sample of cases was tested for compliance with CCP §45.051 and court policy. No material discrepancies were noted.

## Statistical Analysis

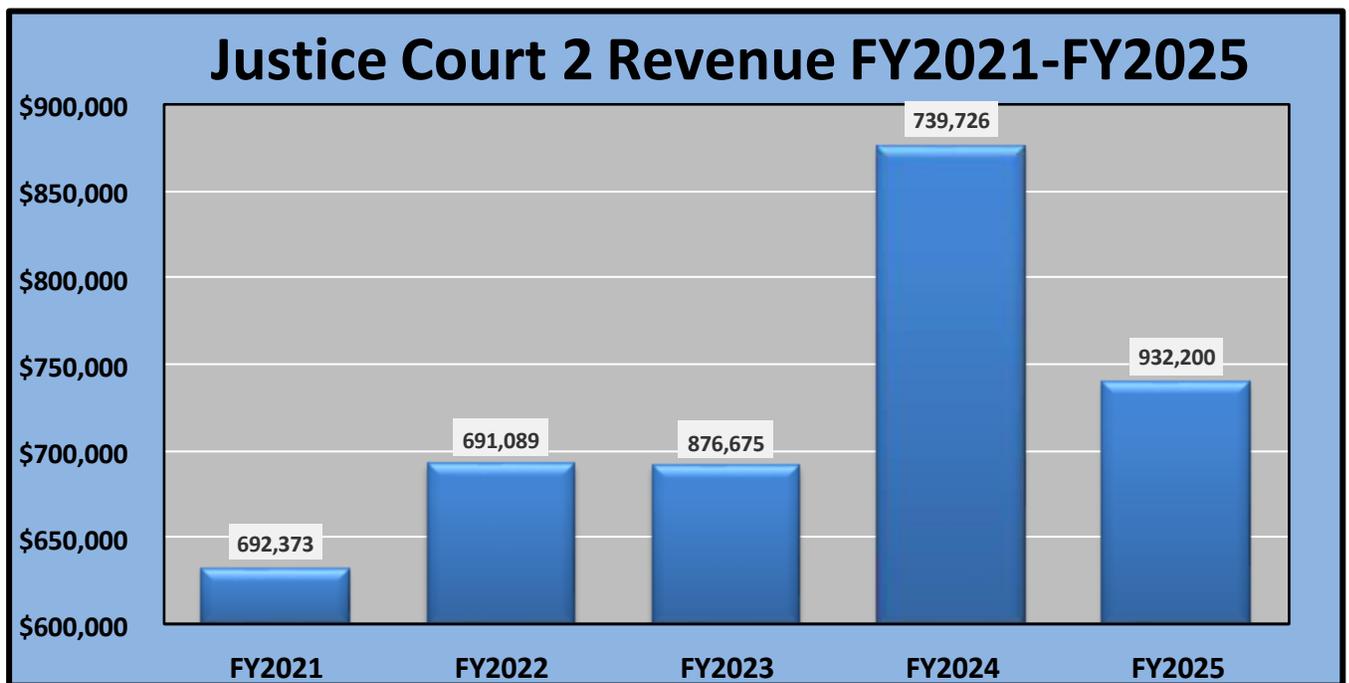
A five-year statistical analysis was performed on the cases filed through Justice of the Peace, Precinct 2 from FY2021 through FY2025. The data for the analysis was obtained from the Odyssey Case Filing Statistics Report. The date range used for the report was October 1, 2021 through September 30, 2025. The largest number of case types filed has continually been criminal cases (Traffic and Non-Traffic Misdemeanors), increasing from 3,466 in FY2020 to 3,694 in FY2024. The second-highest number of case types filed was civil, which increased in cases from 822 in FY2020 to 1,911 in FY2024. The following reflects the number of cases filed during the five-fiscal year analysis:

	Criminal	Civil	Eviction	Other	Juvenile	FY Totals
FY2021	3,795	1,501	548	35	37	5,916
FY2022	4,068	1,112	875	209	189	6,453
FY2023	4,057	1,481	945	178	305	6,966
FY2024	3,694	1,911	1,022	161	299	7,092
FY2025	3,799	2,561	1,099	166	127	7,878
<b>Total</b>	<b>19,080</b>	<b>6,827</b>	<b>4,026</b>	<b>798</b>	<b>867</b>	



## Statistical Analysis (cont.)

A five-year statistical analysis was performed on the revenue collected by Justice of the Peace, Precinct 2 from FY2021 through FY2025. The data used in the analysis was obtained from Workday, the County's Financial Reporting System. The date range used for the report was October 1, 2021 through September 30, 2025. The annual bank deposit total increased 21% from \$692,373 in FY2021 to \$932,200 in FY2025. The following chart reflects revenue collected by Justice of the Peace, Precinct 2 during the five-year fiscal year analysis:





**JUDGE D. BLAKE APFFEL  
JUSTICE COURT TWO  
GALVESTON COUNTY TEXAS**

**11730 Hwy 6  
Santa Fe, Texas 77510**

**Office Number: 409-770-5484  
Fax Number: 409-925-8290**

March 4, 2026

Dear Mr. Cruz,

After review of the Audit Report, I Judge D. Blake Apffel, submit this letter expressing my staff's and my continued dedication to work toward compliance with the recommendations of the Auditor's office.

Thank you and your staff for the audit and the diligent work of the audit team.

Sincerely,

A handwritten signature in blue ink that reads "D. Blake Apffel".

D. Blake Apffel  
Justice of the Peace  
Precinct 2  
Galveston County, Texas  
409-770-5490



**JUDGE D. BLAKE APFFEL  
JUSTICE COURT TWO  
GALVESTON COUNTY TEXAS**

11730 Hwy 6  
Santa Fe, Texas 77510

Office Number: 409-770-5484  
Fax Number: 409-925-8290

March 4, 2026

Dear Mr. Cruz,

After review of the Audit Report, on February 18, 2026, I, Judge D. Blake Apffel, submit this letter to confirm the following items will be addressed in the processes followed in this office.

- 1) PC30 fees shall include the entire outstanding balance of any fines, fees and court costs including omni fees added after PC30 is added.

My staff and I will continue to work toward compliance with the recommendations of the Auditor's office. Thank you for the audit and the diligent work of the audit team.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Blake Apffel", is written over the typed name.

D. Blake Apffel  
Justice of the Peace  
Precinct 2  
Galveston County, Texas  
409-770-5490



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*7.**

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Early check release dated 2/18/2026 to ACI Payments, EFT-0050060

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 5:48 pm



## Galveston County Request for Early Release of Check

Why do you need the early release? Official Payments invoices that need to be paid to ACI cutoff date was missed for Commissioners Court on 02/16/2026..

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Early Release Date Needed 02/18/2026 Check Amount \$ 14,233.64

Vendor Name ACI Payments

Requested by (Employee) Donna Green x5427 Donna Green  
(print name) (Ext.) (signed)

Approved by (Department Head) Sergio Cruz x5398 Sergio Cruz  
(print name) (Ext.) (signed)

Department Name Auditor's Office

Disposition  Mail  Pickup Payment is an EFT

Approved by County Auditor Sergio Cruz 02/18/2026  
(signed) (date)

Approved by County Judge Mark Henry 02/18/2026  
(signed) (date)

\*\* It is mandatory that you **HAND DELIVER** the request to the County Auditor for approval, then **HAND DELIVER** the request to the County Judge for approval to process the request. The form must have all original signatures; all blanks must be completed before request will be processed. You will also need backup documentation when making the request. (i.e., purchase order or affidavit, invoice copy, receipts, etc.) Please return the signed request to the Auditor's Office after approval by the County Judge. The release of funds will be from the County Clerk's Office - Treasury Division.  
Check No: EFT-0050060 Check Date: 02/18/2026 Release Date: 02/18/2026



Find Payments - County Auditor Voucher  
Warrants Report

11:20 AM  
02/18/2026  
Page 1 of 1

Settlement Run Number: SR-0000325

Payment Amount Equal To: 0

Payment Amount Greater Than: 0

Payment Amount Less Than: 0

Is Intercompany: No

Is Direct Intercompany: No

Payment Category	Payee / Payor	Transaction Date	Payment Type	Settlement Run	Transaction Reference	Payment Amount
Supplier Payment	ACI Payments, Inc.	02/18/2026	EFT	SR-0000325	EFT-0050060	14,233.64
Supplier Payment	SOE SOFTWARE CORPORATION	02/18/2026	Check	SR-0000325	485573	24,000.00
						<b>38,233.64</b>

# GALVESTON COUNTY, TEXAS

List of County Auditor's Approved Claims for Voucher Warrants Dated 02/18/2026

Approved Order to pay by Commissioners Court this day \_\_\_\_\_, \_\_\_\_\_.

  
Sergio Cruz, County Auditor

\_\_\_\_\_

\_\_\_\_\_

Mark Henry, Galveston County Judge

\_\_\_\_\_

Darrell A. Apffel, Galveston County Commissioner, Pct 1

\_\_\_\_\_

Joe Giusti, Galveston County Commissioner, Pct 2

ATTEST:

\_\_\_\_\_

Hank Dugie, Galveston County Commissioner, Pct 3

\_\_\_\_\_

Dwight D. Sullivan, County Clerk

\_\_\_\_\_

Robin Armstrong, MD, Galveston County Commissioner, Pct 4



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*8.**

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Early check release dated 2/18/2026 to SOE Software Corporation, check number AP00485573

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 11:20 am



## Galveston County Request for Early Release of Check

Why do you need the early release? The budget amendment was approved by the Commissioners Court on February 2, 2026. Invoice needs to be paid.

Early Release Date Needed 02/18/2026 Check Amount \$ 24,000.00

Vendor Name SOE SOFTWARE CORPORATION

Requested by (Employee) Melissa Childs 2205 *M. Childs*  
(print name) (Ext.) (signed)

Approved by (Department Head) Dwight D. Sullivan 2210 *Dwight D. Sullivan*  
(print name) (Ext.) (signed)

Department Name County Clerk's Office – Elections Division

Disposition  Mail  Pickup

Approved by County Auditor *Sergio Cruz* 02/18/2026  
(signed) (date)

Approved by County Judge Mark Henry 02/18/2026  
(signed) (date)

**\*\* It is mandatory that you HAND DELIVER the request to the County Auditor for approval, then HAND DELIVER the request to the County Judge for approval to process the request. The form must have all original signatures; all blanks must be completed before request will be processed. You will also need backup documentation when making the request. (i.e., purchase order or affidavit, invoice copy, receipts, etc.) Please return the signed request to the Auditor's Office after approval by the County Judge. The release of funds will be from the County Clerk's Office - Treasury Division.**

Check No: AP00485573 Check Date: 02/18/2026 Release Date: 02/18/2026



Find Payments - County Auditor Voucher  
Warrants Report

11:20 AM  
02/18/2026  
Page 1 of 1

Settlement Run Number: SR-0000325

Payment Amount Equal To: 0

Payment Amount Greater Than: 0

Payment Amount Less Than: 0

Is Intercompany: No

Is Direct Intercompany: No

Payment Category	Payee / Payor	Transaction Date	Payment Type	Settlement Run	Transaction Reference	Payment Amount
Supplier Payment	ACI Payments, Inc.	02/18/2026	EFT	SR-0000325	EFT-0050060	14,233.64
Supplier Payment	SOE SOFTWARE CORPORATION	02/18/2026	Check	SR-0000325	485573	24,000.00
						<b>38,233.64</b>

# GALVESTON COUNTY, TEXAS

List of County Auditor's Approved Claims for Voucher Warrants Dated 02/18/2026

Approved Order to pay by Commissioners Court this day \_\_\_\_\_, \_\_\_\_\_.

*Sergio Cruz*

Sergio Cruz, County Auditor

Mark Henry, Galveston County Judge

Darrell A. Apffel, Galveston County Commissioner, Pct 1

Joe Giusti, Galveston County Commissioner, Pct 2

ATTEST:

Hank Dugie, Galveston County Commissioner, Pct 3

Dwight D. Sullivan, County Clerk

Robin Armstrong, MD, Galveston County Commissioner, Pct 4



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*9.**

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Early check release dated 2/26/2026 to Texas Juvenile Justice Department, check number AP00485574

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 11:22 am



## Galveston County Request for Early Release of Check

Why do you need the early release?

Required to meet State filing deadline for the FY2025 Texas Juvenile Justice Department  
audit.

Early Release Date Needed

02/26/2026

Check Amount \$ 38,130.18

Vendor Name

Texas Juvenile Justice Department

Requested by (Employee)

Kenna Pruitt  
(print name)

5575  
(Ext.)

Kenna Pruitt  
(signed)

Approved by (Department Head)

Sergio Cruz  
(print name)

5398  
(Ext.)

[Signature]  
(signed)

Department Name

Auditor's Office

Disposition

Mail  Pickup

Approved by County Auditor

[Signature]  
(signed)

02/26/2026  
(date)

Approved by County Judge

[Signature]  
(signed)

02/26/2026  
(date)

\*\* It is mandatory that you **HAND DELIVER** the request to the County Auditor for approval, then **HAND DELIVER** the request to the County Judge for approval to process the request. The form must have all original signatures; all blanks must be completed before request will be processed. You will also need backup documentation when making the request. (i.e., purchase order or affidavit, invoice copy, receipts, etc.) Please return the signed request to the Auditor's Office after approval by the County Judge. The release of funds will be from the County Clerk's Office - Treasury Division.

Check No: AP00485574

Check Date: 02/26/2026

Release Date: 02/26/2026



# JUVENILE JUSTICE DEPARTMENT

COUNTY OF GALVESTON

(PROBATION and DETENTION SERVICES)

6101 ATTWATER AVENUE, TEXAS CITY, TX 77590

(409) 770-5900

January 7, 2026

Texas Juvenile Justice Department  
Attn: State Aid & Targeted Grants Contract Administrator  
PO Box 12757  
Austin, TX 78711

RE: FY2025 Unexpended Balances Refund

Dear Caitlyn and Kristin,

Attached you will find enclosed the refund check made payable to TJJD for the unexpended balance from some of our FY2025 Grants. Below are the details that entails the amount enclosed:

- DSA-Community Projects - \$15,630 in unexpended funds.
- RDA Grant - \$.18 over reimbursement for 24-DO380.
- Overage of \$22,500 that was received in our November 2024 Grant Payment.

Total refund: \$38,130.18

We extend our greatest appreciation to TJJD for its continued support and for the funding you have made available to provide to our department. It remains invaluable and plays a vital role in our ability to serve our juveniles effectively.

Handwritten signature of Glen Watson in black ink.

Glen Watson,  
Chief Probation Officer

Handwritten signature of Betsaida Lopez in black ink.

Betsaida Lopez,  
Financial Analyst



Find Payments - County Auditor Voucher  
Warrants Report

Settlement Run Number: SR-0000329

Payment Amount Equal To: 0

Payment Amount Greater Than: 0

Payment Amount Less Than: 0

Is Intercompany: No

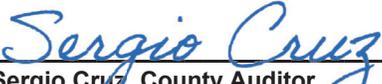
Is Direct Intercompany: No

Payment Category	Payee / Payor	Transaction Date	Payment Type	Settlement Run	Transaction Reference	Payment Amount
Customer Refund	TEXAS JUVENILE JUSTICE DEPARTMENT (S)	02/26/2026	Check	SR-0000329	485574	38,130.18
						<b>38,130.18</b>

# GALVESTON COUNTY, TEXAS

List of County Auditor's Approved Claims for Voucher Warrants Dated 02/26/2026

Approved Order to pay by Commissioners Court this day \_\_\_\_\_, \_\_\_\_\_.

  
Sergio Cruz, County Auditor

\_\_\_\_\_  
Mark Henry, Galveston County Judge

\_\_\_\_\_  
Darrell A. Apffel, Galveston County Commissioner, Pct 1

\_\_\_\_\_  
Joe Giusti, Galveston County Commissioner, Pct 2

ATTEST:

\_\_\_\_\_  
Hank Dugie, Galveston County Commissioner, Pct 3

\_\_\_\_\_  
Dwight D. Sullivan, County Clerk

\_\_\_\_\_  
Robin Armstrong, MD, Galveston County Commissioner, Pct 4



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*10.**

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Receive and file refund check list from Odyssey submitted by the District Clerk.

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/3/26 9:58 am



## View Payment Group

**Payment Group** Ad Hoc Payment(Check) for Prosperity-District Clerk Odyssey 3561  
**Settlement Run** SR-0000327  
**Organization** The County of Galveston  
**Currency** USD  
**Group Payment Date** 02/20/2026  
**Payment Category** Ad Hoc Payment  
**Bank Account** Prosperity-District Clerk Odyssey 3561  
**Payment Type** Check

### Payments

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: Trey Lavespere - 02/18/2026	Complete	Trey Lavespere	Ad Hoc Payment	Check	02/18/2026		25-FD-1150		2912	35.00	USD	35.00	USD

### Payment Printing Information

Payment Printing Run	Count	Payment Amount Total	Account Currency	Printed Date	PDF File	Positive Pay Files			
						Positive Pay File	Positive Pay File Payment Count	Amount Total	Account Currency
Ad Hoc Payment - Odyssey - 02/20/2026 12:18 PM	1	35.00	USD	02/20/2026 02:18:12 PM	Ad Hoc Payment - Odyssey - 02/20/2026 12:18 PM.pdf	Positive Pay File for Prosperity-District Clerk Odyssey 3561 on 02/20/2026, 12:18 PM	1	35.00	USD

### Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Print Checks Task	Print Checks Task	Step Completed	02/20/2026 02:14:48 PM	02/21/2026	Susie Smith	1	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	



## View Payment Group

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Step Completed	02/20/2026 02:18:13 PM	02/20/2026	Annaya Nigrelle	1	
Print Checks Task	Service: Remittance	Step Completed	02/20/2026 02:18:13 PM	02/21/2026	Workday Service	1	

### Related Business Processes History

Business Process	Status
Positive Pay File: Prosperity-District Clerk Odyssey 3561 on 02/20/2026 for \$35.00	Successfully Completed



## View Payment Group

**Payment Group** Ad Hoc Payment(Check) for Prosperity-District Clerk Odyssey 3561  
**Settlement Run** SR-0000332  
**Organization** The County of Galveston  
**Currency** USD  
**Group Payment Date** 02/27/2026  
**Payment Category** Ad Hoc Payment  
**Bank Account** Prosperity-District Clerk Odyssey 3561  
**Payment Type** Check

**Payments**

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: Tad Nelson - 02/24/2026	Complete	Tad Nelson	Ad Hoc Payment	Check	02/24/2026		25-FD-0961		2913	35.00	USD	35.00	USD

**Payment Printing Information**

Payment Printing Run	Count	Payment Amount Total	Account Currency	Printed Date	PDF File	Positive Pay Files			
						Positive Pay File	Positive Pay File Payment Count	Amount Total	Account Currency
Ad Hoc Payment - Odyssey - 02/27/2026 11:37 AM	1	35.00	USD	02/27/2026 01:37:55 PM	Ad Hoc Payment - Odyssey - 02/27/2026 11:37 AM.pdf	Positive Pay File for Prosperity-District Clerk Odyssey 3561 on 02/27/2026, 11:37 AM	1	35.00	USD

**Process History**  
**Process History**

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Print Checks Task	Print Checks Task	Step Completed	02/27/2026 01:37:26 PM	02/28/2026	Susie Smith	1	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	



## View Payment Group

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Step Completed	02/27/2026 01:37:56 PM	02/27/2026	Mien Tran	1	
Print Checks Task	Service: Remittance	Step Completed	02/27/2026 01:37:56 PM	02/28/2026	Workday Service	1	

### Related Business Processes History

Business Process	Status
Positive Pay File: Prosperity-District Clerk Odyssey 3561 on 02/27/2026 for \$35.00	Successfully Completed



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*11.**

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Receive and file the restitution checklist from Odyssey submitted by Personal Bond/Collections

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/3/26 10:46 am



## View Payment Group

**Payment Group** Ad Hoc Payment(Check) for Prosperity-Court Collections Odyssey 9911  
**Settlement Run** SR-0000327  
**Organization** The County of Galveston  
**Currency** USD  
**Group Payment Date** 02/20/2026  
**Payment Category** Ad Hoc Payment  
**Bank Account** Prosperity-Court Collections Odyssey 9911  
**Payment Type** Check

### Payments

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: Naomi Delarosa - 02/19/2026	Complete	Naomi Delarosa	Ad Hoc Payment	Check	02/19/2026		MD-0421921		313926	30.00	USD	30.00	USD
Ad Hoc Payment: ANGELINA GALINDO - 02/19/2026	Complete	ANGELINA GALINDO	Ad Hoc Payment	Check	02/19/2026		22-CR-2790		313909	80.00	USD	80.00	USD
Ad Hoc Payment: BRITTANY ELLIOTT - 02/19/2026	Complete	BRITTANY ELLIOTT	Ad Hoc Payment	Check	02/19/2026		24-CR-4594		313911	216.67	USD	216.67	USD
Ad Hoc Payment: HHSC-OFFICE OF INSPECTOR GENERAL - 02/19/2026	Complete	HHSC-OFFICE OF INSPECTOR GENERAL	Ad Hoc Payment	Check	02/19/2026		24-CR-3176		313920	138.00	USD	138.00	USD
Ad Hoc Payment: TREY INDUSTRIES - 02/19/2026	Complete	TREY INDUSTRIES	Ad Hoc Payment	Check	02/19/2026		15-CR-3001		313939	4,040.00	USD	4,040.00	USD
Ad Hoc Payment: Texas Department of Public Safety - 02/19/2026	Complete	Texas Department of Public Safety	Ad Hoc Payment	Check	02/19/2026		23-CR-2779		313936	60.00	USD	60.00	USD
Ad Hoc Payment: Sherwin Williams - 02/19/2026	Complete	Sherwin Williams	Ad Hoc Payment	Check	02/19/2026		20-CR-1031		313929	300.00	USD	300.00	USD
Ad Hoc Payment: SANDRA & GABRIEL PITA - 02/19/2026	Complete	SANDRA & GABRIEL PITA	Ad Hoc Payment	Check	02/19/2026		19-CR-2681		313928	7,150.00	USD	7,150.00	USD
Ad Hoc Payment: ELEAZAR FLORES - 02/19/2026	Complete	ELEAZAR FLORES	Ad Hoc Payment	Check	02/19/2026		24-CR-0307		313913	352.00	USD	352.00	USD



View Payment Group

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: Texas Department of Public Safety - 02/19/2026	Complete	Texas Department of Public Safety	Ad Hoc Payment	Check	02/19/2026		24-CR-1937		313935	25.00	USD	25.00	USD
Ad Hoc Payment: Texas Department of Public Safety - 02/19/2026	Complete	Texas Department of Public Safety	Ad Hoc Payment	Check	02/19/2026		24-CR-1938		313934	25.00	USD	25.00	USD
Ad Hoc Payment: Estefania Gomez - 02/19/2026	Complete	Estefania Gomez	Ad Hoc Payment	Check	02/19/2026		MD-0423215		313915	50.00	USD	50.00	USD
Ad Hoc Payment: Best Buy - 02/19/2026	Complete	Best Buy	Ad Hoc Payment	Check	02/19/2026		18-CR-4054		313910	300.00	USD	300.00	USD
Ad Hoc Payment: SONIA HERNANDEZ - 02/19/2026	Complete	SONIA HERNANDEZ	Ad Hoc Payment	Check	02/19/2026		23-CR-1228		313931	135.00	USD	135.00	USD
Ad Hoc Payment: Eric Anthony Sacramento - 02/19/2026	Complete	Eric Anthony Sacramento	Ad Hoc Payment	Check	02/19/2026		23-CR-0437		313914	192.00	USD	192.00	USD
Ad Hoc Payment: JONATHAN ZENDEH DEL - 02/19/2026	Complete	JONATHAN ZENDEH DEL	Ad Hoc Payment	Check	02/19/2026		23-CR-2688		313922	347.00	USD	347.00	USD
Ad Hoc Payment: Walmart Inc. - 02/19/2026	Complete	Walmart Inc.	Ad Hoc Payment	Check	02/19/2026		MD-0424621		313940	300.00	USD	300.00	USD
Ad Hoc Payment: Fraud Prosecution Unit Texas Workforce Commision Revenue & Trust Managment - 02/19/2026	Complete	Fraud Prosecution Unit Texas Workforce Commision Revenue & Trust Managment	Ad Hoc Payment	Check	02/19/2026		23-CR-0718		313917	301.00	USD	301.00	USD
Ad Hoc Payment: Fraud prosecution Unit Texas Workforce Commision Revenue & Trust Management - 02/19/2026	Complete	Fraud prosecution Unit Texas Workforce Commision Revenue & Trust Management	Ad Hoc Payment	Check	02/19/2026		23-CR-0719		313918	100.00	USD	100.00	USD
Ad Hoc Payment: Texas Department of Public Safety - 02/19/2026	Complete	Texas Department of Public Safety	Ad Hoc Payment	Check	02/19/2026		25-CR-0244		313933	70.00	USD	70.00	USD



View Payment Group

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: Shirley Guidry - 02/19/2026	Complete	Shirley Guidry	Ad Hoc Payment	Check	02/19/2026		23-CR-4106		313930	90.00	USD	90.00	USD
Ad Hoc Payment: Broadwater Apartments - 02/19/2026	Complete	Broadwater Apartments	Ad Hoc Payment	Check	02/19/2026		24-CR-4737		313912	250.00	USD	250.00	USD
Ad Hoc Payment: Kendall Phillips - 02/19/2026	Complete	Kendall Phillips	Ad Hoc Payment	Check	02/19/2026		MD-0412800		313923	60.00	USD	60.00	USD
Ad Hoc Payment: Texas Department of Safety Restitution Accounting - 02/19/2026	Complete	Texas Department of Safety Restitution Accounting	Ad Hoc Payment	Check	02/19/2026		21-CR-3252		313938	60.00	USD	60.00	USD
Ad Hoc Payment: NICHOLAS LONG - 02/19/2026	Complete	NICHOLAS LONG	Ad Hoc Payment	Check	02/19/2026		24-CR-3508		313927	190.00	USD	190.00	USD
Ad Hoc Payment: MONTAUK ENERGY HOLDING, LLC - 02/19/2026	Complete	MONTAUK ENERGY HOLDING, LLC	Ad Hoc Payment	Check	02/19/2026		22-CR-0587		313925	500.00	USD	500.00	USD
Ad Hoc Payment: MANFREDY VILLALOBOS - 02/19/2026	Complete	MANFREDY VILLALOBOS	Ad Hoc Payment	Check	02/19/2026		23-CR-0030		313924	15.00	USD	15.00	USD
Ad Hoc Payment: Jennifer Wilkin - 02/19/2026	Complete	Jennifer Wilkin	Ad Hoc Payment	Check	02/19/2026		17-CR-0291		313921	40.00	USD	40.00	USD
Ad Hoc Payment: Graber Family Partnership - 02/19/2026	Complete	Graber Family Partnership	Ad Hoc Payment	Check	02/19/2026		10-CR-1505		313919	100.00	USD	100.00	USD
Ad Hoc Payment: FAMILY DOLLAR - 02/19/2026	Complete	FAMILY DOLLAR	Ad Hoc Payment	Check	02/19/2026		21-CR-2426		313916	20.00	USD	20.00	USD
Ad Hoc Payment: Texas Department of Public Safety - 02/19/2026	Complete	Texas Department of Public Safety	Ad Hoc Payment	Check	02/19/2026		21-CR-2023		313932	180.00	USD	180.00	USD
Ad Hoc Payment: Texas Department of Safety Restitution Accounting - 02/19/2026	Complete	Texas Department of Safety Restitution Accounting	Ad Hoc Payment	Check	02/19/2026		21-CR-3830		313937	23.00	USD	23.00	USD



View Payment Group

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: Affordable Air& Heat - 02/19/2026	Complete	Affordable Air& Heat	Ad Hoc Payment	Check	02/19/2026		20-CR-0260		313908	85.70	USD	85.70	USD

Payment Printing Information

Payment Printing Run	Count	Payment Amount Total	Account Currency	Printed Date	PDF File	Positive Pay Files			
						Positive Pay File	Positive Pay File Payment Count	Amount Total	Account Currency
Ad Hoc Payment - Odyssey - 02/20/2026 12:18 PM	33	15,825.37	USD	02/20/2026 02:18:31 PM	Ad Hoc Payment - Odyssey - 02/20/2026 12:18 PM.pdf	Positive Pay File for Prosperity-Court Collections Odyssey 9911 on 02/20/2026, 12:18 PM	33	15,825.37	USD

Process History

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Print Checks Task	Print Checks Task	Step Completed	02/20/2026 02:14:47 PM	02/21/2026	Susie Smith	1	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Not Required		02/21/2026		0	
Print Checks Task	Print Checks	Step Completed	02/20/2026 02:18:32 PM	02/20/2026	Annaya Nigrelle	1	
Print Checks Task	Service: Remittance	Step Completed	02/20/2026 02:18:32 PM	02/21/2026	Workday Service	1	

Related Business Processes History

Business Process	Status
Positive Pay File: Prosperity-Court Collections Odyssey 9911 on 02/20/2026 for \$15,825.37	Successfully Completed



View Payment Group

**Payment Group** Ad Hoc Payment(Check) for Prosperity-Court Collections Odyssey 9911  
**Settlement Run** SR-0000332  
**Organization** The County of Galveston  
**Currency** USD  
**Group Payment Date** 02/27/2026  
**Payment Category** Ad Hoc Payment  
**Bank Account** Prosperity-Court Collections Odyssey 9911  
**Payment Type** Check

Payments

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: LUNDIE DANIEL - 02/25/2026	Complete	LUNDIE DANIEL	Ad Hoc Payment	Check	02/25/2026		22-CR-3900		313964	100.00	USD	100.00	USD
Ad Hoc Payment: DAVID GARZA - 02/25/2026	Complete	DAVID GARZA	Ad Hoc Payment	Check	02/25/2026		24-CR-2130		313953	80.00	USD	80.00	USD
Ad Hoc Payment: Kristen Lovett - 02/25/2026	Complete	Kristen Lovett	Ad Hoc Payment	Check	02/25/2026		24-CR-3317		313962	105.00	USD	105.00	USD
Ad Hoc Payment: U.S. Postal Service - 02/25/2026	Complete	U.S. Postal Service	Ad Hoc Payment	Check	02/25/2026		23-CR-3349		313975	300.00	USD	300.00	USD
Ad Hoc Payment: STATE FARM INSURANCE - 02/25/2026	Complete	STATE FARM INSURANCE	Ad Hoc Payment	Check	02/25/2026		22-CR-1085		313970	500.00	USD	500.00	USD
Ad Hoc Payment: Texas Department of Public Safety - 02/25/2026	Complete	Texas Department of Public Safety	Ad Hoc Payment	Check	02/25/2026		22-CR-2393		313971	40.00	USD	40.00	USD
Ad Hoc Payment: MITCHELL DEAN MILLER - 02/25/2026	Complete	MITCHELL DEAN MILLER	Ad Hoc Payment	Check	02/25/2026		25-CR-0776		313967	5,000.00	USD	5,000.00	USD
Ad Hoc Payment: WILLIAM SNYDER - 02/25/2026	Complete	WILLIAM SNYDER	Ad Hoc Payment	Check	02/25/2026		25-CR-0346		313976	5,000.00	USD	5,000.00	USD
Ad Hoc Payment: ELVIS SIQUENZA - 02/25/2026	Complete	ELVIS SIQUENZA	Ad Hoc Payment	Check	02/25/2026		17-CR-3523		313954	100.00	USD	100.00	USD
Ad Hoc Payment: JACQUELINE ZHANE NELSON - 02/25/2026	Complete	JACQUELINE ZHANE NELSON	Ad Hoc Payment	Check	02/25/2026		23-CR-1204		313959	175.00	USD	175.00	USD
Ad Hoc Payment: Brayan Cardenas - 02/25/2026	Complete	Brayan Cardenas	Ad Hoc Payment	Check	02/25/2026		24-CR-3318		313948	105.00	USD	105.00	USD



View Payment Group

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: Linda Curry Conway - 02/25/2026	Complete	Linda Curry Conway	Ad Hoc Payment	Check	02/25/2026		23-CR-0938		313963	175.00	USD	175.00	USD
Ad Hoc Payment: Mary Mendoza - 02/25/2026	Complete	Mary Mendoza	Ad Hoc Payment	Check	02/25/2026		MD-0424738		313966	350.00	USD	350.00	USD
Ad Hoc Payment: Texas Department of Public Safety - 02/25/2026	Complete	Texas Department of Public Safety	Ad Hoc Payment	Check	02/25/2026		23-CR-3223		313973	25.00	USD	25.00	USD
Ad Hoc Payment: Texas Municipal League - 02/25/2026	Complete	Texas Municipal League	Ad Hoc Payment	Check	02/25/2026		18-CR-2549		313974	177.30	USD	177.30	USD
Ad Hoc Payment: Daniel Blanco - 02/25/2026	Complete	Daniel Blanco	Ad Hoc Payment	Check	02/25/2026		MD-0423463		313952	500.00	USD	500.00	USD
Ad Hoc Payment: Chadwick Michael Jones - 02/25/2026	Complete	Chadwick Michael Jones	Ad Hoc Payment	Check	02/25/2026		25-CR-2984		313949	300.00	USD	300.00	USD
Ad Hoc Payment: City Of Galveston - 02/25/2026	Complete	City Of Galveston	Ad Hoc Payment	Check	02/25/2026		18-CR-2549		313951	7.70	USD	7.70	USD
Ad Hoc Payment: Albert Leo Harris - 02/25/2026	Complete	Albert Leo Harris	Ad Hoc Payment	Check	02/25/2026		23-CR-2716		313943	500.00	USD	500.00	USD
Ad Hoc Payment: Texas Department of Public Safety - 02/25/2026	Complete	Texas Department of Public Safety	Ad Hoc Payment	Check	02/25/2026		07-CR-1901		313972	40.00	USD	40.00	USD
Ad Hoc Payment: Alicia Gaye Burrell - 02/25/2026	Complete	Alicia Gaye Burrell	Ad Hoc Payment	Check	02/25/2026		24-CR-2842		313945	300.00	USD	300.00	USD
Ad Hoc Payment: Gary Kent Syfert - 02/25/2026	Complete	Gary Kent Syfert	Ad Hoc Payment	Check	02/25/2026		19-CR-3507		313957	16.56	USD	16.56	USD
Ad Hoc Payment: Janet Stricklin - 02/25/2026	Complete	Janet Stricklin	Ad Hoc Payment	Check	02/25/2026		19-CR-3507		313960	24.60	USD	24.60	USD
Ad Hoc Payment: Albert Matties - 02/25/2026	Complete	Albert Matties	Ad Hoc Payment	Check	02/25/2026		19-CR-3507		313944	106.44	USD	106.44	USD
Ad Hoc Payment: ROBERTS, JOHNSON AND CAIN LAW - 02/25/2026	Complete	ROBERTS, JOHNSON AND CAIN LAW	Ad Hoc Payment	Check	02/25/2026		24-CR-2245		313969	500.00	USD	500.00	USD
Ad Hoc Payment: JESSICA MARIEL DELOCH - 02/25/2026	Complete	JESSICA MARIEL DELOCH	Ad Hoc Payment	Check	02/25/2026		MD-0411171		313961	50.00	USD	50.00	USD



View Payment Group

Payment	Status	Payee	Payment Category	Payment Type	Payment Date	Handling Code	Payment Memo	Prenote Status	Transaction Reference	Payment Amount	Payment Currency	Bank Amount	Bank Currency
Ad Hoc Payment: FRAUD PROSECUTIONS UNIT-TEXAS WORKFORCE COMMISSION - 02/25/2026	Complete	FRAUD PROSECUTIONS UNIT-TEXAS WORKFORCE COMMISSION	Ad Hoc Payment	Check	02/25/2026		25-CR-3526		313956	500.00	USD	500.00	USD
Ad Hoc Payment: HHSC-OFFICE OF INSPECTOR GENERAL - 02/25/2026	Complete	HHSC-OFFICE OF INSPECTOR GENERAL	Ad Hoc Payment	Check	02/25/2026		24-CR-3174		313958	245.77	USD	245.77	USD
Ad Hoc Payment: FIDENCIO GONZALEZ FLORES - 02/25/2026	Complete	FIDENCIO GONZALEZ FLORES	Ad Hoc Payment	Check	02/25/2026		22-CR-0588		313955	102.00	USD	102.00	USD
Ad Hoc Payment: Bharat N. Patel - 02/25/2026	Complete	Bharat N. Patel	Ad Hoc Payment	Check	02/25/2026		15-CR-1104		313947	200.00	USD	200.00	USD
Ad Hoc Payment: NICHOLAS LONG - 02/25/2026	Complete	NICHOLAS LONG	Ad Hoc Payment	Check	02/25/2026		24-CR-3508		313968	189.00	USD	189.00	USD
Ad Hoc Payment: ANGELA CASTANO - 02/25/2026	Complete	ANGELA CASTANO	Ad Hoc Payment	Check	02/25/2026		25-CR-3630		313946	1,000.00	USD	1,000.00	USD
Ad Hoc Payment: Marsha Martin - 02/25/2026	Complete	Marsha Martin	Ad Hoc Payment	Check	02/25/2026		19-CR-3507		313965	234.17	USD	234.17	USD
Ad Hoc Payment: Chris Griffin - 02/25/2026	Complete	Chris Griffin	Ad Hoc Payment	Check	02/25/2026		19-CR-3507		313950	318.23	USD	318.23	USD

Payment Printing Information

Payment Printing Run	Count	Payment Amount Total	Account Currency	Printed Date	PDF File	Positive Pay Files			
						Positive Pay File	Positive Pay File Payment Count	Amount Total	Account Currency
Ad Hoc Payment - Odyssey - 02/27/2026 11:39 AM	34	17,366.77	USD	02/27/2026 01:39:17 PM	Ad Hoc Payment - Odyssey - 02/27/2026 6 11:39 AM.pdf	Positive Pay File for Prosperity-Court Collections Odyssey 9911 on 02/27/2026, 11:39 AM	34	17,366.77	USD

Process History  
Process History



View Payment Group

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Print Checks Task	Print Checks Task	Step Completed	02/27/2026 01:37:27 PM	02/28/2026	Susie Smith	1	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Not Required		02/28/2026		0	
Print Checks Task	Print Checks	Step Completed	02/27/2026 01:39:18 PM	02/27/2026	Susie Smith	1	
Print Checks Task	Service: Remittance	Step Completed	02/27/2026 01:39:18 PM	02/28/2026	Workday Service	1	

Related Business Processes History

Business Process	Status
Positive Pay File: Prosperity-Court Collections Odyssey 9911 on 02/27/2026 for \$17,366.77	In Progress



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*12.**

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Receive and file February 2026 Personal Bond/Collections Monthly Report submitted by  
Personal Bond/Collections

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/3/26 12:29 pm

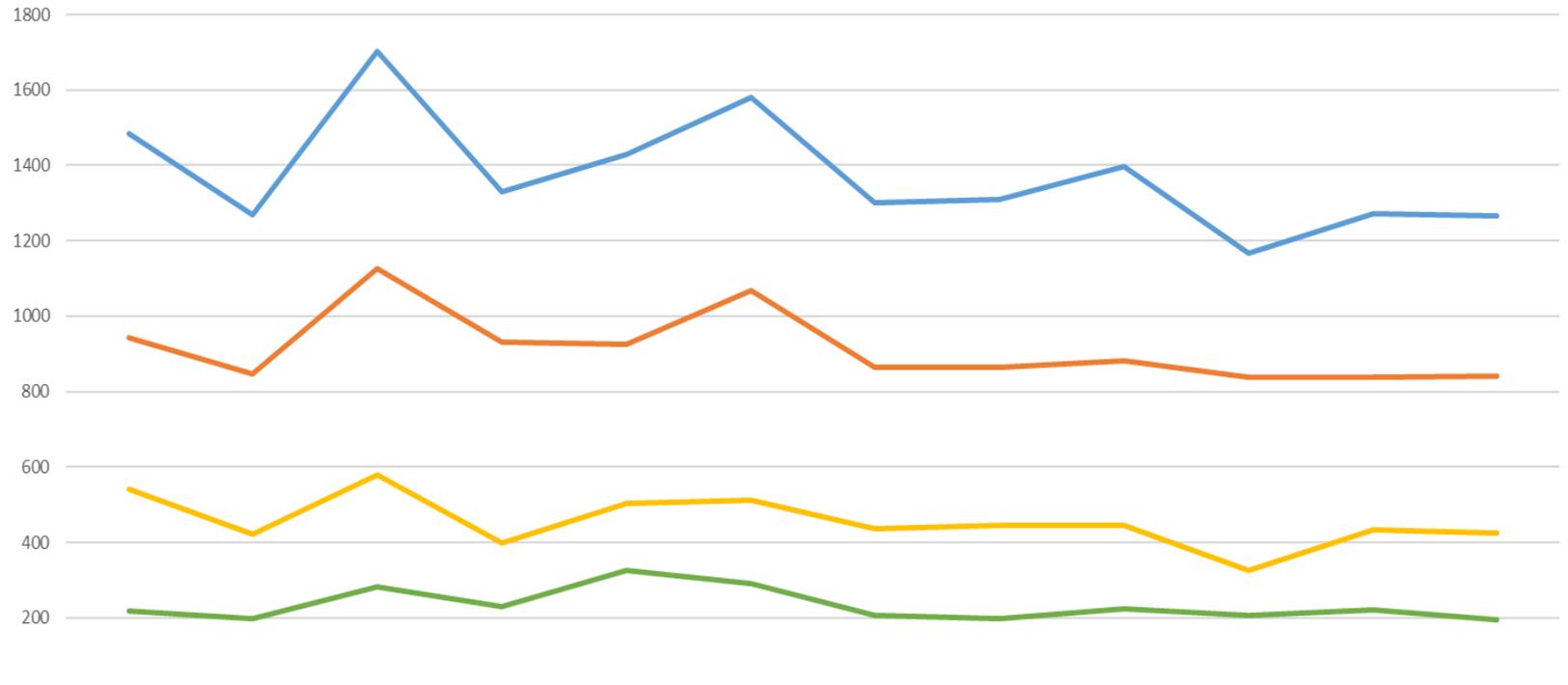
# PERSONAL BOND MONTHLY REPORT FEBRUARY 2026

PERSONAL BOND OFFICE

Aaron Johnson, Director

March 2, 2026

Bookings Initiated, Financial Affidavit Completed and Cases sent to Bail Review

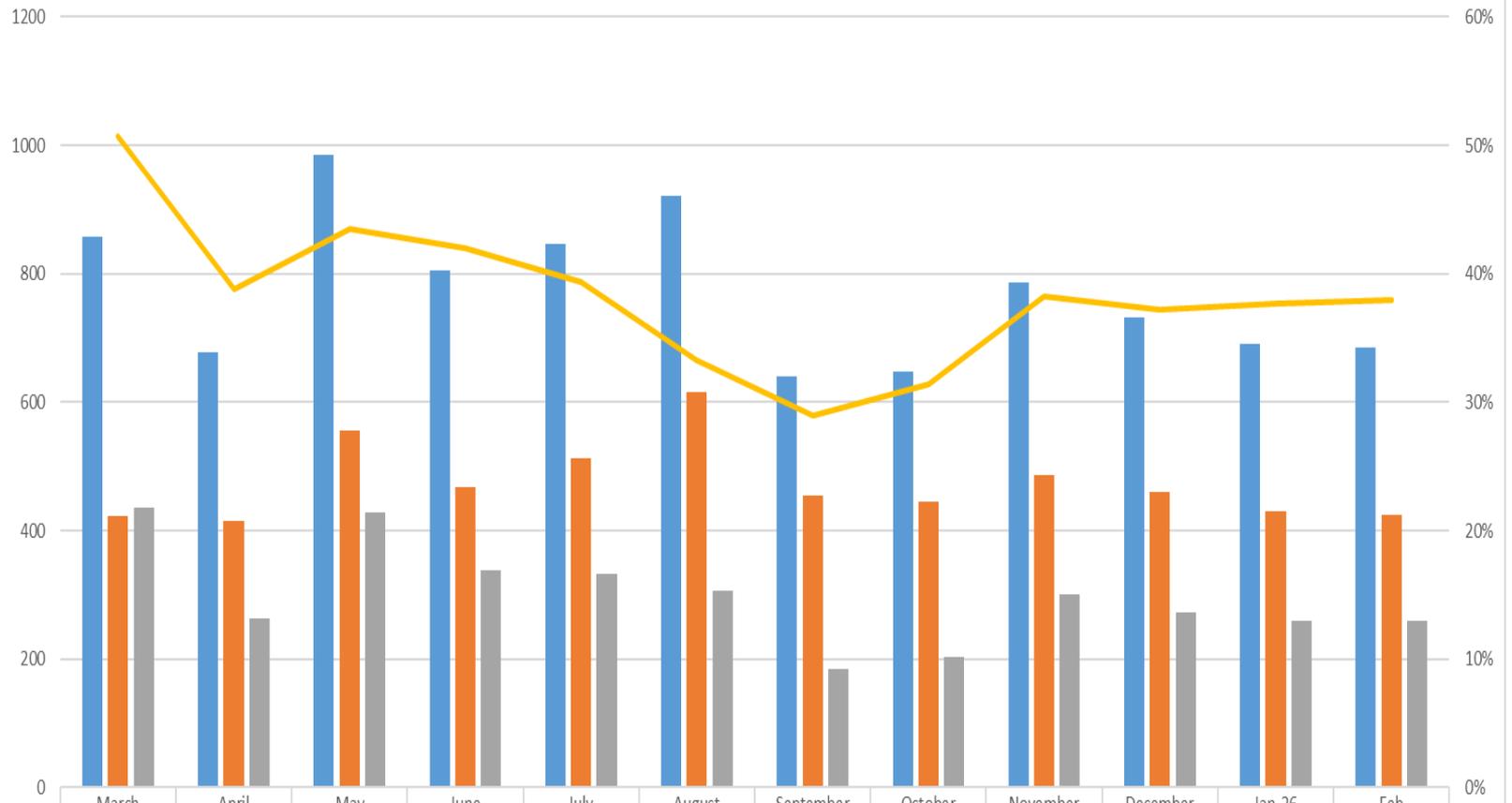


	March	April	May	June	July	August	September	October	November	December	Jan-26	February
Bookings Initiated	1485	1269	1703	1331	1430	1579	1301	1311	1397	1166	1272	1267
FA Completed	944	846	1125	932	926	1068	864	865	883	839	839	841
FA Not Provided	541	423	578	399	504	511	437	446	446	327	433	426
Bail Review	219	198	283	230	327	292	208	197	224	206	221	196

— Bookings Initiated — FA Completed — FA Not Provided — Bail Review

Financial Affidavits not provided reasons include but not limited to: Magistrated cases in other jurisdictions, Defendant refused, Out of County Warrants, Municipal Holds, and Class C cases.

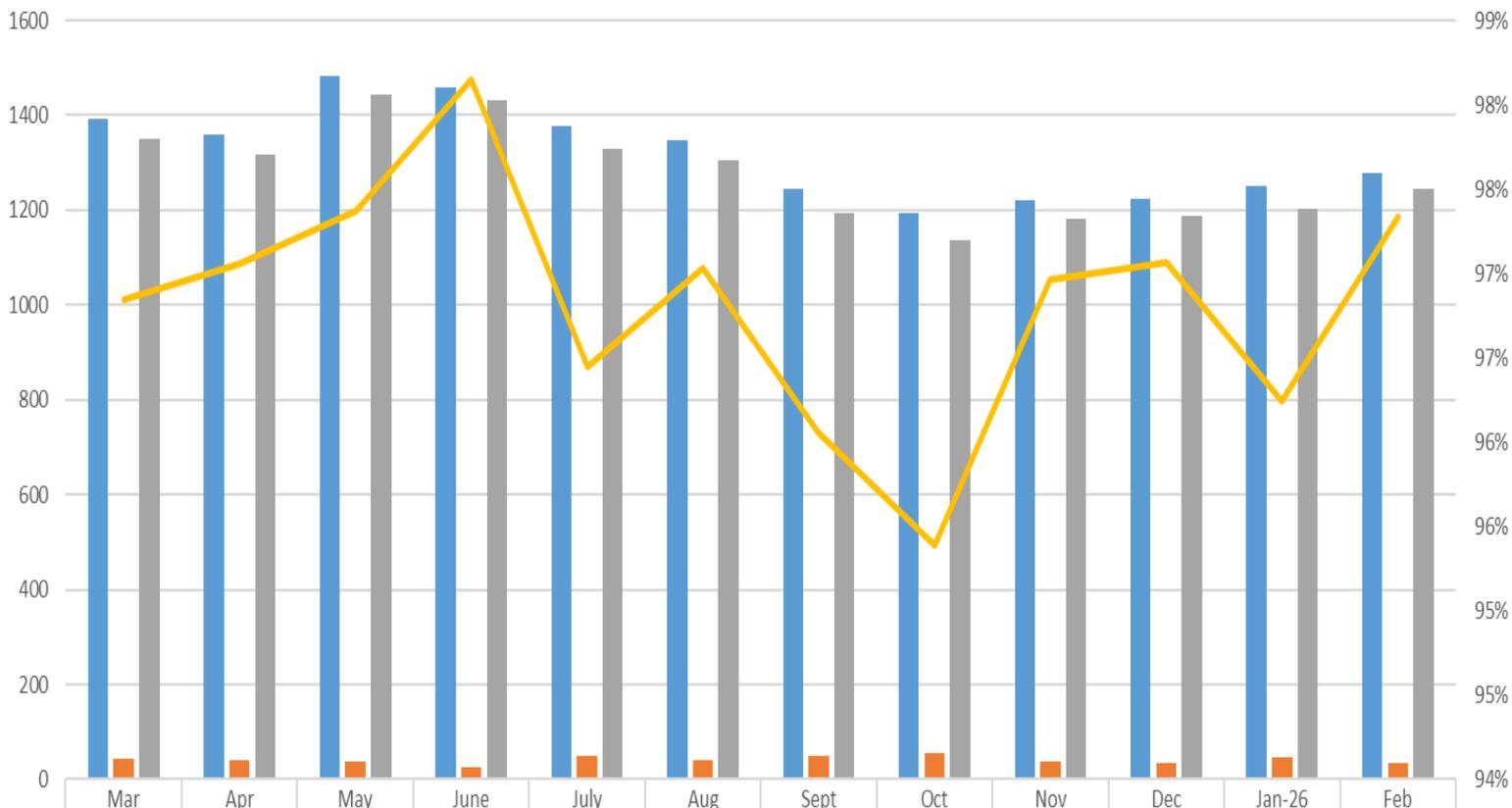
### Total Eligible Releases, Type and % to PBO



	March	April	May	June	July	August	September	October	November	December	Jan-26	Feb
Total Eligible Releases	858	678	984	805	846	922	639	647	787	732	690	685
Releases to Surety	423	415	556	467	513	615	454	444	486	460	430	425
Releases to PBO	435	263	428	338	333	307	185	203	301	272	260	260
% to PBO	51%	39%	43%	42%	39%	33%	29%	31%	38%	37%	38%	38%

■ Total Eligible Releases   
 ■ Releases to Surety   
 ■ Releases to PBO   
 — % to PBO

## Personal Bond Compliance Report based on Monthly Average Population



<span style="color: blue;">■</span> Total Active Population	1393	1358	1482	1458	1378	1346	1244	1193	1220	1225	1251	1278
<span style="color: orange;">■</span> Total Forfeitures	44	40	39	27	49	40	49	55	37	36	47	34
<span style="color: grey;">■</span> Total in Compliance	1349	1318	1443	1431	1329	1306	1195	1138	1183	1189	1204	1244
<span style="color: yellow;">—</span> % in Compliance	97%	97%	97%	98%	96%	97%	96%	95%	97%	97%	96%	97%

■ Total Active Population   
 ■ Total Forfeitures   
 ■ Total in Compliance   
 — % in Compliance



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*13.**

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Receive and file Summary of Biweekly Personnel Movements pay period #05, February 12, - February 25, 2026, submitted by Human Resources

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 4:02 pm

**Biweekly Movement for New Hires PP#05 - 02/12/2026 - 02/25/2026**

<b>Division</b>	<b>Employee</b>	<b>Hire Date</b>	<b>Job Profile</b>	<b>Salary</b>
Justice Court Pct. 4	Carol Nunez	2/12/2026	Deputy JP Clerk II	\$37,729.00
Personal Bond	Elizabeth Gaytan	2/12/2026	Magistrate Clerk	\$41,596.00
Grants	Evelyn Vargas	2/12/2026	Grant Coordinator II	\$61,457.00
Grants	Heather Melton	2/12/2026	Grant Coordinator II	\$61,457.00
Grants	Jamie Brownson	2/12/2026	Grants Coordinator III	\$71,144.00
Sheriff's Office	Kalee Heath	2/12/2026	Deputy Sheriff - T1	\$65,000.00
Grants	Kenmetress Williams	2/12/2026	Administrative Assistant II	\$45,861.00
Road & Bridgge	Ryder Mueller	2/12/2026	Seawall Maintenance Operator	\$37,729.00
Mosquito Control	William Edwards	2/12/2026	Mosquito Spray Equipment Operator	\$34,222.00

**Biweekly Movement for Personnel Movement PP#05 - 02/12/2026 - 02/25/2026**

<b>Division</b>	<b>Employee</b>	<b>Transfer Date</b>	<b>Job Profile</b>	<b>Salary</b>	<b>Reason</b>
Sheriff's Office	Benjamin Moralez	2/12/2026	Corrections Officer II	\$58,706.00	Promotion
District Attorney	Danelle Guidry	2/12/2026	Administrative Assistant II	\$45,861.00	Promotion
Auditor's Office	Faisel Nofal	2/12/2026	Accountant II	\$63,240.00	Transfer
Sheriff's Office	Heidi Yost	2/12/2026	Communications Officer I	\$53,316.00	Promotion
Professional Services	Joselyne Delgado	2/12/2026	Budget Specialist	\$53,089.00	Promotion
Adult Probation	Mariana Rivas	2/12/2026	Probation Officer	\$51,000.00	Transfer
Professional Services	Mary Pitts	2/12/2026	Senior Budget Analyst	\$72,000.00	Transfer

**Biweekly Movement for Terminations PP#05 - 02/12/2026 - 02/25/2026**

<b>Division</b>	<b>Employee</b>	<b>Termination Date</b>	<b>Job Profile</b>	<b>Salary</b>
Sheriff's Office	Alyssa Sosa	2/23/2026	Communications Officer I	\$53,316.00
Sheriff's Office	Carlos Gonzales	2/25/2026	Corrections Officer III	\$64,097.00
Sheriff's Office	Danielle Herman	2/13/2026	Deputy Sheriff - T5	\$85,000.00
County Clerk	Elisabeth Brinkman	2/25/2026	Deputy County Clerk II	\$34,222.00
Veteran's Service	Jeffrey Gottlob	2/21/2026	Veterans Service Officer	\$80,138.00
Sheriff's Office	Joel Caldwell	2/25/2026	Chief Deputy Sheriff - Corrections	\$140,000.00
Fleet	Kenner Tramell	2/18/2026	Mechanic I	\$41,596.00
Road & Bridge	Michael Litteken	2/18/2026	Public Works Supervisor	\$55,744.00
Road & Bridge	Stormy Noble	2/25/2026	Heavy Equipment Operator I	\$37,729.00



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*14.**

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Receive and file FY2025 amended Second Quarter Investment Report submitted by Professional Services

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 2:52 pm



**MEMORANDUM**

Date: March 05, 2026

To: Commissioners Court

From: Diana Huallpa, Chief Financial Officer,  
Dwight Sullivan, County Clerk

Subject: Fiscal Year 2025 – Quarter 2 Investment Report – March 31<sup>st</sup>, 2025

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As of March 31, 2025, Galveston County held total invested funds with a market value of \$321,649,381. All investments were made in strict compliance with Government Code 2256 and the Galveston County Investment Policy, which prioritizes the following objectives:

1. Preservation of principal and liquidity – ensuring funds are secure and readily available.
2. Diversification of investments – achieved by placing county funds in two authorized Public Funds Investment Act (PFIA) pools (Texas CLASS, Texas RANGE, and Texas FIT) and through the purchase of Certificates of Deposit.

At the end of the reporting period, the portfolio had a weighted average maturity (WAM) of 2 days, and a weighted yield to maturity (YTM) of 4.491%.

For the fiscal year 2025, interest income from all investments totaled \$6,831,524, compared to \$3,867,479 in fiscal year 2024. This represents a year-over-year increase of \$2,964,045.

Enclosed with this summary is the Galveston County FY 2025 Annual Investment Report, which includes:

- A Summary Statement of Investment Position
- Detailed Transaction Reports
- Investment Schedules by Fund
- Visual charts and graphs for easy reference

*Diana Huallpa*

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Diana Huallpa, Co-Investment Officer

*Dwight D. Sullivan*

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Dwight Sullivan, Co-Investment Officer



**Galveston County  
Portfolio Management  
Portfolio Summary  
March 31, 2025**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificate of Deposit Term	91,643,819.16	91,643,819.16	91,643,819.16	28.49	179	3	4.428	4.490
Overnight Investment Pool	230,005,561.60	230,005,561.60	230,005,561.60	71.51	1	1	4.430	4.492
<b>Investments</b>	<b>321,649,380.76</b>	<b>321,649,380.76</b>	<b>321,649,380.76</b>	<b>100.00%</b>	<b>52</b>	<b>2</b>	<b>4.430</b>	<b>4.491</b>

Total Earnings	March 31	Month Ending	Fiscal Year To Date
Current Year		1,374,675.61	6,831,524.18
Average Daily Balance		352,356,293.20	300,186,589.54
Effective Rate of Return		4.59%	4.56%

*Diana Hualpa*  
 Diana Hualpa, Dwight Sullivan

**Galveston County  
Portfolio Management  
Portfolio Details - Investments  
March 31, 2025**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Certificate of Deposit Term</b>												
06-013125-2	06-013125-2	Texas Range		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.428	4.490	3	04/04/2025
06-022825-2	06-022825-2	Texas Range		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.428	4.490	3	04/04/2025
06-033125	06-033125	Texas Range		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.428	4.490	3	04/04/2025
06-103124-2	06-103124-2	Texas Range		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.428	4.490	3	04/04/2025
06-113024-2	06-113024-2	Texas Range		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.428	4.490	3	04/04/2025
06-123124-2	06-123124-2	Texas Range		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.428	4.490	3	04/04/2025
	<b>Subtotal and Average</b>		<b>126,482,528.84</b>		<b>91,643,819.16</b>	<b>91,643,819.16</b>			<b>4.428</b>	<b>4.490</b>	<b>3</b>	
<b>Overnight Investment Pool</b>												
9900171-013125	9900171	Texas FIT		01/01/2025	82,824,633.46	82,824,633.46	82,824,633.46	4.620	4.557	4.620	1	
9900172-013125	9900172	Texas FIT		01/01/2025	17,462,237.78	17,462,237.78	17,462,237.78	4.620	4.557	4.620	1	
9900175-013125	9900175	Texas FIT		01/01/2025	1,360,785.38	1,360,785.38	1,360,785.38	4.620	4.557	4.620	1	
9900176-013125	9900176	Texas FIT		01/01/2025	494,739.14	494,739.14	494,739.14	4.620	4.557	4.620	1	
9900177-013125	9900177	Texas FIT		01/01/2025	16,157,088.18	16,157,088.18	16,157,088.18	4.620	4.557	4.620	1	
9900178	9900178	Texas FIT		01/01/2025	12,095.62	12,095.62	12,095.62	4.620	4.557	4.620	1	
TX-01-0334-0005	0334-0005	Texas Class		10/01/2022	9,022,533.01	9,022,533.01	9,022,533.01	4.402	4.342	4.402	1	
TX-01-0334-0006	0334-0006	Texas Class		10/01/2022	5,260,985.65	5,260,985.65	5,260,985.65	4.402	4.342	4.402	1	
TX-01-0334-0007	0334-0007	Texas Class		10/01/2022	202,068.98	202,068.98	202,068.98	4.402	4.342	4.402	1	
TX-01-0334-0008	0334-0008	Texas Class		10/01/2022	4,547,180.95	4,547,180.95	4,547,180.95	4.402	4.342	4.402	1	
TX-01-0334-0009	0334-0009	Texas Class		10/01/2022	4,489,625.53	4,489,625.53	4,489,625.53	4.402	4.342	4.402	1	
TX-01-0334-0014	0334-0014	Texas Class		10/01/2022	18,573,960.08	18,573,960.08	18,573,960.08	4.402	4.342	4.402	1	
TX-01-0334-0015	0334-0015	Texas Class		10/01/2022	326,635.89	326,635.89	326,635.89	4.402	4.342	4.402	1	
TX-01-0334-0021	0334-0021	Texas Class		10/01/2022	20,462,314.50	20,462,314.50	20,462,314.50	4.402	4.342	4.402	1	
TX-01-0334-0024	0334-0024	Texas Class		10/01/2022	2,626,349.81	2,626,349.81	2,626,349.81	4.402	4.342	4.402	1	
1124-06	1124-06	Texas Range		10/01/2022	46,182,327.64	46,182,327.64	46,182,327.64	4.290	4.231	4.290	1	
	<b>Subtotal and Average</b>		<b>225,873,764.37</b>		<b>230,005,561.60</b>	<b>230,005,561.60</b>			<b>4.430</b>	<b>4.492</b>	<b>1</b>	
	<b>Total and Average</b>		<b>352,356,293.20</b>		<b>321,649,380.76</b>	<b>321,649,380.76</b>			<b>4.430</b>	<b>4.491</b>	<b>2</b>	

**Galveston County  
Portfolio Management  
Portfolio Details with Earnings - Investments  
March 31, 2025**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Current Rate	Days To Maturity	YTM	Accrued Interest	Unrealized Gain/Loss	Maturity Date
<b>Certificate of Deposit Term</b>													
06-013125-2	06-013125-2	TXRANG		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	3	4.490	330,687.73	0.00	04/04/2025
06-022825-2	06-022825-2	TXRANG		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	3	4.490	330,687.73	0.00	04/04/2025
06-033125	06-033125	TXRANG		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	3	4.490	330,687.73	0.00	04/04/2025
06-103124-2	06-103124-2	TXRANG		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	3	4.490	330,687.73	0.00	04/04/2025
06-113024-2	06-113024-2	TXRANG		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	3	4.490	330,687.73	0.00	04/04/2025
06-123124-2	06-123124-2	TXRANG		10/07/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	3	4.490	330,687.73	0.00	04/04/2025
<b>Subtotal and Average</b>			<b>126,482,528.84</b>		<b>91,643,819.16</b>	<b>91,643,819.16</b>	<b>91,643,819.16</b>	<b>4.490</b>	<b>3</b>	<b>4.490</b>	<b>1,984,126.38</b>	<b>0.00</b>	
<b>Overnight Investment Pool</b>													
9900171-013125	9900171	TFIT		01/01/2025	82,824,633.46	82,824,633.46	82,824,633.46	4.620	1	4.620	0.00	0.00	
9900172-013125	9900172	TFIT		01/01/2025	17,462,237.78	17,462,237.78	17,462,237.78	4.620	1	4.620	0.00	0.00	
9900175-013125	9900175	TFIT		01/01/2025	1,360,785.38	1,360,785.38	1,360,785.38	4.620	1	4.620	0.00	0.00	
9900176-013125	9900176	TFIT		01/01/2025	494,739.14	494,739.14	494,739.14	4.620	1	4.620	0.00	0.00	
9900177-013125	9900177	TFIT		01/01/2025	16,157,088.18	16,157,088.18	16,157,088.18	4.620	1	4.620	0.00	0.00	
9900178	9900178	TFIT		01/01/2025	12,095.62	12,095.62	12,095.62	4.620	1	4.620	0.00	0.00	
TX-01-0334-0005	0334-0005	TXCLAS		10/01/2022	9,022,533.01	9,022,533.01	9,022,533.01	4.402	1	4.402	0.00	0.00	
TX-01-0334-0006	0334-0006	TXCLAS		10/01/2022	5,260,985.65	5,260,985.65	5,260,985.65	4.402	1	4.402	0.00	0.00	
TX-01-0334-0007	0334-0007	TXCLAS		10/01/2022	202,068.98	202,068.98	202,068.98	4.402	1	4.402	0.00	0.00	
TX-01-0334-0008	0334-0008	TXCLAS		10/01/2022	4,547,180.95	4,547,180.95	4,547,180.95	4.402	1	4.402	0.00	0.00	
TX-01-0334-0009	0334-0009	TXCLAS		10/01/2022	4,489,625.53	4,489,625.53	4,489,625.53	4.402	1	4.402	0.00	0.00	
TX-01-0334-0014	0334-0014	TXCLAS		10/01/2022	18,573,960.08	18,573,960.08	18,573,960.08	4.402	1	4.402	0.00	0.00	
TX-01-0334-0015	0334-0015	TXCLAS		10/01/2022	326,635.89	326,635.89	326,635.89	4.402	1	4.402	0.00	0.00	
TX-01-0334-0021	0334-0021	TXCLAS		10/01/2022	20,462,314.50	20,462,314.50	20,462,314.50	4.402	1	4.402	0.00	0.00	
TX-01-0334-0024	0334-0024	TXCLAS		10/01/2022	2,626,349.81	2,626,349.81	2,626,349.81	4.402	1	4.402	0.00	0.00	
1124-06	1124-06	TXRANG		10/01/2022	46,182,327.64	46,182,327.64	46,182,327.64	4.290	1	4.290	0.00	0.00	
<b>Subtotal and Average</b>			<b>225,873,764.37</b>		<b>230,005,561.60</b>	<b>230,005,561.60</b>	<b>230,005,561.60</b>	<b>4.492</b>	<b>1</b>	<b>4.492</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total and Average</b>			<b>352,356,293.20</b>		<b>321,649,380.76</b>	<b>321,649,380.76</b>	<b>321,649,380.76</b>	<b>4.491</b>	<b>2</b>	<b>4.491</b>	<b>1,984,126.38</b>	<b>0.00</b>	

**Galveston County  
Portfolio Management  
Activity By Type  
March 1, 2025 through March 31, 2025**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
<b>Certificate of Deposit Term</b>							
06-013125	06-013125	Texas Range	5.340	03/28/2025	0.00	5,000,000.00	
06-022825	06-022825	Texas Range	5.340	03/28/2025	0.00	5,000,000.00	
06-073124-2	06-073124-2	Texas Range	5.340	03/28/2025	0.00	5,000,000.00	
06-083124-2	06-083124-2	Texas Range	5.340	03/28/2025	0.00	5,000,000.00	
06-093024-2	06-093024-2	Texas Range	5.340	03/28/2025	0.00	5,000,000.00	
06-103124	06-103124	Texas Range	5.340	03/28/2025	0.00	5,000,000.00	
06-113024	06-113024	Texas Range	5.340	03/28/2025	0.00	5,000,000.00	
06-123124	06-123124	Texas Range	5.340	03/28/2025	0.00	5,000,000.00	
		<b>Subtotal</b>			<b>0.00</b>	<b>40,000,000.00</b>	<b>91,643,819.16</b>
<b>Overnight Investment Pool</b>							
9900171-013125	9900171	Texas FIT	4.620		323,980.07	0.00	
9900172-013125	9900172	Texas FIT	4.620		88,305.97	0.00	
9900175-013125	9900175	Texas FIT	4.620		5,322.90	0.00	
9900176-013125	9900176	Texas FIT	4.620		1,935.24	0.00	
9900177-013125	9900177	Texas FIT	4.620		63,200.70	0.00	
9900178	9900178	Texas FIT	4.620		47.31	0.00	
TX-01-0334-0005	0334-0005	Texas Class	4.402		33,939.35	0.00	
TX-01-0334-0006	0334-0006	Texas Class	4.402		19,789.83	0.00	
TX-01-0334-0007	0334-0007	Texas Class	4.402		760.12	0.00	
TX-01-0334-0008	0334-0008	Texas Class	4.402		17,104.78	0.00	
TX-01-0334-0009	0334-0009	Texas Class	4.402		16,888.30	0.00	
TX-01-0334-0014	0334-0014	Texas Class	4.402		74,538.85	4,247,029.66	
TX-01-0334-0015	0334-0015	Texas Class	4.402		1,228.68	0.00	
TX-01-0334-0021	0334-0021	Texas Class	4.402		76,971.53	0.00	
TX-01-0334-0024	0334-0024	Texas Class	4.402		9,879.33	0.00	
1124-06	1124-06	Texas Range	4.290		5,349,344.13	0.00	
		<b>Subtotal</b>			<b>6,063,237.09</b>	<b>4,247,029.66</b>	<b>230,005,561.60</b>
		<b>Total</b>			<b>6,063,237.09</b>	<b>44,247,029.66</b>	<b>321,649,380.76</b>

**Galveston County  
Portfolio Management  
Activity Summary  
October 2024 through March 2025**

Month End	Year	Number of Securities	Total Invested	Yield to Maturity		Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Average Days to Maturity
				360 Equivalent	365 Equivalent					
October	2024	29	257,363,467.57	4.492	4.554	0.000	6	5	106	78
November	2024	24	257,859,460.28	4.491	4.554	0.000	0	0	106	63
December	2024	24	258,358,871.06	4.491	4.553	0.000	0	0	105	47
January	2025	30	339,101,459.66	4.523	4.586	0.000	6	0	81	24
February	2025	30	359,833,173.33	4.525	4.587	0.000	0	0	76	12
March	2025	30	321,649,380.76	4.430	4.491	0.000	0	8	52	2
Average		28	299,027,635.44	4.492%	4.554%	0.000	2	2	88	38

**Galveston County**  
**Portfolio Management**  
**Distribution of Investments By Type**  
**October 2024 through March 2025**

Security Type	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	Average by Period
Cash/Checking Accounts							
Federal Agency Coupon Securities							
Federal Agency Disc. -At Cost							
Treasury Coupon Securities							
Certificate of Deposit Term	51.2	51.1	51.0	38.8	36.6	28.5	42.8%
Municipal Bonds							
Overnight Investment Pool	48.9	49.0	49.1	61.2	63.4	71.5	57.2%
Cash Pool							

**Galveston County**  
**Portfolio Management**  
**Interest Earnings Summary**  
**March 31, 2025**

	March 31Month Ending	Fiscal Year To Date
<b>CD/Coupon/Discount Investments:</b>		
Interest Collected	1,568,350.72	2,938,200.02
Plus Accrued Interest at End of Period	1,984,126.38	1,984,126.38
Less Accrued Interest at Beginning of Period	( 3,044,994.74)	( 1,863,123.31)
Less Accrued Interest at Purchase During Period	( 0.00)	( 0.00)
Interest Earned during Period	507,482.36	3,059,203.09
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	507,482.36	3,059,203.09
<b>Pass Through Securities:</b>		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	( 0.00)	( 0.00)
Less Accrued Interest at Purchase During Period	( 0.00)	( 0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
<b>Cash/Checking Accounts:</b>		
Interest Collected	867,193.25	3,772,321.09
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	( 0.00)	( 0.00)
Interest Earned during Period	867,193.25	3,772,321.09
<b>Total Interest Earned during Period</b>	<b>1,374,675.61</b>	<b>6,831,524.18</b>
<b>Total Capital Gains or Losses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Earnings during Period</b>	<b>1,374,675.61</b>	<b>6,831,524.18</b>

Investment Portfolio Detail  
Fiscal Year 2024 - 2025  
March 1 - March 31, 2025

CUSIP / Investment #	Investment Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated		Days to Maturity	YTM/C	Maturity Date
						Rate	Rate			
<u>General Fund</u>										
<u>Certificate of Deposit Term</u>										
06-013125-2	Texas Range	10/7/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.490	3	4.490	4/4/2025
06-022825-2	Texas Range	10/7/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.490	3	4.490	4/4/2025
06-033125	Texas Range	10/7/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.490	3	4.490	4/4/2025
06-103124-2	Texas Range	10/7/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.490	3	4.490	4/4/2025
06-113024-2	Texas Range	10/7/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.490	3	4.490	4/4/2025
06-123124-2	Texas Range	10/7/2024	15,273,969.86	15,273,969.86	15,273,969.86	4.490	4.490	3	4.490	4/4/2025
<u>Overnight Investment Pool</u>										
9900171-013125	Texas FIT	1/1/2025	82,824,633.46	82,824,633.46	82,824,633.46	4.620	4.620	1	4.620	
1124-06	Texas Range	10/1/2022	46,182,327.64	46,182,327.64	46,182,327.64	4.290	4.290	1	4.290	
			<b>\$220,650,780.26</b>	<b>\$220,650,780.26</b>	<b>\$220,650,780.26</b>					
<u>Indigent Health Care Fund</u>										
<u>Overnight Investment Pool</u>										
TX-01-0334-0008	Texas Class	10/1/2022	4,547,180.95	4,547,180.95	4,547,180.95	4.402	4.402	1	4.402	
			<b>\$4,547,180.95</b>	<b>\$4,547,180.95</b>	<b>\$4,547,180.95</b>					
<u>GOMESA Coastal Cnsv Fund</u>										
<u>Overnight Investment Pool</u>										
TX-01-0334-0009	Texas Class	10/1/2022	4,489,625.53	4,489,625.53	4,489,625.53	4.402	4.402	1	4.402	
			<b>\$4,489,625.53</b>	<b>\$4,489,625.53</b>	<b>\$4,489,625.53</b>					
<u>Road &amp; Bridge</u>										
<u>Overnight Investment Pool</u>										
9900175-013125	Texas FIT	1/1/2025	1,360,785.38	1,360,785.38	1,360,785.38	4.620	4.620	1	4.620	
			<b>\$1,360,785.38</b>	<b>\$1,360,785.38</b>	<b>\$1,360,785.38</b>					
<u>Flood Control</u>										
<u>Overnight Investment Pool</u>										

Investment Portfolio Detail  
Fiscal Year 2024 - 2025  
March 1 - March 31, 2025

CUSIP / Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Maturity	YTM/C	Maturity Date
9900178	Texas FIT	1/1/2025	12,095.62	12,095.62	12,095.62	4.620	1	4.620	
<u>Mosquito Control</u>									
			\$12,095.62	\$12,095.62	\$12,095.62				
<u>Overnight Investment Pool</u>									
9900176-013125	Texas FIT	1/1/2025	494,739.14	494,739.14	494,739.14	4.620	1	4.620	
<u>ARPA Fund</u>									
			\$494,739.14	\$494,739.14	\$494,739.14				
<u>Overnight Investment Pool</u>									
TX-01-0334-0014	Texas Class	10/1/2022	18,573,960.08	18,573,960.08	18,573,960.08	4.402	1	4.402	
<u>ARPA Emerg Rental Assist Fund</u>									
			\$18,573,960.08	\$18,573,960.08	\$18,573,960.08				
<u>Overnight Investment Pool</u>									
TX-01-0334-0015	Texas Class	10/1/2022	326,635.89	326,635.89	326,635.89	4.402	1	4.402	
<u>Unld Tax Rd &amp; Ref Bond 2017</u>									
			\$326,635.89	\$326,635.89	\$326,635.89				
<u>Overnight Investment Pool</u>									
TX-01-0334-0005	Texas Class	10/1/2022	9,022,533.01	9,022,533.01	9,022,533.01	4.402	1	4.402	
<u>Flood Control &amp; Rf 2017</u>									
			\$9,022,533.01	\$9,022,533.01	\$9,022,533.01				
<u>Overnight Investment Pool</u>									
TX-01-0334-0006	Texas Class	10/1/2022	5,260,985.65	5,260,985.65	5,260,985.65	4.402	1	4.402	
<u>Lt Tax Ct Bldg Bond 2017A</u>									
			\$5,260,985.65	\$5,260,985.65	\$5,260,985.65				
<u>Overnight Investment Pool</u>									
TX-01-0334-0007	Texas Class	10/1/2022	202,068.98	202,068.98	202,068.98	4.402	1	4.402	
<u>ARPA Fund</u>									
			\$202,068.98	\$202,068.98	\$202,068.98				

Investment Portfolio Detail  
 Fiscal Year 2024 - 2025  
 March 1 - March 31, 2025

CUSIP / Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Maturity	YTM/C	Maturity Date
<u>Unlimited Tax Road Bonds 2019</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0021	Texas Class	10/1/2022	20,462,314.50	20,462,314.50	20,462,314.50	4.402	1	4.402	
			<u>\$20,462,314.50</u>	<u>\$20,462,314.50</u>	<u>\$20,462,314.50</u>				
<u>Debt Service</u>									
<u>Overnight Investment Pool</u>									
9900177-013125	Texas FIT	1/1/2025	16,157,088.18	16,157,088.18	16,157,088.18	4.620	1	4.620	
			<u>\$16,157,088.18</u>	<u>\$16,157,088.18</u>	<u>\$16,157,088.18</u>				
<u>Retiree Life Reserve</u>									
<u>Overnight Investment Pool</u>									
9900172-013125	Texas FIT	1/1/2025	17,462,237.78	17,462,237.78	17,462,237.78	4.620	1	4.620	
			<u>\$17,462,237.78</u>	<u>\$17,462,237.78</u>	<u>\$17,462,237.78</u>				
<u>Self Insurance Reserve Fund</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0024	Texas Class	10/1/2022	2,626,349.81	2,626,349.81	2,626,349.81	4.402	1	4.402	
			<u>\$2,626,349.81</u>	<u>\$2,626,349.81</u>	<u>\$2,626,349.81</u>				
		<b>Total</b>	<b>321,649,380.76</b>	<b>321,649,380.76</b>	<b>321,649,380.76</b>				

Investment Portfolio Summary  
Fiscal Year 2024 - 2025  
March 1 - March 31, 2025

General Fund	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
Certificate of Deposit Term	91,643,819.16	91,643,819.16	91,643,819.16	42.00%	179	3
Overnight Investment Pool	129,006,961.10	129,006,961.10	129,006,961.10	58.00%	1	1
	<b>\$220,650,780.26</b>	<b>\$220,650,780.26</b>	<b>\$220,650,780.26</b>	<b>100.00%</b>	<b>75</b>	<b>2</b>
<b>Total Earnings</b>	<b>\$984,762.72</b>					
<b>Effective Rate of Return</b>	<b>4.63%</b>					
<b>Indigent Health Care Fund</b>						
Overnight Investment Pool	4,547,180.95	4,547,180.95	4,547,180.95	100.00%	1	1
	<b>\$4,547,180.95</b>	<b>\$4,547,180.95</b>	<b>\$4,547,180.95</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$17,104.78</b>					
<b>Effective Rate of Return</b>	<b>4.45%</b>					
<b>GOMESA Coastal Cnsv Fund</b>						
Overnight Investment Pool	4,489,625.53	4,489,625.53	4,489,625.53	100.00%	1	1
	<b>\$4,489,625.53</b>	<b>\$4,489,625.53</b>	<b>\$4,489,625.53</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$16,888.30</b>					
<b>Effective Rate of Return</b>	<b>4.45%</b>					
<b>Road &amp; Bridge</b>						
Overnight Investment Pool	1,360,785.38	1,360,785.38	1,360,785.38	100.00%	1	1
	<b>\$1,360,785.38</b>	<b>\$1,360,785.38</b>	<b>\$1,360,785.38</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>

Investment Portfolio Summary  
 Fiscal Year 2024 - 2025  
 March 1 - March 31, 2025

	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
<b>Total Earnings</b>	\$5,322.90					
<b>Effective Rate of Return</b>	4.62%					
<b>Flood Control</b>						
Overnight Investment Pool	12,095.62	12,095.62	12,095.62	100.00%	1	1
<b>Total Earnings</b>	\$47.31		\$12,095.62	100.00%	1	1
<b>Effective Rate of Return</b>	4.62%					
<b>Mosquito Control</b>						
Overnight Investment Pool	494,739.14	494,739.14	494,739.14	100.00%	1	1
<b>Total Earnings</b>	\$1,935.24		\$494,739.14	100.00%	1	1
<b>Effective Rate of Return</b>	4.62%					
<b>ARPA Fund</b>						
Overnight Investment Pool	18,573,960.08	18,573,960.08	18,573,960.08	100.00%	1	1
<b>Total Earnings</b>	\$74,538.85		\$18,573,960.08	100.00%	1	1
<b>Effective Rate of Return</b>	4.45%					
<b>ARPA Emerg Rental Assist Fund</b>						
Overnight Investment Pool	326,635.89	326,635.89	326,635.89	100.00%	1	1
<b>Total Earnings</b>	\$326,635.89		\$326,635.89	100.00%	1	1

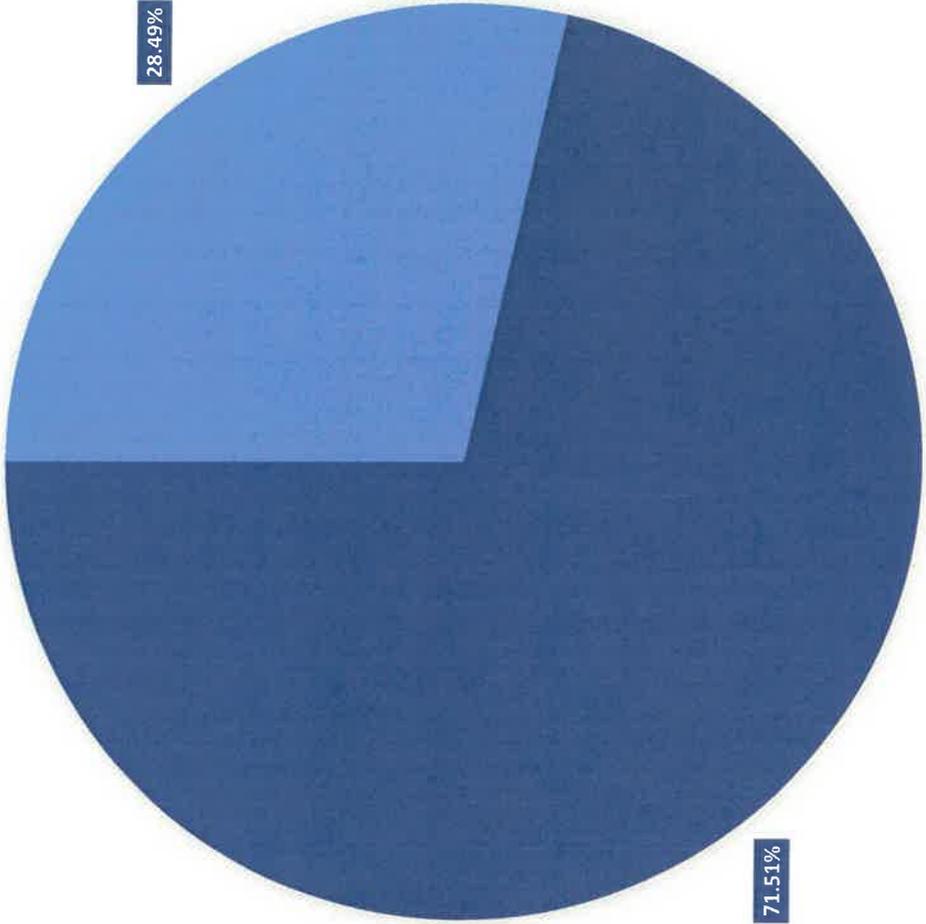
Investment Portfolio Summary  
 Fiscal Year 2024 - 2025  
 March 1 - March 31, 2025

	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
<b>Total Earnings</b>	\$1,228.68					
<b>Effective Rate of Return</b>	4.45%					
<b>Unld Tax Rd &amp; Ref Bond 2017</b>						
Overnight Investment Pool	9,022,533.01	9,022,533.01	9,022,533.01	100.00%	1	1
<b>Total Earnings</b>	\$9,022,533.01	\$9,022,533.01	\$9,022,533.01	100.00%	1	1
<b>Effective Rate of Return</b>	4.45%					
<b>Flood Control &amp; Rf 2017</b>						
Overnight Investment Pool	5,260,985.65	5,260,985.65	5,260,985.65	100.00%	1	1
<b>Total Earnings</b>	\$5,260,985.65	\$5,260,985.65	\$5,260,985.65	100.00%	1	1
<b>Effective Rate of Return</b>	4.45%					
<b>Lt Tax Ct Bldg Bond 2017A</b>						
Overnight Investment Pool	202,068.98	202,068.98	202,068.98	100.00%	1	1
<b>Total Earnings</b>	\$202,068.98	\$202,068.98	\$202,068.98	100.00%	1	1
<b>Effective Rate of Return</b>	4.45%					
<b>Unlimited Tax Road Bonds 2019</b>						
Overnight Investment Pool	20,462,314.50	20,462,314.50	20,462,314.50	100.00%	1	1
<b>Total Earnings</b>	\$20,462,314.50	\$20,462,314.50	\$20,462,314.50	100.00%	1	1

Investment Portfolio Summary  
Fiscal Year 2024 - 2025  
March 1 - March 31, 2025

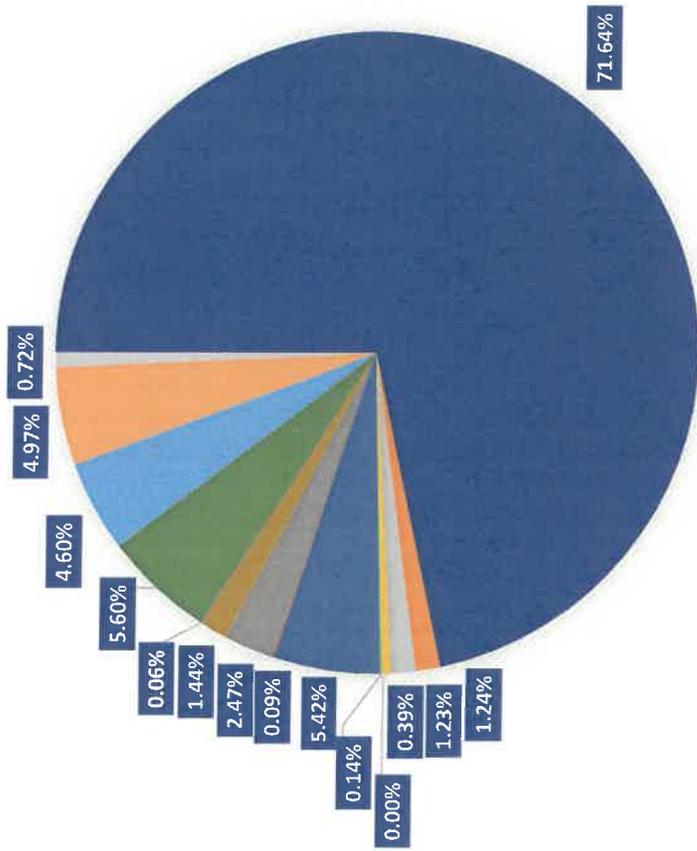
	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
<b>Total Earnings</b>	\$76,971.53					
<b>Effective Rate of Return</b>	4.45%					
<b>Debt Service</b>						
Overnight Investment Pool	16,157,088.18	16,157,088.18	16,157,088.18	100.00%	1	1
<b>Total Earnings</b>	\$63,200.70		\$16,157,088.18	100.00%	1	1
<b>Effective Rate of Return</b>	4.62%					
<b>Retiree Life Reserve</b>						
Overnight Investment Pool	17,462,237.78	17,462,237.78	17,462,237.78	100.00%	1	1
<b>Total Earnings</b>	\$68,305.97		\$17,462,237.78	100.00%	1	1
<b>Effective Rate of Return</b>	4.62%					
<b>Self Insurance Reserve Fund</b>						
Overnight Investment Pool	2,626,349.81	2,626,349.81	2,626,349.81	100.00%	1	1
<b>Total Earnings</b>	\$9,879.33		\$2,626,349.81	100.00%	1	1
<b>Effective Rate of Return</b>	4.45%					
<b>Total Earnings</b>	\$1,374,675.61					

# Book Value by Investment Type



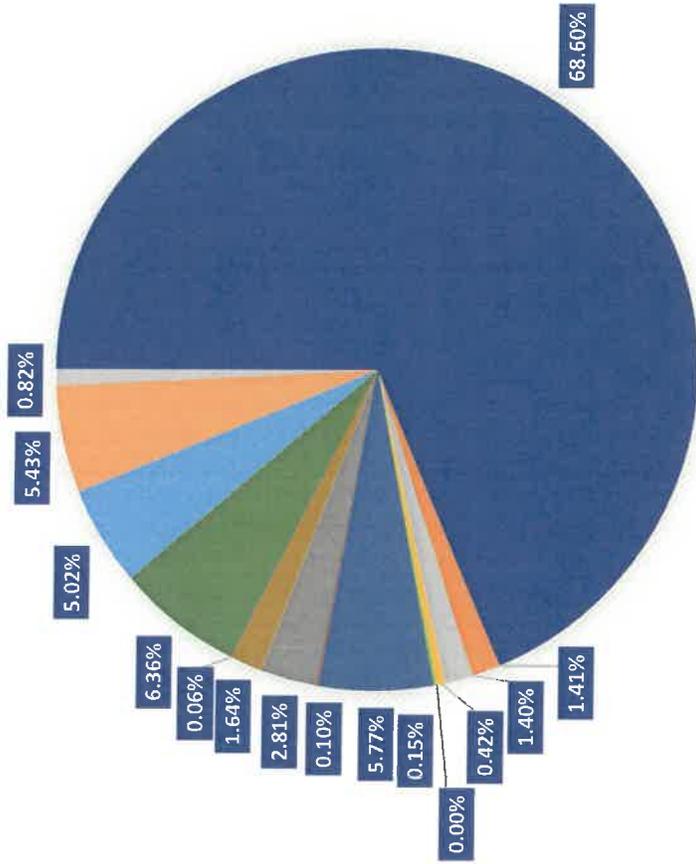
■ Certificate of Deposit Term    ■ Overnight Investment Pool

# Investment Portfolio Summary



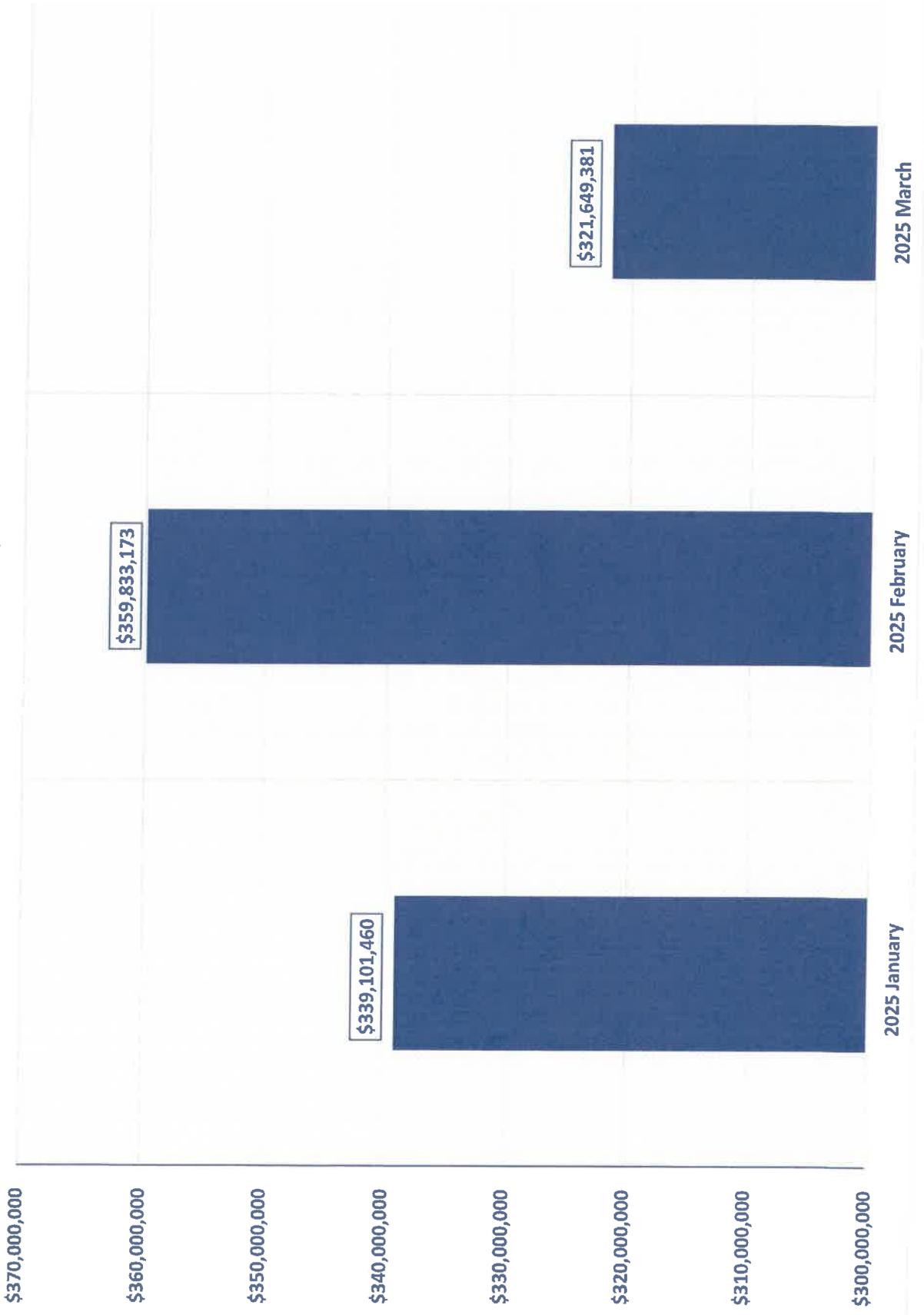
- 1101 - General Fund
- 1209 - GOMESA Coastal Conservn Fund
- 2370 - Flood Control Fund
- 2901 - American Rescue Plan Stimulus Fund
- 3014 - Unlimited Tax Road Bonds Series 2017 Fund
- 3016 - Limited Tax Building Bonds Series 2017A Fund
- 4999 - Debt Service
- 6130 - Self Insurance Reserve Fund
- 1203 - Indigent Health Care Fund
- 2301 - Road & Bridge
- 2410 - Mosquito Control
- 2902 - American Rescue Plan Emergency Rental Assistance Fund
- 3015 - Limited Tax Flood Control Bonds Series 2017 Fund
- 3313 - Unlimited Tax Road Bonds 2019
- 6126 - Retiree Life Reserve

# Investment Portfolio Detail

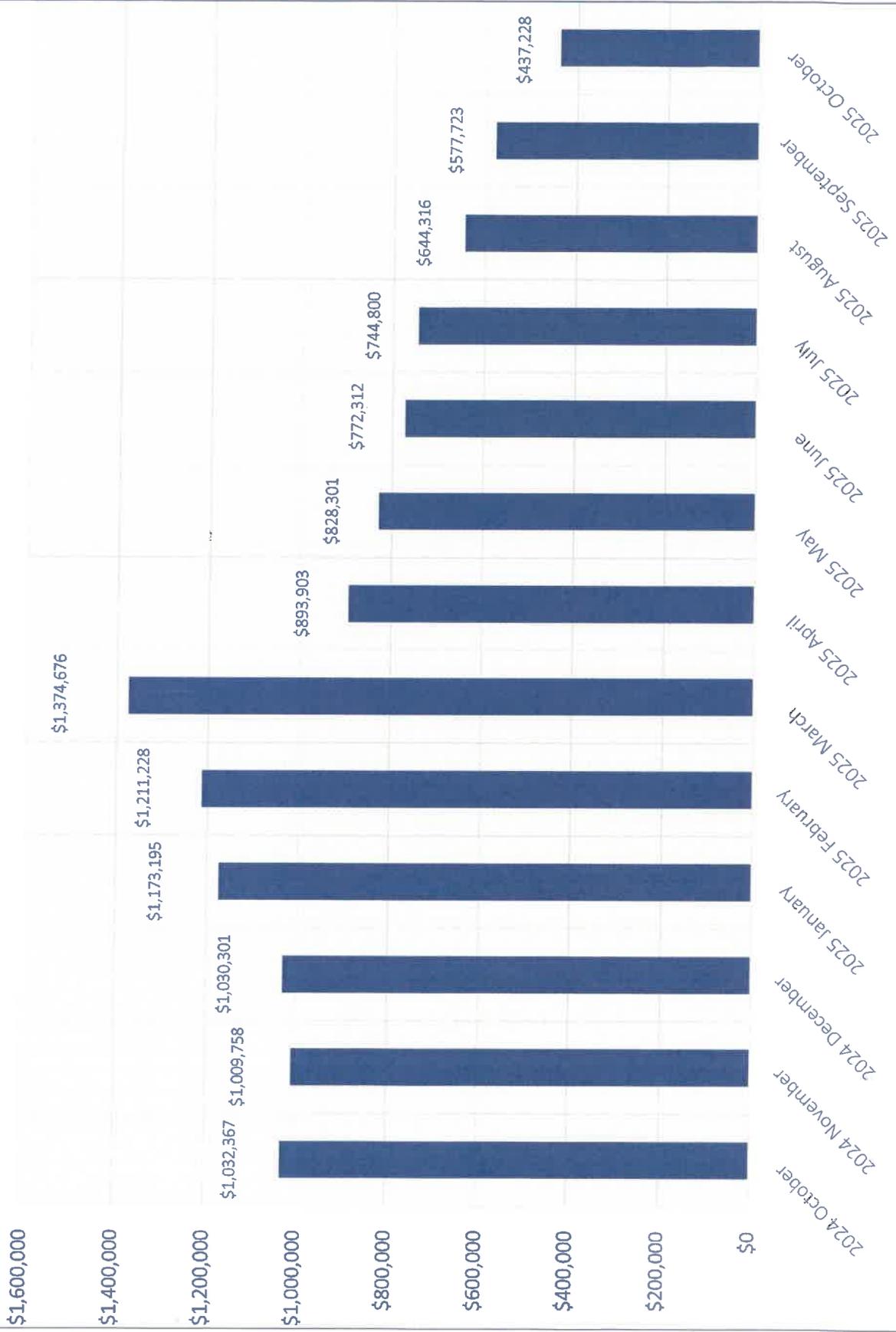


- 1101 - General Fund
- 1209 - GOMESA Coastal Conservn Fund
- 2370 - Flood Control Fund
- 2901 - American Rescue Plan Stimulus Fund
- 3014 - Unlimited Tax Road Bonds Series 2017 Fund
- 3016 - Limited Tax Building Bonds Series 2017A Fund
- 4999 - Debt Service
- 6130 - Self Insurance Reserve Fund
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- 2301 - Road & Bridge
- 2410 - Mosquito Control
- 2902 - American Rescue Plan Emergency Rental Assistance Fund
- 3015 - Limited Tax Flood Control Bonds Series 2017 Fund
- 3313 - Unlimited Tax Road Bonds 2019
- 6126 - Retiree Life Reserve

# Book Value History



## Earnings History





# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*15.**

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Receive and file FY2025 Third Quarter Investment Report submitted by Professional Services

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 6:44 pm



**MEMORANDUM**

Date: March 05, 2026

To: Commissioners Court

From: Diana Huallpa, Chief Financial Officer,  
Dwight Sullivan, County Clerk

Subject: Fiscal Year 2025 – Quarter 3 Investment Report – Jun 30<sup>th</sup>, 2025

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As of June 30, 2025, Galveston County held total invested funds with a market value of \$207,076,551. All investments were made in strict compliance with Government Code 2256 and the Galveston County Investment Policy, which prioritizes the following objectives:

1. Preservation of principal and liquidity – ensuring funds are secure and readily available.
2. Diversification of investments – achieved by placing county funds in two authorized Public Funds Investment Act (PFIA) pools (Texas CLASS, Texas RANGE, Prosperity Bank, and Texas FIT) and through the purchase of Certificates of Deposit.

At the end of the reporting period, the portfolio had a weighted average maturity (WAM) of 1 days, and a weighted yield to maturity (YTM) of 4.482%.

For the fiscal year 2025, interest income from all investments totaled \$9,326,039, compared to \$5,929,930 in fiscal year 2024. This represents a year-over-year increase of \$3,396,109.

Enclosed with this summary is the Galveston County FY 2025 Annual Investment Report, which includes:

- A Summary Statement of Investment Position
- Detailed Transaction Reports
- Investment Schedules by Fund
- Visual charts and graphs for easy reference

*Diana Huallpa*

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Diana Huallpa, Co-Investment Officer

*Dwight D. Sullivan*

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Dwight Sullivan, Co-Investment Officer



**Galveston County  
Portfolio Management  
Portfolio Summary  
June 30, 2025**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Overnight Investment Pool	163,005,839.76	163,005,839.76	163,005,839.76	78.72	1	1	4.451	4.512
Cash Pool	44,070,711.23	44,070,711.23	44,070,711.23	21.28	1	1	4.310	4.370
<b>Investments</b>	<b>207,076,550.99</b>	<b>207,076,550.99</b>	<b>207,076,550.99</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>4.421</b>	<b>4.482</b>

**Total Earnings**      June 30 Month Ending      Fiscal Year To Date  
 Current Year      772,312.10      9,328,039.58  
**Average Daily Balance**      217,063,315.96      277,201,016.47  
**Effective Rate of Return**      4.33%      4.50%

*Diana Hualpa*  
 Diana Hualpa, Dwight Sullivan

**Galveston County  
Portfolio Management  
Portfolio Details - Investments  
June 30, 2025**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Rated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Overnight Investment Pool</b>												
9900171-013125	9900171	Texas FIT		01/01/2025	51,512,106.25	51,512,106.25	51,512,106.25	4.620	4.557	4.620	1	
9900172-013125	9900172	Texas FIT		01/01/2025	17,658,007.84	17,658,007.84	17,658,007.84	4.620	4.557	4.620	1	
9900175-013125	9900175	Texas FIT		01/01/2025	1,376,041.22	1,376,041.22	1,376,041.22	4.620	4.557	4.620	1	
9900176-013125	9900176	Texas FIT		01/01/2025	500,285.69	500,285.69	500,285.69	4.620	4.557	4.620	1	
9900177-013125	9900177	Texas FIT		01/01/2025	16,338,226.14	16,338,226.14	16,338,226.14	4.620	4.557	4.620	1	
9900178	9900178	Texas FIT		01/01/2025	12,231.22	12,231.22	12,231.22	4.620	4.557	4.620	1	
TX-01-0334-0005	0334-0005	Texas Class		10/01/2022	9,122,393.28	9,122,393.28	9,122,393.28	4.402	4.342	4.402	1	
TX-01-0334-0006	0334-0006	Texas Class		10/01/2022	5,319,213.61	5,319,213.61	5,319,213.61	4.402	4.342	4.402	1	
TX-01-0334-0007	0334-0007	Texas Class		10/01/2022	204,305.46	204,305.46	204,305.46	4.402	4.342	4.402	1	
TX-01-0334-0008	0334-0008	Texas Class		10/01/2022	4,597,508.59	4,597,508.59	4,597,508.59	4.402	4.342	4.402	1	
TX-01-0334-0009	0334-0009	Texas Class		10/01/2022	4,539,316.13	4,539,316.13	4,539,316.13	4.402	4.342	4.402	1	
TX-01-0334-0014	0334-0014	Texas Class		10/01/2022	18,779,534.32	18,779,534.32	18,779,534.32	4.402	4.342	4.402	1	
TX-01-0334-0015	0334-0015	Texas Class		10/01/2022	330,251.06	330,251.06	330,251.06	4.402	4.342	4.402	1	
TX-01-0334-0021	0334-0021	Texas Class		10/01/2022	20,688,788.78	20,688,788.78	20,688,788.78	4.402	4.342	4.402	1	
TX-01-0334-0024	0334-0024	Texas Class		10/01/2022	2,655,417.93	2,655,417.93	2,655,417.93	4.402	4.342	4.402	1	
1124-06	1124-06	Texas Range		10/01/2022	9,372,212.24	9,372,212.24	9,372,212.24	4.290	4.231	4.290	1	
<b>Subtotal and Average</b>			<b>196,994,292.25</b>		<b>163,005,839.76</b>	<b>163,005,839.76</b>			<b>4.451</b>	<b>4.512</b>	<b>1</b>	
<b>Cash Pool</b>												
PRO-3160	PRO-3160	Prosperity Bank		06/18/2025	44,070,711.23	44,070,711.23	44,070,711.23	4.370	4.310	4.370	1	
<b>Subtotal and Average</b>			<b>20,069,023.71</b>		<b>44,070,711.23</b>	<b>44,070,711.23</b>			<b>4.310</b>	<b>4.370</b>	<b>1</b>	
<b>Total and Average</b>			<b>217,063,315.96</b>		<b>207,076,550.99</b>	<b>207,076,550.99</b>			<b>4.421</b>	<b>4.482</b>	<b>1</b>	

**Galveston County**  
**Portfolio Managements**  
**Portfolio Details with Earnings - Investments**  
**June 30, 2025**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Current Rate	Days To Maturity	YTM	Accrued Interest	Unrealized Gain/Loss	Maturity Date
<b>Overnight Investment Pool</b>													
9900171-013125	9900171	TFIT		01/01/2025	51,512,106.25	51,512,106.25	51,512,106.25	4.620	1	4.620	0.00	0.00	
9900172-013125	9900172	TFIT		01/01/2025	17,658,007.84	17,658,007.84	17,658,007.84	4.620	1	4.620	0.00	0.00	
9900175-013125	9900175	TFIT		01/01/2025	1,376,041.22	1,376,041.22	1,376,041.22	4.620	1	4.620	0.00	0.00	
9900176-013125	9900176	TFIT		01/01/2025	500,285.69	500,285.69	500,285.69	4.620	1	4.620	0.00	0.00	
9900177-013125	9900177	TFIT		01/01/2025	16,338,226.14	16,338,226.14	16,338,226.14	4.620	1	4.620	0.00	0.00	
9900178	9900178	TFIT		01/01/2025	12,231.22	12,231.22	12,231.22	4.620	1	4.620	0.00	0.00	
TX-01-0334-0005	0334-0005	TXCLAS		10/01/2022	9,122,393.28	9,122,393.28	9,122,393.28	4.402	1	4.402	0.00	0.00	
TX-01-0334-0006	0334-0006	TXCLAS		10/01/2022	5,319,213.61	5,319,213.61	5,319,213.61	4.402	1	4.402	0.00	0.00	
TX-01-0334-0007	0334-0007	TXCLAS		10/01/2022	204,305.46	204,305.46	204,305.46	4.402	1	4.402	0.00	0.00	
TX-01-0334-0008	0334-0008	TXCLAS		10/01/2022	4,597,508.59	4,597,508.59	4,597,508.59	4.402	1	4.402	0.00	0.00	
TX-01-0334-0009	0334-0009	TXCLAS		10/01/2022	4,539,316.13	4,539,316.13	4,539,316.13	4.402	1	4.402	0.00	0.00	
TX-01-0334-0014	0334-0014	TXCLAS		10/01/2022	18,779,534.32	18,779,534.32	18,779,534.32	4.402	1	4.402	0.00	0.00	
TX-01-0334-0015	0334-0015	TXCLAS		10/01/2022	330,251.06	330,251.06	330,251.06	4.402	1	4.402	0.00	0.00	
TX-01-0334-0021	0334-0021	TXCLAS		10/01/2022	20,688,788.78	20,688,788.78	20,688,788.78	4.402	1	4.402	0.00	0.00	
TX-01-0334-0024	0334-0024	TXCLAS		10/01/2022	2,655,417.93	2,655,417.93	2,655,417.93	4.402	1	4.402	0.00	0.00	
1124-06	1124-06	TXRANG		10/01/2022	9,372,212.24	9,372,212.24	9,372,212.24	4.290	1	4.290	0.00	0.00	
<b>Subtotal and Average</b>			<b>196,994,292.25</b>		<b>163,005,899.76</b>	<b>163,005,899.76</b>	<b>163,005,899.76</b>	<b>4.512</b>	<b>1</b>	<b>4.512</b>	<b>0.00</b>	<b>0.00</b>	
<b>Cash Pool</b>													
PRO-3160	PRO-3160	PROSB		06/18/2025	44,070,711.23	44,070,711.23	44,070,711.23	4.370	1	4.370	0.00	0.00	
<b>Subtotal and Average</b>			<b>20,069,023.71</b>		<b>44,070,711.23</b>	<b>44,070,711.23</b>	<b>44,070,711.23</b>	<b>4.370</b>	<b>1</b>	<b>4.370</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total and Average</b>			<b>217,063,315.96</b>		<b>207,076,550.99</b>	<b>207,076,550.99</b>	<b>207,076,550.99</b>	<b>4.482</b>	<b>1</b>	<b>4.482</b>	<b>0.00</b>	<b>0.00</b>	

**Galveston County**  
**Portfolio Management**  
**Activity By Type**  
**June 1, 2025 through June 30, 2025**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
<b>Overnight Investment Pool</b>							
9900171-013125	9900171	Texas FIT	4.620		193,403.25	5,000,000.00	
9900172-013125	9900172	Texas FIT	4.620		64,625.52	0.00	
9900175-013125	9900175	Texas FIT	4.620		5,036.09	0.00	
9900176-013125	9900176	Texas FIT	4.620		1,830.97	0.00	
9900177-013125	9900177	Texas FIT	4.620		59,795.33	0.00	
9900178	9900178	Texas FIT	4.620		44.76	0.00	
TX-01-0334-0005	0334-0005	Texas Class	4.402		32,943.39	0.00	
TX-01-0334-0006	0334-0006	Texas Class	4.402		19,209.12	0.00	
TX-01-0334-0007	0334-0007	Texas Class	4.402		737.81	0.00	
TX-01-0334-0008	0334-0008	Texas Class	4.402		16,602.83	0.00	
TX-01-0334-0009	0334-0009	Texas Class	4.402		16,392.67	0.00	
TX-01-0334-0014	0334-0014	Texas Class	4.402		67,817.89	0.00	
TX-01-0334-0015	0334-0015	Texas Class	4.402		1,192.62	0.00	
TX-01-0334-0021	0334-0021	Texas Class	4.402		74,712.70	0.00	
TX-01-0334-0024	0334-0024	Texas Class	4.402		9,589.45	0.00	
1124-06	1124-06	Texas Range	4.290		137,666.47	53,000,000.00	
<b>Subtotal</b>					<b>701,600.87</b>	<b>58,000,000.00</b>	<b>163,005,839.76</b>
<b>Cash Pool</b>							
PRO-3160	PRO-3160	Prosperity Bank	4.370		50,070,711.23	6,000,000.00	
<b>Subtotal</b>					<b>50,070,711.23</b>	<b>6,000,000.00</b>	<b>44,070,711.23</b>
<b>Total</b>					<b>50,772,312.10</b>	<b>64,000,000.00</b>	<b>207,076,550.99</b>

**Galveston County**  
**Portfolio Management**  
**Activity Summary**  
**October 2024 through June 2025**

Month End	Year	Number of Securities	Total Invested	Yield to Maturity			Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Average Days to Maturity
				360 Equivalent	365 Equivalent	365					
October	2024	29	257,363,467.57	4.492	4.554	0.000	6	5	106	78	
November	2024	24	257,859,460.28	4.491	4.554	0.000	0	0	106	63	
December	2024	24	258,358,871.06	4.491	4.553	0.000	0	0	105	47	
January	2025	30	339,101,459.66	4.523	4.586	0.000	6	0	81	24	
February	2025	30	359,833,173.33	4.525	4.587	0.000	0	0	76	12	
March	2025	30	321,649,380.76	4.430	4.491	0.000	0	8	52	2	
April	2025	22	224,475,938.22	4.404	4.465	0.000	0	6	1	1	
May	2025	16	220,304,238.89	4.400	4.461	0.000	0	0	1	1	
June	2025	17	207,076,550.99	4.421	4.482	0.000	1	0	1	1	
Average			271,780,282.31	4.464%	4.526%	0.000	1	2	59	25	

**Galveston County  
Portfolio Management  
Distribution of Investments By Type  
October 2024 through June 2025**

Security Type	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	Average by Period
Cash/Checking Accounts										
Federal Agency Coupon Securities										
Federal Agency Disc. -At Cost										
Treasury Coupon Securities	51.2	51.1	51.0	38.8	36.6	28.5				28.6%
Certificate of Deposit Term										
Municipal Bonds										
Overnight Investment Pool	48.9	49.0	49.1	61.2	63.4	71.5	100.0	100.0	78.7	69.1%
Cash Pool									21.3	2.4%

**Galveston County  
Portfolio Management  
Interest Earnings Summary  
June 30, 2025**

	June 30 Month Ending	Fiscal Year To Date
<b>CD/Coupon/Discount Investments:</b>		
Interest Collected	0.00	4,956,146.72
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	( 0.00)	( 1,863,123.31)
Less Accrued Interest at Purchase During Period	( 0.00)	( 0.00)
Interest Earned during Period	0.00	3,093,023.41
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	3,093,023.41
<b>Pass Through Securities:</b>		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	( 0.00)	( 0.00)
Less Accrued Interest at Purchase During Period	( 0.00)	( 0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
<b>Cash/Checking Accounts:</b>		
Interest Collected	772,312.10	6,233,016.17
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	( 0.00)	( 0.00)
Interest Earned during Period	772,312.10	6,233,016.17
<b>Total Interest Earned during Period</b>	<b>772,312.10</b>	<b>9,326,039.58</b>
<b>Total Capital Gains or Losses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Earnings during Period</b>	<b>772,312.10</b>	<b>9,326,039.58</b>

Investment Portfolio Detail  
Fiscal Year 2024 - 2025  
June 1 - June 30, 2025

CUSIP / Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Maturity	YTM/C	Maturity Date
<u>General Fund</u>									
Cash Pool									
PRO-3160	Prosperity Bank	6/18/2025	44,070,711.23	44,070,711.23	44,070,711.23	4.370	1	4.370	
<u>Overnight Investment Pool</u>									
9900171-013125	Texas FIT	1/1/2025	51,512,106.25	51,512,106.25	51,512,106.25	4.620	1	4.620	
1124-06	Texas Range	10/1/2022	9,372,212.24	9,372,212.24	9,372,212.24	4.290	1	4.290	
			<b>\$104,955,029.72</b>	<b>\$104,955,029.72</b>	<b>\$104,955,029.72</b>				
<u>Indigent Health Care Fund</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0008	Texas Class	10/1/2022	4,597,508.59	4,597,508.59	4,597,508.59	4.402	1	4.402	
			<b>\$4,597,508.59</b>	<b>\$4,597,508.59</b>	<b>\$4,597,508.59</b>				
<u>GOMESA Coastal Cnsv Fund</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0009	Texas Class	10/1/2022	4,539,316.13	4,539,316.13	4,539,316.13	4.402	1	4.402	
			<b>\$4,539,316.13</b>	<b>\$4,539,316.13</b>	<b>\$4,539,316.13</b>				
<u>Road &amp; Bridge</u>									
<u>Overnight Investment Pool</u>									
9900175-013125	Texas FIT	1/1/2025	1,376,041.22	1,376,041.22	1,376,041.22	4.620	1	4.620	
			<b>\$1,376,041.22</b>	<b>\$1,376,041.22</b>	<b>\$1,376,041.22</b>				
<u>Flood Control</u>									
<u>Overnight Investment Pool</u>									
9900178	Texas FIT	1/1/2025	12,231.22	12,231.22	12,231.22	4.620	1	4.620	
			<b>\$12,231.22</b>	<b>\$12,231.22</b>	<b>\$12,231.22</b>				
<u>Mosquito Control</u>									
<u>Overnight Investment Pool</u>									
9900176-013125	Texas FIT	1/1/2025	500,285.69	500,285.69	500,285.69	4.620	1	4.620	

Investment Portfolio Detail  
Fiscal Year 2024 - 2025  
June 1 - June 30, 2025

CUSIP / Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Maturity	YTM/C	Maturity Date
<u>ARPA Fund</u>									
			\$500,285.69	\$500,285.69	\$500,285.69				
<u>Overnight Investment Pool</u>									
TX-01-0334-0014	Texas Class	10/1/2022	18,779,534.32	18,779,534.32	18,779,534.32	4.402	1	4.402	
			\$18,779,534.32	\$18,779,534.32	\$18,779,534.32				
<u>ARPA Emerg Rental Assist Fund</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0015	Texas Class	10/1/2022	330,251.06	330,251.06	330,251.06	4.402	1	4.402	
			\$330,251.06	\$330,251.06	\$330,251.06				
<u>Unld Tax Rd &amp; Ref Bond 2017</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0005	Texas Class	10/1/2022	9,122,393.28	9,122,393.28	9,122,393.28	4.402	1	4.402	
			\$9,122,393.28	\$9,122,393.28	\$9,122,393.28				
<u>Flood Control &amp; Rf 2017</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0006	Texas Class	10/1/2022	5,319,213.61	5,319,213.61	5,319,213.61	4.402	1	4.402	
			\$5,319,213.61	\$5,319,213.61	\$5,319,213.61				
<u>Lt Tax Ct Bldg Bond 2017A</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0007	Texas Class	10/1/2022	204,305.46	204,305.46	204,305.46	4.402	1	4.402	
			\$204,305.46	\$204,305.46	\$204,305.46				
<u>Unlimited Tax Road Bonds 2019</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0021	Texas Class	10/1/2022	20,688,788.78	20,688,788.78	20,688,788.78	4.402	1	4.402	
			\$20,688,788.78	\$20,688,788.78	\$20,688,788.78				
<u>Debt Service</u>									
<u>Overnight Investment Pool</u>									

**Investment Portfolio Detail**  
**Fiscal Year 2024 - 2025**  
**June 1 - June 30, 2025**

CUSIP / Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Maturity	YTM/C	Maturity Date	
9900177-013125	Texas FIT	1/1/2025	16,338,226.14	16,338,226.14	16,338,226.14	4.620	1	4.620		
<u>Retiree Life Reserve</u>			<b>\$16,338,226.14</b>	<b>\$16,338,226.14</b>	<b>\$16,338,226.14</b>					
<b>Overnight Investment Pool</b>										
9900172-013125	Texas FIT	1/1/2025	17,658,007.84	17,658,007.84	17,658,007.84	4.620	1	4.620		
<u>Self Insurance Reserve Fund</u>			<b>\$17,658,007.84</b>	<b>\$17,658,007.84</b>	<b>\$17,658,007.84</b>					
<b>Overnight Investment Pool</b>										
TX-01-0334-0024	Texas Class	10/1/2022	2,655,417.93	2,655,417.93	2,655,417.93	4.402	1	4.402		
			<b>\$2,655,417.93</b>	<b>\$2,655,417.93</b>	<b>\$2,655,417.93</b>					
<b>Total</b>			<b>207,076,550.99</b>	<b>207,076,550.99</b>	<b>207,076,550.99</b>					

Investment Portfolio Summary  
Fiscal Year 2024 - 2025  
June 1 - June 30, 2025

General Fund	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
Cash Pool	44,070,711.23	44,070,711.23	44,070,711.23	42.00%	1	1
Overnight Investment Pool	60,884,318.49	60,884,318.49	60,884,318.49	58.00%	1	1
<b>Total Earnings</b>	<b>\$104,955,029.72</b>	<b>\$104,955,029.72</b>	<b>\$104,955,029.72</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$401,780.95</b>					
<b>Effective Rate of Return</b>	<b>4.24%</b>					
<b>Indigent Health Care Fund</b>						
Overnight Investment Pool	4,597,508.59	4,597,508.59	4,597,508.59	100.00%	1	1
<b>Total Earnings</b>	<b>\$4,597,508.59</b>	<b>\$4,597,508.59</b>	<b>\$4,597,508.59</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$16,602.83</b>					
<b>Effective Rate of Return</b>	<b>4.41%</b>					
<b>GOMESA Coastal Cnsv Fund</b>						
Overnight Investment Pool	4,539,316.13	4,539,316.13	4,539,316.13	100.00%	1	1
<b>Total Earnings</b>	<b>\$4,539,316.13</b>	<b>\$4,539,316.13</b>	<b>\$4,539,316.13</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$16,392.67</b>					
<b>Effective Rate of Return</b>	<b>4.41%</b>					
<b>Road &amp; Bridge</b>						
Overnight Investment Pool	1,376,041.22	1,376,041.22	1,376,041.22	100.00%	1	1
<b>Total Earnings</b>	<b>\$1,376,041.22</b>	<b>\$1,376,041.22</b>	<b>\$1,376,041.22</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$5,036.09</b>					

Investment Portfolio Summary  
 Fiscal Year 2024 - 2025  
 June 1 - June 30, 2025

	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
<b>Effective Rate of Return</b>	<b>4.47%</b>					
<b>Flood Control</b>						
Overnight Investment Pool	12,231.22	12,231.22	12,231.22	100.00%	1	1
<b>Total Earnings</b>	<b>\$44.76</b>		<b>\$12,231.22</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Effective Rate of Return</b>	<b>4.47%</b>					
<b>Mosquito Control</b>						
Overnight Investment Pool	500,285.69	500,285.69	500,285.69	100.00%	1	1
<b>Total Earnings</b>	<b>\$1,830.97</b>		<b>\$500,285.69</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Effective Rate of Return</b>	<b>4.47%</b>					
<b>ARPA Fund</b>						
Overnight Investment Pool	18,779,534.32	18,779,534.32	18,779,534.32	100.00%	1	1
<b>Total Earnings</b>	<b>\$67,817.89</b>		<b>\$18,779,534.32</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Effective Rate of Return</b>	<b>4.41%</b>					
<b>ARPA Emerg Rental Assist Fund</b>						
Overnight Investment Pool	330,251.06	330,251.06	330,251.06	100.00%	1	1
<b>Total Earnings</b>	<b>\$1,192.62</b>		<b>\$330,251.06</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>

Investment Portfolio Summary  
 Fiscal Year 2024 - 2025  
 June 1 - June 30, 2025

	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
Effective Rate of Return	4.41%					
<b>Unld Tax Rd &amp; Ref Bond 2017</b>						
Overnight Investment Pool	9,122,393.28	9,122,393.28	9,122,393.28	100.00%	1	1
	<b>\$9,122,393.28</b>	<b>\$9,122,393.28</b>	<b>\$9,122,393.28</b>	100.00%	1	1
Total Earnings	\$32,943.39					
Effective Rate of Return	4.41%					
<b>Flood Control &amp; Rf 2017</b>						
Overnight Investment Pool	5,319,213.61	5,319,213.61	5,319,213.61	100.00%	1	1
	<b>\$5,319,213.61</b>	<b>\$5,319,213.61</b>	<b>\$5,319,213.61</b>	100.00%	1	1
Total Earnings	\$19,209.12					
Effective Rate of Return	4.41%					
<b>Lt Tax Ct Bldg Bond 2017A</b>						
Overnight Investment Pool	204,305.46	204,305.46	204,305.46	100.00%	1	1
	<b>\$204,305.46</b>	<b>\$204,305.46</b>	<b>\$204,305.46</b>	100.00%	1	1
Total Earnings	\$737.81					
Effective Rate of Return	4.41%					
<b>Unlimited Tax Road Bonds 2019</b>						
Overnight Investment Pool	20,688,788.78	20,688,788.78	20,688,788.78	100.00%	1	1
	<b>\$20,688,788.78</b>	<b>\$20,688,788.78</b>	<b>\$20,688,788.78</b>	100.00%	1	1
Total Earnings	\$74,712.70					

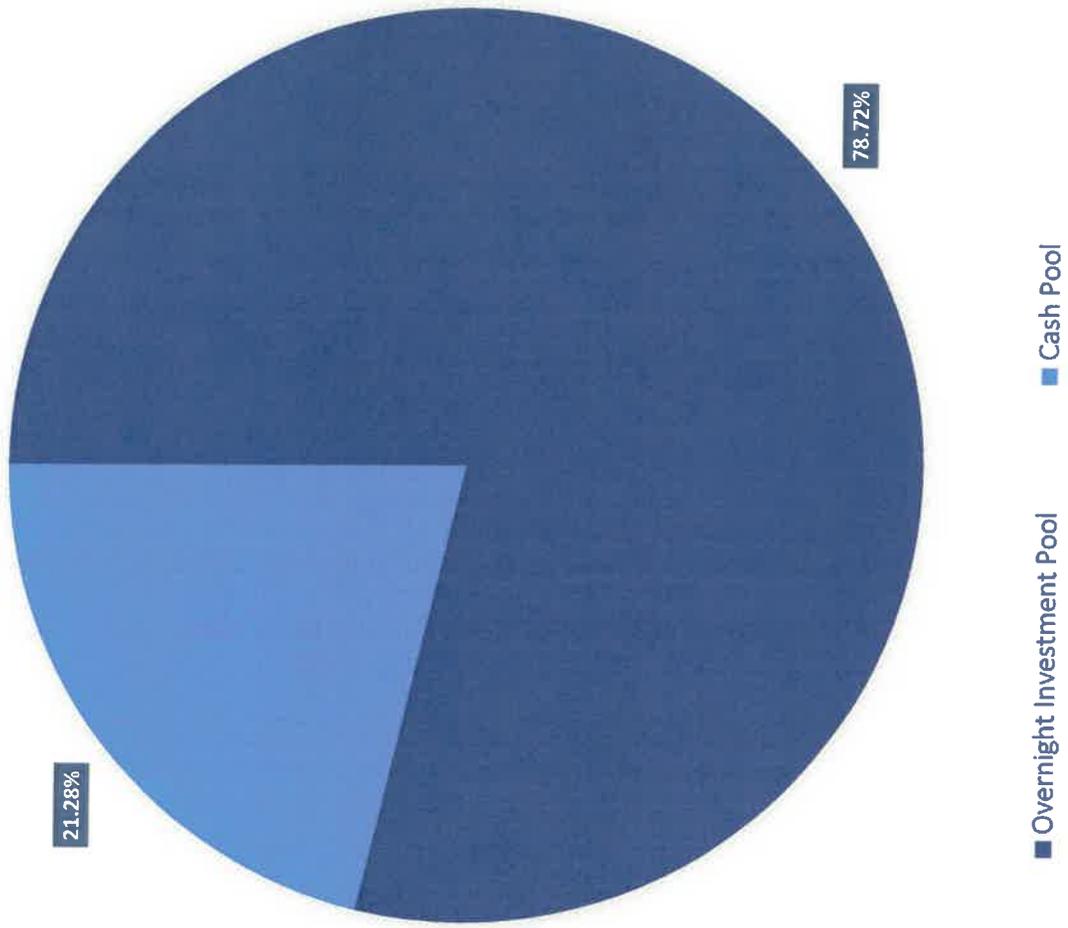
**Investment Portfolio Summary**

Fiscal Year 2024 - 2025

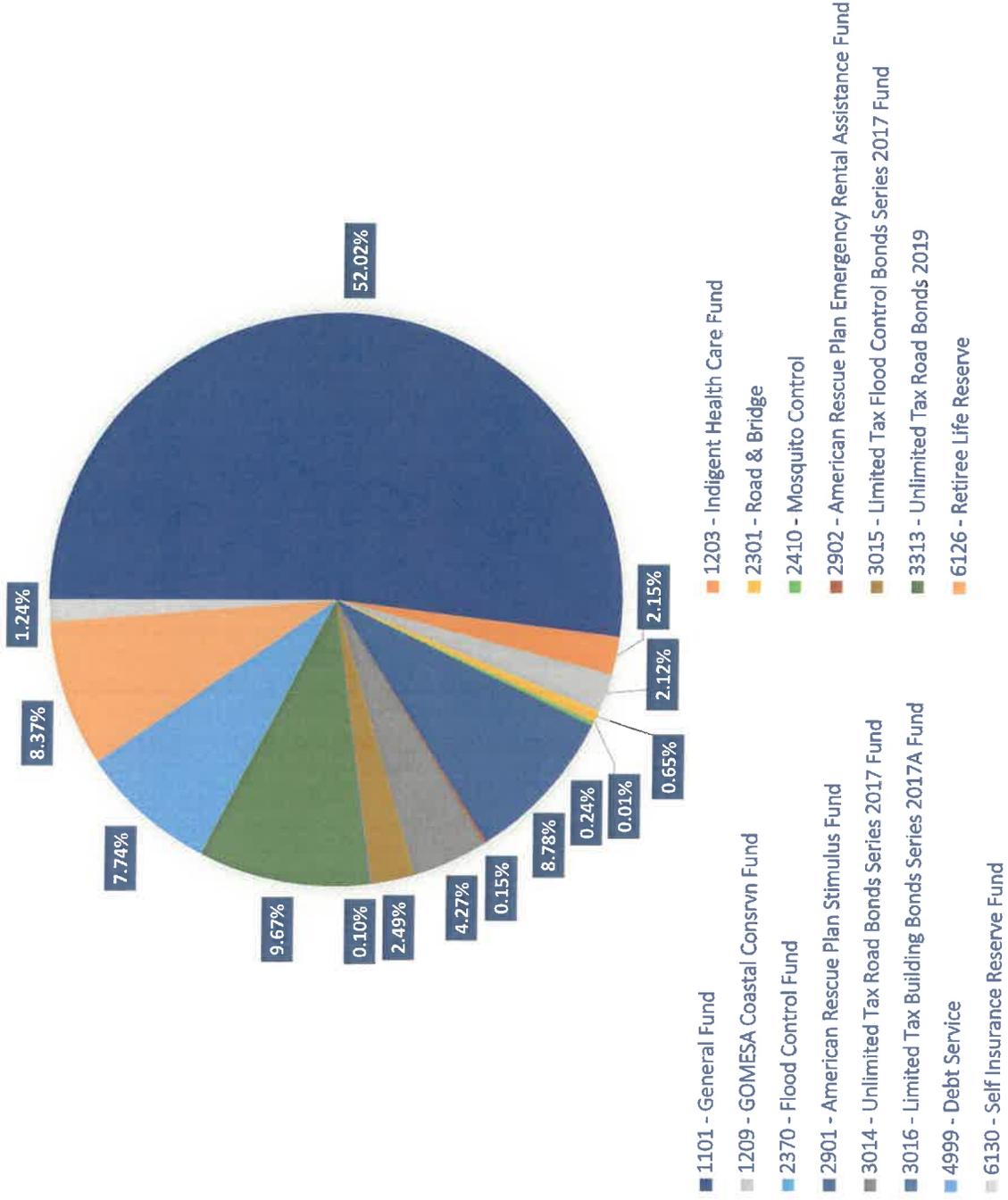
June 1 - June 30, 2025

	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
<b>Effective Rate of Return</b>	<b>4.41%</b>					
<b>Debt Service</b>						
Overnight Investment Pool	16,338,226.14	16,338,226.14	16,338,226.14	100.00%	1	1
	<b>\$16,338,226.14</b>	<b>\$16,338,226.14</b>	<b>\$16,338,226.14</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$59,795.33</b>					
<b>Effective Rate of Return</b>	<b>4.47%</b>					
<b>Retiree Life Reserve</b>						
Overnight Investment Pool	17,658,007.84	17,658,007.84	17,658,007.84	100.00%	1	1
	<b>\$17,658,007.84</b>	<b>\$17,658,007.84</b>	<b>\$17,658,007.84</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$64,625.52</b>					
<b>Effective Rate of Return</b>	<b>4.47%</b>					
<b>Self Insurance Reserve Fund</b>						
Overnight Investment Pool	2,655,417.93	2,655,417.93	2,655,417.93	100.00%	1	1
	<b>\$2,655,417.93</b>	<b>\$2,655,417.93</b>	<b>\$2,655,417.93</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$9,589.45</b>					
<b>Effective Rate of Return</b>	<b>4.41%</b>					
<b>Total Earnings</b>	<b>\$772,312.10</b>					

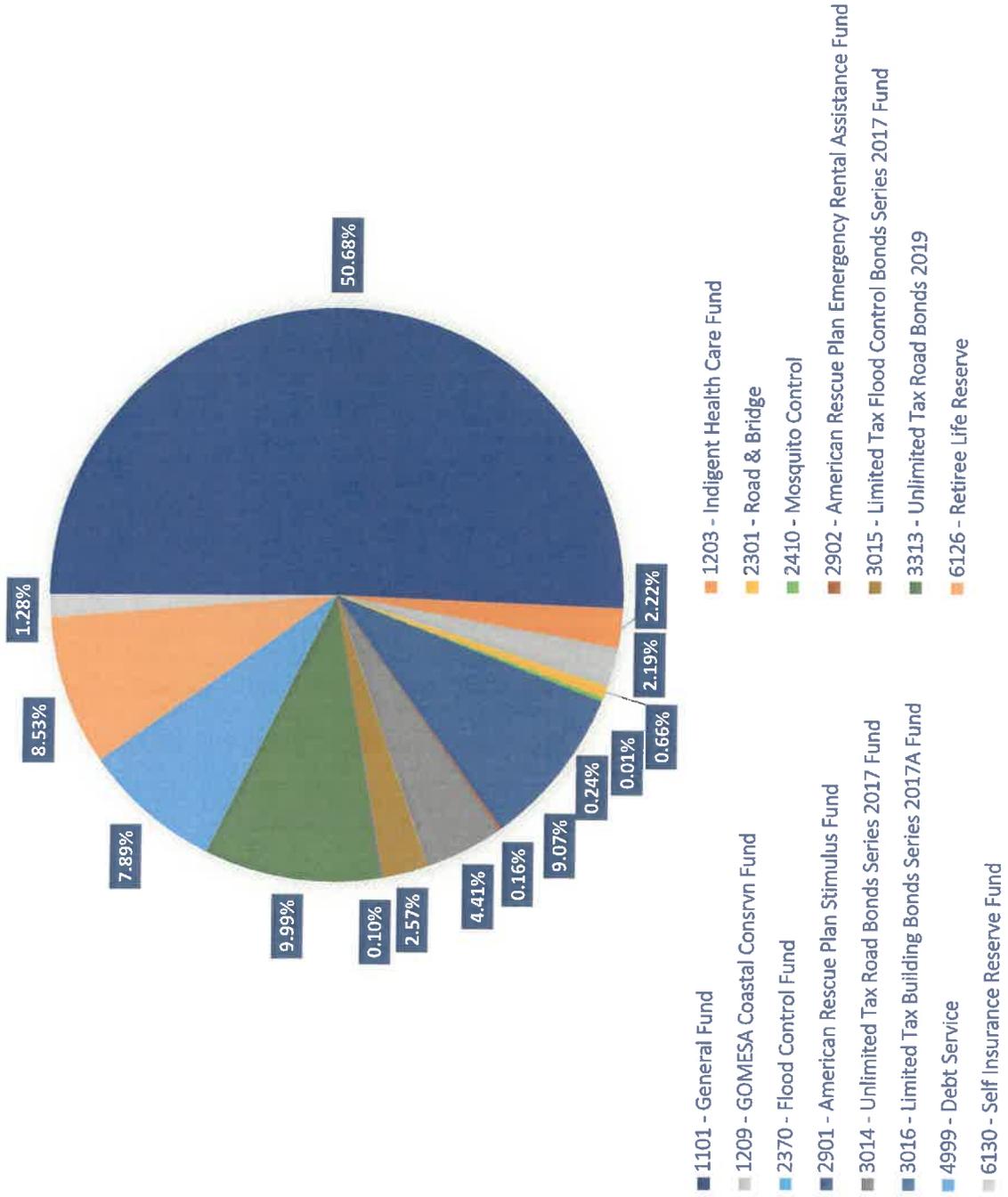
## Book Value by Investment Type



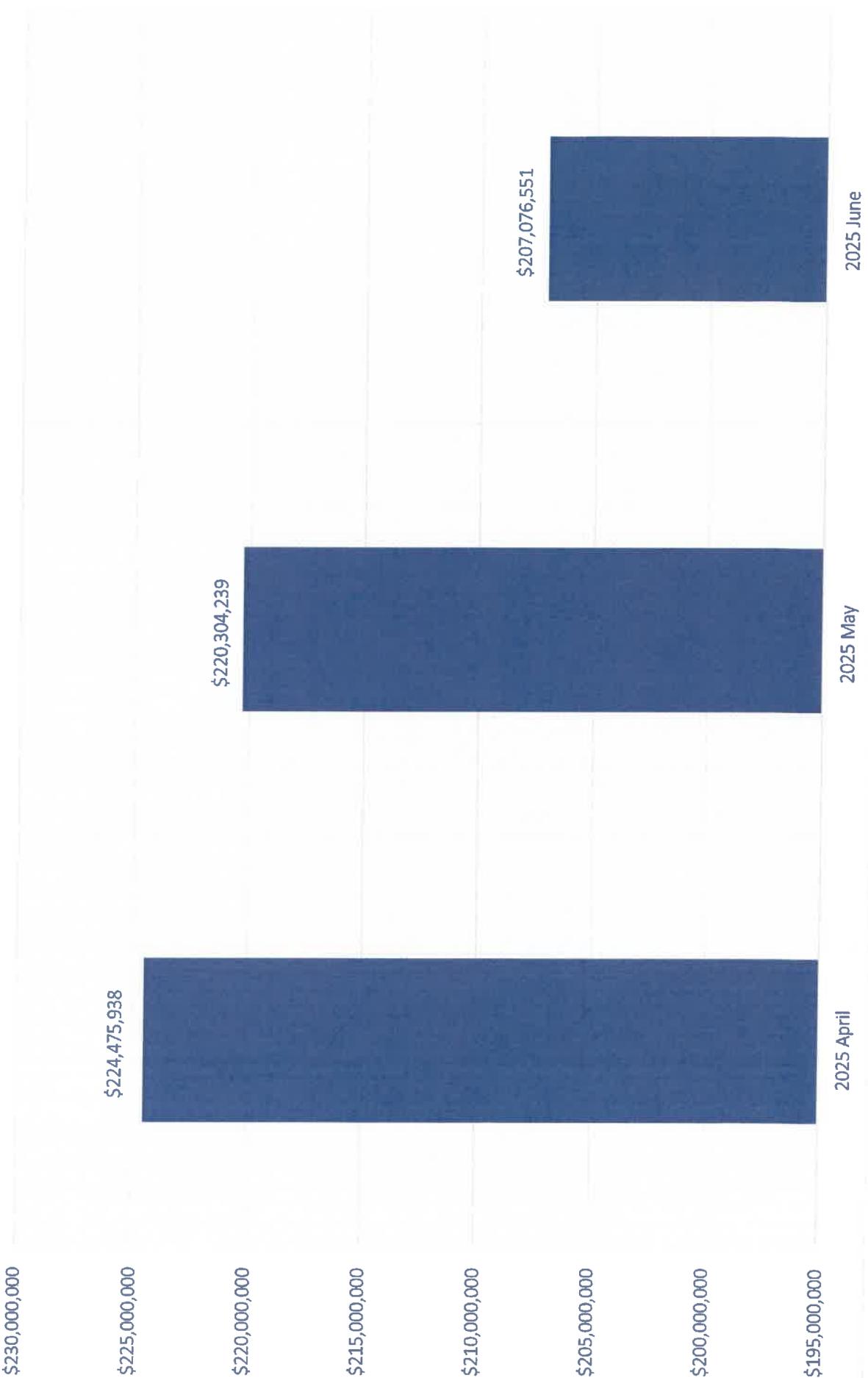
# Investment Portfolio Summary



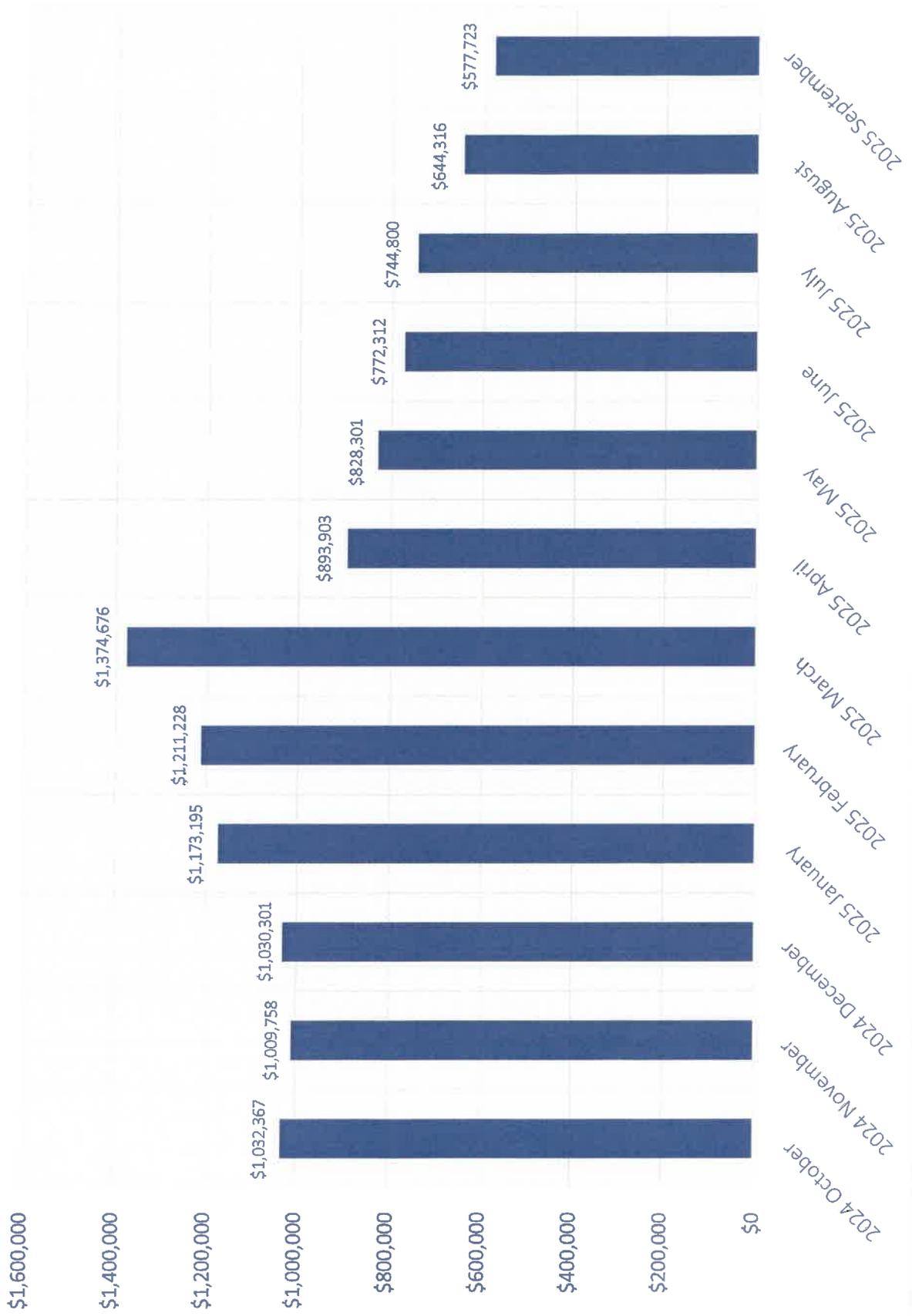
# Investment Portfolio Detail



# Book Value History



## Earnings History





# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*16.**

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Receive and file FY2025 Fourth Quarter Investment Report submitted by Professional Services

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 11:12 am



**MEMORANDUM**

Date: March 05, 2026  
To: Commissioners Court  
From: Diana Huallpa, Chief Financial Officer,  
Dwight Sullivan, County Clerk  
Subject: Fiscal Year 2025 – Quarter 4 Investment Report – Sep 30<sup>th</sup>, 2025

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As of September 30, 2025, Galveston County held total invested funds with a market value of \$138,285,992. All investments were made in strict compliance with Government Code 2256 and the Galveston County Investment Policy, which prioritizes the following objectives:

1. Preservation of principal and liquidity – ensuring funds are secure and readily available.
2. Diversification of investments – achieved by placing county funds in two authorized Public Funds Investment Act (PFIA) pools (Texas CLASS, Texas RANGE, Prosperity Bank, and Texas FIT) and through the purchase of Certificates of Deposit.

At the end of the reporting period, the portfolio had a weighted average maturity (WAM) of 1 days, and a weighted yield to maturity (YTM) of 4.497%.

For the fiscal year 2025, interest income from all investments totaled \$11,292,878, compared to \$9,118,843 in fiscal year 2024. This represents a year-over-year increase of \$2,174,035.

Enclosed with this summary is the Galveston County FY 2025 Annual Investment Report, which includes:

- A Summary Statement of Investment Position
- Detailed Transaction Reports
- Investment Schedules by Fund
- Visual charts and graphs for easy reference

*Diana Huallpa*

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Diana Huallpa, Co-Investment Officer

*Dwight D. Sullivan*

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Dwight Sullivan, Co-Investment Officer



**Galveston County  
Portfolio Management  
Portfolio Summary  
September 30, 2025**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Overnight Investment Pool	116,907,684.21	116,907,684.21	116,907,684.21	84.54	1	1	4.458	4.520
Cash Pool	21,378,308.27	21,378,308.27	21,378,308.27	15.46	1	1	4.310	4.370
<b>Investments</b>	<b>138,285,992.48</b>	<b>138,285,992.48</b>	<b>138,285,992.48</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>4.435</b>	<b>4.497</b>

Total Earnings	September 30	Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year		577,722.78	11,292,877.71	11,292,877.71
Average Daily Balance		159,715,577.76	251,877,376.66	
Effective Rate of Return		4.40%	4.48%	

*Diana Hualpa*  
Diana Hualpa, Dwight Sullivan

**Galveston County  
Portfolio Management  
Portfolio Details - Investments  
September 30, 2025**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Overnight Investment Pool</b>												
9900171-013125	9900171	Texas FIT		01/01/2025	30,012,339.83	30,012,339.83	30,012,339.83	4.620	4.557	4.620	1	
9900172-013125	9900172	Texas FIT		01/01/2025	17,858,309.03	17,858,309.03	17,858,309.03	4.620	4.557	4.620	1	
9900175-013125	9900175	Texas FIT		01/01/2025	1,391,650.16	1,391,650.16	1,391,650.16	4.620	4.557	4.620	1	
9900176-013125	9900176	Texas FIT		01/01/2025	505,960.61	505,960.61	505,960.61	4.620	4.557	4.620	1	
9900177-013125	9900177	Texas FIT		01/01/2025	13,502,151.84	13,502,151.84	13,502,151.84	4.620	4.557	4.620	1	
9900178	9900178	Texas FIT		01/01/2025	12,369.96	12,369.96	12,369.96	4.620	4.557	4.620	1	
TX-01-0334-0005	0334-0005	Texas Class		10/01/2022	7,561,220.39	7,561,220.39	7,561,220.39	4.402	4.342	4.402	1	
TX-01-0334-0006	0334-0006	Texas Class		10/01/2022	5,378,289.11	5,378,289.11	5,378,289.11	4.402	4.342	4.402	1	
TX-01-0334-0007	0334-0007	Texas Class		10/01/2022	102,211.76	102,211.76	102,211.76	4.402	4.342	4.402	1	
TX-01-0334-0008	0334-0008	Texas Class		10/01/2022	4,648,568.77	4,648,568.77	4,648,568.77	4.402	4.342	4.402	1	
TX-01-0334-0009	0334-0009	Texas Class		10/01/2022	4,576,911.95	4,576,911.95	4,576,911.95	4.402	4.342	4.402	1	
TX-01-0334-0014	0334-0014	Texas Class		10/01/2022	8,202,076.50	8,202,076.50	8,202,076.50	4.402	4.342	4.402	1	
TX-01-0334-0015	0334-0015	Texas Class		10/01/2022	333,918.85	333,918.85	333,918.85	4.402	4.342	4.402	1	
TX-01-0334-0021	0334-0021	Texas Class		10/01/2022	20,136,793.30	20,136,793.30	20,136,793.30	4.402	4.342	4.402	1	
TX-01-0334-0024	0334-0024	Texas Class		10/01/2022	2,684,909.15	2,684,909.15	2,684,909.15	4.402	4.342	4.402	1	
1124-06	1124-06	Texas Range		10/01/2022	3.00	3.00	3.00	4.290	4.231	4.290	1	
		<b>Subtotal and Average</b>	<b>137,346,518.25</b>		<b>116,907,684.21</b>	<b>116,907,684.21</b>	<b>116,907,684.21</b>		<b>4.458</b>	<b>4.520</b>	<b>1</b>	
<b>Cash Pool</b>												
PRO-3160	PRO-3160	Prosperity Bank		06/18/2025	21,378,308.27	21,378,308.27	21,378,308.27	4.370	4.310	4.370	1	
		<b>Subtotal and Average</b>	<b>22,369,059.52</b>		<b>21,378,308.27</b>	<b>21,378,308.27</b>	<b>21,378,308.27</b>		<b>4.310</b>	<b>4.370</b>	<b>1</b>	
		<b>Total and Average</b>	<b>159,715,577.76</b>		<b>138,285,992.48</b>	<b>138,285,992.48</b>	<b>138,285,992.48</b>		<b>4.435</b>	<b>4.497</b>	<b>1</b>	

**Galveston County  
Portfolio Management  
Portfolio Details with Earnings - Investments  
September 30, 2025**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Current Rate	Days To Maturity	YTM	Accrued Interest	Unrealized Gain/Loss	Maturity Date
<b>Overnight Investment Pool</b>													
9900171-013125	9900171	TFIT		01/01/2025	30,012,339.83	30,012,339.83	30,012,339.83	4.620	1	4.620	0.00	0.00	
9900172-013125	9900172	TFIT		01/01/2025	17,858,309.03	17,858,309.03	17,858,309.03	4.620	1	4.620	0.00	0.00	
9900175-013125	9900175	TFIT		01/01/2025	1,391,650.16	1,391,650.16	1,391,650.16	4.620	1	4.620	0.00	0.00	
9900176-013125	9900176	TFIT		01/01/2025	505,960.61	505,960.61	505,960.61	4.620	1	4.620	0.00	0.00	
9900177-013125	9900177	TFIT		01/01/2025	13,502,151.84	13,502,151.84	13,502,151.84	4.620	1	4.620	0.00	0.00	
9900178	9900178	TFIT		01/01/2025	12,369.96	12,369.96	12,369.96	4.620	1	4.620	0.00	0.00	
TX-01-0334-0005	0334-0005	TXCLAS		10/01/2022	7,561,220.39	7,561,220.39	7,561,220.39	4.402	1	4.402	0.00	0.00	
TX-01-0334-0006	0334-0006	TXCLAS		10/01/2022	5,378,289.11	5,378,289.11	5,378,289.11	4.402	1	4.402	0.00	0.00	
TX-01-0334-0007	0334-0007	TXCLAS		10/01/2022	102,211.76	102,211.76	102,211.76	4.402	1	4.402	0.00	0.00	
TX-01-0334-0008	0334-0008	TXCLAS		10/01/2022	4,648,568.77	4,648,568.77	4,648,568.77	4.402	1	4.402	0.00	0.00	
TX-01-0334-0009	0334-0009	TXCLAS		10/01/2022	4,576,911.95	4,576,911.95	4,576,911.95	4.402	1	4.402	0.00	0.00	
TX-01-0334-0014	0334-0014	TXCLAS		10/01/2022	8,202,076.50	8,202,076.50	8,202,076.50	4.402	1	4.402	0.00	0.00	
TX-01-0334-0015	0334-0015	TXCLAS		10/01/2022	333,918.85	333,918.85	333,918.85	4.402	1	4.402	0.00	0.00	
TX-01-0334-0021	0334-0021	TXCLAS		10/01/2022	20,136,793.30	20,136,793.30	20,136,793.30	4.402	1	4.402	0.00	0.00	
TX-01-0334-0024	0334-0024	TXCLAS		10/01/2022	2,684,909.15	2,684,909.15	2,684,909.15	4.402	1	4.402	0.00	0.00	
1124-06	1124-06	TXRANG		10/01/2022	3.00	3.00	3.00	4.290	1	4.290	0.01	0.00	
<b>Subtotal and Average</b>			<b>137,346,518.25</b>		<b>116,907,684.21</b>	<b>116,907,684.21</b>	<b>116,907,684.21</b>	<b>4.520</b>	<b>1</b>	<b>4.520</b>	<b>0.01</b>	<b>0.00</b>	
<b>Cash Pool</b>													
PRO-3160	PRO-3160	PROSB		06/18/2025	21,378,308.27	21,378,308.27	21,378,308.27	4.370	1	4.370	0.00	0.00	
<b>Subtotal and Average</b>			<b>22,369,059.52</b>		<b>21,378,308.27</b>	<b>21,378,308.27</b>	<b>21,378,308.27</b>	<b>4.370</b>	<b>1</b>	<b>4.370</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total and Average</b>			<b>159,715,577.76</b>		<b>138,285,992.48</b>	<b>138,285,992.48</b>	<b>138,285,992.48</b>	<b>4.497</b>	<b>1</b>	<b>4.497</b>	<b>0.01</b>	<b>0.00</b>	

**Galveston County**  
**Portfolio Management**  
**Activity By Type**  
**September 1, 2025 through September 30, 2025**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
<b>Overnight Investment Pool</b>							
9900171-013125	9900171	Texas FIT	4.620		141,247.20	10,000,000.00	
9900172-013125	9900172	Texas FIT	4.620		65,533.42	0.00	
9900175-013125	9900175	Texas FIT	4.620		5,106.84	0.00	
9900176-013125	9900176	Texas FIT	4.620		1,856.69	0.00	
9900177-013125	9900177	Texas FIT	4.620		49,547.93	0.00	
9900178	9900178	Texas FIT	4.620		45.39	0.00	
TX-01-0334-0005	0334-0005	Texas Class	4.402		32,523.59	1,662,098.30	
TX-01-0334-0006	0334-0006	Texas Class	4.402		19,190.79	0.00	
TX-01-0334-0007	0334-0007	Texas Class	4.402		712.72	104,338.33	
TX-01-0334-0008	0334-0008	Texas Class	4.402		16,586.99	0.00	
TX-01-0334-0009	0334-0009	Texas Class	4.402		16,374.05	12,815.09	
TX-01-0334-0014	0334-0014	Texas Class	4.402		65,233.40	10,783,504.57	
TX-01-0334-0015	0334-0015	Texas Class	4.402		1,191.49	0.00	
TX-01-0334-0021	0334-0021	Texas Class	4.402		74,458.81	781,583.67	
TX-01-0334-0024	0334-0024	Texas Class	4.402		9,580.27	0.00	
		<b>Subtotal</b>			<b>499,169.58</b>	<b>23,344,339.96</b>	<b>116,907,684.21</b>
<b>Cash Pool</b>							
PRO-3160	PRO-3160	Prosperity Bank	4.370		78,533.19	6,000,000.00	
		<b>Subtotal</b>			<b>78,533.19</b>	<b>6,000,000.00</b>	<b>21,378,308.27</b>
		<b>Total</b>			<b>577,722.77</b>	<b>29,344,339.96</b>	<b>138,285,992.48</b>

**Galveston County  
Portfolio Management  
Activity Summary  
October 2024 through September 2025**

Month End	Year	Number of Securities	Total Invested	Yield to Maturity		Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Average Days to Maturity
				360 Equivalent	365 Equivalent					
October	2024	29	257,363,467.57	4.492	4.554	0.000	6	5	106	78
November	2024	24	257,859,460.28	4.491	4.554	0.000	0	0	106	63
December	2024	24	258,358,871.06	4.491	4.553	0.000	0	0	105	47
January	2025	30	339,101,459.66	4.523	4.586	0.000	6	0	81	24
February	2025	30	359,833,173.33	4.525	4.587	0.000	0	0	76	12
March	2025	30	321,649,380.76	4.430	4.491	0.000	0	8	52	2
April	2025	22	224,475,938.22	4.404	4.465	0.000	0	6	1	1
May	2025	16	220,304,238.89	4.400	4.461	0.000	0	0	1	1
June	2025	17	207,076,550.99	4.421	4.482	0.000	1	0	1	1
July	2025	17	187,821,350.73	4.429	4.490	0.000	0	0	1	1
August	2025	17	167,052,609.67	4.431	4.492	0.000	0	0	1	1
September	2025	17	138,285,992.48	4.435	4.497	0.000	0	0	1	1
Average		23	244,931,874.47	4.456%	4.518%	0.000	1	2	44	19

**Galveston County  
Portfolio Management  
Distribution of Investments By Type  
October 2024 through September 2025**

Security Type	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	Average by Period
<b>Cash/Checking Accounts</b>													
Federal Agency Coupon Securities													
Federal Agency Disc. -At Cost													
Treasury Coupon Securities													
Certificate of Deposit Term	51.2	51.1	51.0	38.8	36.6	28.5							21.4%
Municipal Bonds													
Overnight Investment Pool	48.9	49.0	49.1	61.2	63.4	71.5	100.0	100.0	78.7	85.5	83.7	84.5	73.0%
Cash Pool									21.3	14.5	16.3	15.5	5.6%

**Galveston County  
Portfolio Management  
Interest Earnings Summary  
September 30, 2025**

	September 30 Month Ending	Fiscal Year To Date
<b>CD/Coupon/Discount Investments:</b>		
Interest Collected	0.00	4,956,146.72
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	( 0.00)	( 1,863,123.31)
Less Accrued Interest at Purchase During Period	( 0.00)	( 0.00)
Interest Earned during Period	0.00	3,093,023.41
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	3,093,023.41
<b>Pass Through Securities:</b>		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	( 0.00)	( 0.00)
Less Accrued Interest at Purchase During Period	( 0.00)	( 0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
<b>Cash/Checking Accounts:</b>		
Interest Collected	577,722.77	8,199,854.29
Plus Accrued Interest at End of Period	0.01	0.01
Less Accrued Interest at Beginning of Period	( 0.00)	( 0.00)
Interest Earned during Period	577,722.78	8,199,854.30
<b>Total Interest Earned during Period</b>	<b>577,722.78</b>	<b>11,292,877.71</b>
<b>Total Capital Gains or Losses</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Earnings during Period</b>	<b>577,722.78</b>	<b>11,292,877.71</b>

Investment Portfolio Detail  
 Fiscal Year 2024 - 2025  
 September 1 - September 30, 2025

CUSIP / Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Maturity	YTM/C	Maturity Date
<u>General Fund</u>									
<u>Cash Pool</u>									
PRO-3160	Prosperity Bank	6/18/2025	21,378,308.27	21,378,308.27	21,378,308.27	4.370	1	4.370	
<u>Overnight Investment Pool</u>									
9900171-013125	Texas FIT	1/1/2025	30,012,339.83	30,012,339.83	30,012,339.83	4.620	1	4.620	
1124-06	Texas Range	10/1/2022	3.00	3.00	3.00	4.290	1	4.290	
			<b>\$51,390,651.10</b>	<b>\$51,390,651.10</b>	<b>\$51,390,651.10</b>				
<u>Indigent Health Care Fund</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0008	Texas Class	10/1/2022	4,648,568.77	4,648,568.77	4,648,568.77	4.402	1	4.402	
			<b>\$4,648,568.77</b>	<b>\$4,648,568.77</b>	<b>\$4,648,568.77</b>				
<u>GOMESA Coastal Cnsv Fund</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0009	Texas Class	10/1/2022	4,576,911.95	4,576,911.95	4,576,911.95	4.402	1	4.402	
			<b>\$4,576,911.95</b>	<b>\$4,576,911.95</b>	<b>\$4,576,911.95</b>				
<u>Road &amp; Bridge</u>									
<u>Overnight Investment Pool</u>									
9900175-013125	Texas FIT	1/1/2025	1,391,650.16	1,391,650.16	1,391,650.16	4.620	1	4.620	
			<b>\$1,391,650.16</b>	<b>\$1,391,650.16</b>	<b>\$1,391,650.16</b>				
<u>Flood Control</u>									
<u>Overnight Investment Pool</u>									
9900178	Texas FIT	1/1/2025	12,369.96	12,369.96	12,369.96	4.620	1	4.620	
			<b>\$12,369.96</b>	<b>\$12,369.96</b>	<b>\$12,369.96</b>				
<u>Mosquito Control</u>									
<u>Overnight Investment Pool</u>									
9900176-013125	Texas FIT	1/1/2025	505,960.61	505,960.61	505,960.61	4.620	1	4.620	
			<b>\$505,960.61</b>	<b>\$505,960.61</b>	<b>\$505,960.61</b>				

Investment Portfolio Detail  
 Fiscal Year 2024 - 2025  
 September 1 - September 30, 2025

CUSIP / Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Maturity	YTM/C	Maturity Date
<u>ARPA Fund</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0014	Texas Class	10/1/2022	8,202,076.50	8,202,076.50	8,202,076.50	4.402	1	4.402	
			<b>\$8,202,076.50</b>	<b>\$8,202,076.50</b>	<b>\$8,202,076.50</b>				
<u>ARPA Emerg Rental Assist Fund</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0015	Texas Class	10/1/2022	333,918.85	333,918.85	333,918.85	4.402	1	4.402	
			<b>\$333,918.85</b>	<b>\$333,918.85</b>	<b>\$333,918.85</b>				
<u>Unld Tax Rd &amp; Ref Bond 2017</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0005	Texas Class	10/1/2022	7,561,220.39	7,561,220.39	7,561,220.39	4.402	1	4.402	
			<b>\$7,561,220.39</b>	<b>\$7,561,220.39</b>	<b>\$7,561,220.39</b>				
<u>Flood Control &amp; Rf 2017</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0006	Texas Class	10/1/2022	5,378,289.11	5,378,289.11	5,378,289.11	4.402	1	4.402	
			<b>\$5,378,289.11</b>	<b>\$5,378,289.11</b>	<b>\$5,378,289.11</b>				
<u>Lt Tax Ct Bidg Bond 2017A</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0007	Texas Class	10/1/2022	102,211.76	102,211.76	102,211.76	4.402	1	4.402	
			<b>\$102,211.76</b>	<b>\$102,211.76</b>	<b>\$102,211.76</b>				
<u>Unlimited Tax Road Bonds 2019</u>									
<u>Overnight Investment Pool</u>									
TX-01-0334-0021	Texas Class	10/1/2022	20,136,793.30	20,136,793.30	20,136,793.30	4.402	1	4.402	
			<b>\$20,136,793.30</b>	<b>\$20,136,793.30</b>	<b>\$20,136,793.30</b>				
<u>Debt Service</u>									
<u>Overnight Investment Pool</u>									

Investment Portfolio Detail  
 Fiscal Year 2024 - 2025  
 September 1 - September 30, 2025

CUSIP / Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Maturity	YTM/C	Maturity Date	
9900177-013125	Texas FIT	1/1/2025	13,502,151.84	13,502,151.84	13,502,151.84	4.620	1	4.620		
<u>Retiree Life Reserve</u>			<b>\$13,502,151.84</b>	<b>\$13,502,151.84</b>	<b>\$13,502,151.84</b>					
<b>Overnight Investment Pool</b>										
9900172-013125	Texas FIT	1/1/2025	17,858,309.03	17,858,309.03	17,858,309.03	4.620	1	4.620		
<u>Self Insurance Reserve Fund</u>			<b>\$17,858,309.03</b>	<b>\$17,858,309.03</b>	<b>\$17,858,309.03</b>					
<b>Overnight Investment Pool</b>										
TX-01-0334-0024	Texas Class	10/1/2022	2,684,909.15	2,684,909.15	2,684,909.15	4.402	1	4.402		
			<b>\$2,684,909.15</b>	<b>\$2,684,909.15</b>	<b>\$2,684,909.15</b>					
<b>Total</b>			<b>138,285,992.48</b>	<b>138,285,992.48</b>	<b>138,285,992.48</b>					

**Investment Portfolio Summary**  
**Fiscal Year 2024 - 2025**  
**September 1 - September 30, 2025**

General Fund	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
Cash Pool	21,378,308.27	21,378,308.27	21,378,308.27	42.00%	1	1
Overnight Investment Pool	30,012,342.83	30,012,342.83	30,012,342.83	58.00%	1	1
	<b>\$51,390,651.10</b>	<b>\$51,390,651.10</b>	<b>\$51,390,651.10</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>

**Total Earnings**                    \$219,780.40

**Effective Rate of Return**            4.40%

**Indigent Health Care Fund**

Overnight Investment Pool	4,648,568.77	4,648,568.77	4,648,568.77	100.00%	1	1
	<b>\$4,648,568.77</b>	<b>\$4,648,568.77</b>	<b>\$4,648,568.77</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>

**Total Earnings**                    \$16,586.99

**Effective Rate of Return**            4.36%

**GOMESA Coastal Cnsv Fund**

Overnight Investment Pool	4,576,911.95	4,576,911.95	4,576,911.95	100.00%	1	1
	<b>\$4,576,911.95</b>	<b>\$4,576,911.95</b>	<b>\$4,576,911.95</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>

**Total Earnings**                    \$16,374.05

**Effective Rate of Return**            4.36%

**Road & Bridge**

Overnight Investment Pool	1,391,650.16	1,391,650.16	1,391,650.16	100.00%	1	1
	<b>\$1,391,650.16</b>	<b>\$1,391,650.16</b>	<b>\$1,391,650.16</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>

**Total Earnings**                    \$5,106.84

Investment Portfolio Summary  
Fiscal Year 2024 - 2025  
September 1 - September 30, 2025

General Fund	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
<b>Effective Rate of Return</b>	4.48%					
<b>Flood Control</b>						
Overnight Investment Pool	12,369.96	12,369.96	12,369.96	100.00%	1	1
<b>Total Earnings</b>	<b>\$45.39</b>		<b>\$12,369.96</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Effective Rate of Return</b>	4.48%					
<b>Mosquito Control</b>						
Overnight Investment Pool	505,960.61	505,960.61	505,960.61	100.00%	1	1
<b>Total Earnings</b>	<b>\$1,856.69</b>		<b>\$505,960.61</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Effective Rate of Return</b>	4.48%					
<b>ARPA Fund</b>						
Overnight Investment Pool	8,202,076.50	8,202,076.50	8,202,076.50	100.00%	1	1
<b>Total Earnings</b>	<b>\$65,233.40</b>		<b>\$8,202,076.50</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>
<b>Effective Rate of Return</b>	4.36%					
<b>ARPA Emerg Rental Assist Fund</b>						
Overnight Investment Pool	333,918.85	333,918.85	333,918.85	100.00%	1	1
<b>Total Earnings</b>	<b>\$1,191.49</b>		<b>\$333,918.85</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>

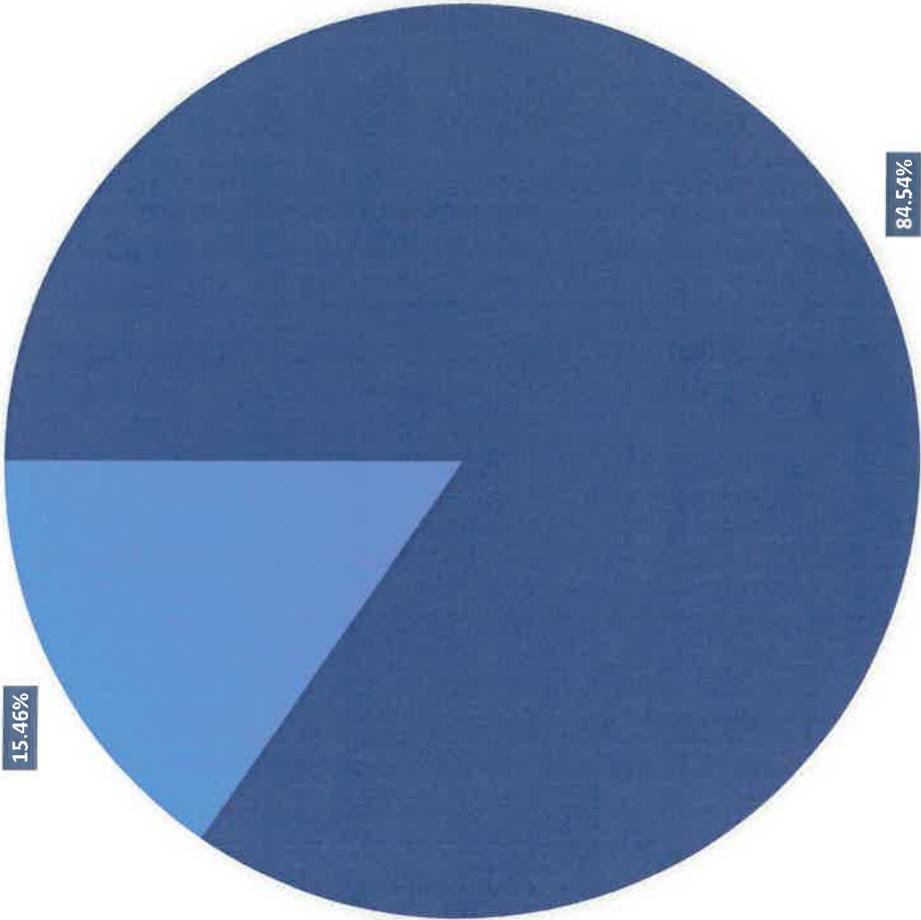
**Investment Portfolio Summary**  
**Fiscal Year 2024 - 2025**  
**September 1 - September 30, 2025**

General Fund	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
<b>Effective Rate of Return</b>	<b>4.36%</b>					
<b>Unld Tax Rd &amp; Ref Bond 2017</b>						
Overnight Investment Pool	7,561,220.39	7,561,220.39	7,561,220.39	100.00%	1	1
	<b>\$7,561,220.39</b>	<b>\$7,561,220.39</b>	<b>\$7,561,220.39</b>	100.00%	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$32,523.59</b>					
<b>Effective Rate of Return</b>	<b>4.36%</b>					
<b>Flood Control &amp; Rf 2017</b>						
Overnight Investment Pool	5,378,289.11	5,378,289.11	5,378,289.11	100.00%	1	1
	<b>\$5,378,289.11</b>	<b>\$5,378,289.11</b>	<b>\$5,378,289.11</b>	100.00%	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$19,190.79</b>					
<b>Effective Rate of Return</b>	<b>4.36%</b>					
<b>Lt Tax Ct Bldg Bond 2017A</b>						
Overnight Investment Pool	102,211.76	102,211.76	102,211.76	100.00%	1	1
	<b>\$102,211.76</b>	<b>\$102,211.76</b>	<b>\$102,211.76</b>	100.00%	<b>1</b>	<b>1</b>
<b>Total Earnings</b>	<b>\$712.72</b>					
<b>Effective Rate of Return</b>	<b>4.36%</b>					
<b>Unlimited Tax Road Bonds 2019</b>						
Overnight Investment Pool	20,136,793.30	20,136,793.30	20,136,793.30	100.00%	1	1
	<b>\$20,136,793.30</b>	<b>\$20,136,793.30</b>	<b>\$20,136,793.30</b>	100.00%	<b>1</b>	<b>1</b>

**Investment Portfolio Summary**  
**Fiscal Year 2024 - 2025**  
**September 1 - September 30, 2025**

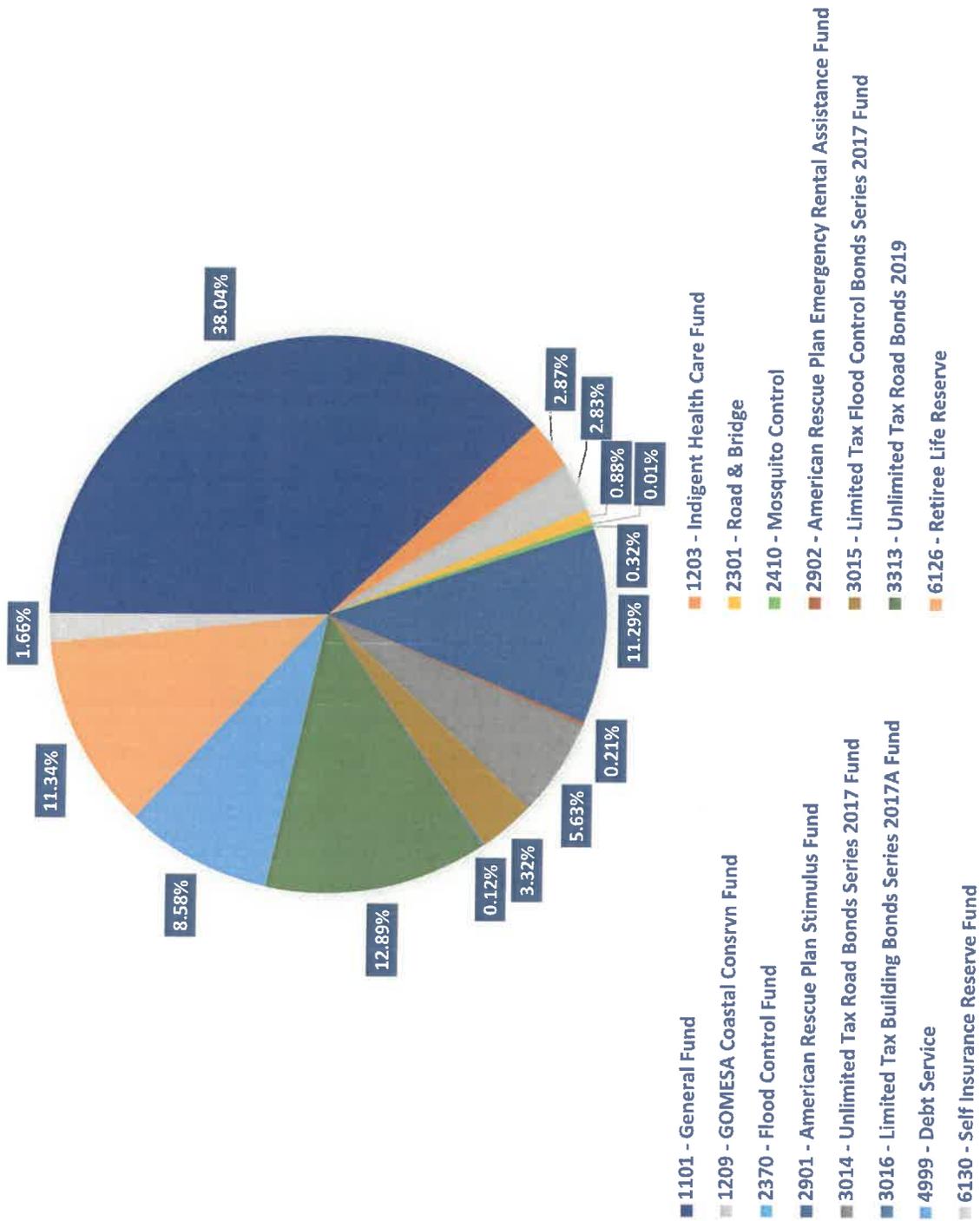
General Fund	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity
<b>Total Earnings</b>	\$74,458.81					
<b>Effective Rate of Return</b>	4.36%					
<b>Debt Service</b>						
Overnight Investment Pool	13,502,151.84	13,502,151.84	13,502,151.84	100.00%	1	1
<b>Total Earnings</b>	\$49,547.93	\$13,502,151.84	\$13,502,151.84	100.00%	1	1
<b>Effective Rate of Return</b>	4.48%					
<b>Retiree Life Reserve</b>						
Overnight Investment Pool	17,858,309.03	17,858,309.03	17,858,309.03	100.00%	1	1
<b>Total Earnings</b>	\$65,533.42	\$17,858,309.03	\$17,858,309.03	100.00%	1	1
<b>Effective Rate of Return</b>	4.48%					
<b>Self Insurance Reserve Fund</b>						
Overnight Investment Pool	2,684,909.15	2,684,909.15	2,684,909.15	100.00%	1	1
<b>Total Earnings</b>	\$9,580.27	\$2,684,909.15	\$2,684,909.15	100.00%	1	1
<b>Effective Rate of Return</b>	4.36%					
<b>Total Earnings</b>	\$577,722.78					

# Book Value by Investment Type

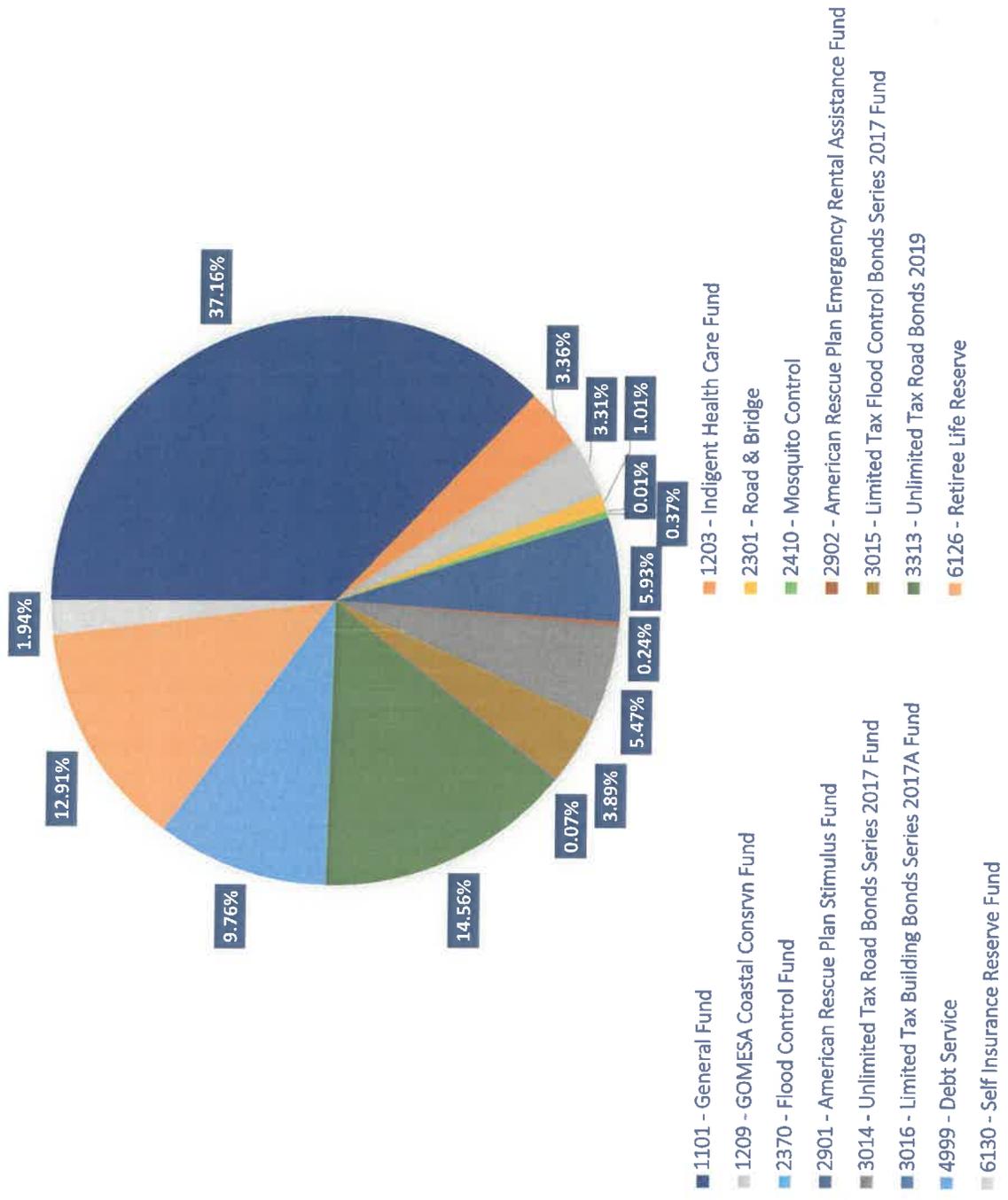


■ Overnight Investment Pool    ■ Cash Pool

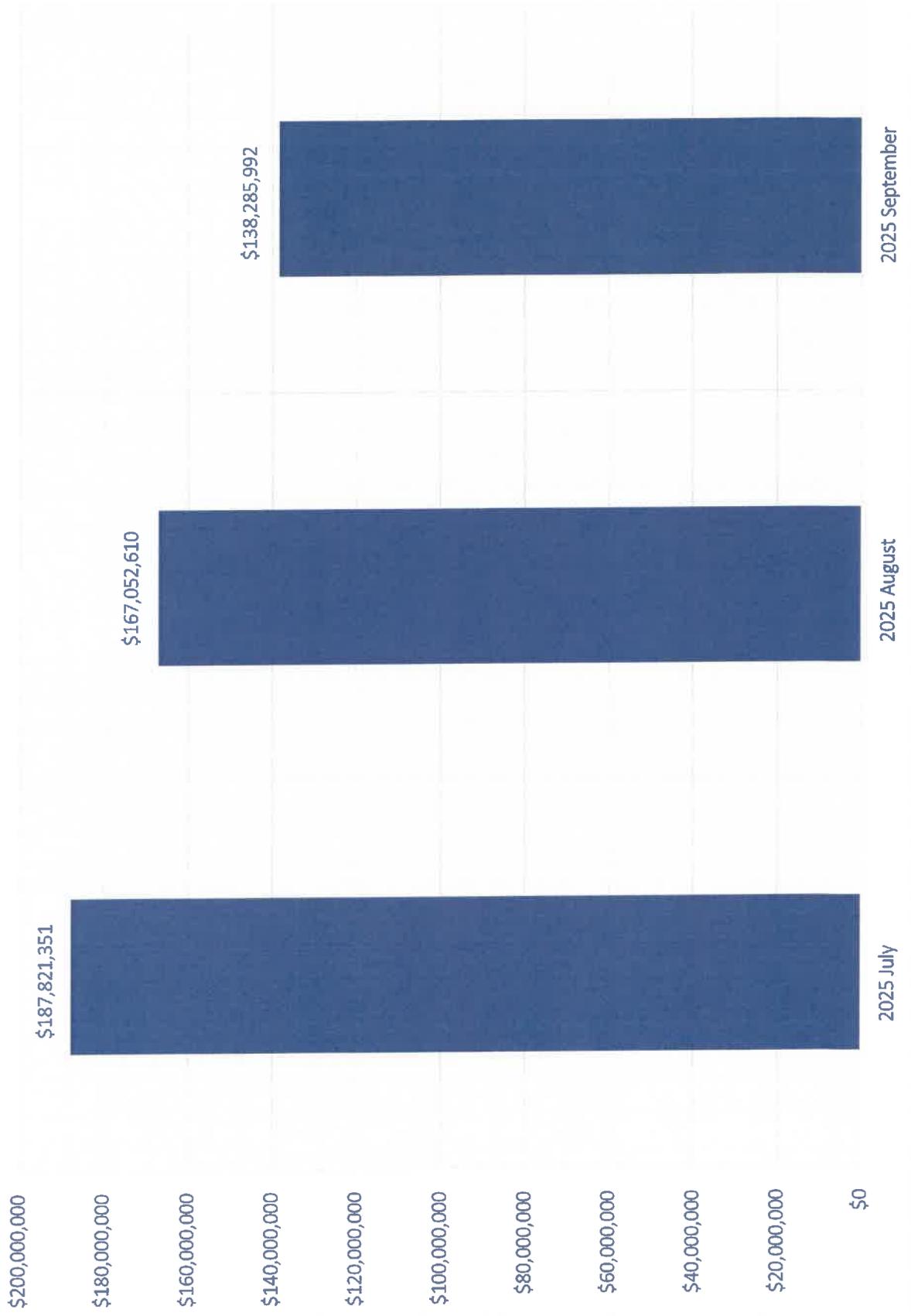
# Investment Portfolio Summary



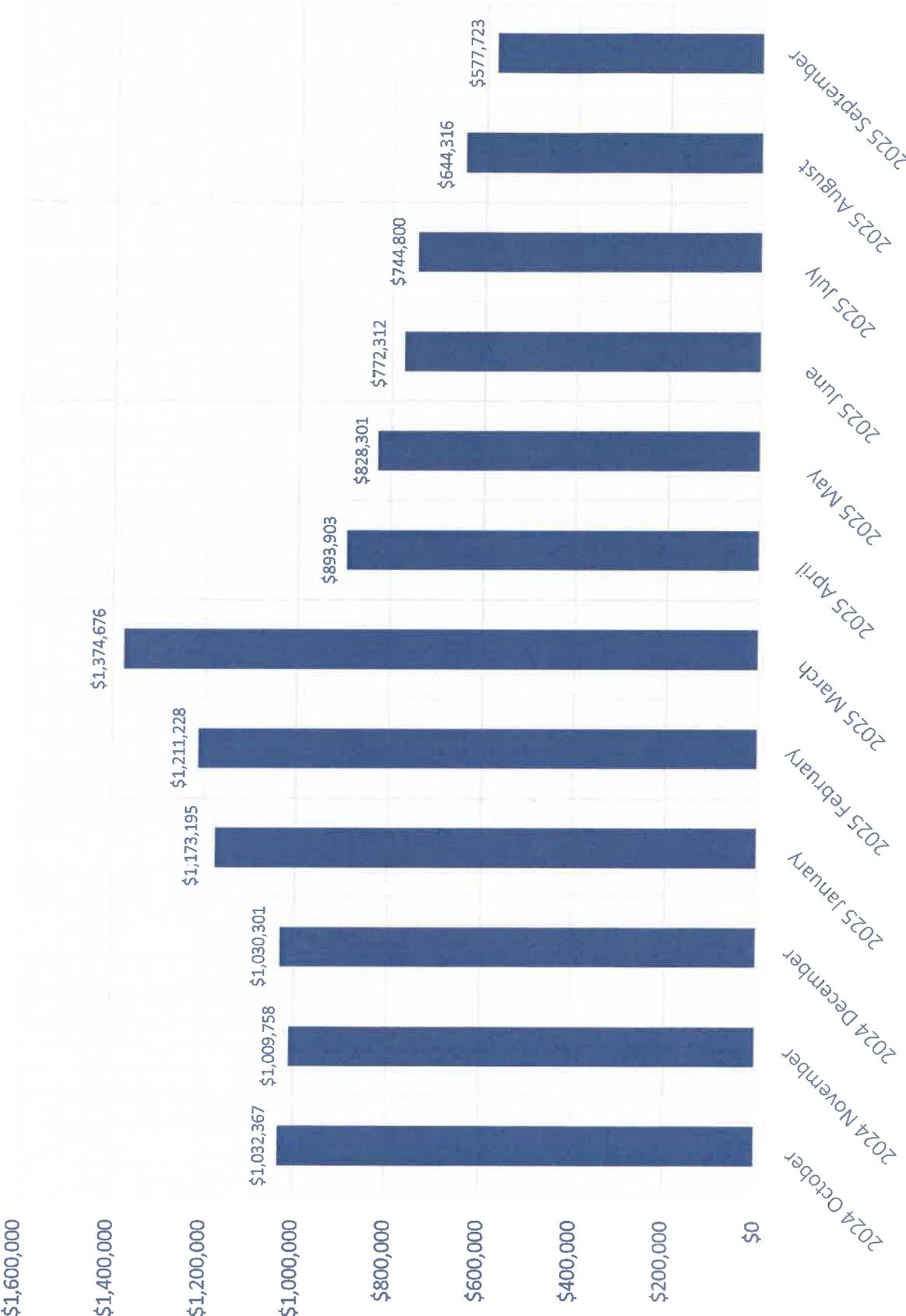
# Investment Portfolio Detail



### Book Value History



# Earnings History





# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*17.**

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Consideration of approval of reappointments to the Harris-Galveston Subsidence District submitted by the County Judge

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	1/9/26 12:19 pm

### History of Legislative File

Ver.	Acting Body	Date	Action	Sent To	Due Date	Return Date	Result
1	Commissioners Court Special Meeting	01/16/2026	deferred	Commissioners Court			

**Action Text:** (NO ACTION TAKEN)

# HARRIS-GALVESTON SUBSIDENCE DISTRICT

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Consideration of approval of (re)appointment of the following individuals to the above-mentioned board:

1. Jason Long – for a term ending 01/31/2028
2. William Alcorn – for a term ending 01/31/2028



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*18.**

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Consideration of approval for Galveston County Parks and Cultural Services Department to accept a donation of a memorial bench from Caitlin Schanzer to be installed at Paul Hopkins Park in Dickinson, submitted by Parks and Cultural Services Department.

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 10:28 am

Dear Commissioners Court,

I am writing to respectfully request consideration for the placement of a memorial bench with a plaque at Paul Hopkins Park in honor of my grandfather, whom we tragically lost on April 9, 2024.

My grandfather was a steady, loving presence in our family, and his legacy continues through his great-grandchildren. He shared a particularly special bond with my son, Canton. He showed up for him in the quiet, meaningful ways that matter most, cheering him on, telling him stories, and teaching him the value of hard work, kindness, and family.

Since, our family has grown, and there are now even more great-grandchildren who never had the chance to get to know him the way Canton did. Canton would love to be able to show them how much Paul Hopkins Park meant to him and his great-grandfather, and to share the stories and memories they created there. A memorial bench would give him a tangible way to help keep his great-grandfather's memory alive for the younger children as they grow.

Paul Hopkins Park holds a special place in our hearts. It is where Litten and Canton spent countless afternoons playing, laughing, and simply being boys. It is a place filled with joy and connection for our family. Having a memorial bench there would give the grandchildren a physical place to sit, reflect, and remember their great-grandfather as they grow. It would allow his memory to remain woven into the everyday moments that matter most.

We would be honored to work with the county on any guidelines, requirements, or costs necessary to make this possible. If approved, our family would assume all associated costs. Thank you for your time and consideration. It would mean more to our family than words can express.

Sincerely,

Caitlin Schanzer



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*19.**

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Consideration of authorization to extend the closure of the Bayshore boat ramp located at Bayshore Park in Bacliff for construction through May 2026 with signs posted, submitted by Parks and Cultural Services Department.

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 5:25 pm



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*20.**

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Consideration for the County Judge to sign Designated Agent Form EAB243N for Texas Department of Licensing & Regulation for Galveston County Health District Offices & Services at 9850-A Emmett F Lowry Expy A108 Texas City, TX 77591 submitted by Facilities.

### Approval History

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/3/26 12:43 pm
2	Dianna Martinez	Approve	3/6/26 2:38 pm



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

*techinfo@tdlr.texas.gov • www.tdlr.texas.gov*

## DESIGNATED AGENT FORM INSTRUCTIONS

UNLESS OTHERWISE INDICATED, ALL SECTIONS ARE REQUIRED AND MUST BE CORRECTLY FILLED OUT FOR THE PROJECT FORM TO BE PROCESSED. Failure to include all information will result in a processing delay and the form will be returned to the project owner. Form must be completed in print or type.

A building owner, per Texas Government Code Sec. 469.058, is responsible for any violation of the Elimination of Architectural Barriers program laws or rules and may be subject to administrative penalties for any violation. An employee of the person(s) that hold title to the constructed property are considered the owner. Parent entities, owning partners, or other employees cannot sign on the Owner's behalf without either the TDLR Owner Agent Designation Form or the TDLR Limited Liability Ownership Form on file.

**IMPORTANT:** If a valid Designated Agent Form is not on file, a Designated Agent cannot act on behalf of a building or facility owner or submit forms, and TDLR staff will not discuss a project with the individual.

1. **PROJECT INFORMATION** – Provide information about the project for which you are designating an agent to act on your behalf. The agent designated in this form is only authorized to act as your representative for the project listed on this form. A separate form must be submitted for each project.
  - **PROJECT NAME** – Provide the complete name of the project as currently registered in TABS (example: CLASSROOM ADDITION).
  - **TDLR PROJECT #** – Provide the complete TDLR Project number assigned to the project. This form may not be submitted prior to registration of your project.
  - **BUILDING OR FACILITY NAME** – Provide the name of the building or facility as currently registered in TABS.
  - **CAD ACCOUNT #** – Provide the real or commercial property ID or account number from the county appraisal district where the project is located. Do not provide a business or personal account number, as they are incorrect. If the project is not located at a single location, such as public right-of-way projects, the field is not applicable.
  - **PHYSICAL ADDRESS** – Provide the physical address of the project as registered in TABS, including the suite number (if applicable). If no physical address is available at the time of submission, provide the physical description of the project location as registered in TABS. Post office boxes will not be accepted.
2. **OWNER INFORMATION** – Provide information about the building or facility owner. **The owner is required to sign this form.**
  - **BUSINESS TYPE** – Check the box that indicates how the owner of the building or facility is organized.
  - **BUILDING/FACILITY OWNER** – Provide the full name of the building/facility owner as it is found in CAD database of the county in which the building/facility is located.
  - **NAME OF OWNER'S REPRESENTATIVE** – Provide the full name of an individual or the employee of the building or facility owner if the owner is a trust, business, or government entity. This person can be contacted for questions about the project for this form and is required to sign this form for it to be valid.
  - **ADDRESS** – Provide the Owner's mailing address. The mailing address provided is where we will send project related mail. A post office box can be used.
  - **PHONE** – Provide the Owner's phone number.
  - **EMAIL** – Provide the Owner's email address.
  - **REPRESENTATIVE TITLE** – Provide the title of the owner's representative or association with owning entity.
3. **DESIGNATED AGENT INFORMATION** – Provide the name and contact information for the individual or business who will act as the designated agent for the building or facility owner. The designated agent is authorized to sign and submit forms on behalf of the owner.
  - **NAME OF DESIGNATED AGENT** – Provide the full name of the individual or business that will serve as the Designated Agent for the Owner.
  - **NAME OF AGENT'S REPRESENTATIVE** – Provide the full name of the individual or employee of the business that will serve as the Designated Agent for the Owner listed in this section (if applicable).
  - **ADDRESS** – Provide the Designated Agent's mailing address. A post office box can be used.
  - **PHONE** – Provide the Designated Agent's phone number.
  - **EMAIL** – Provide the Designated Agent's email address.

## DESIGNATED AGENT FORM INSTRUCTIONS, cont'd

4. **OWNER'S ACKNOWLEDGMENT** – After reading the acknowledgment, print your name, provide your title, and sign and date the form. By signing this form, you acknowledge that you have read and understand the statement and are aware of your responsibilities as a building or facility owner. You agree to grant the designated agent listed on the form authority to act on your behalf when communicating with and submitting documentation to TDLR. *The person signing this acknowledgment must be the person listed in Section 2. **The agent designated in Section 3 cannot sign this form.***

Once complete, signed, and on file in the Texas Architectural Barriers online System (TABS) the agent is authorized to:

- (1) submit project information changes;
- (2) request a waiver or variance;
- (3) make a request for inspection;
- (4) communicate with the department on behalf of the owner about the registered project;
- (5) receive communications from a registered accessibility specialist; and
- (6) submit verification of corrections to a registered accessibility specialist and the department

### SEND YOUR COMPLETED DOCUMENTS TO:

Project associated Registered Accessibility Specialist (RAS)

### OR

Texas Department of Licensing and Regulation  
P.O. Box 12157  
Austin, TX 78711-2157  
[techinfo@tdlr.texas.gov](mailto:techinfo@tdlr.texas.gov)

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at:  
<https://www.tdlr.texas.gov/ab/ab.htm>.

For assistance with this form, you may contact [techinfo@tdlr.texas.gov](mailto:techinfo@tdlr.texas.gov). You may contact Customer Service Representatives at (800) 803- 9202 (in state only) or (512) 463-6599; Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday from 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

### TDLR Public Information Act Policy:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the TDLR Public Information Act Policy at:  
<https://www.tdlr.texas.gov/disclaimer.htm#PublicInfoPolicy>.



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157  
techinfo@tdlr.texas.gov • www.tdlr.texas.gov

## ARCHITECTURAL BARRIERS DESIGNATED AGENT FORM

**YOU MUST COMPLETE ALL SECTIONS OF THIS FORM FOR IT TO BE PROCESSED. INCOMPLETE FORMS WILL NOT BE CONSIDERED.** THE PERSON LISTED AS A DESIGNATED AGENT ON THIS FORM IS AUTHORIZED TO SUBMIT DOCUMENTS ON BEHALF OF THE OWNER AND ACT AS AN AGENT.

Texas Administrative Code Chapter 68.42(a) requires this form to be complete and signed by the owner or an individual employed by the owner if the owner wishes to designate an agent.

### 1. PROJECT INFORMATION

Project Name: Galveston County Office Renovations TDLR Project #: TABS2026013582  
Building or Facility Name: Galveston Cty. Health District Offices & Services CAD Account #: 48920000002000  
Physical Address: 9850-A Emmett F Lowry Expy A108 Texas City, TX 77591  
(Street Number, Street Name, Suite Number, City, State, Zip Code)

### 2. OWNER INFORMATION

**(TO BE VALID, THIS INFORMATION MUST BE SIGNED BY THE OWNER LISTED IN THIS SECTION)**

Business Type: (Select one)

Individual  Sole Proprietorship  Corporation  Trust or Estate

Other: \_\_\_\_\_  
(NOTE: For LPs, LLPs, LLCs Form EAB247N must be on file in order to designate another entity as the project agent.)

Building/Facility Owner: Galveston County Name of Owner's Representative: Misty Whitmer  
(If owner is Trust, Business, or Government Entity)

Address: 722 Moody Ave, Galveston, TX 77550  
(Street Number, Street Name, Suite Number, City, State, Zip Code)

Phone Number: 409-770-5409 Email Address: misty.whitmer@galvestoncountytexas.gov

### 3. DESIGNATED AGENT INFORMATION

Name of Designated Agent: Joiner Architects, Inc. Name of Agent's Representative: Joby Copley  
(If owner is Trust, Business, or Government Entity)

Address: 700 Rockmead Drive, Suite 265, Kingwood, TX 77339  
(Street Number, Street Name, Suite Number, City, State, Zip Code)

Phone Number: 281-359-6401 Email Address: jobyc@joinerarchitects.com

### 4. OWNER'S ACKNOWLEDGMENT

**THE OWNER OR OWNER'S REPRESENTATIVE MUST SIGN THIS FORM. THIS FORM WILL BE REJECTED IF SIGNED BY THE DESIGNATED AGENT.**

By signing and submitting this form, I authorize the individual or business listed in Section 3 of this form to serve as the Designated Agent for the project identified above. I understand that as the owner of the building or facility listed in Section 1 of this form, I remain responsible for compliance with all requirements for this project set forth in Chapter 469, Texas Government Code, and Title 16, Chapter 68, Texas Administrative Code.

Mark Henry  
Printed Name of Owner

Galveston County Judge  
Owner's Title

\_\_\_\_\_  
Building/Facility Owner Signature

\_\_\_\_\_  
Date Signed



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*21.**

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/3/2026
- 2) **Contract Type:** Expense
- 3) **Renewal Contract:** Yes
- 4) **Department Name:** Facilities
- 5) **Department Contact:** Misty Witmer
- 6) **Description:** Amendment 1 to RFP B242015, Generator Maintenance
  
- 7) **PEID No:** 715038
- 8) **Req No:**
- 9) **Orgkey:** 1101-170100
- 10) **Object Code:** Repair and Maintenance for Equipment-Services
- 11) **Vendor:** Land and Sea Services 1 Inc
- 12) **Vendor Contract No:** SC-0000582

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** General
- 14) **Fund #:** 1101
- 15) **Current Year Budgeted:**
- 16) **Current Year Projected:**
- 17) **Year 2:**
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:**

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 6/4/2024
- 23) **Auto Renewal Contract:** No
- 24) **Bid No:** B242015
- 25) **Contract End Date:** 6/3/2026
- 26) **Contract # Issued by Purchasing Department:** CM24175 (SC-0000582)

**NOTES:** Contract awarded 06/4/2024

### Approval History

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Seq #	Approver	Action	Action Date
1	Lauren Michaels	Approve	3/3/26 5:48 pm
2	Misty Witmer	Approve	3/4/26 9:33 am
<b>Notes:</b>	Will add signed document once received from vendor.		
3	Melissa Fleming	Approve	3/4/26 3:43 pm
4	Francisco Rodriguez	Approve	3/5/26 9:47 am
5	Rodolfo Gomez	Escalated	3/5/26 3:21 pm
6	Christian Monterrubio	Approve	3/5/26 4:01 pm
7	Diana Huallpa	Approve	3/5/26 4:29 pm
8	Sergio Cruz	Approve	3/5/26 5:52 pm
9	Veronica Van Horn	Approve	3/9/26 12:51 pm
<b>Notes:</b>	Approved per VVH - DGM		

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## Contract Amendment No. 1

### RFP B242015 – Generator Maintenance & Repair Services Galveston County and Land and Sea Services, LLC

This Contract Amendment No. 1 (“Amendment”) is entered into by and between **Galveston County, Texas** (“County”) and **Land and Sea Services, LLC** (“Contractor”). This Amendment modifies the original Agreement awarded under **RFP B242015**. All terms, conditions, and provisions of the original Agreement remain in full force and effect except as expressly modified herein. The effective date of the amendment is March 16, 2026.

#### 1. Parts & Equipment Pricing – New Pricing Structure

The Agreement is amended to add the following pricing provisions for parts and equipment used in the performance of services under this contract:

- **Contractor dealer parts/equipment:** Cost + 10%
- **Non-contract parts/equipment:** Cost + 10%

For purposes of this section, “Cost” means the Contractor’s actual, verifiable cost from the manufacturer or supplier. Contractor shall provide documentation of cost.

#### 2. Additional Services Pricing – New Service Categories

The Agreement is amended to include the following additional service categories and pricing:

- **Equipment rental services:** Cost + 10%
- **Miscellaneous services:** Cost + 10%

Contractor shall provide supporting documentation for all cost-based charges, including invoices, rental agreements, or other proof of cost.

#### 3. Contract Inventory Adjustments

The Agreement is amended to include the following provision:

**Add/Delete of Generators:** The County may, at its sole discretion, **add or delete generators** from the contract inventory at any time during the term of the Agreement. Pricing for added units shall follow the established contract rates. Deleted units shall no longer incur charges after the effective date of removal.

#### 4. Change Order Clause – Major Generator Repairs

The Agreement is amended to include the following provision:

**Change Orders for Major Repairs:** Major generator repairs that exceed routine maintenance or minor corrective work may be authorized by the County through a **written Change Order**. No

major repair work shall begin until the County issues written approval. Change Orders shall include a scope of work, cost estimate, and schedule, and shall be billed in accordance with the pricing provisions of this Agreement. The attached Change Order template will be used see Exhibit A.

**5. Effect of Amendment**

Except as modified herein, all other terms and conditions of the Agreement remain unchanged and in full force and effect.

**Land And Sea Services LLC**

**By:**

\_\_\_\_\_  
Larry Alexander

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

**Galveston County**

**By:**

\_\_\_\_\_  
Mark Henry, County Judge

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

Attest:

\_\_\_\_\_  
Dwight D. Sullivan, County Clerk

**CHANGE ORDER RFP B242015 – Generator Maintenance & Repair Services**

**Contractor: Land and Sea Services, LLC**

**Change Order No.:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **Contract No.:** \_\_\_\_\_

**1. Purpose of Change Order**

This Change Order authorizes major generator repairs, additional services, or modifications under the Agreement awarded through **RFP B242015 – Generator Maintenance & Repair Services**. All work must comply with the pricing, documentation, and approval requirements established in the Agreement and Amendment No. 1.

**2. Description of Work**

**Scope of Work:** \_\_\_\_\_

**Generator/Equipment Affected:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**3. Reason for Change** (Examples: major repair required, equipment failure, inspection findings, additional service request, unforeseen condition.)

\_\_\_\_\_  
\_\_\_\_\_

**4. Cost Impact-**All pricing must follow the contract’s approved structure, including:

- Contractor dealer parts/equipment: **Cost + 10%**
- Non-contract parts/equipment: **Cost + 10%**
- Equipment rental services: **Cost + 10%**
- Miscellaneous services: **Cost + 10%**

**Cost Breakdown:**

- Parts/Equipment: \$ \_\_\_\_\_
- Labor: \$ \_\_\_\_\_
- Equipment Rental (if applicable): \$ \_\_\_\_\_
- Miscellaneous Services (if applicable): \$ \_\_\_\_\_
- Other: \$ \_\_\_\_\_

**Total Change Order Amount:** \$ \_\_\_\_\_

**Required Attachments:**

- Supplier/manufacturer invoices (itemized) • Rental agreements • Cost documentation
- Photos, inspection reports, or technical notes (if applicable)

**5. Schedule Impact**

No schedule impact

Revised completion date: \_\_\_\_\_

Additional time required: \_\_\_\_\_ days

Explanation: \_\_\_\_\_  
\_\_\_\_\_

**6. Authorization**

No work under this Change Order may begin until all signatures are obtained.

**Contractor Certification**

I certify that the costs, scope, and supporting documentation provided in this Change Order are accurate and comply with the Agreement.

**Land And Sea Services LLC:**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**County Authorization**

This Change Order is approved and authorized under the terms of the Agreement for RFP B242015.

Facilities: \_\_\_\_\_ Date: \_\_\_\_\_  
Misty Witmer, Director

\_\_\_\_\_ Date: \_\_\_\_\_  
Mark Henry, County Judge

**7. Attachments**-Supporting documentation to be attached to the change order, acceptable items include:

- Cost documentation-Proposal
- Technical specifications or scope details
- Photos, inspection reports, or supporting materials



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*22.**

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Consideration of authorization for the County Judge to sign contract for election services between Bacliff Municipal Utility District and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/2/26 5:47 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Brad Bingham on behalf of Bealiff MUD ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Election of Three (3) Directors  
Maintenance Tax Election

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27- Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
*[See Section 2.3 below]*

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
**\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.**
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

- 2. *Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election.**
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

**[See Section 1.7 for additional information on the selection of countywide polling places]**

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. **[See Section 1.8]**
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. **[See Section 1.8 for related information on ballot proofing]**

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
3. **Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
4. **Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
5. **Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
  - h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
  - i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
  - j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
  - k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
  - l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
  - m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$.50** per sheet.
  - n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. **The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).**
  - o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.
- 6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination

prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Brad Bingham  
(Please Print)

\_\_\_\_\_  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*23.**

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Consideration of authorization for the County Judge to sign contract for election services between City of Bayou Vista and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/2/26 4:59 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

This Contract is made and entered into this 27 day of January, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Danny Ramin on behalf of City of Bayou Vista "Entity").

This Contract is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: General / Special

May 2, 2026  
Election Date

TBD  
Runoff Election Date

Early Voting will be held on April 20-24, 2026 from 8 a.m. to 5 p.m., Monday, April 27-Tuesday, April 28, 2026 from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
*[See Section 2.3 below]*

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
*[See sections 2.6 and 2.7 for related information]*  
*\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.*
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

2. ***Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

**[See Section 1.7 for additional information on the selection of countywide polling places]**

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. **[See Section 1.8]**
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. **[See Section 1.8 for related information on ballot proofing]**

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the Information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
3. **Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
4. **Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
5. **Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
***Cost \$100 per poll pad***
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
***Cost: Total amount reimbursable by the Entity.***
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
***Cost: up to \$500.***
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
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**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Lillian Salinas      409.935.8348  
Name                                      Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
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As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

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**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

City of Bayou Vista  
2929 Hwy 6  
Bayou Vista, TX.  
77563

Phone: 409.935.8348  
Email: citysecretary@bayouvista.us

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
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prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
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- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
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  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this 27 day of January, 2026.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Danny Rambin  
(Please Print)

Danny Rambin  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*24.**

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Consideration of authorization for the County Judge to sign contract for election services between City of Dickinson and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 11:37 am

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 13 day of January, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Chaise Cary on behalf of the City of Dickinson, Texas ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: - Electing a Mayor and City Council Position 1, Position 3, and Position 5  
-Proposed Charter Amendments  
-Reauthorizing the local sales and use tax for maintenance and repair of municipal streets.  
-Proposition to reduce the sales and use tax for the benefit of the Dickinson Economic Development Corporation and increase the City's sales and use tax for general revenue.

**May 2, 2026**  
Election Date

**TBD**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable

to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.

- 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**
- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity ***\*and where possible the candidates running for office***, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
***\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.***
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

2. ***Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.

2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***

2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**

- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.
  - 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
  - 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
3. **Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
  4. **Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
    - a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
    - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
  5. **Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
    - a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
***Cost: \$100 per kit***
    - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
***Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.***
    - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
***Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.***
    - d) Transport the voting machines and equipment to and from the voting locations.  
***Cost: \$200 delivery per location***
    - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.

***Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.***

- f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.

***Cost: Included in the 10% election fee***

- h) Conduct early voting and Election Day Voting training.

***Cost: \$75 per person per class***

- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.

***Cost \$100 per poll pad***

- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.

- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.

***Cost: Total amount reimbursable by the Entity.***

- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.

***Cost: up to \$500.***

- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.

- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***

- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County’s authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity’s authorized representative for all purposes of this contract is:

Claude Allen Oliver

281-337-2489

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision’s requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In

addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

Claude Allen Oliver

City of Dickinson

Phone: 281-337-6217

4403 Hwy 3, Dickinson, TX 77539

Email: coliver@dickinsontexas.gov

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the

Regulations), which are incorporated herein by reference and made a part of this contract.

- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Chaise Cary  
(Please Print)

Chaise Cary  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*25.**

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Consideration of authorization for the County Judge to sign contract for election services between City of Friendswood and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/3/26 10:18 am

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 6<sup>th</sup> day of January, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Morad Kabiri, City Manager on behalf of City of Friendswood ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Election of persons to the following offices:

1. Councilmember, Position 2 and
2. Councilmember, Position 5.

**May 2, 2026**  
Election Date

**TBD**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27–Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

**1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.

- 1.1. Program, or arrange to have programmed, the ballot.
- 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible and within the time limits established under Texas Election Code §127.093. In addition, it will be performed during normal business hours and open to the public.
- 1.3. Provide all election services, as required by law, for all portions of Galveston County.
- 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.

- 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**
- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity ***\*and where possible the candidates running for office***, a sample ballot for them to proof and approve or provide corrections.  
**[See Sections 2.6 and 2.7 for related information]**  
  
***\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.***
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see Section **5 Fee Schedule of Galveston County** below.

**2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5. It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once

the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall, if possible, post notice at the entrance to the previous polling place stating that the location has changed and providing the location of the new polling place.

***[See Section 1.8 for additional information on the selection of countywide polling places]***

- 2.6. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.9]***
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The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.9 for related information on ballot proofing]***

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- 2.9. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.
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- 2.11. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
***Cost: \$100 per kit***
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***Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.***
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
***Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.***
  - d) Transport the voting machines and equipment to and from the voting locations.  
***Cost: \$200 delivery per location***
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.

**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**

- f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.  
**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**
- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. **The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).**
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs in compliance with Chapter 2251 of the Texas Government Code.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

<u>Raquel Martinez, City Secretary</u>	<u>281-996-3277</u>
Name	Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under Section 31.122.

As set forth in Texas Election Code §31.099, not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity, to the extent allowed by law, shall be solely responsible for all costs and defense of that suit. In addition, to the extent allowed by law, the Entity shall be required to provide adequate legal counsel for Galveston County. Any settlement

by Galveston County shall be at its sole cost and expense and the Entity shall have no responsibility therefor.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

***Galveston County:***

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

***Entity:***

*City of Friendswood*  
*Attn: Raquel Martinez, City Secretary*  
*910 S Friendswood Dr.*  
*Friendswood, TX 77546*  
*281-996-3277*  
[rmartinez@friendswood.com](mailto:rmartinez@friendswood.com)

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.

- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity: City of Friendswood**

Name: Morad Kabiri  
(Please Print)

  
\_\_\_\_\_  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**

Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*26.**

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Consideration of authorization for the County Judge to sign contract for election services between City of Galveston and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/3/26 10:26 am

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Brian Maxwell on behalf of City of Galveston ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: General Election - May 2, 2026

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
**\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.**
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

- 2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election**.
- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

**[See Section 1.7 for additional information on the selection of countywide polling places]**

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. **[See Section 1.8]**
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. **[See Section 1.8 for related information on ballot proofing]**

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$.50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. **The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).**
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.



**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

City of Galveston  
823 Rosenberg, Suite 201 Phone: 409-797-3510  
Galveston, TX 77550 Email: jwilliams@galvestontx.gov

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination

prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Daniel J. Buckley  
(Please Print)

- City Manager (Deputy CM)       Mayor
- Superintendent                       President
- City Secretary                           Other
- Chair County Executive Committee

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Signed by:  
Daniel J. Buckley  
88F00683990042A  
(Signature) 1/23/2026 | 1:48:00 PM CST

APPROVED AS TO FORM:  
Signed by:  
Xochitl Vandiver-Gaskin  
6A39EBFC33E654D  
City Attorney's Office

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*27.**

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Consideration of authorization for the County Judge to sign contract for election services between City of Hitchcock and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	2/25/26 4:24 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 16th day of January 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Debbie C. Nesbitt, City Secretary on behalf of The City of Hitchcock ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D, for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: General Election for Councilmember District 3  
General Election for Councilmember District 4

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026**, from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026**, from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election, where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines, and equipment being provided to the Entity. In the event there is an equipment failure, Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.

**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity ***\*and, where possible, the candidates running for office,*** a sample ballot for them to proof and approve or provide corrections.  
***[See sections 2.6 and 2.7 for related information]***  
  
***\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.***
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County, see section **(5) Fee Schedule of Galveston County** below.

- 2. *Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations, the Entity shall comply with Texas Election Code §43.062 and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

**[See Section 1.7 for additional information on the selection of countywide polling places]**

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information, and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law must also be provided in a MS Word format as well (e.g., Harris County, Chinese, and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers, and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. **[See Section 1.8]**
- 2.6. Return to Galveston County by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory, or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026, at 9 a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. **[See Section 1.8 for related information on ballot proofing]**

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction, including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part-time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner, and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40, and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment, and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

***Cost: \$1000 for use of the equipment, plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
***Cost \$100 per poll pad***
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
***Cost: Total amount reimbursable by the Entity.***
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
***Cost: up to \$500.***
- m) The cost for all printed ballots (ballots by mail, sample ballots, and test ballots) is **\$.50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot-by-mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein, and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment, as approved by the Texas Secretary of State, will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

**Debbie C. Nesbitt**  
Name

**409-986-5591 or Cell - 903-388-0279**  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096, this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099, not later than the 10th day after the date this contract is executed, Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that, despite the efforts of Galveston County, it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

**City of Hitchcock**

**Debbie C. Nesbitt**

**Phone: 409-986-5591**

**8102 Hwy 6, Hitchcock, Texas 77563 Email: [citysec@cityofhitchcock.org](mailto:citysec@cityofhitchcock.org)**

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability, or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of its programs and activities.

In accordance with this policy, Galveston County requires its service providers and contractors to agree that during the performance of this contract, the service provider or contractor, for itself, its assignees, and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination

prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

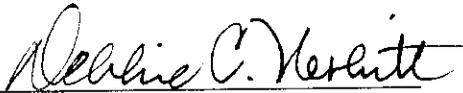
Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: **Debbie C. Nesbitt**  
(Please Print)

  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*28.**

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Consideration of authorization for the County Judge to sign contract for election services between City of Kemah and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/2/26 1:07 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 7<sup>th</sup> day of January, 2021 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Natasha Hinton on behalf of City of Kemah ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Council Positions 1, 3, and 5

**May 2, 2026**  
Election Date

**TBD**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

**1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.

- 1.1. Program, or arrange to have programmed, the ballot.
- 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
- 1.3. Provide all election services, as required by law, for all portions of Galveston County.
- 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
- 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
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- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
***\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.***
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

**2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election.**

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
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- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***

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  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
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***Cost: \$100 per kit***
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***Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.***
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***Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.***
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***Cost: \$200 delivery per location***
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***Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.***
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***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

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***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
***Cost \$100 per poll pad***
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- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
***Cost: Total amount reimbursable by the Entity.***
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
***Cost: up to \$500.***
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Natasha Hinton  
Name

281-334-1611 x 3001  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

City of Kemah  
1401 HWY 146  
Kemah, TX 77565

Phone: 281-334-1611

Email: nhinton@kemah.tx.gov

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination

prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this 7<sup>th</sup> day of January, 2026

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

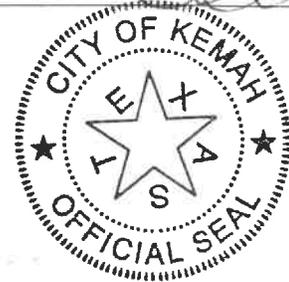
**Entity:**

Name: Robin Collins

(Please Print)

\_\_\_\_\_  
(Signature)

- City Manager  
 Superintendent  
 City Secretary  
 Chair County Executive Committee
- Mayor  
 President  
 Other



**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*29.**

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Consideration of authorization for the County Judge to sign contract for election services between City of La Marque and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/2/26 5:12 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 3<sup>rd</sup> day of December 2025 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Kierra K. Nance on behalf of City of La Marque ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: **General Election**

**May 2, 2026**  
Election Date

**TBD**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
*[See Section 2.3 below]*
  - 1.6. Provide Ballot by Mail services for the Entity.

- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
*[See sections 2.6 and 2.7 for related information]*  
  
*\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.*
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

**2. *Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election.**

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by

**February 6, 2026.** Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

**[See Section 1.7 for additional information on the selection of countywide polling places]**

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. **[See Section 1.8]**
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. **[See Section 1.8 for related information on ballot proofing]**

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.
- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.

- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
3. **Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
4. **Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
5. **Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.  
**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$.50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Kierra K. Nance  
Name

409-257-6206  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

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If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

*City of La Marque*

Attention: Kierra K. Nance, City Clerk      Phone: 409-938-9259  
1111 Bayou Rd., La Marque, TX 77568      Email: [cityclerk@cityoflamarque.org](mailto:cityclerk@cityoflamarque.org)

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Kierra K. Nance  
(Please Print)

  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

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Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*30.**

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Consideration of authorization for the County Judge to sign contract for election services between City of Texas City and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/2/26 4:55 pm

## Contract for Election Services

*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this \_\_\_\_ day of January, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Rhomari Leigh, City Secretary on behalf of City of Texas City ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Texas City General Election

**May 2, 2026**  
Election Date

**TBD**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27–Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
*\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.*
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

- 2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election**.
- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
***Cost: \$100 per kit***
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
***Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.***
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
***Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.***
  - d) Transport the voting machines and equipment to and from the voting locations.  
***Cost: \$200 delivery per location***
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
***Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.***

- f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.  
***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***
- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
***Cost \$100 per poll pad***
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
***Cost: Total amount reimbursable by the Entity.***
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
***Cost: up to \$500.***
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

<u>Rhomari Leigh, City Secretary</u>	<u>409-643-5916</u>
Name	Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

**City of Texas City**

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**2000 Texas Ave.**

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Phone: 409-643-5916

**Texas City, TX 77590**

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Email: rleigh@texascitytx.gov

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.

- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

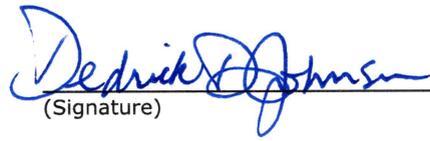
Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Dedrick D. Johnson, Jr.  
(Please Print)

  
\_\_\_\_\_  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*31.**

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Consideration of authorization for the County Judge to sign contract for election services between Dickinson Water Control and Improvement District and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/3/26 12:03 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 15th day of December, 2025 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Patrick Donart, General Manager on behalf of Dickinson Water Control and Improvement District ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Board of Directors' Election

**May 2, 2026**  
Election Date

**TBD**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

**1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.

1.1. Program, or arrange to have programmed, the ballot.

1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.

1.3. Provide all election services, as required by law, for all portions of Galveston County.

1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.

1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
**\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.**
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

- 2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election**.
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

**[See Section 1.7 for additional information on the selection of countywide polling places]**

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. **[See Section 1.8]**

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- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

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- Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
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**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
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**Cost: \$200 delivery per location**
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**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
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**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$.50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. **The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).**
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Angela Maloney  
Name

281-534-8328  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

*Dickinson Water Control and Improvement District  
Patrick Donart, General Manager  
Attn: Angela Maloney, Management & Board Support Specialist  
Dickinson WCID Administration Office  
2750 FM 517 Road East  
Dickinson, TX 77539*

*P.O. Box 307  
Dickinson, TX 77539  
Phone: 281-534-8328  
Email: [amaloney@gcwcid1tx.gov](mailto:amaloney@gcwcid1tx.gov)*

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.

- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

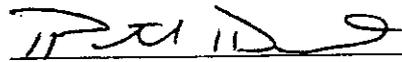
Executed this 15th day of December, 2025.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Patrick Donart  
(Please Print)

  
\_\_\_\_\_  
(Signature)

- |   |   |
|---|---|
| <input type="checkbox"/> City Manager                     | <input type="checkbox"/> Mayor                              |
| <input type="checkbox"/> Superintendent                   | <input type="checkbox"/> President                          |
| <input type="checkbox"/> City Secretary                   | <input checked="" type="checkbox"/> Other - General Manager |
| <input type="checkbox"/> Chair County Executive Committee |   |

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*32.**

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Consideration of authorization for the County Judge to sign contract for election services between Friendswood Independent School District and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/3/26 11:03 am

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 9<sup>th</sup> day of February, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Thad J. Roher on behalf of Friendswood ISD ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Bond Election

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27–Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
***[See Section 2.3 below]***
  - 1.6. Provide Ballot by Mail services for the Entity.

- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
*[See sections 2.6 and 2.7 for related information]*  
  
*\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.*
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

**2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election.**

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by

**February 6, 2026.** Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. ***Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.***
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.
- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.

- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
***Cost: \$100 per kit***
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
***Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.***
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
***Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.***
  - d) Transport the voting machines and equipment to and from the voting locations.  
***Cost: \$200 delivery per location***
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
***Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.***
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.  
***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
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- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

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**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Thad J. Roher  
Name

281-996-6623  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

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Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

*Friendswood ISD*

*302 Laurel Dr.*

*Phone: 281-996-6623*

*Friendswood, TX 77546*

*Email: [tlocklear@fisdck12.net](mailto:tlocklear@fisdck12.net)*

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

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- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
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- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
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- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this 9th day of February, 2026.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Thad J Roher  
(Please Print)

  
\_\_\_\_\_  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*33.**

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Consideration of authorization for the County Judge to sign contract for election services between Galveston County Consolidated Drainage District and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/2/26 5:03 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Galveston County Consolidated Drainage District ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: May 2<sup>nd</sup>, 2026 General Election of seats #3 & 4.

**May 2, 2026**  
Election Date

**TBD**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27–Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

**1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.

- 1.1. Program, or arrange to have programmed, the ballot.
- 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
- 1.3. Provide all election services, as required by law, for all portions of Galveston County.
- 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
- 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity ***\*and where possible the candidates running for office***, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
**\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.**
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

**2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election.**

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
***Cost \$100 per poll pad***
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
***Cost: Total amount reimbursable by the Entity.***
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
***Cost: up to \$500.***
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Paige Bailey, Executive Director  
Name

281 482 0404, email: pbailey@gccdd.dst.tx.us  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

*Paige Bailey, Executive Director*

*Rusty Burkett, Board President*      *Phone:281-482-0404*

*Melissa Revak, District Secretary*      *Email: [pbailey@gccdd.dst.tx.us](mailto:pbailey@gccdd.dst.tx.us) ,*

*[mrevak@gccdd.dst.tx.us](mailto:mrevak@gccdd.dst.tx.us)*

1605 Whitaker Drive, Friendswood Texas 77546

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.

- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:** Galveston County Consolidated Drainage District  
(approved by Board of Directors 1/14/26)

Name: Paige Bailey  
(Please Print)

\_\_\_\_\_  
*Paige Bailey*  
(Signature)

- District Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*34.**

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Consideration of authorization for the County Judge to sign contract for election services between Galveston County Drainage District #2 and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 4:37 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 29<sup>th</sup> day of January, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Candace Warren, Office Administrator on behalf of Galveston County Drainage District # 2 ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: General Election - Galveston County Drainage District # 2

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

**1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.

1.1. Program, or arrange to have programmed, the ballot.

1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.

1.3. Provide all election services, as required by law, for all portions of Galveston County.

1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.

1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.

***[See Section 2.3 below]***

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
**\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.**
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

**2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election.**

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
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The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

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- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. **The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).**
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Candace Warren  
Name

409-935-2041  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

Galveston County Drainage District # 2

Candace Warren, Office Administrator

Phone: 409-935-2041

P. O. Box 624, 5000 F.M. 1765

Email: [office@gcdd2.org](mailto:office@gcdd2.org)

La Marque, Texas 77568

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

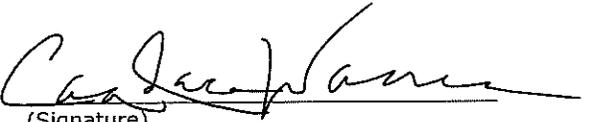
Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Candace Warren  
(Please Print)

  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*35.**

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Consideration of authorization for the County Judge to sign contract for election services between Galveston County Municipal Utility District No. 12 and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 11:06 am

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Michael P. Bacon on behalf of Galveston County Municipal Utility District No. 12 ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Authorize the District to issue \$15,000,000 of future bonds, for the purpose of making repairs, replacements, and additions to the District's existing waterworks system, sanitary sewer system, and storm sewer system or purchasing, acquiring and constructing further works, improvements, facilities, equipment and appliances for said systems, and for the refunding of such bonds, and the levy of ad valorem taxes sufficient to provide for the payment of the bonds, and for the issuance of bonds.

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-  
Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

**1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.

- 1.1. Program, or arrange to have programmed, the ballot.
- 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
- 1.3. Provide all election services, as required by law, for all portions of Galveston County.
- 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable

to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.

- 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**
- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity ***\*and where possible the candidates running for office***, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
***\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.***
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

**2. *Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.

2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***

2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000,00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**

- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.
- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
3. **Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
4. **Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
5. **Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.

**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**

- f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.  
**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**
- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
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**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$.50** per sheet.
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Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

  
Name: Michael P. Bacon, Attorney

[m Bacon@coatsrose.com](mailto:m Bacon@coatsrose.com)  
713-653-5732

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

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- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
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As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

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For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

***Galveston County:***

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

***Entity:***

Galveston County Municipal Utility District No. 12  
Attention: Michael P. Bacon, Attorney for the District  
Coats Rose, P.C.  
9 Greenway Plaza, Ste. 1000  
Houston, TX 77046  
713-653-5732  
[Mbacon@coatsrose.com](mailto:Mbacon@coatsrose.com)

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

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- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.

- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity: Galveston County MUD No. 12**

Name: Michael P. Bacon



(Please Print)

(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other – Attorney for the District

**Received and Filed:**

Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*36.**

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Consideration of authorization for the County Judge to sign contract for election services between Galveston County Municipal Utility District 66 and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 5:29 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Galveston County Municipal Utility District No. 66 ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Bond Election and Directors Election

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

1. **Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
***[See Section 2.3 below]***

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
*[See sections 2.6 and 2.7 for related information]*  
*\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.*
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

**2. *Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by

**February 6, 2026.** Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
***Cost \$100 per poll pad***
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
***Cost: Total amount reimbursable by the Entity.***
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
***Cost: up to \$500.***
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$.50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Landon Gerlich  
Name

713-739-1060  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

**Galveston County M.U.D. No. 66**  
c/o Wallace & Philbin, L.L.P.  
6363 Woodway, Suite 800  
Houston, Texas 77057  
Attention: Landon Gerlich  
Phone: 713-739-1060  
Email: [lgerlich@wpmudlaw.com](mailto:lgerlich@wpmudlaw.com)

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

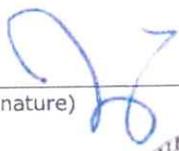
\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

**Galveston County Municipal Utility District No. 66**

Name: JEFFREY M. CLAVEY  
(Please Print)

- Board President
- Board Vice President
- Board Secretary
- Board Assistant Secretary

\_\_\_\_\_  
(Signature) 



**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*37.**

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Consideration of authorization for the County Judge to sign contract for election services between Galveston County Municipal Utility District 69 and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 2:11 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 11th day of February, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Galveston County Municipal Utility District No. 69 ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Confirmation, Directors, Bonds, and Operation and Maintenance Tax

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27–Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

**1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.

- 1.1. Program, or arrange to have programmed, the ballot.
- 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
- 1.3. Provide all election services, as required by law, for all portions of Galveston County.
- 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
- 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.

**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity ***\*and where possible the candidates running for office***, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
***\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.***
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

- 2. *Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
***Cost \$100 per poll pad***
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
***Cost: Total amount reimbursable by the Entity.***
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
***Cost: up to \$500.***
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Desiree Parrish

(281) 500-9466

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

*Galveston County Municipal Utility District No. 69*

*c/o The Muller Law Group, PLLC*

*202 Century Square Blvd*

*Sugar Land, Texas 77478*

*Phone: 281-500-6050*

*Email: [Desiree@mullerlawgroup.com](mailto:Desiree@mullerlawgroup.com)*

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21,

as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.

- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this 11<sup>th</sup> day of February, 2026.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Zack Wheeler  
(Please Print)

  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*38.**

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Consideration of authorization for the County Judge to sign contract for election services between Galveston County Water Control and Improvement District 19 and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 6:49 pm

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 12th day of January, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and on behalf of Galveston County Water Control and Improvement District No. 19 ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Board of Directors Position

May 2, 2026  
Election Date

TBD  
Runoff Election Date

Early Voting will be held on April 20-24, 2026 from 8 a.m. to 5 p.m., Monday, April 27-Tuesday, April 28, 2026 from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
*[See Section 2.3 below]*

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
*[See sections 2.6 and 2.7 for related information]*  
*\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.*
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section (5) **Fee Schedule of Galveston County** below.

2. ***Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a \$125 fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
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- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
5. **Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
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**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
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**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
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***Cost: Total amount reimbursable by the Entity.***
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***Cost: up to \$500.***
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**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

John Wallace  
Name

713-739-1080  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

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Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

Galveston County Water Control and Improvement No. 19

P.O. Box 105

Phone: 713-739-1060

Hitchcock, Texas 77563

Email: [info@wpmudlaw.com](mailto:info@wpmudlaw.com)

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

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- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
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prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Frank Barcia  
(Please Print)

Frank Barcia  
(Signature)

- Board President
- Board Vice President
- Board Secretary

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*39.**

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Consideration of authorization for the County Judge to sign contract for election services between Galveston County Water Control and Improvement District No. 8 and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 10:43 am

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 18<sup>th</sup> day of December, 20 25 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Galveston County Water Control and Improvement District No.8 ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Board of Directors Position

**May 2, 2026**  
Election Date

**TBD**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27–Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
**\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.**
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

- 2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election**.
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
***Cost: \$100 per kit***
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
***Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.***
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
***Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.***
  - d) Transport the voting machines and equipment to and from the voting locations.  
***Cost: \$200 delivery per location***
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
***Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.***
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$.50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. **The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).**
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

<u>Dee Ann Hedgpeth</u>	<u>409-925-2821</u>
Name	Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

Galveston County Water Control and Improvement No. 8

<u>P.O. Box 337</u>	<u>Phone: 409-925-2821</u>
<u>Santa Fe, TX 77510</u>	<u>Email: <a href="mailto:gcowcid@wcid8.com">gcowcid@wcid8.com</a></u>

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination

prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Bobby J. Wylie  
(Please Print)

Bobby J. Wylie  
(Signature)

- ( ) Board President
- (X) Board Vice President
- ( ) Board Secretary/Treasurer
- ( ) Board Assistant Secretary/Treasurer

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*40.**

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Consideration of authorization for the County Judge to sign contract for election services between Galveston County Water Control and Improvement District No. 12 and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 10:46 am

**Contract for Election Services**  
Local Entity Countywide Vote Center Elections

**This Contract** is made and entered into this 20<sup>th</sup> day of January, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and \_\_\_\_\_ on behalf of Galveston Co. WCID No 12 ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Bond and Director Election

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27–Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
**\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.**
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

**2. Duties and Services of the Entity.** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election.**

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
**Cost: \$100 per kit**
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
**Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.**
  - d) Transport the voting machines and equipment to and from the voting locations.  
**Cost: \$200 delivery per location**
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
- h) Conduct early voting and Election Day Voting training.  
**Cost: \$75 per person per class**
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
**Cost \$100 per poll pad**
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
**Cost: Total amount reimbursable by the Entity.**
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
**Cost: up to \$500.**
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$ .50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. **The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).**
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

- 6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Stephanie Nagel  
Name

713.864.5466  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

Galveston Co. WCID No 12

clo Strawn & Richardson, P.C. Phone: 713 · 864 · 5466

1155 Dairy Ashford Rd Ste 875 Email: [Stephanie@srlegal.com](mailto:Stephanie@srlegal.com)

Houston TX, 77079

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination

prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

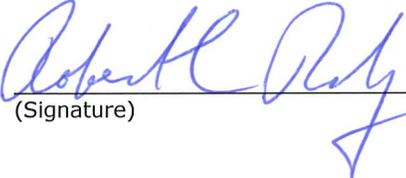
Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: Robert Rolf  
(Please Print)

  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**

Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*41.**

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Consideration of authorization for the County Judge to sign contract for election services between Saint Barts Municipal Utility District No. 1 and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 10:50 am

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Sharon Valiante on behalf of Saint Barts Municipal Utility District No. 1 of Galveston County ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Confirmation and Directors Election, and Bond and Maintenance Tax Election

**May 2, 2026**  
Election Date

**June 13, 2026**  
Runoff Election Date

Early Voting will be held on **April 20-24, 2026** from 8 a.m. to 5 p.m., Monday, **April 27-Tuesday, April 28, 2026** from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.

**[See Section 2.3 below]**

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court.
  - ^ Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
**[See sections 2.6 and 2.7 for related information]**  
  
***\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.***
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

- 2. *Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which **will be non-refundable regardless of whether the Entity cancels its election.**
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

**[See Section 1.7 for additional information on the selection of countywide polling places]**

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. **[See Section 1.8]**
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. **[See Section 1.8 for related information on ballot proofing]**

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  - Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
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**Cost: \$100 per kit**
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**Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.**
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**Cost: \$200 delivery per location**
  - Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
**Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.**
  - Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

**Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.**

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
**Cost: Included in the 10% election fee**
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**Cost: \$75 per person per class**
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**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Emily Forswall  
Name

713-651-0111  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

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- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
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Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

Saint Barts Municipal Utility

Phone: 713-651-0111

District No. 1 of Galveston County

Email: [eforswall@coatsrose.com](mailto:eforswall@coatsrose.com)

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity: Saint Barts Municipal Utility District No. 1 of Galveston County**

Name: Sharon Valiante  
(Please Print)

Sharon Valiante  
(Signature)

- ( ) City Manager
- ( ) Superintendent
- ( ) City Secretary
- ( ) Chair County Executive Committee
- ( ) Mayor
- (  ) President
- ( ) Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*42.**

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Consideration of authorization for the County Judge to sign contract for election services between San Leon Municipal Utility District and the Galveston County Elections Division submitted by the County Clerk

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/3/26 9:57 am

**Contract for Election Services**  
*Local Entity Countywide Vote Center Elections*

**This Contract** is made and entered into this 20<sup>th</sup> day of January, 2026 by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and Kenneth F. Bishop on behalf of San Leon MUD ("Entity").

**This Contract** is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: Election of Three (3) Directors

May 2, 2026  
Election Date

June 13, 2026  
Runoff Election Date

Early Voting will be held on April 20-24, 2026 from 8 a.m. to 5 p.m., Monday, April 27-Tuesday, April 28, 2026 from 7 a.m. to 7 p.m. On Election Day, the polls will be open from 7 a.m. to 7 p.m.

- 1. Duties and Services of Galveston County.** Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.
  - 1.1. Program, or arrange to have programmed, the ballot.
  - 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election where possible. In addition, it will be performed during normal business hours and open to the public.
  - 1.3. Provide all election services, as required by law, for all portions of Galveston County.
  - 1.4. Provide technical and equipment support for the electronic poll pads, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
  - 1.5. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.  
*[See Section 2.3 below]*

- 1.6. Provide Ballot by Mail services for the Entity.
- 1.7. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 5 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid for attending training.
- 1.8. Select the countywide vote center polling locations in coordination and assistance with the Entity and with the approval of Galveston County Commissioners' Court. Entity will be required to provide voting locations as may be needed within their jurisdiction. Polling locations must be in compliance with Chapter 43 of the Texas Election Code.
- 1.9. Provide the Entity *\*and where possible the candidates running for office*, a sample ballot for them to proof and approve or provide corrections.  
*[See sections 2.6 and 2.7 for related information]*  
  
*\*The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.*
- 1.10 As required by §67.017(b) and the Secretary of State's Office, Galveston County will provide all reports needed to the Entity so they can submit precinct-by-precinct reports no later than the 30th day after Election Day.

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

2. ***Duties and Services of the Entity.*** The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before February 6, 2026**. Contracts submitted after this date will require a \$500 fee, which ***will be non-refundable regardless of whether the Entity cancels its election.***
  - 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
  - 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
  - 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
  - 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
  - 2.5 It is understood that the Entity may need to modify its election order after **February 17, 2026**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by **February 6, 2026**. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

***[See Section 1.7 for additional information on the selection of countywide polling places]***

- 2.5. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates, as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than February 18, 2026**. All language on the ballot must be provided in both English and Spanish in a MS Word format. Any other languages required by law, must also be provided in a MS Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review. ***[See Section 1.8]***
- 2.6. Return to Galveston County, by **March 11, 2026 5 p.m.**, confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **March 17, 2026 at 9a.m.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot. ***[See Section 1.8 for related information on ballot proofing]***

- 2.7. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00 and additional labor and material costs, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.8. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.

- 2.9. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.10. Entity to pay a **\$125** fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
3. **Cancellation of Contract:** Except for contracts consummated after **February 6, 2026**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates' filing deadline of **February 17, 2026**. The Entity will be obligated to pay Galveston County a **\$500** fee if cancelled after this grace period.
4. **Special Provision: Bilingual Poll Worker Requirements.** Galveston County is permanently committed to:
- a) Provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
  - b) Ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
5. **Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.  
***Cost: \$100 per kit***
  - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.  
***Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.***
  - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.  
***Cost: \$465 per Verity Duo, \$506 per Verity Controller, \$577 per Verity Duo with access, \$610 per Verity Scanner and \$150 per Verity Duo Go.***
  - d) Transport the voting machines and equipment to and from the voting locations.  
***Cost: \$200 delivery per location***
  - e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.  
***Cost determined by the number of contests on the ballot: \$1500 for up to 5, \$2530 for up to 10, \$3,300 for up to 20, \$4,180 for up to 40 and \$5280 for up to 75, and \$6720 for up to 100 contests.***
  - f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.

***Cost: \$1000 for use of the equipment plus overtime for county employees doing the tabulation if applicable.***

- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.  
***Cost: Included in the 10% election fee***
- h) Conduct early voting and Election Day Voting training.  
***Cost: \$75 per person per class***
- i) Two or more electronic **poll pads** will be deployed (at the discretion of the Elections Division) to each polling location.  
***Cost \$100 per poll pad***
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.  
***Cost: Total amount reimbursable by the Entity.***
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.  
***Cost: up to \$500.***
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is **\$.50** per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. ***The cost for this service is \$4.00 per ballot (\$4.50, if a multi-page ballot).***
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

**6. Compensation, Billing, and Payment.** In accordance with Section 31.100(d) of the Texas Election Code, the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third-party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

**7. Voting System.** The Hart Intercivic Verity Duo equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

**8. Authorized Representatives.** Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone #

**9. General Provisions.** As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The political subdivision's requirement to maintain office hours under section 31.122.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

**10. WAIVER OF DAMAGES.** The parties acknowledge that the Hart Intercivic Verity Duo System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

**Galveston County:**

Dwight D. Sullivan, County Clerk  
Attention: Wendi Fragoso, Chief Deputy of Elections  
Galveston County Records and Election Center  
10000 Emmett F. Lowry Expressway, Suite 1152  
Texas City, TX 77591

P.O. Box 17253  
Galveston, Texas 77552-7253  
409-770-5108  
Email: [Wendi.Fragoso@co.galveston.tx.us](mailto:Wendi.Fragoso@co.galveston.tx.us)

**Entity:**

San Leon MVD  
443 24<sup>th</sup> Street  
San Leon, TX 77539

Phone: 281-339-1586

Email: slmvd1@slmvd.org

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

**11. Galveston County Title VI Assurance Clause.** Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

**Compliance with Non-Discrimination Laws and Regulations.** During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination

prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Galveston County:**

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

**Entity:**

Name: KENNETH F BISHOP  
(Please Print)

*Kenneth F Bishop*  
(Signature)

- City Manager
- Superintendent
- City Secretary
- Chair County Executive Committee
- Mayor
- President
- Other

**Received and Filed:**  
Galveston County

\_\_\_\_\_  
Hon. Mark Henry  
County Judge  
Attest:

\_\_\_\_\_  
Dwight D. Sullivan  
County Clerk

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

Date Copy of Agreement Furnished  
to County Treasurer: \_\_\_\_\_

Date Copy of Agreement Furnished  
to County Auditor: \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*43.**

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Consideration of granting authority to the County Judge to sign the resolution giving governmental approval for the aerial spraying for the abatement of mosquitoes within the regulations and constraints of The Federal Aviation Administration, The Environmental Protection Agency, and other authoritative federal and state agencies submitted by Mosquito Control

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 11:01 am



**GALVESTON COUNTY MOSQUITO CONTROL DISTRICT**

5115 HWY 3  
DICKINSON, TEXAS 77539

**ASHLEY WILSON**  
**DIRECTOR**  
**1-800-842-5622**

February 4, 2026

Dianna Martinez, Office Coordinator  
County of Galveston  
722 Moody, Suite 200  
Galveston, TX 77550

Dear Ms. Martinez:

As providers of the County funded Mosquito Control Program, we are requesting your approval of the enclosed resolution authorizing the aerial spraying for mosquitos. The Federal Aviation Administration requires us to make a request on a yearly basis. This request does not imply any change in our operations.

It would be greatly appreciated if a copy of the approved and signed resolution be returned to my office. This resolution may be mailed to 5115 HWY 3, Dickinson, TX 77539, or emailed to [haley.billiot@galvestoncountytexas.gov](mailto:haley.billiot@galvestoncountytexas.gov)

If you have any questions or concerns, please do not hesitate to contact my offices at (281) 337-4289.

Sincerely,

A handwritten signature in black ink, appearing to read "Haley Billiot", is written over a horizontal line. The signature is fluid and cursive, extending to the right with a long tail.

Haley Billiot, Administrative Assistant  
Galveston County Mosquito Control

Enclosure





**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*44.**

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/2/2026
- 2) **Contract Type:** Expense
- 3) **Renewal Contract:** No
- 4) **Department Name:** Information Technology
- 5) **Department Contact:** Misty Witmer
- 6) **Description:** Consideration of approval of Change Order to authorize additional funding for outstanding and new support requests with Guidehouse submitted by Information Technology. Technology
- 7) **PEID No:** N/A
- 8) **Req No:** PO-0008289
- 9) **Orgkey:** 1101
- 10) **Object Code:** Other contract services
- 11) **Vendor:** Guidehouse
- 12) **Vendor Contract No:** DIR-CPO-4947

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** General
- 14) **Fund #:** 1101
- 15) **Current Year Budgeted:** \$60,000
- 16) **Current Year Projected:** \$60,000
- 17) **Year 2:**
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:**

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 3/1/2026
- 23) **Auto Renewal Contract:** No
- 24) **Bid No:** N/A
- 25) **Contract End Date:** 12/31/2026
- 26) **Contract # Issued by Purchasing Department:** 206658 (SC-0000807)

**NOTES: DIR-CPO-4947**  
**BAT-0000568**

**Approval History**

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Seq #	Approver	Action	Action Date
1	Lauren Michaels	Approve	3/2/26 12:55 pm
2	Misty Witmer	Approve	3/2/26 1:35 pm
3	Melissa Fleming	Approve	3/2/26 5:41 pm
4	Francisco Rodriguez	Approve	3/2/26 6:21 pm
5	Rodolfo Gomez	Approve	3/5/26 12:55 pm
6	Diana Huallpa	Approve	3/5/26 1:04 pm
7	Sergio Cruz	Approve	3/5/26 3:11 pm
8	Veronica Van Horn	Approve	3/6/26 2:17 pm

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Department of Enterprise Services - 5WH

**Title:** Guidehouse Change Order

**Description:** This change order authorizes additional funding for Guidehouse to complete outstanding Jira-tracked support requests related to the County's Workday ERP implementation and to provide capacity for new service requests submitted during the current support period. The additional funds will be applied only to approved tasks documented in Jira and tracked against contract support hours.

**For who:** Galveston County

**Location:** Countywide

**When needed:** ASAP

**Justification:** Guidehouse is required to provide specialized functional and technical expertise related to Galveston County's Workday ERP environment. The County does not currently maintain sufficient in-house staff with the advanced configuration, integration, reporting, and post-implementation optimization skills necessary to address complex Jira-tracked issues within required timelines.

Item	Qty	Per Unit \$	Total
------	-----	-------------	-------

**Total spend:** \$60,000

**Is this item budgeted?:**  Yes  No

**Budgeted amount:**

**If not budgeted, describe** BAT-0000568

**how item is to be funded?:**

**Is this a renewal?:**  Yes  No

**Current expiration date:** 3/1/27

**DIR Contract?:**  Yes  No

**DIR Contract #** DIR-CPO-4947

**Account:** Other Contract Services

**Submitted by:** Chris Martinez

**Date:** 2/27/26

## Change Order for Workday Postproduction

### Galveston Couty, TX

<b>Title:</b>	Galveston County, TX – Workday Postproduction			
<b>Date Require Initiated:</b>	2/18/2026			
<b>Critical Due Date:</b>	2/25/2026			
<b>Originator Name and Role:</b>	Katherine King, Optimization Project Manager			
<b>Type of Change: (Check all that apply):</b>	<input type="checkbox"/>	Scope	<input type="checkbox"/>	Requirements/Deliverables
	<input type="checkbox"/>	Schedule	<input type="checkbox"/>	Resources
	<input checked="" type="checkbox"/>	Budget	<input type="checkbox"/>	Other
<b>Contract Execution Date</b>	03/01/2025			

### I. Description of Change Requested

This change order authorizes the allocation of additional funds to address outstanding Jira requests and accommodate new incoming requests.

### II. Impact Assessment

#### 1. Scope Change

- None

#### 2. Schedule/Milestone Changes

- None

#### 3. Risk Analysis

- No project risks anticipated.

#### 4. Assumptions

- Assumptions stated in the original contract remain unchanged.

#### 5. Cost Impact

- NTE \$60,000

Staff	Rate
Director	\$310.50 / hour
Associate Director	\$252.90 / hour
Managing Consultant	\$219.60 / hour

Senior Consultant	\$199.80 / hour
Consultant	\$162.00 / hour

**6. Authorization**

Acceptance of this Change Request: Authorization to proceed/approval.

Galveston County Executive Sponsor/Approver Signature



Date

02/25/2026

Guidehouse Inc. Partner/Approver Signature

Date



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*45.**

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Consideration for authorization to extend the contract for RFP B222020, Debris Management Services submitted by the Purchasing Agent

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 5:24 pm



**THE COUNTY OF GALVESTON**

**FRANK RODRIGUEZ**  
PURCHASING AGENT

**ASHLEY CLARK**  
ASST. PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
(409) 770-5371

March 16, 2026

Honorable County Judge  
And Commissioners' Court  
County Courthouse  
Galveston, Texas

**Re: RFP #B222020, Debris Management Services**

Gentlemen,

The contracts associated with RFP #B222020, Debris Management Services are scheduled for their second extensions on August 22, 2026. The contracted vendors for this service are Ceres Environmental Services, Inc., DRC Emergency Services, LLC and CrowderGulf LLC.

No amendments to the contracts have been requested at this time.

It is requested that the extensions be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

  
Frank Rodriguez  
Purchasing Agent  
County of Galveston



**THE COUNTY OF GALVESTON**

**FRANCISCO RODRIGUEZ**  
PURCHASING AGENT  
**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

Friday, February 20, 2026

CERES ENVIRONMENTAL SERVICES INC  
6968 PROFESSIONAL PKWY  
SARASOTA, FL 34240

Sent via email to: [Tracey.Mancini@ceresenv.com](mailto:Tracey.Mancini@ceresenv.com)

**Subject: Award Term Notice of Renewal**  
**RE: Contract # CM21494 / Bid # B222020 / Debris Management Services**

Dear Ms. Mancini,

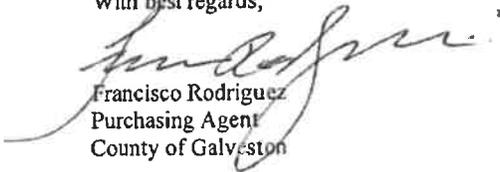
Pursuant to Contract No. CM21494, Section 6 – Initial Term and Options to Renew, this letter serves as your official Notice of Renewal. The County of Galveston hereby confirms that your agreement has been automatically renewed for one (1) successive one-year term under the same terms, conditions, and pricing provisions.

The revised contract expiration date is now August 21, 2027.

Should you have any questions or require clarification regarding this renewal, please contact Elmi Perez, at [Elmi.Perez@galvestoncountytexas.gov](mailto:Elmi.Perez@galvestoncountytexas.gov) / (409) 770-5378, or Ms. Melissa Fleming at [Melissa.Fleming@galvestoncountytexas.gov](mailto:Melissa.Fleming@galvestoncountytexas.gov) / (409) 770-5375.

We value your continued partnership and look forward to another year of productive collaboration in service to Galveston County.

With best regards,

  
Francisco Rodriguez  
Purchasing Agent  
County of Galveston

Ceres Environmental Services Inc. Acknowledges receipt of the above-referenced Renewal under the same terms and conditions.

  
Signature of Authorized Officer or Agent

CORPORATE SECRETARY  
Title

TIA LAURIE  
Name

FEBRUARY 24, 2026  
Date



THE COUNTY OF GALVESTON

FRANCISCO RODRIGUEZ  
PURCHASING AGENT  
COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

Friday, February 20, 2026

DRC EMERGENCY SERVICES LLC  
13 EVIA MAIN  
GALVESTON, TX 77554

Sent via email to: [lwalsh@drcusa.com](mailto:lwalsh@drcusa.com)

**Subject: Award Term Notice of Renewal**  
**RE: Contract # CM21494 / Bid # B222020 / Debris Management Services**

Dear Ms. Walsh

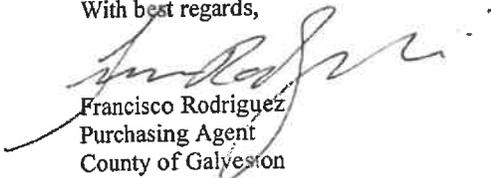
Pursuant to Contract No. CM21494, Section 6 – Initial Term and Options to Renew, this letter serves as your official Notice of Renewal. The County of Galveston hereby confirms that your agreement has been automatically renewed for one (1) successive one-year term under the same terms, conditions, and pricing provisions.

The revised contract expiration date is now August 21, 2027.

Should you have any questions or require clarification regarding this renewal, please contact Elmi Perez, at [Elmi.Perez@galvestoncountytexas.gov](mailto:Elmi.Perez@galvestoncountytexas.gov) / (409) 770-5378, or Ms. Melissa Fleming at [Melissa.Fleming@galvestoncountytexas.gov](mailto:Melissa.Fleming@galvestoncountytexas.gov) / (409) 770-5375.

We value your continued partnership and look forward to another year of productive collaboration in service to Galveston County.

With best regards,

  
Francisco Rodriguez  
Purchasing Agent  
County of Galveston

DRC Emergency Service Acknowledges receipt of the above-referenced Renewal under the same terms and conditions.

  
Signature of Authorized Officer or Agent

Kristy Fuentes  
Name

Vice President, Treasurer, Secretary  
Title

2/24/26  
Date



**THE COUNTY OF GALVESTON**

**FRANCISCO RODRIGUEZ**  
PURCHASING AGENT  
**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

Friday, February 20, 2026

CROWDERGULF LLC  
~~5435 BUSINESS PARKWAY~~ 5629 Commerce Blvd E  
~~THEODORE, AL 36582~~ Mobile, AL 36619

Sent via email to: WNAILE@CROWDERGULF.COM

**Subject: Award Term Notice of Renewal**  
**RE: Contract # CM21494 / Bid # B222020 / Debris Management Services**

Dear Mr. Naile,

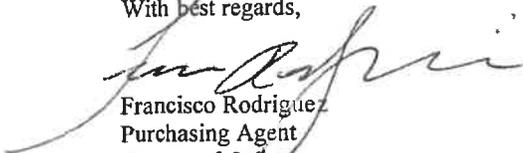
Pursuant to Contract No. CM21494, Section 6 – Initial Term and Options to Renew, this letter serves as your official Notice of Renewal. The County of Galveston hereby confirms that your agreement has been automatically renewed for one (1) successive one-year term under the same terms, conditions, and pricing provisions.

The revised contract expiration date is now August 21, 2027.

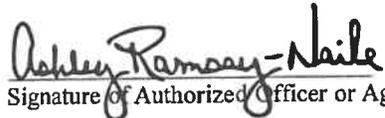
Should you have any questions or require clarification regarding this renewal, please contact **Elmi Perez**, at [Elmi.Perez@galvestoncountytexas.gov](mailto:Elmi.Perez@galvestoncountytexas.gov) / (409) 770-5378, or **Ms. Melissa Fleming** at [Melissa.Fleming@galvestoncountytexas.gov](mailto:Melissa.Fleming@galvestoncountytexas.gov) / (409) 770-5375.

We value your continued partnership and look forward to another year of productive collaboration in service to Galveston County.

With best regards,

  
Francisco Rodriguez  
Purchasing Agent  
County of Galveston

CrowderGulf LLC. Acknowledges receipt of the above-referenced Renewal under the same terms and conditions.

  
Signature of Authorized Officer or Agent

President \_\_\_\_\_  
Title

Ashley Ramsay-Naile \_\_\_\_\_  
Name

02-25-26 \_\_\_\_\_  
Date



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*46.**

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Consideration for authorization to extend the contract for RFP B242002, Transportation of Human Remains submitted by the Purchasing Agent

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 5:34 pm



**THE COUNTY OF GALVESTON**

**FRANK RODRIGUEZ**  
PURCHASING AGENT

**ASHLEY CLARK**  
ASST. PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
(409) 770-5371

March 16, 2026

Honorable County Judge  
And Commissioners' Court  
County Courthouse  
Galveston, Texas

**RE: RFP #B242002, Transportation of Human Remains**  
**Contract #CM24009**

Gentlemen,

The contract associated with RFP #B242002, Transportation of Human Remains, is scheduled for its second extension on March 18, 2026. The contracted vendor for this service is Carnes Funeral Home, Inc.

No amendments to the contract have been requested at this time.

It is requested that you authorize an extension on this contract.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Frank Rodriguez", is written over the typed name and title.

Frank Rodriguez  
Purchasing Agent  
Galveston County



THE COUNTY OF GALVESTON

FRANCISCO RODRIGUEZ  
PURCHASING AGENT  
COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

Monday, February 23, 2026

CARNES FUNERAL HOME INC  
3100 GULF FREEWAY  
TEXAS CITY, TX 77591

Sent via email to: [jay@carnes.ws](mailto:jay@carnes.ws) and [scott@carnes.ws](mailto:scott@carnes.ws)

Subject: Award Term Notice of Renewal  
RE: Contract # CM24099 / Bid # B242002 / Transportation of Human Remains

Dear Sir,

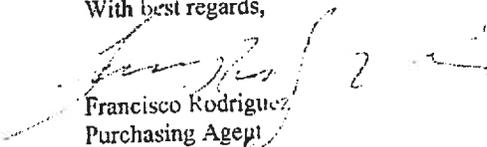
Pursuant to Contract No. CM24099, Section 6 – Initial Term and Options to Renew, this letter serves as your official Notice of Renewal. The County of Galveston hereby confirms that your agreement has been automatically renewed for one (1) successive one-year term under the same terms, conditions, and pricing provisions.

The revised contract expiration date is now March 17, 2027.

Should you have any questions or require clarification regarding this renewal, please contact Elmi Perez, at [Elmi.Perez@galveston-county-tx.gov](mailto:Elmi.Perez@galveston-county-tx.gov) / (409) 770-5378, or Ms. Melissa Fleming at [Melissa.Fleming@galveston-county-tx.gov](mailto:Melissa.Fleming@galveston-county-tx.gov) / (409) 770-5375.

We value your continued partnership and look forward to another year of productive collaboration in service to Galveston County.

With best regards,

  
Francisco Rodriguez  
Purchasing Agent  
County of Galveston

Carnes Funeral Home Inc, Acknowledges receipt of the above-referenced Renewal under the same terms and conditions.

  
Signature of Authorized Officer or Agent

Executive  
Title

Tom Baker  
Name

2-24-2026  
Date



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*47.**

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Consideration for authorization to dispose of salvage or surplus property submitted by the Purchasing Agent

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 10:33 am



**THE COUNTY OF GALVESTON**

**FRANK RODRIGUEZ**  
PURCHASING AGENT

**ASHLEY CLARK**  
ASST. PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
(409) 770-5371

March 16, 2026

Honorable County Judge  
And Commissioners' Court  
County Courthouse  
Galveston, Texas

**Re: Disposal of Salvage or Surplus Property**

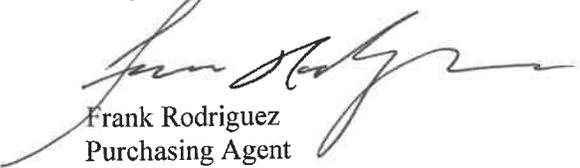
Gentlemen,

It is requested that authorization be granted to dispose of the salvage and/or surplus property items represented on the attached awaiting disposal (AD) list. This request is per the instructions outlined in the Texas Local Government Code, section 263.152, Disposition.

These items will be placed on the GovDeals website or other authorized means of disposal within 30 days after authorization is granted and efforts to transfer them to other departments have been exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

  
Frank Rodriguez  
Purchasing Agent  
County of Galveston

## Nolan, Edward

**From:** Nolan, Edward  
**Sent:** Thursday, March 5, 2026 4:25 PM  
**To:** Dickey, Tammy  
**Cc:** Perez, Jacquelyn  
**Subject:** Agenda request for commissioners court 3/16/2026: 172111 - Fleet surplus 20260316  
**Attachments:** 172111 - Fleet surplus 20260316.pdf

Good afternoon,

Could we please place the following assets on the next available commissioners court appropriate removal as surplus: (172111 - Fleet surplus 20260316.pdf):

#	FAID	Unit	VIN	Desc	Notes
1	27156	TR9	17XFG352651055084	2005 TEXAS BRAGG GOOSENECK 35' Trailer	Age of asset / been replaced
2	30471	C5918	3FRXF7FD9AV254317	2010 FORD F750 Dump Truck 6-8 Yard	125,435 miles / Age of asset / been replaced / bed does not raise com
3	30826	C2111	1FTFW1CF1BFA87843	2011 FORD F150 PICKUP	117,746 miles / HARVEY-DAMAGED // milage / transmission needs rebuild / t
4	32193	C3733	1GAZGNFG1H1208133	2017 CHEVROLET EXPRESS 3500 VAN	80,325 milage / age of asset / milage /
5	32325	C7813	1FTEW1CB9JKC88453	2018 FORD F150 PICKUP	82,668 miles / age of asset / milage / r
6	32365	C3804	1C4BJWDG9JL908379	2018 JEEP WRANGLER	87,446 miles / age of asset / milage / r on / missing interior panels
7	32366	C3803	1C4BJWDG7JL908607	2018 JEEP WRANGLER	112,131 miles / age of asset / milage /
8	32770	C3008	1GNLCDEC7LR243990	2020 CHEVROLET TAHOE 2WD	96,221 milage / age of asset / milage / attached / poor tire condition
9	32821	C3015	1FMJU1GT8LEA40389	2020 CHEVROLET EXPEDITION	127,280 miles / age of asset / milage / low voltage light on / check engine light on / push bar brackets present / no c
10	30816	C7101	1FT8W3BT5BEB90684	2011 FORD F350	136,564 MILES / BAD BATTERIES / MA
11	32228	C4741	1GNLCDEC5HR239119	2017 CHEVROLET TAHOE	155,180 MILES / PASS SEAT STAINED /
12	32238	C1605	1FM5K8AR1HGD06554	2016 FORD EXPLORER	98,790 MILES / CLEAR COAT PEELING /
13	32364	C3818	1C4BJWDG3JL899288	2018 JEEP WRANGLER	76,624 MILES / STICKY BRAKES / CRAC

Thanks!

**PURCHASING  
DEPARTMENT**



# **Edward Nolan**

## **Sourcing Manager - Assets**

📍 722 Moody, 5<sup>th</sup> floor, Galveston, TX 77550

☎ Main:409/770-5417

✉ Edward.Nolan@co.galveston.tx.us

🌐 Galvestoncountytx.gov

*Ensuring Fair Access, Real Value, and Local Impact in County Purchasing*

#	FAID	Unit	VIN	Desc	Notes
1	27156	TR9	17XFG352651055084	2005 TEXAS BRAGG GOOSENECK 35' Trailer	Age of asset / been replaced
2	30471	C5918	3FRXF7FD9AV254317	2010 FORD F750 Dump Truck 6-8 Yard	125,435 miles / Age of asset / been replaced / clutch needs replacement / bed does not raise completely
3	30826	C2111	1FTFW1CF1BFA87843	2011 FORD F150 PICKUP	117,746 miles / HARVEY-DAMAGED // age of asset / replaced / high mileage / transmission needs rebuild / no rear bumper
4	32193	C3733	1GAZGNFG1H1208133	2017 CHEVROLET EXPRESS 3500 VAN	80,325 mileage / age of asset / mileage / replaced
5	32325	C7813	1FTEW1CB9JKC88453	2018 FORD F150 PICKUP	82,668 miles / age of asset / mileage / replaced
6	32365	C3804	1C4BJWDG9JL908379	2018 JEEP WRANGLER	87,446 miles / age of asset / mileage / replaced / check engine light on / missing interior panels
7	32366	C3803	1C4BJWDG7JL908607	2018 JEEP WRANGLER	112,131 miles / age of asset / mileage / replaced / low tire light on
8	32770	C3008	1GNLCDEC7LR243990	2020 CHEVROLET TAHOE 2WD	96,221 mileage / age of asset / mileage / replaced / push bars still attached / poor tire condition
9	32821	C3015	1FMJU1GT8LEA40389	2020 CHEVROLET EXPEDITION	127,280 miles / age of asset / mileage / replaced / engine rattles / low voltage light on / check engine light on / orange wrench light on / push bar brackets present / no center console
10	30816	C7101	1FT8W3BT5BEB90684	2011 FORD F350	136,564 MILES / BAD BATTERIES / MAJOR DAMAGE FRONT FENDER
11	32228	C4741	1GNLCDEC5HR239119	2017 CHEVROLET TAHOE	155,180 MILES / PASS SEAT STAINED / CENTER CONSOLE STUCK
12	32238	C1605	1FM5K8ARIHGD06554	2016 FORD EXPLORER	98,790 MILES / CLEAR COAT PEELING / CARPET RIPPED
13	32364	C3818	1C4BJWDG3JL899288	2018 JEEP WRANGLER	76,624 MILES / STICKY BRAKES / CRACK FRONT WINDSHIELD

2/25/26 9:40 AM



ASSET DISPOSAL REPORT

DATE: 2/25/26

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

[Handwritten signature]

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Options for disposal method: Auction, Theft, Destroyed by (Natural Disaster, Traffic Accident), Trade-In, Donated.

Disposal of: 27156 TEXAS BRAGG TRAILER 35'

FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 17XFG352651055084

From: 172111 FLEET MGMT

Department No. & Name

Location: 2875 NICHOLAS AVE DICKINSON

Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026 Date Form Processed

[Handwritten signature] Fixed Asset Property Manager



**FLEET PRE-AUCTION DISCLOSURE FORM**

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: *Elizabeth Bryant* ELIZABETH BRYANT 172111/FLEET MGMT  
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

**Starting Bid:**

Disposal of FAID No: 27156 Description: 2005 TEXAS BRAGG TRAILER 35'

Unit # TR9 Serial/VIN: 17XFG352651055084 Mileage: N/A

Reason for Disposal: AGE / ~~MILEAGE~~ ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck?  Yes  No If Yes, what year. \_\_\_\_\_

What type of damaged resulted from wreck? \_\_\_\_\_

List any engine issues: \_\_\_\_\_

List any transmission issues: \_\_\_\_\_

List any fluid leaks (oil, fuel, radiator, transmission, etc.) \_\_\_\_\_

Are all tires road-worthy?  Yes  No If No, please explain: \_\_\_\_\_

Is there a spare tire?  Yes  No Is the full jack present?  Yes  No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

2/27/2026  
Date Form Processed

*Edward J. [Signature]*  
Fixed Asset Property Manager

Form No. FA-06

Generic Inspection Form

Inventory ID: TR9

Asset Number 27156

Anticipated Sale Price:

Short Description: 2005 TEXAS BRAGG 35' GOOSENECK TRAILER

Year 2005

Manufacturer TEXAS BRAGG

Model GOOSENECK

Please fill in or check if apply

Long Description:

This Equipment:  Is Operable  Is Not Operable  For Parts Only  Needs Repair  The Condition is Unknown

Hours: \_\_\_\_\_ This equipment was maintained every  Hours  Days

Serial # 17XFG352651055084

Repairs needed: TIRES ARE FAIR

Description of Use

HAUL EQUIPMENT AND MATERIALS AS NEEDED

Color BLACK  Cloth  Vinyl  Leather  Metal  Plastic  Wood  Rubber

Minor damage to: CHRISTMAS SLED ON TRAILER

Major damage to:

Size: Length: Feet: \_\_\_\_\_ Inches: \_\_\_\_\_ Width/Depth: Feet: \_\_\_\_\_ Inches: \_\_\_\_\_ Height: Feet: \_\_\_\_\_ Inches: \_\_\_\_\_

Men's Size: \_\_\_\_\_

Women's Size: \_\_\_\_\_

Additional Equipment: Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

Serial # \_\_\_\_\_ Condition:  Is Operable  Needs repair  Unknown Condition

Description: \_\_\_\_\_

Additional Equipment: Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

Serial # \_\_\_\_\_ Condition:  Is Operable  Needs repair  Unknown Condition

Description: \_\_\_\_\_

Additional Equipment: Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

Serial # \_\_\_\_\_ Condition:  Is Operable  Needs repair  Unknown Condition

Description: \_\_\_\_\_

Comments:

IDENTIFICATION TAG IS EXTREMELY WORN

THE ONLY IDENTIFICATION IS THE FAID TAGS

Location of Asset: SFSC 2/4/2026

For more information contact: \_\_\_\_\_



ASSET TRANSFER REQUEST

Date: 4/19/2024

To: Purchasing Department, Fixed Asset Property Manager

Transferor: *Julie Diaz* Julie Diaz Department / Division: 522020, Parks  
(Authorized Asset Custodian Signature) (Print Name)

Receiver: *Elizabeth Bryant* Elizabeth Bryant Department / Division: 172111, Fleet  
(Authorized Asset Custodian Signature) (Print Name)

RE: Please amend the inventory to reflect the following change(s) due to TRANSFER

Transfer 27156 Unit # TR9 Description 2005 TEXAS BRAGG 35' Trailer Serial/VIN 55084  
(FAID#, last 5 digits) (last 5 digits)

From 522020, Parks Location SNFE/SF05  
(Department/Division Name) (Building, Floor, Suite or Room No)

To 172111, Fleet Location SF Service Center 5101 AVE H  
(Department/Division Name) (Building, Floor, Suite or Room No)

Reason for Transfer AGE OF ASSET

Transfer 26847 Unit # TR19 Description 2001 AMERITRAIL 32' Trailer Serial/VIN 23107  
(FAID#, last 5 digits) (last 5 digits)

From 522020, Parks Location BOLV/BP04  
(Department/Division Name) (Building, Floor, Suite or Room No)

To 172111, Fleet Location SF Service Center 5101 AVE H  
(Department/Division Name) (Building, Floor, Suite or Room No)

Reason for Transfer AGE OF ASSET

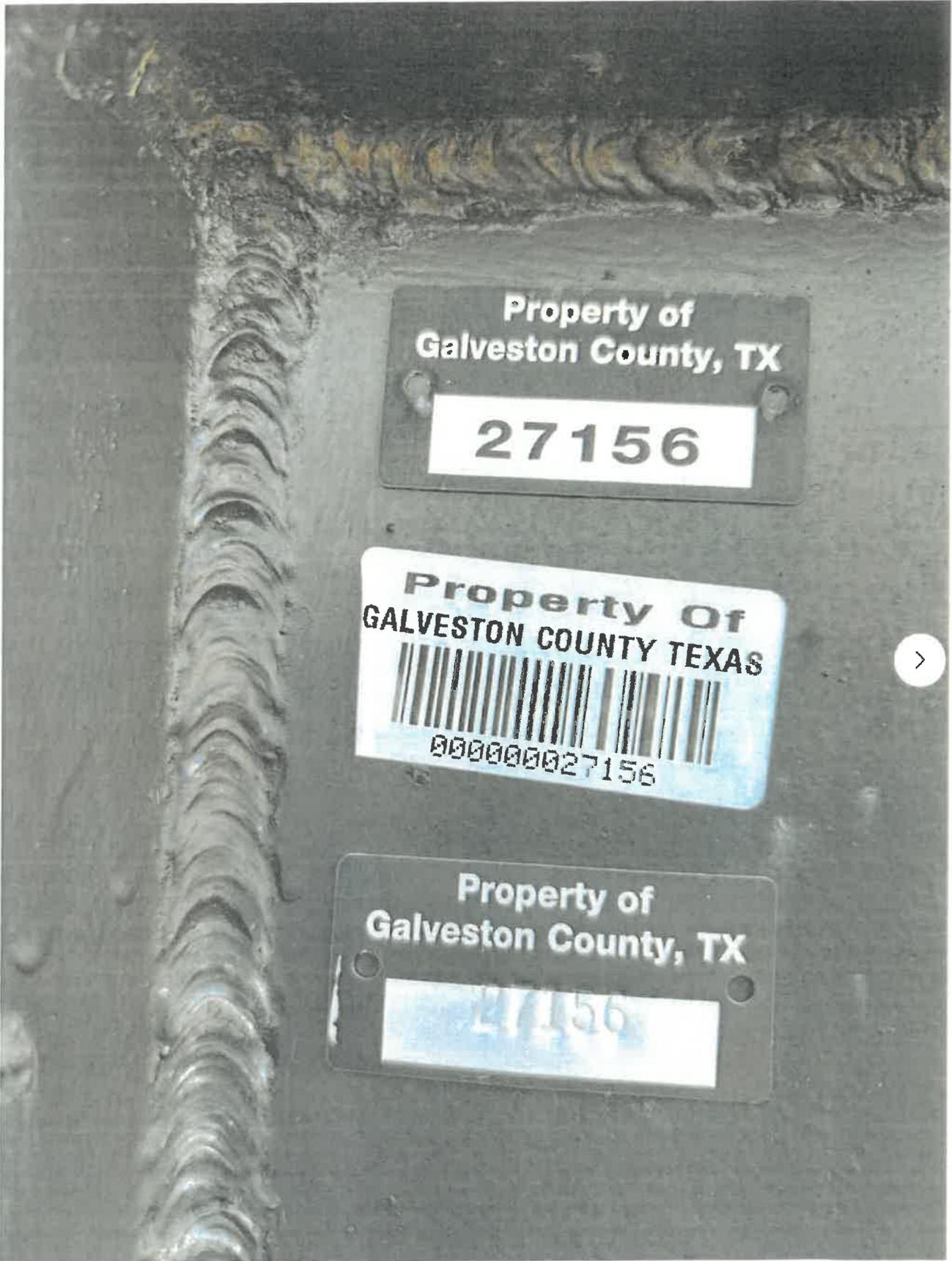
PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

5/10/2024  
Date Form Processed

*Elizabeth Bryant*  
Fixed Asset Property Manager

on Fixed Assets/FA Form/FA-02, Transfer revised 10/05/2010



11/16/2023 10:40 AM





01:46:34





ASSET DISPOSAL REPORT

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT [Signature]
Department No. & Name, Department Asset Custodian Authority Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 30471 FORD F750 DUMP TRUCK

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 3FRXF7FD9AV254317

From: 172111 FLEET MGMT Location: 2875 NICHOLAS AVE DICKINSON

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 30471 Description: 2010 FORD F750 DUMP TRUCK

Unit # C5918 Serial/VIN: 3FRXF7FD9AV254317 Mileage: 122722

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

7/9/25 9:11AM

Heavy Truck Inspection Form

Inventory ID: <b>C5918</b>	Asset Number: <b>30471</b>	Fair Market Value:																	
Short Description: Year <u>2010</u> Manufacturer <u>FORD</u> Model <u>F750 DUMP TRUCK</u>																			
VIN: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">3</td><td style="padding: 2px;">F</td><td style="padding: 2px;">R</td><td style="padding: 2px;">X</td><td style="padding: 2px;">F</td><td style="padding: 2px;">7</td><td style="padding: 2px;">F</td><td style="padding: 2px;">D</td><td style="padding: 2px;">9</td><td style="padding: 2px;">A</td><td style="padding: 2px;">V</td><td style="padding: 2px;">2</td><td style="padding: 2px;">5</td><td style="padding: 2px;">4</td><td style="padding: 2px;">3</td><td style="padding: 2px;">1</td><td style="padding: 2px;">7</td> </tr> </table> Title Restriction: <input type="checkbox"/> Y <input type="checkbox"/> N			3	F	R	X	F	7	F	D	9	A	V	2	5	4	3	1	7
3	F	R	X	F	7	F	D	9	A	V	2	5	4	3	1	7			
Mileage/Odometer: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">1</td><td style="padding: 2px;">2</td><td style="padding: 2px;">5</td><td style="padding: 2px;">4</td><td style="padding: 2px;">3</td><td style="padding: 2px;">5</td> </tr> </table> Odometer Accurate <input type="checkbox"/> Y <input type="checkbox"/> N:			1	2	5	4	3	5											
1	2	5	4	3	5														
Long Description: Primary Use for Vehicle: <u>DUMP TRUCK</u> GVW: <u>33,000#</u>																			
This Vehicle: <input checked="" type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input type="checkbox"/> Is Operable <input type="checkbox"/> Is Not Operable <input type="checkbox"/> For Parts Only																			
Date Removed From Service: Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection																			
Engine Manufacture: <u>CUMMINS</u> Engine: <u>6.7L, V6</u> <input type="checkbox"/> Gas <input checked="" type="checkbox"/> Diesel																			
This vehicle was maintained every <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles # of Axles <u>2</u>																			
Engine Condition: <input checked="" type="checkbox"/> Is operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is in Unknown Condition Jake Brake: <input type="checkbox"/> Yes <input type="checkbox"/> No																			
Engine Repairs needed:																			
Transmission Manufacture: <u>FORD ??</u> <input type="checkbox"/> Automatic <input checked="" type="checkbox"/> Manual <u>6</u> Speed																			
Transmission Condition is: <input type="checkbox"/> Operable <input checked="" type="checkbox"/> Needs Repair <input type="checkbox"/> Unknown <input type="checkbox"/> Rebuilt (Date: )																			
Transmission Repairs Needed: <u>CLUTCH NEEDS REPLACEMENT</u>																			
Exterior: Color <u>WHITE</u> Windows: <input type="checkbox"/> No Cracked Glass <input checked="" type="checkbox"/> Cracked <small>BULLSEYE ON WINDSHIELD</small>																			
Minor: <input checked="" type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input checked="" type="checkbox"/> Dings Tire Condition: <input type="checkbox"/> Low <input type="checkbox"/> Flat																			
Damage to: <u>BED DOES NOT RAISE COMPLETELY; PEELING CLEARCOAT</u>																			
Additional Damage to: <u>CRACKED HOOD &amp; GRILL; TOOL BOX DOOR MISSING</u>																			
Decals: <input type="checkbox"/> None <input type="checkbox"/> Have been sprayed <input checked="" type="checkbox"/> Have been Removed & <input checked="" type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions																			
Capacity: <u>9.6 CU YD</u> Loader: <input type="checkbox"/> Front <input type="checkbox"/> Side Electronic Tarp: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Condition:																			
Interior: Color <u>GRAY</u> <input type="checkbox"/> Cloth <input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Leather																			
Damage to Seats: <u>RIPPED, TORN, WORN &amp; STAINED</u>																			
Damage to Dash/Floor: <u>WORN &amp; STAINED FLOOR; CRACKED AND BROKEN DASH</u>																			
Radio: Brand <u>STOCK</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input type="checkbox"/> AM/FM CD																			
<input checked="" type="checkbox"/> Cruise Control <input checked="" type="checkbox"/> Tilt Steering <input type="checkbox"/> Remote Mirrors Airbags: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Dual																			
<input checked="" type="checkbox"/> AC <input type="checkbox"/> No AC AC Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown Power: <input type="checkbox"/> Windows <input type="checkbox"/> Doorlocks <input checked="" type="checkbox"/> Steering <input type="checkbox"/> Seats																			
Additional Equipment: Manufacturer: <u>DAVIS</u> Model: <u>D/T 6-10</u>																			
Serial # <u>V100073B5824228</u> Description: <u>9.6 CU YD DUMP BED</u>																			
Equipment Condition: <input type="checkbox"/> Is operable <input checked="" type="checkbox"/> Needs repair <input type="checkbox"/> Is in Unknown Condition																			
Other Equipment:																			
Location of Asset: <u>DSY 6/30/2025</u>																			
For more information contact:																			

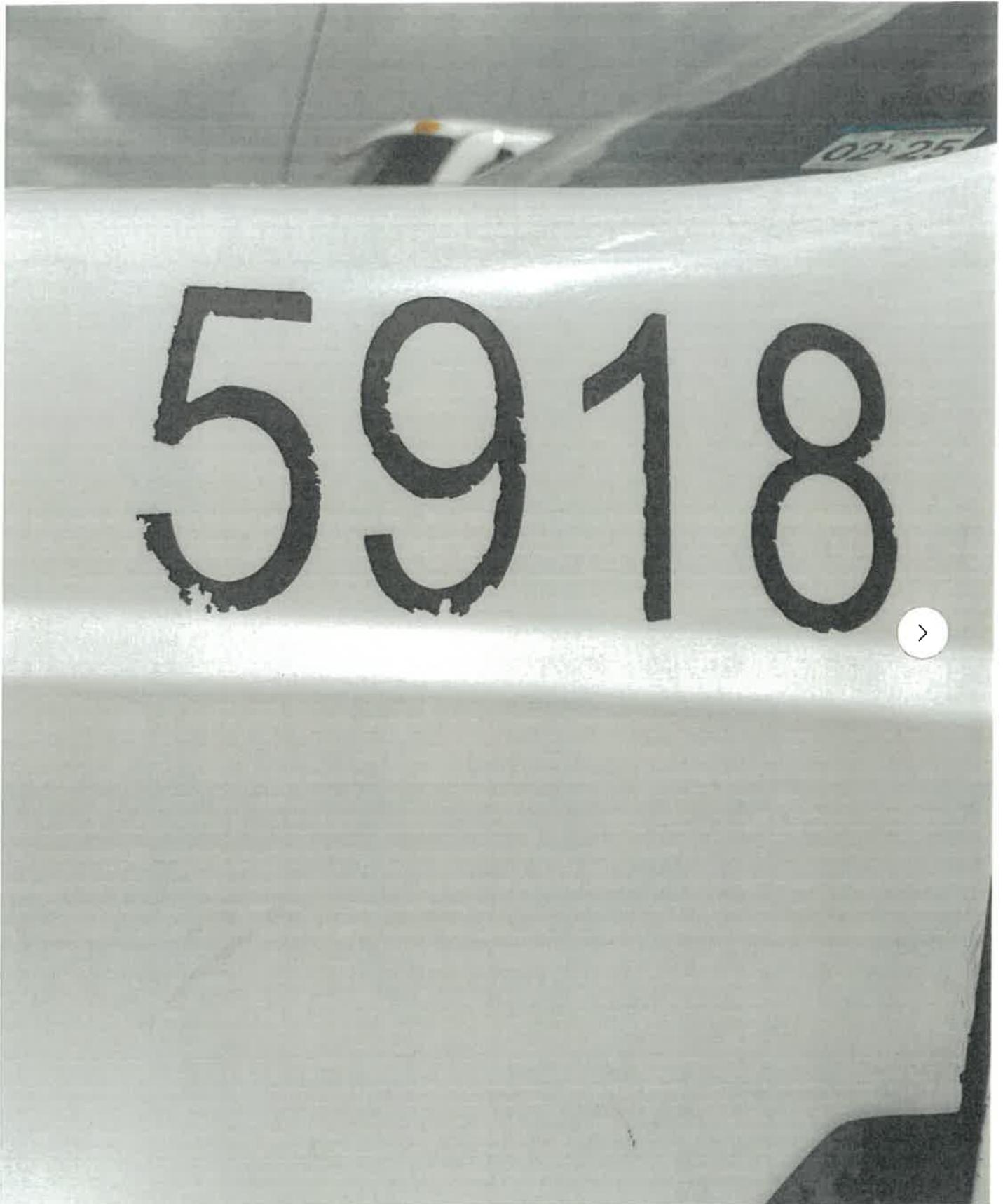
The County of Galveston

Jeff's Auction Checklist



UNIT#	REMARKS	DATE
	C5918	2/12/26
LICENSE PLATE NUMBER	157-7204	
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	yes	
TELEMATICS REMOVAL	yes	
TELEMATICS SERIAL NUMBER	N/A	
DECALS REMOVED	yes	
RADIO REMOVED	N/A	
RADIO SERIAL NUMBER	N/A	
LIGHTS (POLICE) REMOVED	N/A	
FIRE EXTINGUISHER REMOVED	yes	
TOOL BOX REMOVED	N/A	↓
FUEL CELL REMOVED	N/A	2/12/26
MECHANIC PRINT NAME AND SIGNATURE AND DATE	matthew landry	mm
MANAGER SIGNATURE AND DATE		2-12-2026

2/18/26 8:52 AM













**ASSET DISPOSAL REPORT**

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

**METHOD OF DISPOSAL**

- Auction \_\_\_\_\_  
Date
- Theft \_\_\_\_\_ (Attach the Law Enforcement Agency Theft Report)  
Date
- Destroyed by
  - Natural Disaster \_\_\_\_\_  
Date
  - Traffic Accident \_\_\_\_\_  
Date
- Trade-In \_\_\_\_\_  
Date
- Donated \_\_\_\_\_ Agency receiving donation: \_\_\_\_\_  
Date

Disposal of: 30826 FORD F150  
FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1FTFW1CF1BFA87843

From: 172111 FLEET MGMT  
Department No. & Name

Location: 2875 NICHOLAS AVE DICKINSON  
Building, Floor, Suite, or Room No.

Comments: \_\_\_\_\_

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

2/27/2026  
Date Form Processed

Edward J. [Signature]  
Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 30826 Description: 2011 FORD F150

Unit # C2111 Serial/VIN: 1FTFW1CF1BFA87843 Mileage: 113486

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

Form No. FA-06

Vehicle Inspection Form

Inventory ID: <b>C2111</b>	Asset Number: <b>30826</b>	Fair Market Value:																	
Short Description: Year <b>2011</b> Make <b>FORD</b> Model <b>F150 XL</b>																			
VIN: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>F</td><td>T</td><td>F</td><td>W</td><td>1</td><td>C</td><td>F</td><td>1</td><td>B</td><td>F</td><td>A</td><td>8</td><td>7</td><td>8</td><td>4</td><td>3</td></tr> </table> Title Restriction: <input type="checkbox"/> Y <input type="checkbox"/> N			1	F	T	F	W	1	C	F	1	B	F	A	8	7	8	4	3
1	F	T	F	W	1	C	F	1	B	F	A	8	7	8	4	3			
Odometer: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>1</td><td>7</td><td>7</td><td>4</td><td>6</td></tr> </table> <input type="checkbox"/> Miles <input type="checkbox"/> Kilometers Odometer Accurate <input type="checkbox"/> Y <input type="checkbox"/> N:			1	1	7	7	4	6											
1	1	7	7	4	6														
<b>Long Description:</b>																			
This Vehicle: <input type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input type="checkbox"/> Runs/Driveable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only																			
Engine- Type: <b>5.0L, V8</b> <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid																			
Engine Condition: <input type="checkbox"/> Runs <input checked="" type="checkbox"/> Needs repair <input checked="" type="checkbox"/> is in unknown condition																			
Repairs needed: <small>DID NOT START WITH BOOST; SERVICE ADVANCE TRNG LIGHT ON; WATER TEMP LIGHT ON; STARTING SYSTEM FAULT LIGHT ON; BLUE WRENCH ON</small>																			
This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles																			
Date Removed From Service: _____ Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection																			
Transmission: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual _____ Speed Condition: <input type="checkbox"/> Operable <input checked="" type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown Condition																			
Repairs Needed: <b>TRANSMISSION NEEDS REBUILD OR REPLACEMENT</b>																			
Drivetrain: <input checked="" type="checkbox"/> 2 Wheel Drive <input type="checkbox"/> 4 Wheel Drive Condition: _____																			
<b>Exterior:</b> Color: <b>WHITE</b> Windows: <input checked="" type="checkbox"/> No Cracked Glass <input type="checkbox"/> Cracked _____																			
Minor: <input checked="" type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input type="checkbox"/> Dings Tire Condition: <b>FAIR</b> Tread: _____ #Flat _____ Hubcaps # _____																			
Major Damage to: _____																			
Additional Damage: <b>NO TAILGATE; NO REAR BUMPER</b>																			
Decals: <input type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed or <input checked="" type="checkbox"/> Have been Removed & <input type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions																			
Emergency equip: <input type="checkbox"/> None <input checked="" type="checkbox"/> Has been removed & <input checked="" type="checkbox"/> There are holes in the exterior <input type="checkbox"/> There are no holes																			
<b>Interior:</b> Color <b>GRAY</b> , <input checked="" type="checkbox"/> Cloth <input type="checkbox"/> Vinyl <input type="checkbox"/> Leather																			
Damage to Seats: <b>WORN &amp; STAINED; GLUE REMNANTS ON DASH</b>																			
Damage to Dash/Floor: <b>HOLES IN FLOOR &amp; DASH; INTERIOR PANELS MISSING</b>																			
Radio: <input checked="" type="checkbox"/> Stock or <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input checked="" type="checkbox"/> AM/FM CD																			
<input checked="" type="checkbox"/> AC (Condition: <input type="checkbox"/> Cold <input checked="" type="checkbox"/> Unknown) <input type="checkbox"/> No AC Air Bags: <input type="checkbox"/> Driver's Side <input checked="" type="checkbox"/> Dual																			
<input type="checkbox"/> Cruise Control <input type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input type="checkbox"/> Climate Control																			
Power: <input checked="" type="checkbox"/> Steering <input type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input type="checkbox"/> Seats																			
Additional Equipment: <b>SPOTLIGHT (WORKS)</b>																			
Manufacturer _____ Model _____ Serial # _____																			
<input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____																			
Location of Asset: <b>DSY 6/11/2025</b>																			
For more information contact: _____																			
Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.																			

2/18/26 8:14 AM



The County of Galveston

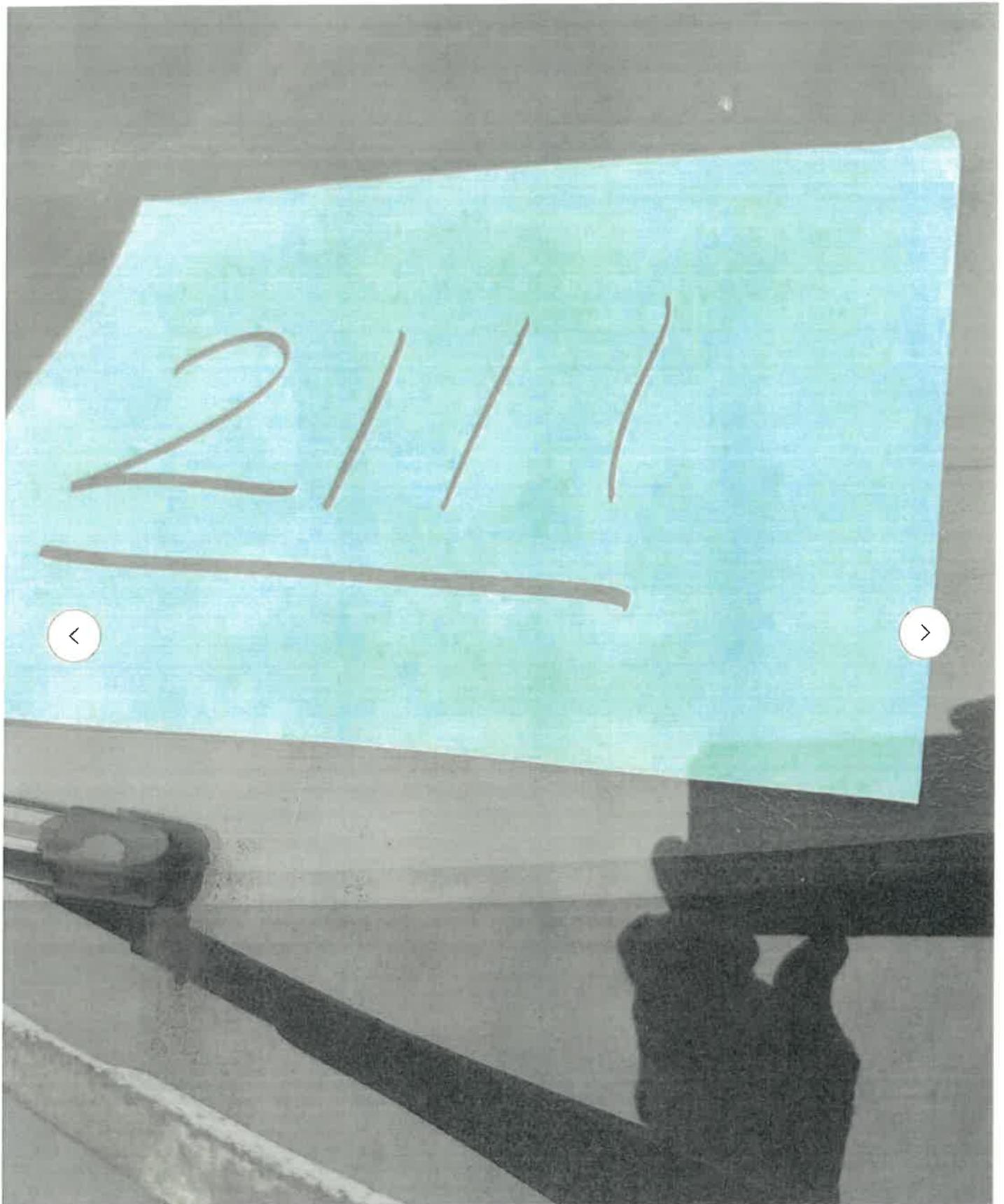
Jeff's Auction Checklist

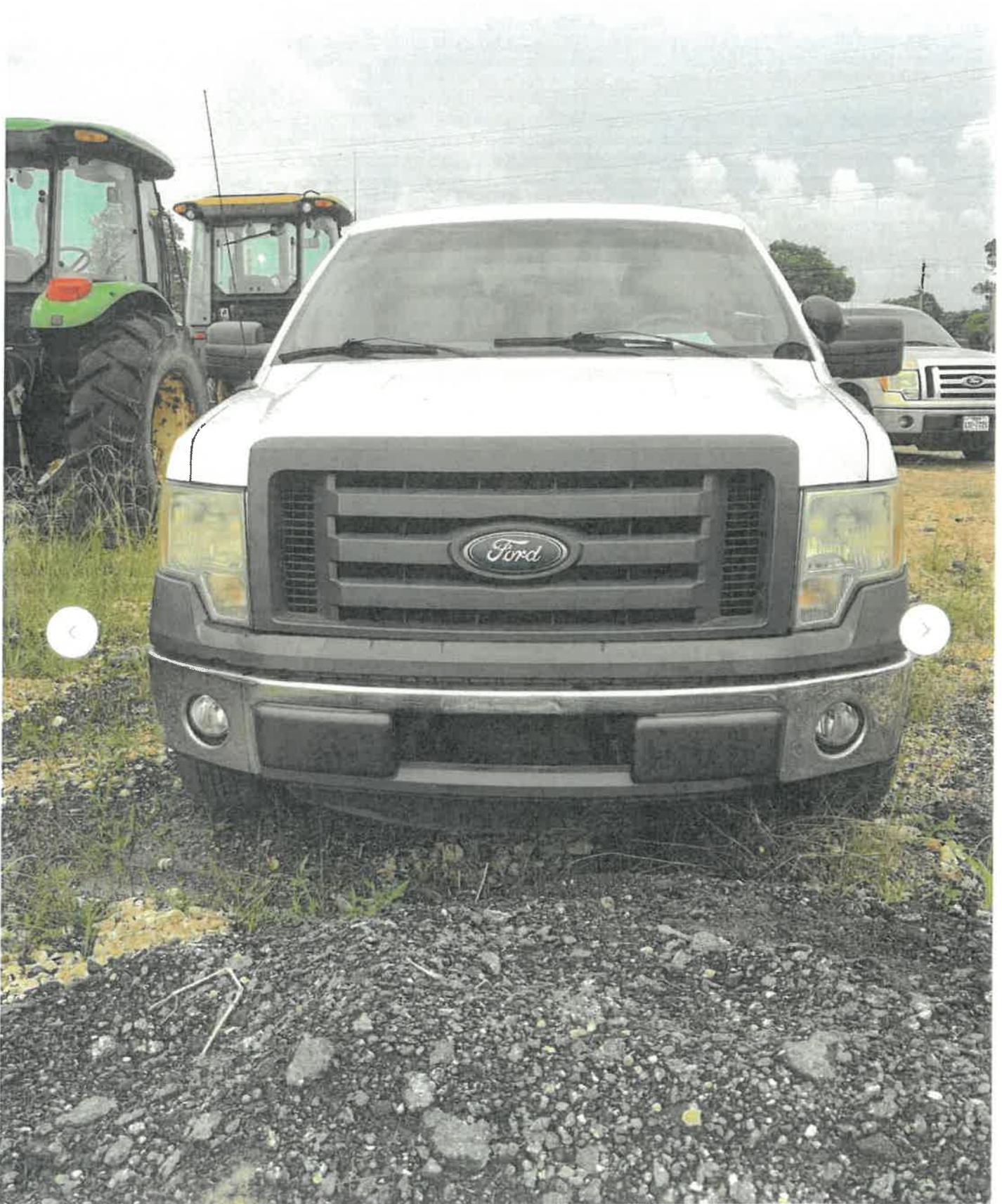
	REMARKS	DATE
UNIT#	C2111	1/29/2024
LICENSE PLATE NUMBER	N/A	
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	YES	
TELEMATICS REMOVAL	YES	
TELEMATICS SERIAL NUMBER	N/A	
DECALS REMOVED	YES	
RADIO REMOVED	YES	
RADIO SERIAL NUMBER	N/A	
LIGHTS (POLICE) REMOVED	MA	
FIRE EXTINGUISHER REMOVED	MA	
TOOL BOX REMOVED	MA	
FUEL CELL REMOVED	N/A	

MECHANIC PRINT NAME AND SIGNATURE AND DATE Chelsea Crain On Air 1/29/2024

MANAGER SIGNATURE AND DATE [Signature] 1-29-2024

27









... 1700





ASSET DISPOSAL REPORT

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

*[Handwritten Signature]*

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

Auction \_\_\_\_\_  
Date

Theft \_\_\_\_\_ (Attach the Law Enforcement Agency Theft Report)  
Date

Destroyed by  
 Natural Disaster \_\_\_\_\_  
Date  
 Traffic Accident \_\_\_\_\_  
Date

Trade-In \_\_\_\_\_  
Date

Donated \_\_\_\_\_ Agency receiving donation: \_\_\_\_\_  
Date

Disposal of: 32193 CHEVORLET EXPRESS 3500  
FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1GAZGNFG1H1208133

From: 172111 FLEET MGMT  
Department No. & Name

Location: 2875 NICHOLAS AVE DICKINSON  
Building, Floor, Suite, or Room No.

Comments: \_\_\_\_\_

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026  
Date Form Processed

*[Handwritten Signature]*  
Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 32193 Description: 2017 CHEVROLET EXPRESS 3500

Unit # C3733 Serial/VIN: 1GAZGNFG1H1208133 Mileage: 80323

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

Vehicle Inspection Form

Inventory ID: <b>C3733</b>	Asset Number: <b>32193</b>	Fair Market Value:																	
Short Description: Year <u>2017</u> Make <u>CHEVROLET</u> Model <u>EXPRESS 3500</u>																			
VIN: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td>1</td><td>G</td><td>A</td><td>Z</td><td>G</td><td>N</td><td>F</td><td>G</td><td>1</td><td>H</td><td>1</td><td>2</td><td>0</td><td>8</td><td>1</td><td>3</td><td>3</td> </tr> </table> Title Restriction: <input type="checkbox"/> Y <input type="checkbox"/> N			1	G	A	Z	G	N	F	G	1	H	1	2	0	8	1	3	3
1	G	A	Z	G	N	F	G	1	H	1	2	0	8	1	3	3			
Odometer: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td>8</td><td>0</td><td>3</td><td>2</td><td>5</td> </tr> </table> <input checked="" type="checkbox"/> Miles <input type="checkbox"/> Kilometers    Odometer Accurate <input type="checkbox"/> Y <input type="checkbox"/> N:			8	0	3	2	5												
8	0	3	2	5															
<b>Long Description:</b>																			
This Vehicle: <input type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input type="checkbox"/> Runs/Driveable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only																			
Engine- Type: <u>6.0L, V8</u> <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid																			
Engine Condition: <input checked="" type="checkbox"/> Runs <input type="checkbox"/> Needs repair <input type="checkbox"/> is in unknown condition																			
Repairs needed: _____																			
This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles																			
Date Removed From Service: _____ Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection																			
Transmission: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual    Speed Condition: <input type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown Condition																			
Repairs Needed: _____																			
Drivetrain: <input type="checkbox"/> 2 Wheel Drive <input type="checkbox"/> 4 Wheel Drive    Condition: _____																			
<b>Exterior:</b> Color: <u>WHITE</u> Windows: <input checked="" type="checkbox"/> No Cracked Glass <input type="checkbox"/> Cracked _____																			
Minor: <input checked="" type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input checked="" type="checkbox"/> Dings      Tire Condition: <u>FAIR</u> Tread: _____ #Flat _____ Hubcaps # _____																			
Major Damage to: _____																			
Additional Damage: _____																			
Decals: <input type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed or <input checked="" type="checkbox"/> Have been Removed & <input checked="" type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions																			
Emergency equip: <input type="checkbox"/> None <input checked="" type="checkbox"/> Has been removed & <input checked="" type="checkbox"/> There are holes in the exterior <input type="checkbox"/> There are no holes																			
<b>Interior:</b> Color <u>GRAY</u> <input type="checkbox"/> Cloth <input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Leather																			
Damage to Seats: <u>WORN, TORN &amp; STAINED</u>																			
Damage to Dash/Floor: <u>NORMAL WEAR &amp; TEAR</u>																			
Radio: <input checked="" type="checkbox"/> Stock or <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input checked="" type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input type="checkbox"/> AM/FM CD																			
<input checked="" type="checkbox"/> AC (Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown) <input type="checkbox"/> No AC      Air Bags: <input checked="" type="checkbox"/> Driver's Side <input checked="" type="checkbox"/> Dual																			
<input type="checkbox"/> Cruise Control <input type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input type="checkbox"/> Climate Control																			
Power: <input checked="" type="checkbox"/> Steering <input type="checkbox"/> Windows <input type="checkbox"/> Door Locks <input type="checkbox"/> Seats																			
Additional Equipment: <u>WINDOW CAGES STILL ATTACHED</u>																			
Manufacturer _____ Model _____ Serial # _____																			
<input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____																			
Location of Asset: <u>DSY 2/11/2026</u>																			
For more information contact: _____																			
Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.																			

2/18/26 9:28 AM

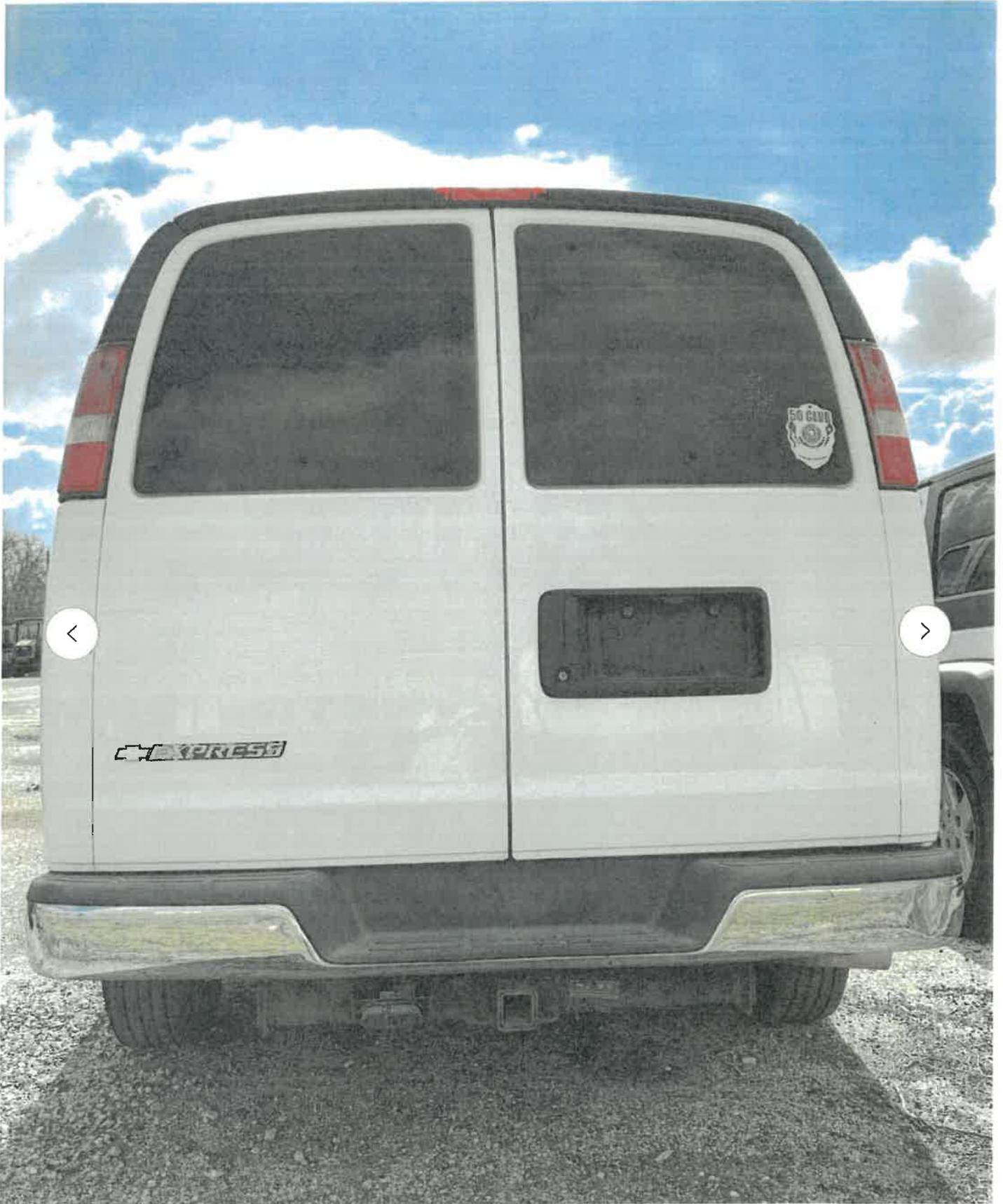


The County of Galveston  
Jeff's Auction Checklist

	REMARKS	DATE
UNIT#	C3733	12-22-2015
LICENSE PLATE NUMBER		
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	YES	
TELEMATICS REMOVAL	YES	
TELEMATICS SERIAL NUMBER	GPSY-EZW-295	
DECALS REMOVED	YES	
RADIO REMOVED	N/A	
RADIO SERIAL NUMBER	N/A	
LIGHTS (POLICE) REMOVED	YES	
FIRE EXTINGUISHER REMOVED	YES	
TOOL BOX REMOVED	N/A	
FUEL CELL REMOVED	N/A	
MECHANIC PRINT NAME AND SIGNATURE AND DATE	<i>[Signature]</i>	
MANAGER SIGNATURE AND DATE	<i>[Signature]</i>	

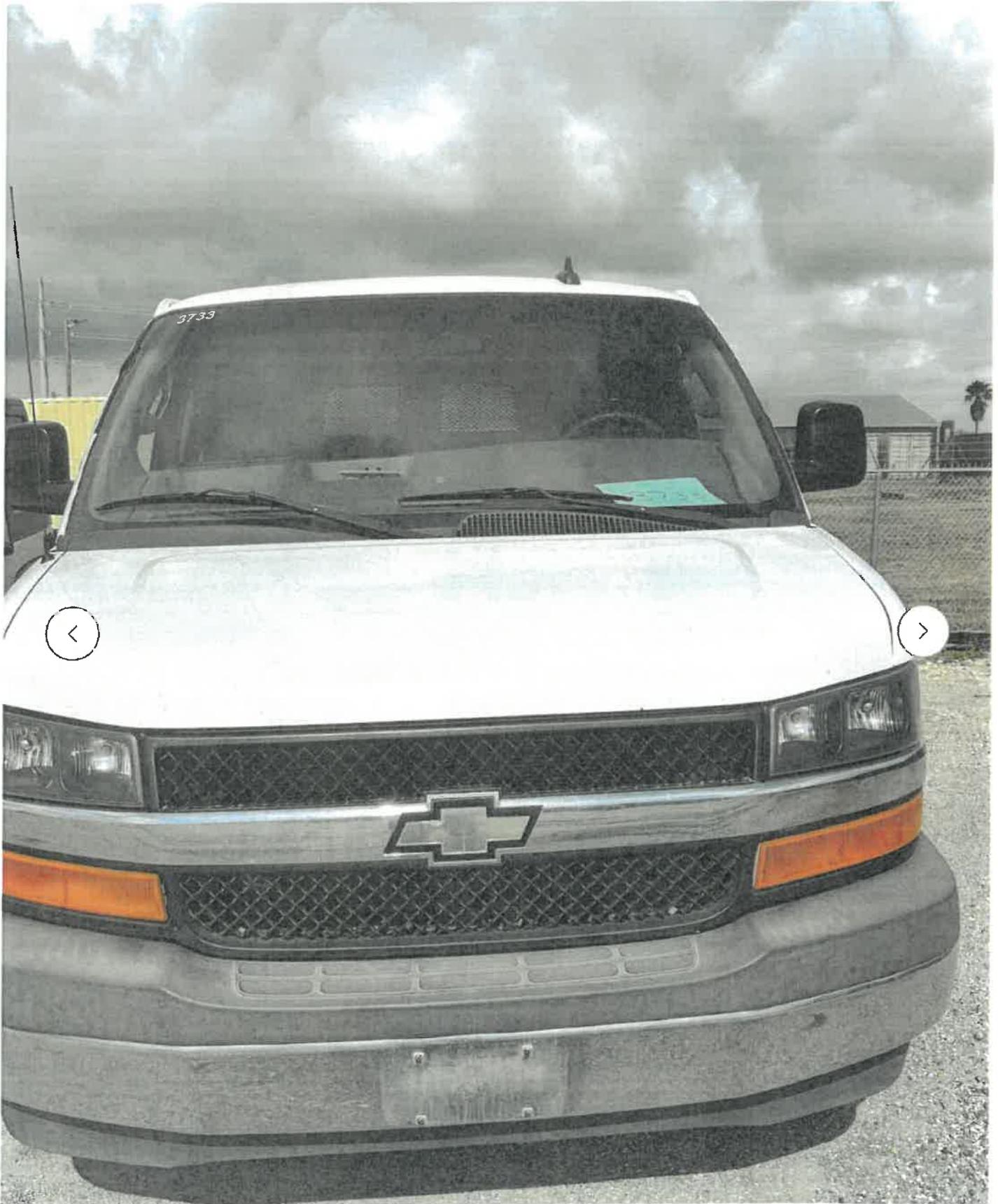
BUICK ENVOY

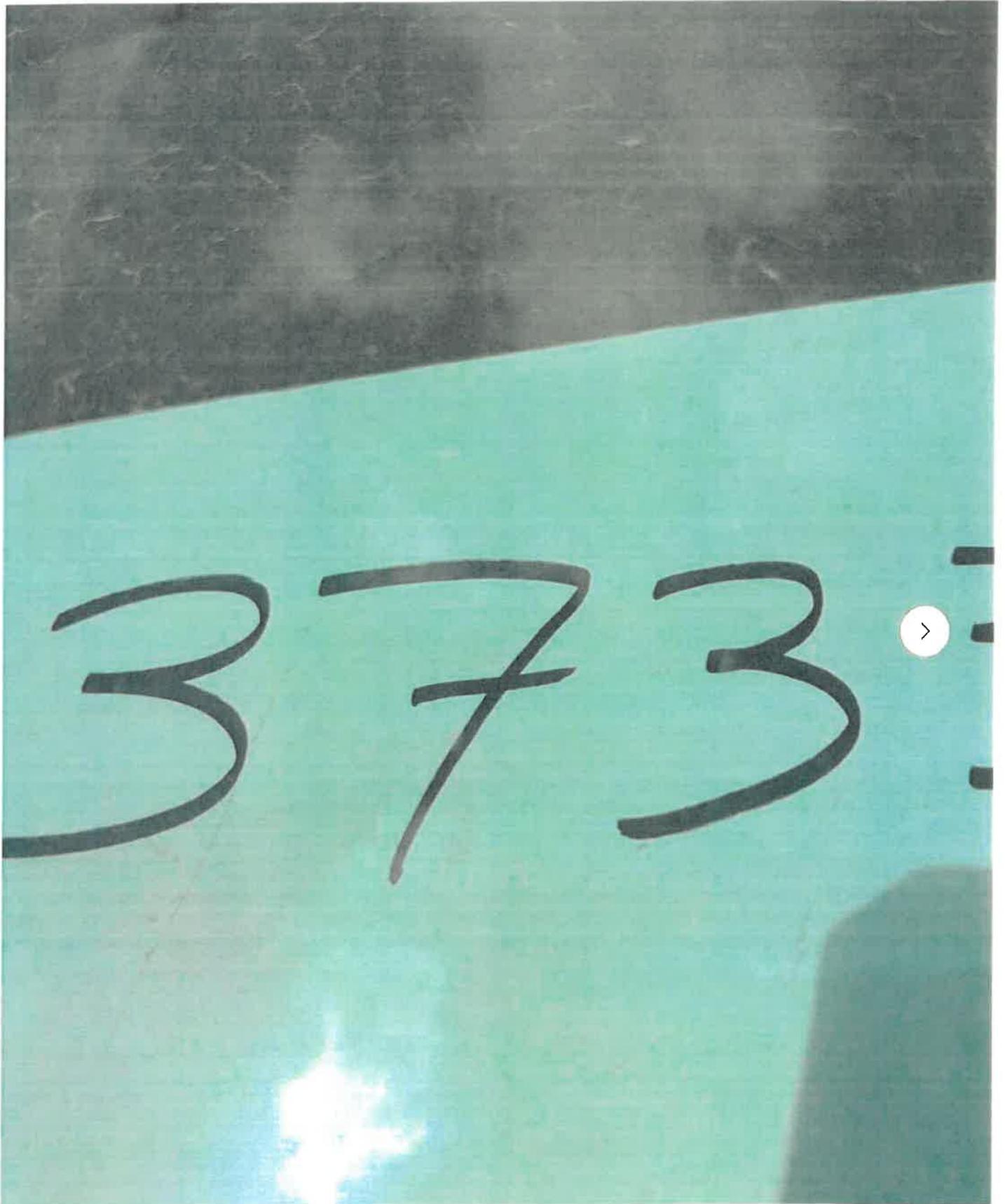






443 5204







ASSET DISPOSAL REPORT

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT [Signature]
Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 32325 FORD F150
FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1FTEW1CB9JKC88453

From: 172111 FLEET MGMT Location: 2875 NICHOLAS AVE DICKINSON
Department No. & Name Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 32325 Description: 2018 FORD F150

Unit # C7813 Serial/VIN: 1FTEW1CB9JKC88453 Mileage: 80819

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

8/25/25 8:54 AM

### Vehicle Inspection Form

Inventory ID: <b>C7813</b>	Asset Number: <b>32325</b>	Fair Market Value:
Short Description: Year <b>2018</b> Make <b>FORD</b> Model <b>F150</b>		
VIN: <b>1 F T E W 1 C B 9 J K C 8 8 4 5 3</b>		Title Restriction: <input type="checkbox"/> Y <input type="checkbox"/> N
Odometer: <b>8 2 6 6 8</b>		<input type="checkbox"/> Miles <input type="checkbox"/> Kilometers      Odometer Accurate <input checked="" type="checkbox"/> Y <input type="checkbox"/> N:
Long Description: This Vehicle: <input checked="" type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input checked="" type="checkbox"/> Runs/Driveable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only Engine- Type: <b>3.3L, V6</b> <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid Engine Condition: <input checked="" type="checkbox"/> Runs <input type="checkbox"/> Needs repair <input type="checkbox"/> is in unknown condition Repairs needed: _____ This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles Date Removed From Service: _____      Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection Transmission: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual      Speed Condition: <input type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown Condition Repairs Needed: _____ Drivetrain: <input checked="" type="checkbox"/> 2 Wheel Drive <input type="checkbox"/> 4 Wheel Drive      Condition: _____		
Exterior:      Color: <b>WHITE</b> Windows: <input checked="" type="checkbox"/> No Cracked Glass <input type="checkbox"/> Cracked Minor: <input checked="" type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input type="checkbox"/> Dings      Tire Condition: <b>FAIR</b> Tread: _____ #Flat      Hubcaps # _____ Major Damage to: _____ Additional Damage: _____ Decals: <input type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed <input type="checkbox"/> or <input type="checkbox"/> Have been Removed & <input checked="" type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions Emergency equip: <input type="checkbox"/> None <input checked="" type="checkbox"/> Has been removed & <input type="checkbox"/> There are holes in the exterior <input checked="" type="checkbox"/> There are no holes		
Interior:      Color <b>GRAY</b> <input type="checkbox"/> Cloth <input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Leather Damage to Seats: <b>WORN, TORN &amp; STAINED</b> Damage to Dash/Floor: <b>WORN, TORN &amp; STAINED</b> Radio: <input checked="" type="checkbox"/> Stock <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input checked="" type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input type="checkbox"/> AM/FM CD <input type="checkbox"/> AC (Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown) <input type="checkbox"/> No AC      Air Bags: <input checked="" type="checkbox"/> Driver's Side <input checked="" type="checkbox"/> Dual <input type="checkbox"/> Cruise Control <input checked="" type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input type="checkbox"/> Climate Control Power: <input checked="" type="checkbox"/> Steering <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input type="checkbox"/> Seats		
Additional Equipment: _____ Manufacturer _____      Model _____      Serial # _____ <input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____		
Location of Asset: <b>DSY 8/14/2025</b> For more information contact: _____ Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.		

2/18/26 8:53 AM



The County of Galveston  
Jeff's Auction Checklist

	REMARKS	DATE
UNIT#	7813	1/26/26
LICENSE PLATE NUMBER	138 2884	
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	yes	
TELEMATICS REMOVAL	N/A	
TELEMATICS SERIAL NUMBER	N/A	
DECALS REMOVED	yes	
RADIO REMOVED	N/A	
RADIO SERIAL NUMBER	N/A	
LIGHTS (POLICE) REMOVED	N/A	
FIRE EXTINGUISHER REMOVED	yes	
TOOL BOX REMOVED	N/A	
FUEL CELL REMOVED	N/A	
MECHANIC PRINT NAME AND SIGNATURE AND DATE	Jeffrey Maza Jr	1/16/26
MANAGER SIGNATURE AND DATE	[Signature]	1/16/2026

14 11 16 10 11 11



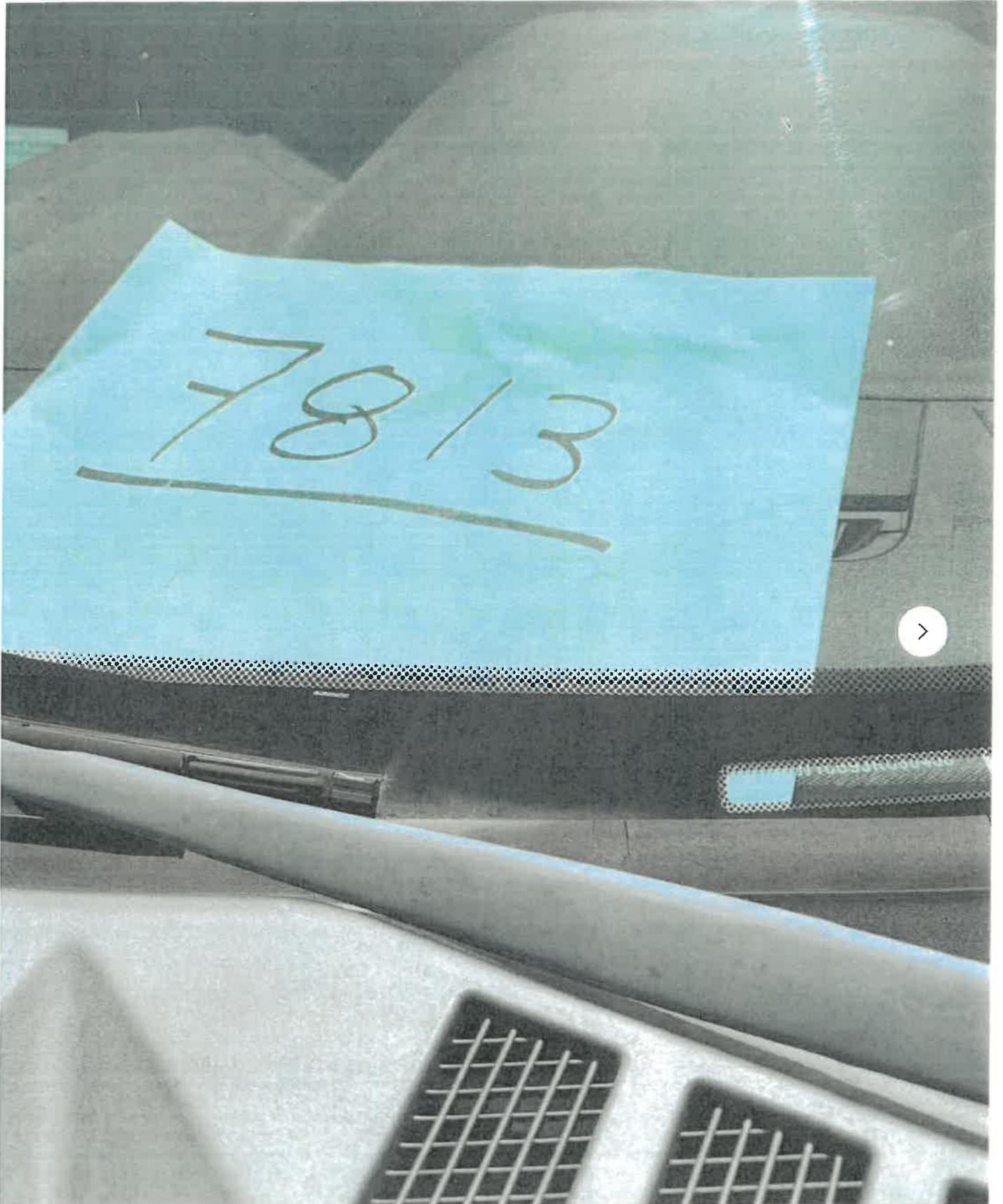
11/10/2024





11/16/2023







ASSET DISPOSAL REPORT

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

[Handwritten signature]

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 32365 JEEP WRANGLER

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1C4BJWDG9JL908379

From: 172111 FLEET MGMT Location: 2875 NICHOLAS AVE DICKINSON

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

Date Form Processed: 2/27/2026

[Handwritten signature] Fixed Asset Property Manager



**FLEET PRE-AUCTION DISCLOSURE FORM**

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT  
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

**Starting Bid:**

Disposal of FAID No: 32365 Description: 2018 JEEP WRANGLER

Unit # C3804 Serial/VIN: 1C4BJWDG9JL908379 Mileage: 87392

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck?  Yes  No If Yes, what year: \_\_\_\_\_

What type of damaged resulted from wreck? \_\_\_\_\_

List any engine issues: \_\_\_\_\_

List any transmission issues: \_\_\_\_\_

List any fluid leaks (oil, fuel, radiator, transmission, etc.) \_\_\_\_\_

Are all tires road-worthy?  Yes  No If No, please explain: \_\_\_\_\_

Is there a spare tire?  Yes  No Is the full jack present?  Yes  No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

2/27/2026  
Date Form Processed

[Signature]  
Fixed Asset Property Manager

Form No. FA-06

Vehicle Inspection Form

Inventory ID **C3804**

Asset Number: **32365**

Fair Market Value:

Short Description:  
Year **2018**

Make **JEEP**

Model **WRANGLER**

VIN: 

1	C	4	B	J	W	D	G	9	J	L	9	0	8	3	7	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

 Title Restriction:  Y  N

Odometer: 

8	7	4	4	6
---	---	---	---	---

 Miles  Kilometers Odometer Accurate  Y  N:

Long Description:

This Vehicle:  Starts  Starts with a Boost &  Runs/Driveable  Engine Runs  Does Not Run  For Parts Only

Engine-Type: **3.6L, V6**  Gas  Diesel Engine  Propane/Natural Gas  Gas/Electric Hybrid

Engine Condition:  Runs  Needs repair  is in unknown condition

Repairs needed: **CHECK ENGINE LIGHT ON**

This vehicle was maintained every \_\_\_\_\_  Days  Hours  Miles

Date Removed From Service: \_\_\_\_\_ Maintenance Records:  Available  Not Available For Inspection

Transmission:  Automatic  Manual \_\_\_ Speed Condition:  Operable  Needs repair  Is Unknown Condition

Repairs Needed: \_\_\_\_\_

Drivetrain:  2 Wheel Drive  4 Wheel Drive Condition: \_\_\_\_\_

Exterior: Color: **WHITE** Windows:  No Cracked Glass  Cracked BULLSEYE ON WINDSHIELD

Minor:  Dents  Scratches  Dings Tire Condition: **FAIR** Tread: \_\_\_\_\_ #Flat \_\_\_\_\_ Hubcaps # \_\_\_\_\_

Major Damage to: \_\_\_\_\_

Additional Damage: \_\_\_\_\_

Decals:  None  Have Been Sprayed or  Have been Removed &  Impressions Remain  No Impressions

Emergency equip:  None  Has been removed &  There are holes in the exterior  There are no holes

Interior: Color **BLACK**  Cloth  Vinyl  Leather

Damage to Seats: **WORN, TORN & STAINED**

Damage to Dash/Floor: **NORMAL WEAR & TEAR; MISSING INTERIOR PANELS**

Radio:  Stock or  Brand & Model: \_\_\_\_\_  AM  AM/FM  AM/FM Cassette  AM/FM CD

AC (Condition:  Cold  Unknown)  No AC Air Bags:  Driver's Side  Dual

Cruise Control  Tilt Steering  Remote Mirrors  Climate Control

Power:  Steering  Windows  Door Locks  Seats

Additional Equipment: \_\_\_\_\_

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Serial # \_\_\_\_\_

Tool Box  Light Bar  Ladder Rack  Utility Body: Brand \_\_\_\_\_  Hitch: Type \_\_\_\_\_

Location of Asset: **DSY 2/11/2026**

For more information contact: \_\_\_\_\_

Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.

2/18/26 9:28 AM



The County of Galveston  
Jeff's Auction Checklist

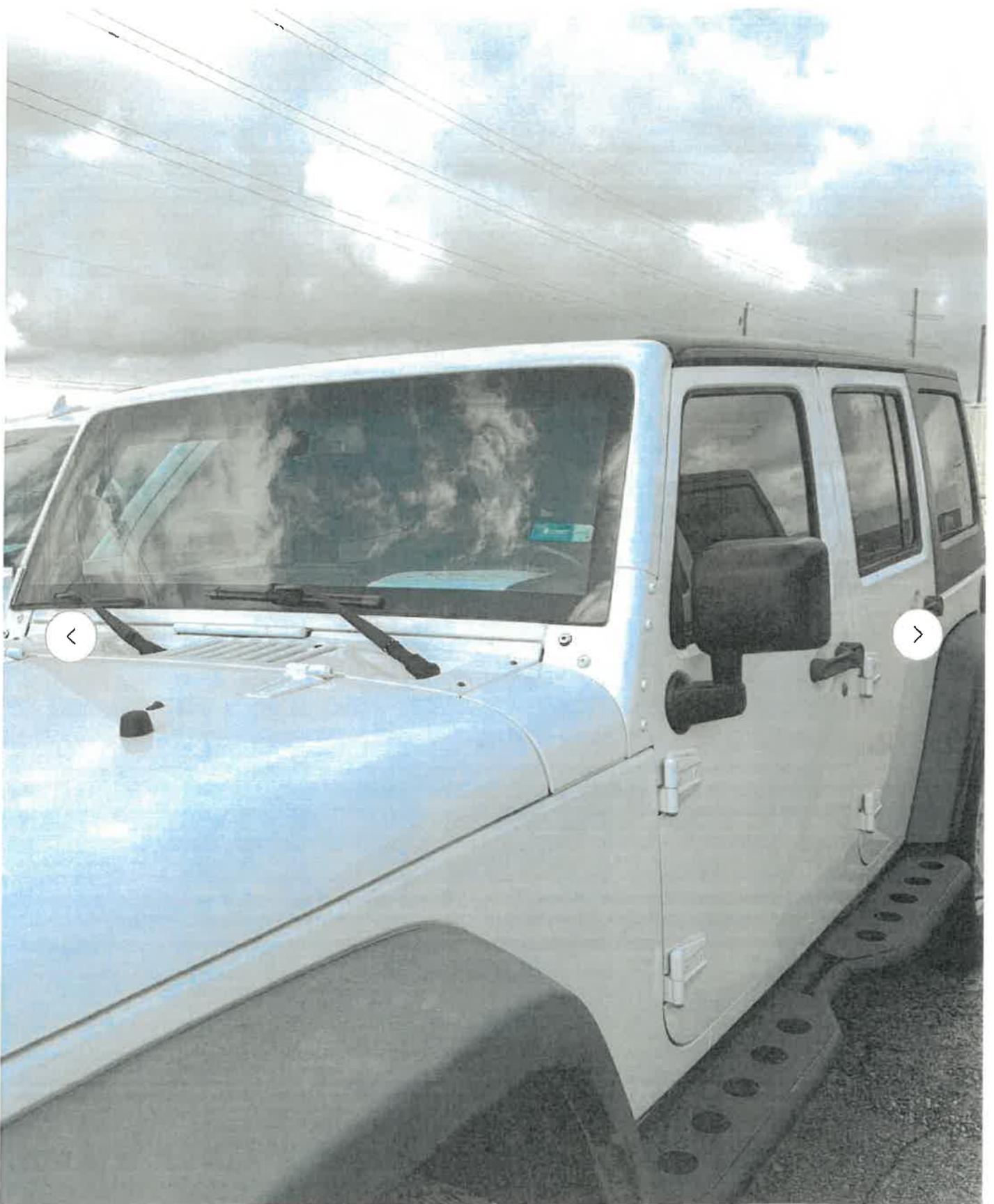
	REMARKS	DATE
UNIT#	3804	1-2-26
LICENSE PLATE NUMBER	KXG 6186	1-2-26
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	yes	1-2-26
TELEMATICS REMOVAL	yes	1-2-26
TELEMATICS SERIAL NUMBER	G8XK-4JW-B6E	1-2-26
DECALS REMOVED	yes	1-2-26
RADIO REMOVED	N/A	1-2-26
RADIO SERIAL NUMBER	N/A	1-2-26
LIGHTS (POLICE) REMOVED	yes	1-2-26
FIRE EXTINGUISHER REMOVED	N/A	1-2-26
TOOL BOX REMOVED	N/A	1-2-26
FUEL CELL REMOVED	N/A	1-2-26
MECHANIC PRINT NAME AND SIGNATURE AND DATE	Kennet Trammell	1-2-26
MANAGER SIGNATURE AND DATE		1-2-2026



1146 5070

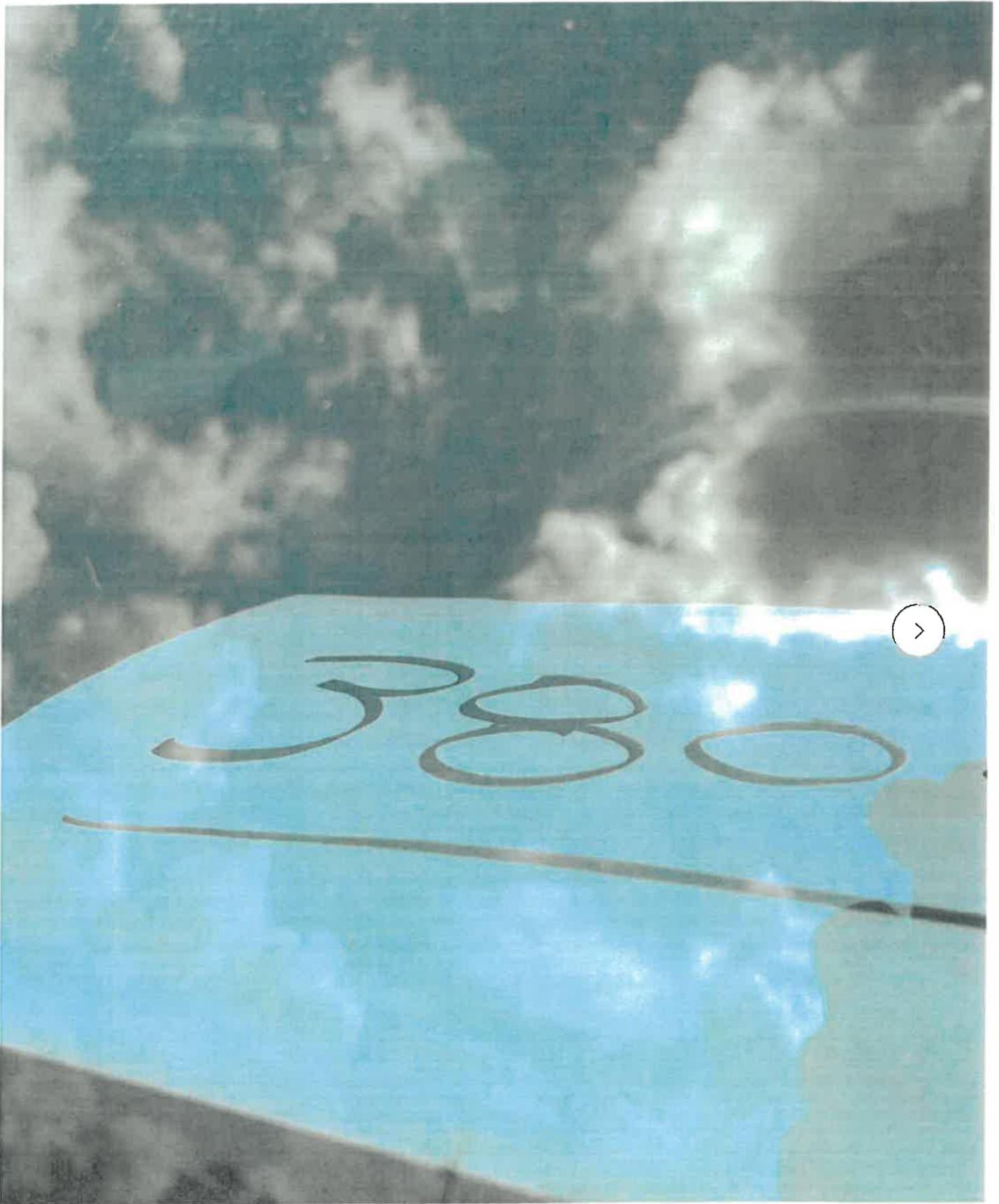


446 2018



2016 2017







ASSET DISPOSAL REPORT

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT [Signature]
Department No. & Name, Department Asset Custodian Authorize / Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 32366 JEEP WRANGLER
FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1C4BJWDG7JL908607

From: 172111 FLEET MGMT Location: 2875 NICHOLAS AVE DICKINSON
Department No. & Name Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 32366 Description: 2018 JEEP WRANGLER

Unit # C3803 Serial/VIN: 1C4BJWDG7JL908607 Mileage: 112083

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

### Vehicle Inspection Form

Inventory ID: <b>C3803</b>	Asset Number: <b>32366</b>	Fair Market Value:																	
Short Description: Year <u>2018</u> Make <u>JEEP</u> Model <u>WRANGLER</u>																			
VIN: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>C</td><td>4</td><td>B</td><td>J</td><td>W</td><td>D</td><td>G</td><td>7</td><td>J</td><td>L</td><td>9</td><td>0</td><td>8</td><td>6</td><td>0</td><td>7</td></tr> </table> Title Restriction: <input type="checkbox"/> Y <input type="checkbox"/> N			1	C	4	B	J	W	D	G	7	J	L	9	0	8	6	0	7
1	C	4	B	J	W	D	G	7	J	L	9	0	8	6	0	7			
Odometer: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>1</td><td>2</td><td>1</td><td>3</td><td>1</td></tr> </table> <input checked="" type="checkbox"/> Miles <input type="checkbox"/> Kilometers    Odometer Accurate <input type="checkbox"/> Y <input type="checkbox"/> N:			1	1	2	1	3	1											
1	1	2	1	3	1														
<b>Long Description:</b>																			
This Vehicle: <input type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input checked="" type="checkbox"/> Runs/Driveable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only																			
Engine- Type: <u>3.6L, V6</u> <input type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid																			
Engine Condition: <input checked="" type="checkbox"/> Runs <input checked="" type="checkbox"/> Needs repair <input type="checkbox"/> is in unknown condition																			
Repairs needed: <u>LOW TIRE LIGHT ON</u>																			
This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles																			
Date Removed From Service: _____    Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection																			
Transmission: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual    Speed Condition: <input type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown Condition																			
Repairs Needed: _____																			
Drivetrain: <input type="checkbox"/> 2 Wheel Drive <input type="checkbox"/> 4 Wheel Drive    Condition: _____																			
<b>Exterior:</b> Color: <u>WHITE</u> Windows: <input checked="" type="checkbox"/> No Cracked Glass <input type="checkbox"/> Cracked																			
Minor: <input checked="" type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input checked="" type="checkbox"/> Dings    Tire Condition: <u>FAIR</u> Tread: _____ #Flat _____ Hubcaps # _____																			
Major Damage to: _____																			
Additional Damage: _____																			
Decals: <input type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed or <input type="checkbox"/> Have been Removed & <input checked="" type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions																			
Emergency equip: <input type="checkbox"/> None <input checked="" type="checkbox"/> Has been removed & <input type="checkbox"/> There are holes in the exterior <input checked="" type="checkbox"/> There are no holes																			
<b>Interior:</b> Color <u>BLACK</u> <input type="checkbox"/> Cloth <input type="checkbox"/> Vinyl <input type="checkbox"/> Leather																			
Damage to Seats: <u>NORMAL WEAR &amp; TEAR</u>																			
Damage to Dash/Floor: <u>NORMAL WEAR &amp; TEAR</u>																			
Radio: <input checked="" type="checkbox"/> Stock or <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input type="checkbox"/> AM/FM CD																			
<input checked="" type="checkbox"/> AC (Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown) <input type="checkbox"/> No AC    Air Bags: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Dual																			
<input checked="" type="checkbox"/> Cruise Control <input checked="" type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input type="checkbox"/> Climate Control																			
Power: <input checked="" type="checkbox"/> Steering <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input type="checkbox"/> Seats																			
<b>Additional Equipment:</b>																			
Manufacturer _____    Model _____    Serial # _____																			
<input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____																			
Location of Asset: <u>DSY 2/11/2026</u>																			
For more information contact: _____																			
Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.																			



ASSET TRANSFER REQUEST

Date: 11/25/2025

To: Purchasing Department, Fixed Asset Property Manager

Transferor: [Signature] Chris Horn Department / Division: SHERIFF

Receiver: Bryant, Elizabeth Digitally signed by Bryant, Elizabeth Date: 2025.11.25 10:51:16 -0800 ELIZABETH BRYANT Department / Division: 172111/FLEET MGMT

RE: Please amend the inventory to reflect the following change(s) due to TRANSFER

Transfer 32366 Unit # C3803 Description 2018 JEEP WRANGLER Serial/MIN 908607
From SHERIFF Location
To 172111/FLEET MGMT Location 2875 NICHOLS AVE., DKN 77539
Reason for Transfer SURPLUS

Transfer Unit # Description Serial/MIN
From Location
To Location
Reason for Transfer

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026 Date Form Processed

[Signature] Fixed Asset Property Manager

nr/Fixed Assets/FA Forms/FA-02, Transfer revised 10/05/2020

2014 5204



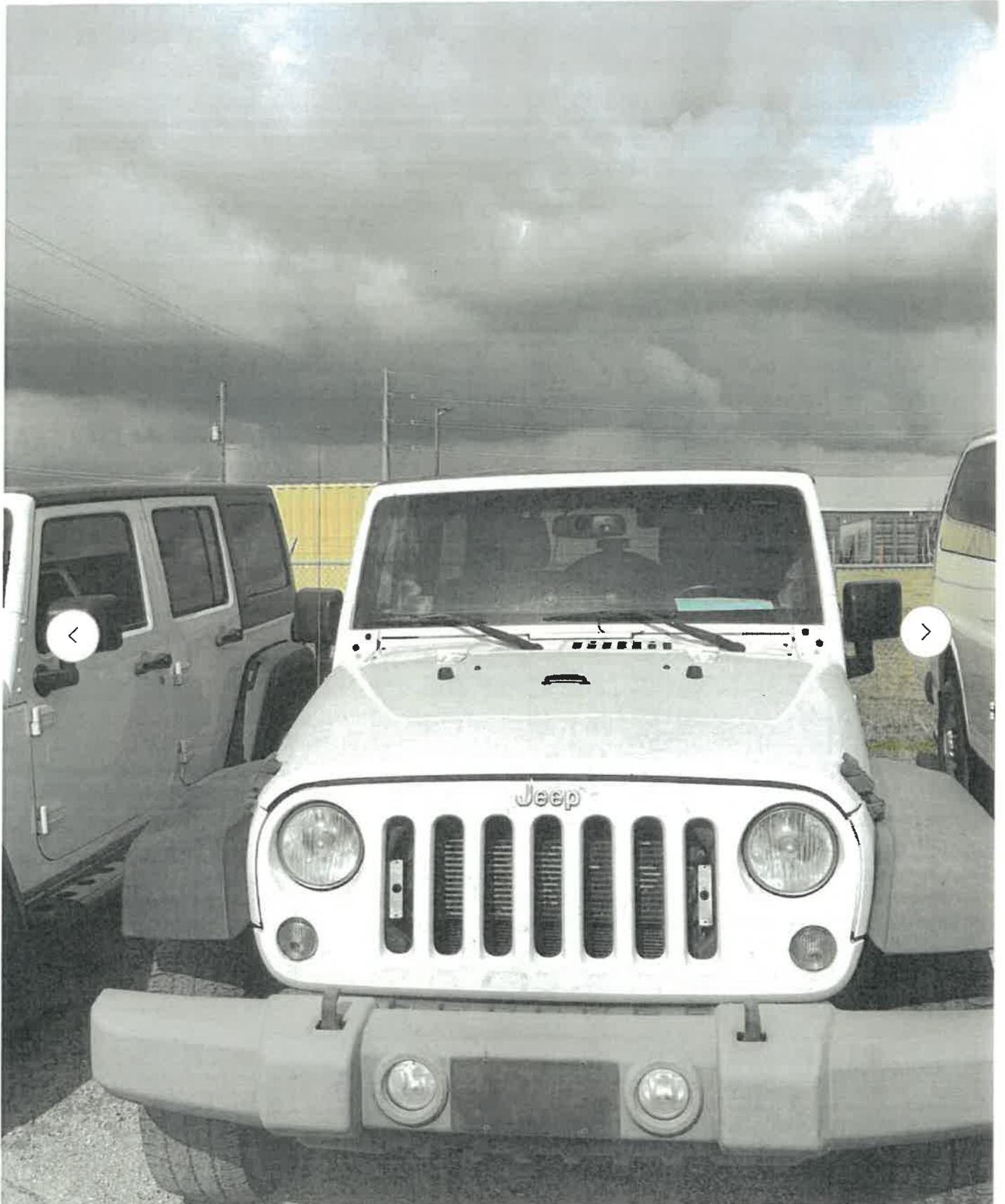
11/16/2023

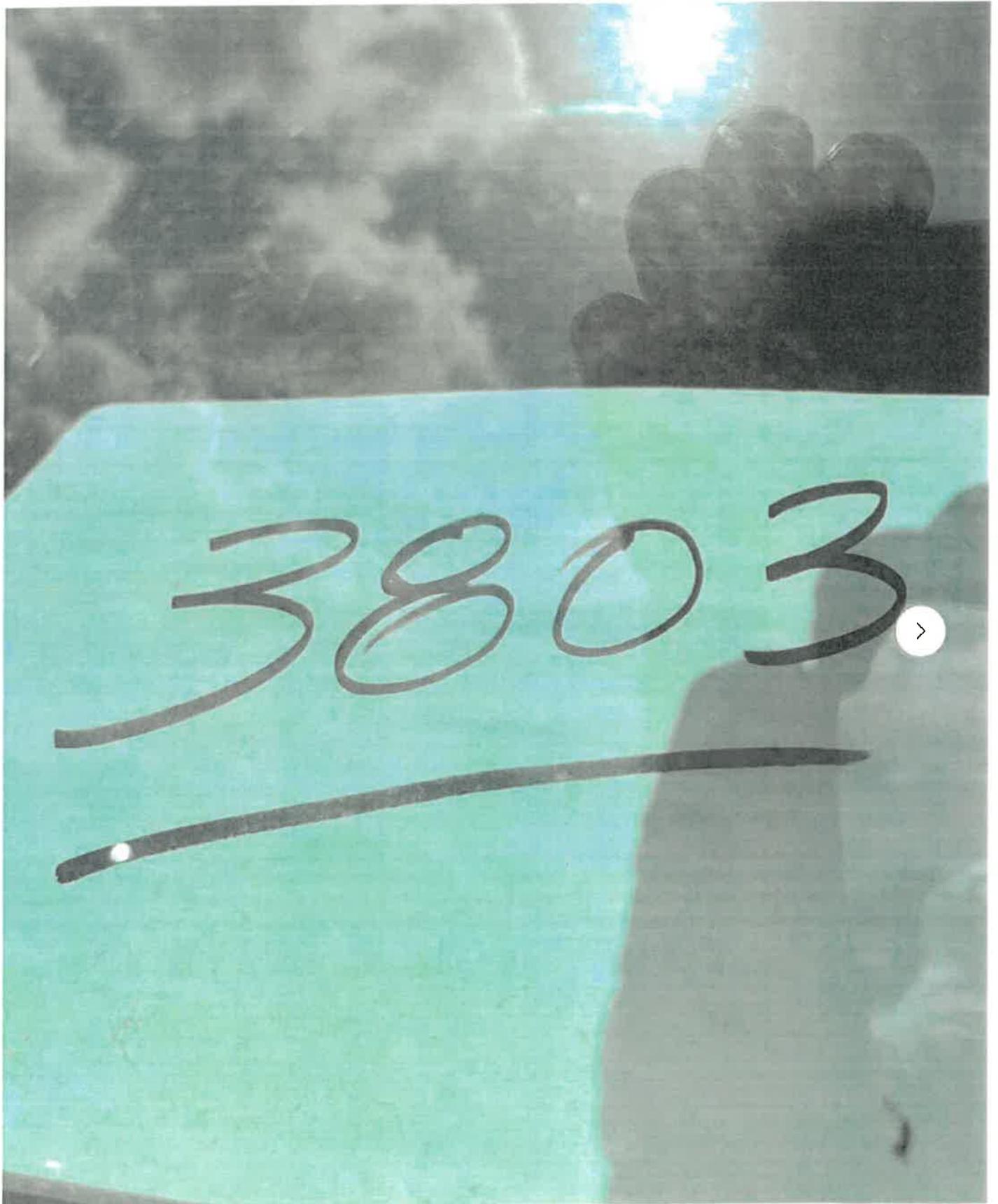


446 5202



2014 Jeep Wrangler







ASSET DISPOSAL REPORT

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

[Handwritten Signature]

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Checkboxes for Auction, Theft, Destroyed by (Natural Disaster, Traffic Accident), Trade-In, and Donated.

Disposal of: 32770 CHEVORLET TAHOE

FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1GNLCDEC7LR243990

From: 172111 FLEET MGMT

Department No. & Name

Location: 2875 NICHOLAS AVE DICKINSON

Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

Date Form Processed: 2/27/2026

[Handwritten Signature] Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 2/26/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 32770 Description: 2020 CHEVORLET TAHOE

Unit # C3008 Serial/VIN: 1GNLCDEC7LR243990 Mileage: 94043

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

1/27/26 2:43 PM

### Vehicle Inspection Form

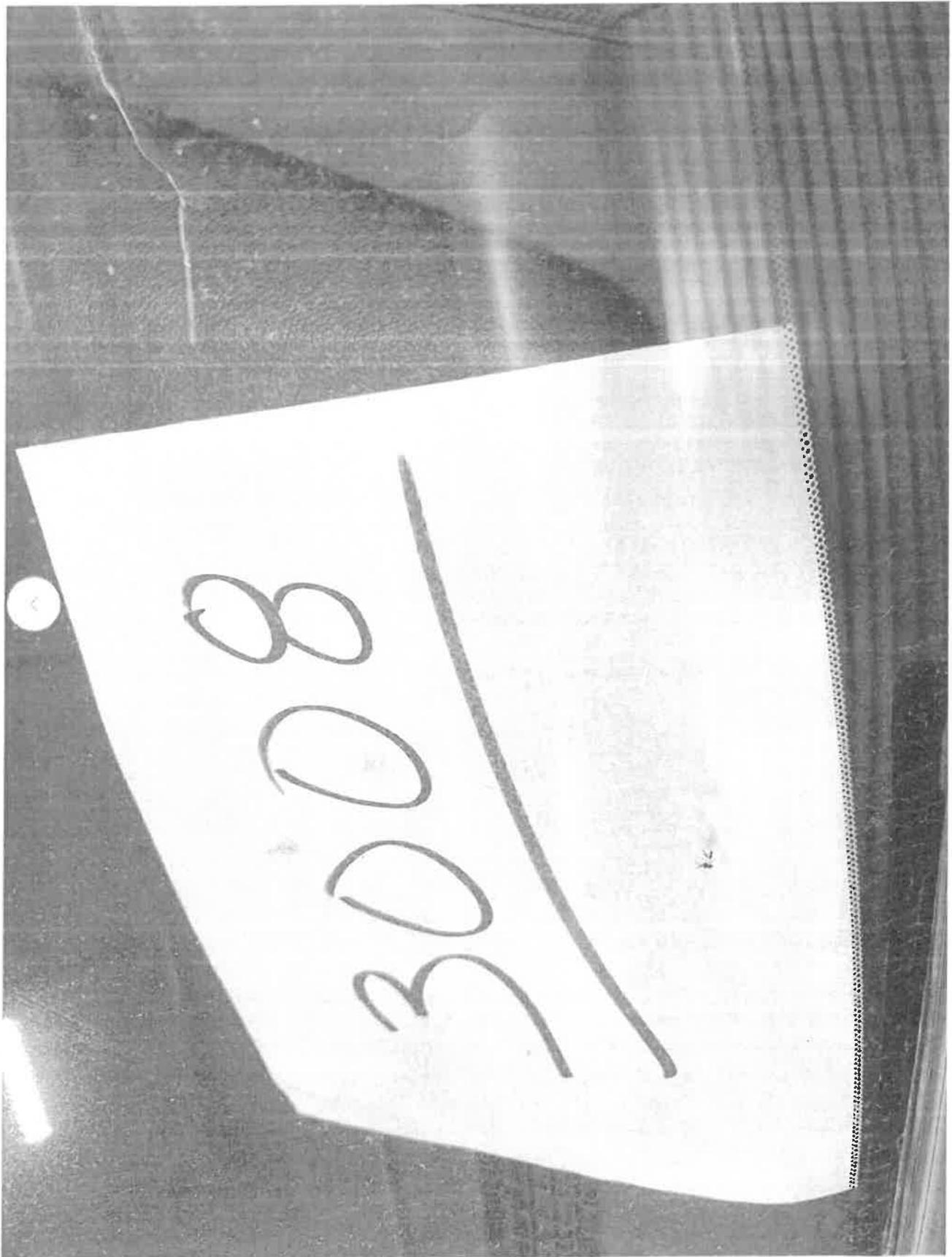
Inventory ID: <b>C3008</b>	Asset Number: <b>32770</b>	Fair Market Value:																	
Short Description: Year <b>2018</b>	Make <b>CHEVROLET</b>	Model <b>TAHOE MPV</b>																	
VIN: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>1</td><td>G</td><td>N</td><td>L</td><td>C</td><td>D</td><td>E</td><td>C</td><td>7</td><td>L</td><td>R</td><td>2</td><td>4</td><td>3</td><td>9</td><td>9</td><td>0</td></tr></table>		1	G	N	L	C	D	E	C	7	L	R	2	4	3	9	9	0	Title Restriction: <input type="checkbox"/> Y <input type="checkbox"/> N
1	G	N	L	C	D	E	C	7	L	R	2	4	3	9	9	0			
Odometer: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>9</td><td>6</td><td>2</td><td>2</td><td>1</td><td></td></tr></table>		9	6	2	2	1		<input checked="" type="checkbox"/> Miles <input type="checkbox"/> Kilometers Odometer Accurate <input type="checkbox"/> Y <input type="checkbox"/> N: _____											
9	6	2	2	1															
<b>Long Description:</b>																			
This Vehicle: <input type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input checked="" type="checkbox"/> Runs/Driveable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only																			
Engine- Type: <b>5.3L, V8</b> <input type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid																			
Engine Condition: <input checked="" type="checkbox"/> Runs <input type="checkbox"/> Needs repair <input type="checkbox"/> is in unknown condition																			
Repairs needed: _____																			
This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles																			
Date Removed From Service: _____ Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection																			
Transmission: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual ___ Speed Condition: <input type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown Condition																			
Repairs Needed: _____																			
Drivetrain: <input checked="" type="checkbox"/> 2 Wheel Drive <input type="checkbox"/> 4 Wheel Drive Condition: _____																			
<b>Exterior:</b> Color: <b>WHITE</b> Windows: <input type="checkbox"/> No Cracked Glass <input checked="" type="checkbox"/> Cracked <small>BULLSEYE ON WINDSHIELD</small>																			
Minor: <input checked="" type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input checked="" type="checkbox"/> Dings Tire Condition: <b>POOR</b> Tread: _____ #Flat _____ Hubcaps # _____																			
Major Damage to: <b>PUSH BAR BRACKETS STILL ATTACHED</b>																			
Additional Damage: <b>SPOTLIGHT REMOVED</b>																			
Decals: <input type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed or <input checked="" type="checkbox"/> Have been Removed & <input checked="" type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions																			
Emergency equip: <input type="checkbox"/> None <input checked="" type="checkbox"/> Has been removed & <input checked="" type="checkbox"/> There are holes in the exterior <input type="checkbox"/> There are no holes																			
<b>Interior:</b> Color <b>BLACK</b> <input checked="" type="checkbox"/> Cloth <input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Leather																			
Damage to Seats: <b>WORN &amp; STAINED; CAGE BRACKETS STILL ATTACHED</b>																			
Damage to Dash/Floor: <b>WORN &amp; STAINED; HOLES IN DASH; HEADLINER STAINED</b>																			
Radio: <input checked="" type="checkbox"/> Stock or <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input checked="" type="checkbox"/> AM/FM CD																			
<input checked="" type="checkbox"/> AC (Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown) <input type="checkbox"/> No AC Air Bags: <input type="checkbox"/> Driver's Side <input checked="" type="checkbox"/> Dual																			
<input checked="" type="checkbox"/> Cruise Control <input type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input checked="" type="checkbox"/> Climate Control																			
Power: <input checked="" type="checkbox"/> Steering <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input checked="" type="checkbox"/> Seats																			
<b>Additional Equipment:</b>																			
Manufacturer _____ Model _____ Serial # _____																			
<input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____																			
Location of Asset: <b>DSY 1-13-2026</b>																			
For more information contact: _____																			
Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.																			

2/18/26 8:47 AM



The County of Galveston  
Jeff's Auction Checklist

	REMARKS	DATE
UNIT#	3008	1/13/2026
LICENSE PLATE NUMBER	142-2286	
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	yes	
TELEMATICS REMOVAL	n/a	
TELEMATICS SERIAL NUMBER	n/a	
DECALS REMOVED	yes	
RADIO REMOVED	yes	
RADIO SERIAL NUMBER	n/a	
LIGHTS (POLICE) REMOVED	yes	
FIRE EXTINGUISHER REMOVED	yes	
TOOL BOX REMOVED	n/a	
FUEL CELL REMOVED	n/a	1/13/2026
MECHANIC PRINT NAME AND SIGNATURE AND DATE	Julian mesa in	1/13/2026
MANAGER SIGNATURE AND DATE		1/13/2026



0000 0711 1

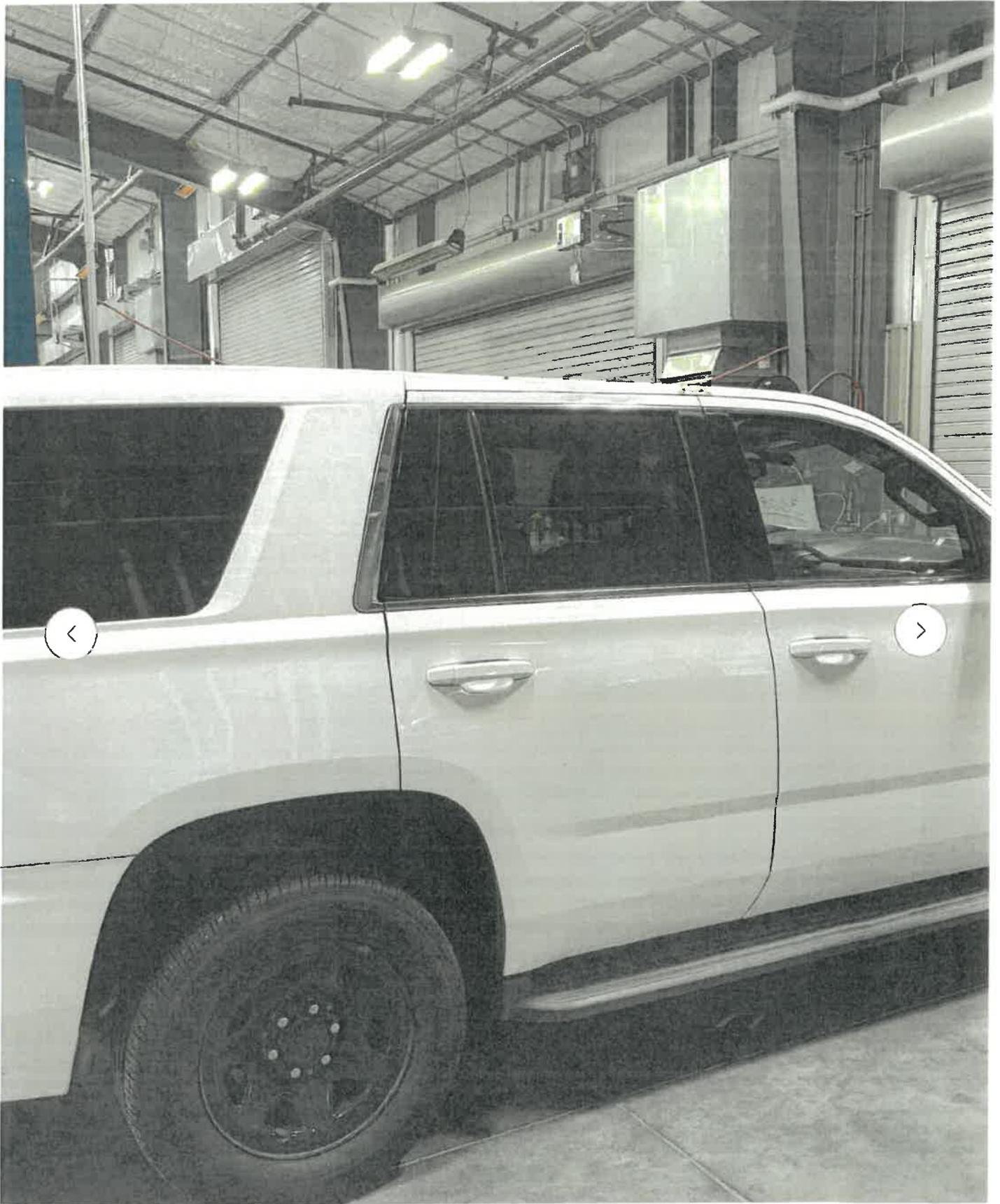
1146 5300



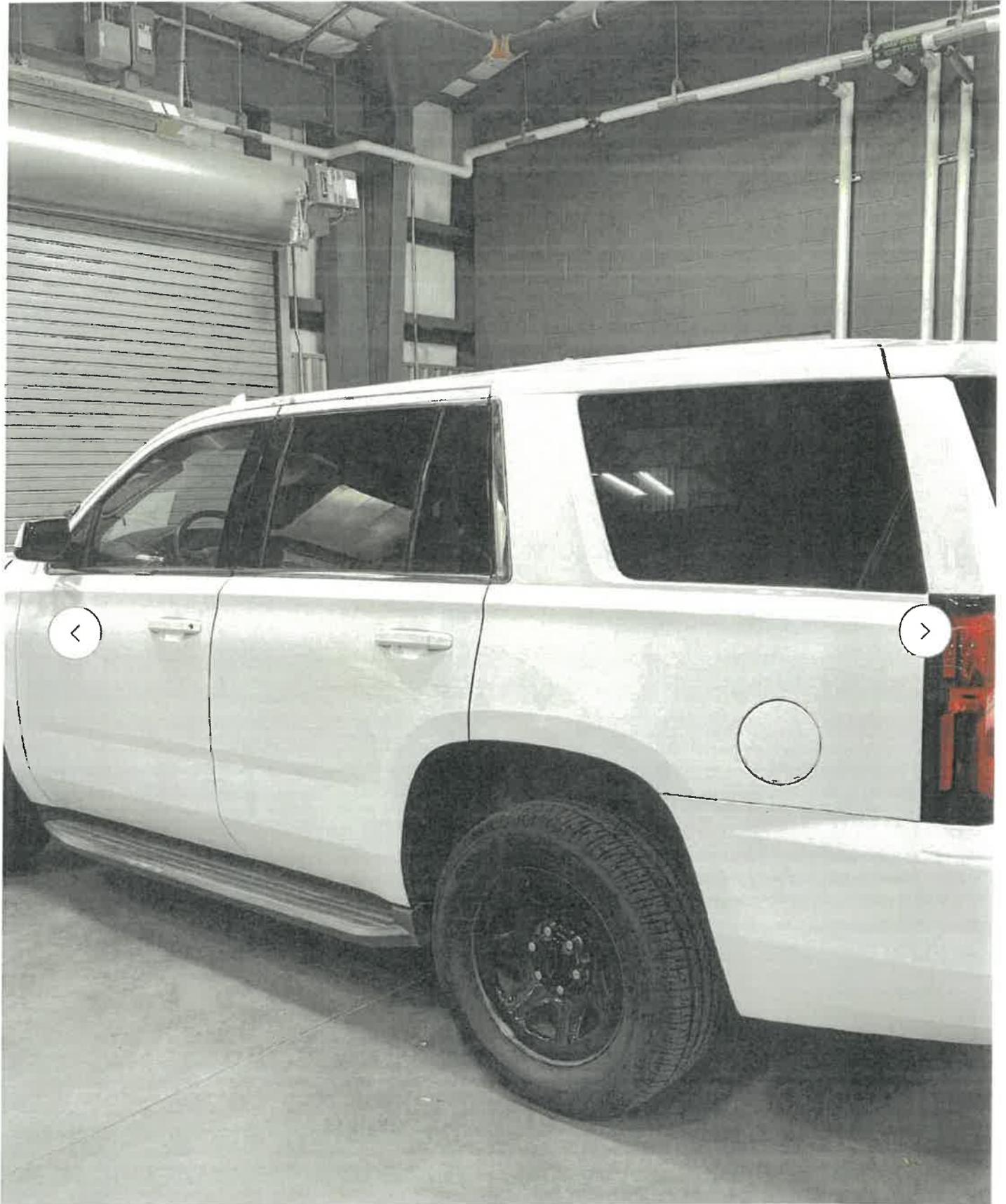
PLATE 5311



11/16/2019



11/16/2019



2/25/26 2:18 PM



ASSET DISPOSAL REPORT

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

[Handwritten Signature]

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 32821 FORD EXPEDITION

FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1FMJU1GT8LEA40389

From: 172111 FLEET MGMT

Location: 2875 NICHOLAS AVE DICKINSON

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026
Date Form Processed

[Handwritten Signature]
Fixed Asset Property Manager



**FLEET PRE-AUCTION DISCLOSURE FORM**

DATE: 2/25/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT  
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 32821 Description: 2020 FORD EXPEDITION

Unit # C3015 Serial/VIN: 1FMJU1GT8LEA40389 Mileage: 95630

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck?  Yes  No If Yes, what year. \_\_\_\_\_

What type of damaged resulted from wreck? \_\_\_\_\_

List any engine issues: \_\_\_\_\_

List any transmission issues: \_\_\_\_\_

List any fluid leaks (oil, fuel, radiator, transmission, etc.) \_\_\_\_\_

Are all tires road-worthy?  Yes  No If No, please explain: \_\_\_\_\_

Is there a spare tire?  Yes  No Is the full jack present?  Yes  No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

**PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**PURCHASING DEPARTMENT USE ONLY**

2/27/2026  
Date Form Processed

[Signature]  
Fixed Asset Property Manager

Form No. FA-06



ASSET TRANSFER REQUEST

Date: 11/17/2025

To: Purchasing Department, Fixed Asset Property Manager

Transferor: [Signature] Chris Hale Department / Division: SHERIFF

Receiver: [Signature] ELIZABETH BRYANT Department / Division: 172111/FLEET MGMT

RE: Please amend the inventory to reflect the following change(s) due to TRANSFER

Transfer 32821 Unit # C3015 Description 2020 PRO EXPEDITION Serial/VIN 40389

From SHERIFF Location (Building, Floor, Suite or Room No)

To 172111/FLEET MGMT Location 2875 NICHOLAS AVE, DKN 77539

Reason for Transfer AGE / MILAGE OF ASSET

Transfer Unit # Description Serial/VIN

From Location

To Location

Reason for Transfer

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

2/27/2026 Date Form Processed

[Signature] Edward J. ... Fixed Asset Property Manager

W/Fixed Assets/FA Forms/FA-02, Transfer revised 10/05/2020

2/19/26 1:34 PM

Vehicle Inspection Form

Inventory ID: C3015

Asset Number: 32821

Fair Market Value:

Short Description:  
Year 2020

Make FORD

Model EXPEDITION

VIN: 1 F M J U 1 G T 8 L E A 4 0 3 8 9 Title Restriction:  Y  N

Odometer: 1 2 7 2 8 0  Miles  Kilometers Odometer Accurate  Y  N:

Long Description:

This Vehicle:  Starts  Starts with a Boost &  Runs/Driveable  Engine Runs  Does Not Run  For Parts Only

Engine- Type: 3.5L, V6  Gas  Diesel Engine  Propane/Natural Gas  Gas/Electric Hybrid

Engine Condition:  Runs  Needs repair  is in unknown condition

Repairs needed: ENGINE RATTLES; LOW VOLTAGE LIGHT ON; CHECK ENGINE LIGHT ON; ORANGE WRENCH LIGHT ON

This vehicle was maintained every \_\_\_\_\_  Days  Hours  Miles

Date Removed From Service: \_\_\_\_\_ Maintenance Records:  Available  Not Available For Inspection

Transmission:  Automatic  Manual \_\_\_\_\_ Speed Condition:  Operable  Needs repair  Is Unknown Condition

Repairs Needed: \_\_\_\_\_

Drivetrain:  2 Wheel Drive  4 Wheel Drive Condition: \_\_\_\_\_

Exterior: Color: WHITE Windows:  No Cracked Glass  Cracked BULLSEYE ON WINDSHIELD

Minor:  Dents  Scratches  Dings Tire Condition: FAIR Tread: \_\_\_\_\_ #Flat \_\_\_\_\_ Hubcaps # \_\_\_\_\_

Major Damage to: PUSH BAR BRACKETS STILL ATTACHED

Additional Damage: \_\_\_\_\_

Decals:  None  Have Been Sprayed or  Have been Removed &  Impressions Remain  No Impressions

Emergency equip:  None  Has been removed &  There are holes in the exterior  There are no holes

Interior: Color BLACK  Cloth  Vinyl  Leather

Damage to Seats: NORMAL WEAR & TEAR; MISSING INTERIOR PANELS; NO SUNVISOR ON PASSENGER SIDE

Damage to Dash/Floor: NO CENTER CONSOLE; NORMAL WEAR & TEAR

Radio:  Stock or  Brand & Model: \_\_\_\_\_  AM  AM/FM  AM/FM Cassette  AM/FM CD

AC (Condition:  Cold  Unknown)  No AC

Air Bags:  Driver's Side  Dual

Cruise Control  Tilt Steering  Remote Mirrors  Climate Control

Power:  Steering  Windows  Door Locks  Seats

Additional Equipment: SPOTLIGHT STILL ATTACHED

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Serial # \_\_\_\_\_

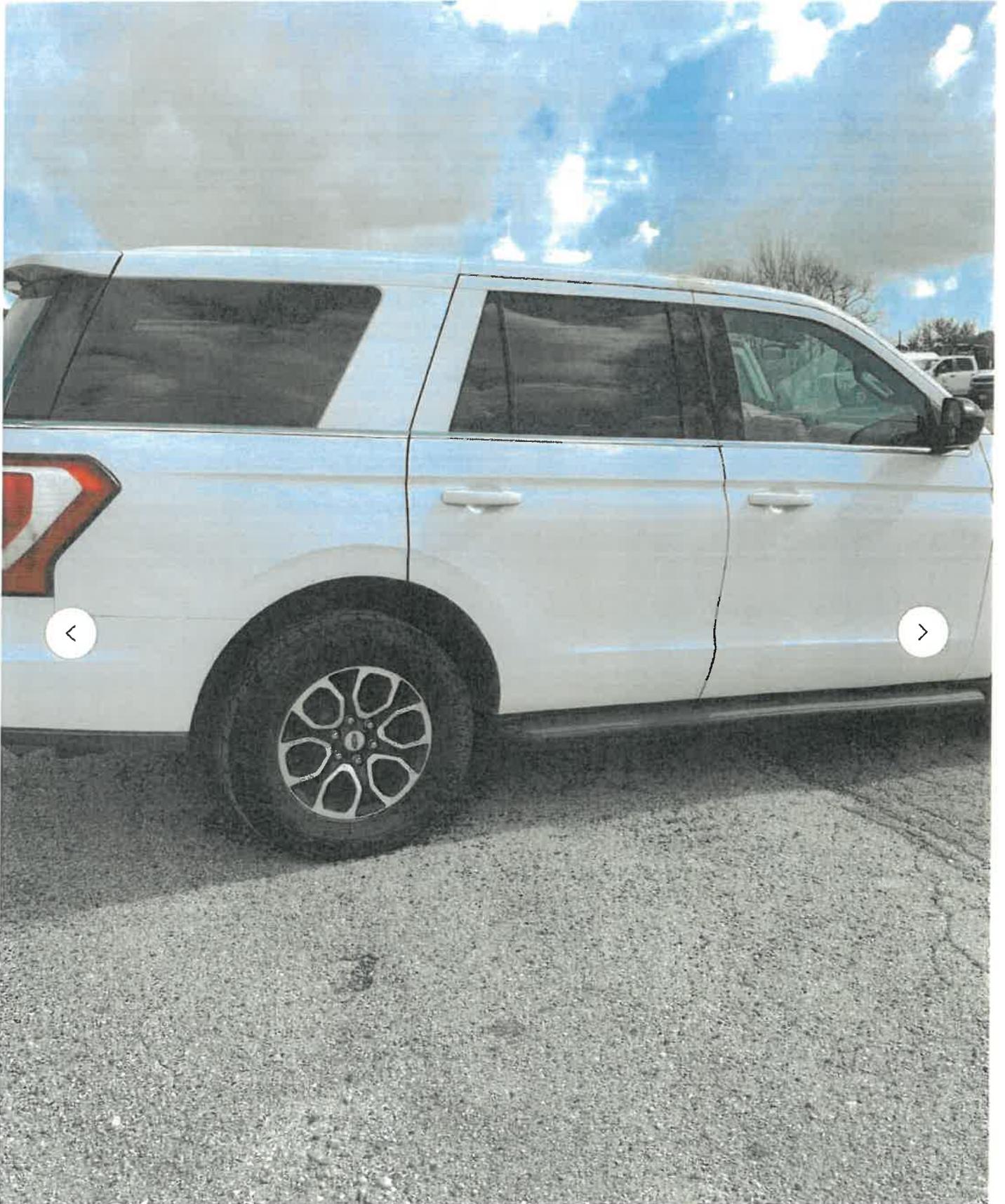
Tool Box  Light Bar  Ladder Rack  Utility Body: Brand \_\_\_\_\_  Hitch: Type \_\_\_\_\_

Location of Asset: DSY 2/11/2026

For more information contact: \_\_\_\_\_

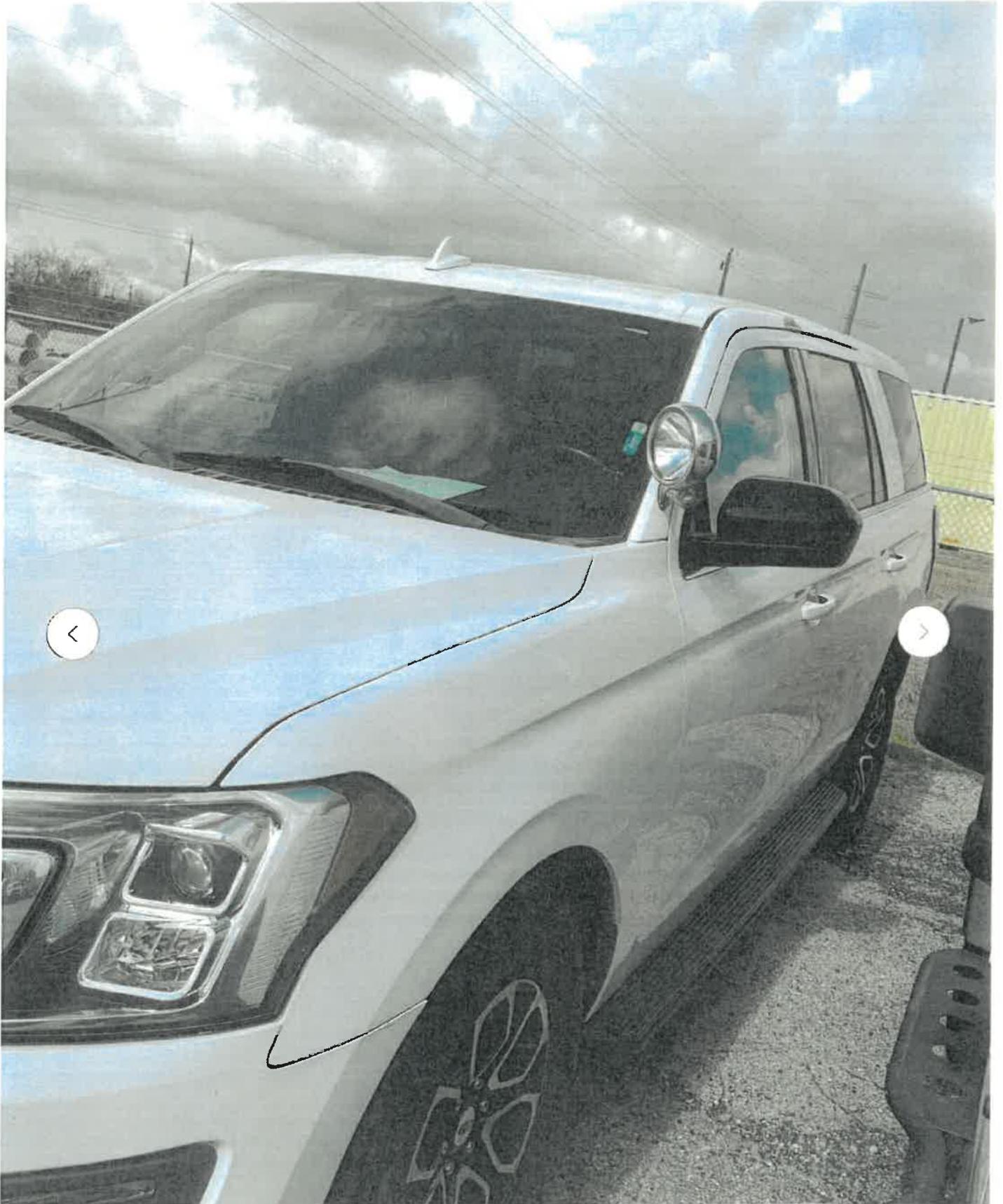
Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.

1146 50741



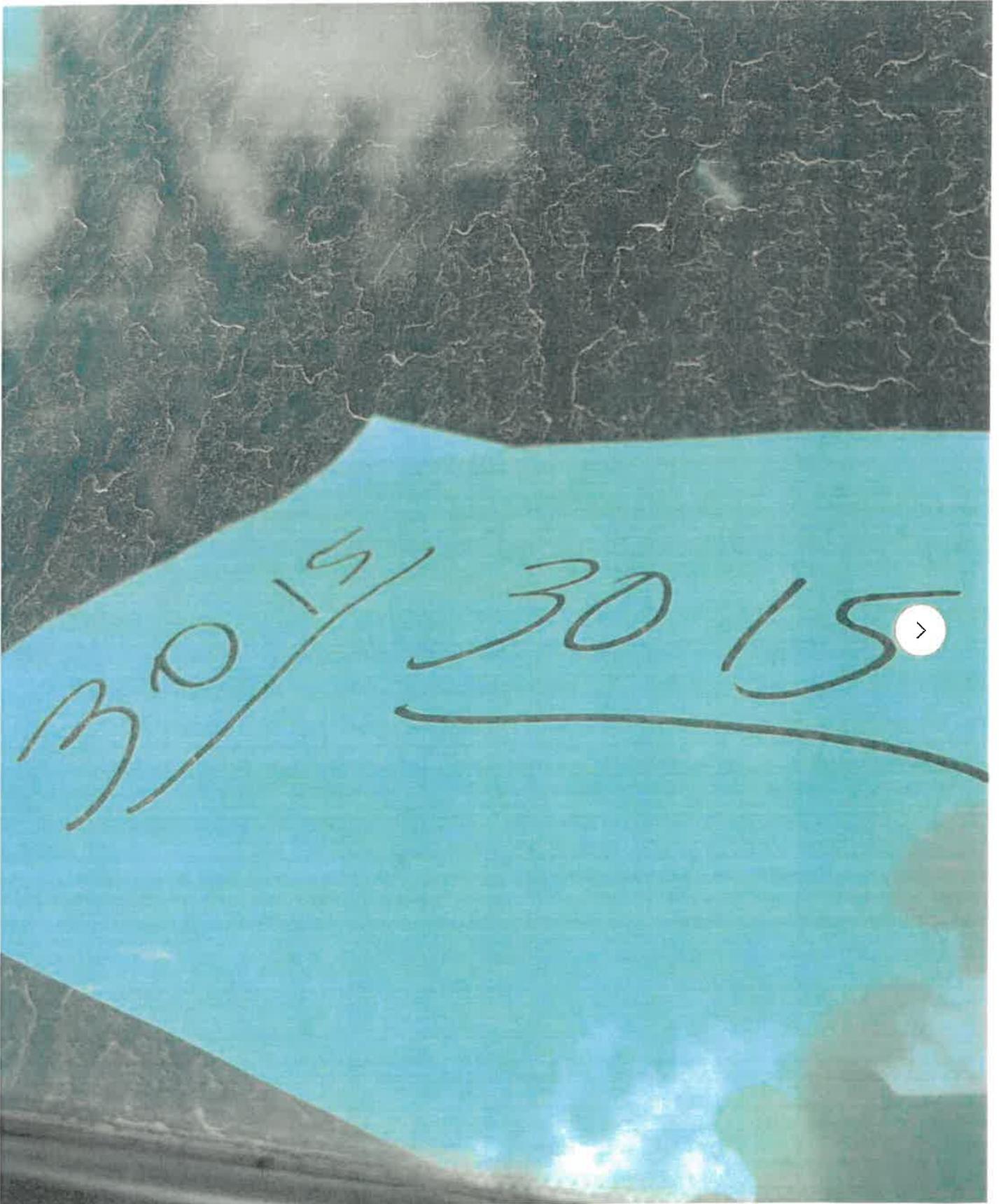


· 11/16 5:27:31



1146 5074







ASSET DISPOSAL REPORT

DATE: 3/2/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 30816 FORD F350

FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1FT8W3BT5BEB90684

From: 172111 FLEET MGMT

Department No. & Name

Location: 2875 NICHOLAS AVE DICKINSON

Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

Date Form Processed: 3/5/2026

Signature of Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 3/2/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 30816 Description: 2011 FORD F350

Unit # C7101 Serial/VIN: 1FT8W3BT5BEB90684 Mileage: 136565

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

3/5/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

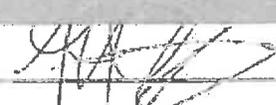
## Vehicle Inspection Form

<b>Inventory ID:</b> <u>7101</u>	<b>Asset Number:</b> _____	<b>Fair Market Value:</b> _____																	
<b>Short Description:</b> Year <u>2011</u> Make <u>Ford</u> Model <u>F350</u>																			
<b>VIN:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>F</td><td>T</td><td>B</td><td>W</td><td>3</td><td>B</td><td>T</td><td>5</td><td>B</td><td>E</td><td>B</td><td>9</td><td>0</td><td>6</td><td>8</td><td>4</td></tr> </table> Title Restriction: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N			1	F	T	B	W	3	B	T	5	B	E	B	9	0	6	8	4
1	F	T	B	W	3	B	T	5	B	E	B	9	0	6	8	4			
<b>Odometer:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>3</td><td>6</td><td>5</td><td>6</td><td>4</td></tr> </table> <input checked="" type="checkbox"/> Miles <input type="checkbox"/> Kilometers      Odometer Accurate <input checked="" type="checkbox"/> Y <input type="checkbox"/> N: _____			1	3	6	5	6	4											
1	3	6	5	6	4														
<b>Long Description:</b>																			
This Vehicle: <input type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input type="checkbox"/> Runs/Driveable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only <b>Engine- Type:</b> <u>L, V E</u> <input type="checkbox"/> Gas <input checked="" type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid <b>Engine Condition:</b> <input type="checkbox"/> Runs <input type="checkbox"/> Needs repair <input checked="" type="checkbox"/> is in unknown condition <b>Repairs needed:</b> <u>batteries are bad</u> This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles <b>Date Removed From Service:</b> _____ <b>Maintenance Records:</b> <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection <b>Transmission:</b> <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual <u>Speed</u> Condition: <input type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input checked="" type="checkbox"/> Is Unknown Condition <b>Repairs Needed:</b> _____ <b>Drivetrain:</b> <input type="checkbox"/> 2 Wheel Drive <input checked="" type="checkbox"/> 4 Wheel Drive      Condition: <u>unknown</u>																			
<b>Exterior:</b> Color: <u>white</u> Windows: <input checked="" type="checkbox"/> No Cracked Glass <input type="checkbox"/> Cracked Minor: <input checked="" type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input checked="" type="checkbox"/> Dings      Tire Condition: <u>Fair</u> Tread: _____ #Flat _____ Hubcaps # _____ Major Damage to: <u>Front driver fender</u> Additional Damage: _____ Decals: <input type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed or <input checked="" type="checkbox"/> Have been Removed & <input checked="" type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions Emergency equip: <input type="checkbox"/> None <input type="checkbox"/> Has been removed & <input type="checkbox"/> There are holes in the exterior <input type="checkbox"/> There are no holes																			
<b>Interior:</b> Color <u>grey</u> <input type="checkbox"/> Cloth <input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Leather Damage to Seats: _____ Damage to Dash/Floor: _____ Radio: <input checked="" type="checkbox"/> Stock or <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input checked="" type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input type="checkbox"/> AM/FM CD <input checked="" type="checkbox"/> AC (Condition: <input type="checkbox"/> Cold <input checked="" type="checkbox"/> Unknown) <input type="checkbox"/> No AC      Air Bags: <input type="checkbox"/> Driver's Side <input checked="" type="checkbox"/> Dual <input checked="" type="checkbox"/> Cruise Control <input checked="" type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input type="checkbox"/> Climate Control Power: <input checked="" type="checkbox"/> Steering <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input type="checkbox"/> Seats																			
<b>Additional Equipment:</b> _____																			
Manufacturer _____ Model _____ Serial # _____ <input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____																			
<b>Location of Asset:</b> _____																			
<b>For more information contact:</b> _____																			
<b>Reminder:</b> Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.																			

2/18/26 9:26 AM



The County of Galveston  
Jeff's Auction Checklist

	REMARKS	DATE
UNIT#	7101	12/2
LICENSE PLATE NUMBER	1112394	12/2
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	YES	12/2
TELEMATICS REMOVAL	YES	12/2
TELEMATICS SERIAL NUMBER	GV7A-HN8-RPT	12/2
DECALS REMOVED	YES	12/2
RADIO REMOVED	N/A	12/2
RADIO SERIAL NUMBER	N/A	12/2
LIGHTS (POLICE) REMOVED	N/A	12/2
FIRE EXTINGUISHER REMOVED	YES	12/2
TOOL BOX REMOVED	STAYS W/ TRUCK	12/2
FUEL CELL REMOVED	N/A	12/2
MECHANIC PRINT NAME AND SIGNATURE AND DATE	SAMUEL BALSWEN 	12/2/25
MANAGER SIGNATURE AND DATE		

4442 1722



1/16/1700









ASSET DISPOSAL REPORT

DATE: 3/2/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

[Handwritten signature]

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 32228 CHEVORLET TAHOE

FAID No.

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1GNLCDEC5HR239119

From: 172111 FLEET MGMT

Department No. & Name

Location: 2875 NICHOLAS AVE DICKINSON

Building, Floor, Suite, or Room No.

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

Date Form Processed: 3/5/2026

[Handwritten signature]
Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 3/2/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Disposal of FAID No: 32228 Description: 2017 CHEVORLET TAHOE Starting Bid:

Unit # C4741 Serial/VIN: 1GNLCDEC5HR239119 Mileage: 155179

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

3/5/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

## Vehicle Inspection Form

<b>Inventory ID:</b> <u>4741</u>	<b>Asset Number:</b> _____	<b>Fair Market Value:</b> _____																	
<b>Short Description:</b> Year <u>2017</u> Make <u>Chev.</u> Model <u>Tahoe</u>																			
<b>VIN:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>G</td><td>N</td><td>L</td><td>C</td><td>O</td><td>E</td><td>C</td><td>5</td><td>H</td><td>N</td><td>2</td><td>3</td><td>9</td><td>1</td><td>1</td><td>9</td></tr> </table> Title Restriction: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N			1	G	N	L	C	O	E	C	5	H	N	2	3	9	1	1	9
1	G	N	L	C	O	E	C	5	H	N	2	3	9	1	1	9			
<b>Odometer:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>5</td><td>5</td><td>1</td><td>8</td><td>0</td></tr> </table> <input checked="" type="checkbox"/> Miles <input type="checkbox"/> Kilometers    Odometer Accurate <input checked="" type="checkbox"/> Y <input type="checkbox"/> N: _____			1	5	5	1	8	0											
1	5	5	1	8	0														
<b>Long Description:</b> This Vehicle: <input checked="" type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input checked="" type="checkbox"/> Runs/Driveable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only Engine- Type: <u>L, V 6</u> <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid Engine Condition: <input checked="" type="checkbox"/> Runs <input type="checkbox"/> Needs repair <input type="checkbox"/> is in unknown condition Repairs needed: _____ This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles Date Removed From Service: _____ Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection <b>Transmission:</b> <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual    Speed Condition: <input checked="" type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown Condition Repairs Needed: _____ <b>Drivetrain:</b> <input checked="" type="checkbox"/> 2 Wheel Drive <input type="checkbox"/> 4 Wheel Drive    Condition: _____																			
<b>Exterior:</b> Color: <u>white</u> Windows: <input checked="" type="checkbox"/> No Cracked Glass <input type="checkbox"/> Cracked _____ Minor: <input type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input type="checkbox"/> Dings    Tire Condition: <u>Good</u> Tread: _____ #Flat _____ Hubcaps # _____ Major Damage to: _____ Additional Damage: _____ Decals: <input type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed or <input checked="" type="checkbox"/> Have been Removed & <input checked="" type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions Emergency equip: <input type="checkbox"/> None <input checked="" type="checkbox"/> Has been removed & <input checked="" type="checkbox"/> There are holes in the exterior <input type="checkbox"/> There are no holes																			
<b>Interior:</b> Color <u>black</u> <input checked="" type="checkbox"/> Cloth <input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Leather Damage to Seats: <u>passenger seat stained, center console doesn't open</u> Damage to Dash/Floor: _____ Radio: <input checked="" type="checkbox"/> Stock or <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input checked="" type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input type="checkbox"/> AM/FM CD <input checked="" type="checkbox"/> AC (Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown) <input type="checkbox"/> No AC      Air Bags: <input type="checkbox"/> Driver's Side <input checked="" type="checkbox"/> Dual <input checked="" type="checkbox"/> Cruise Control <input checked="" type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input checked="" type="checkbox"/> Climate Control Power: <input type="checkbox"/> Steering <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input checked="" type="checkbox"/> Seats																			
<b>Additional Equipment:</b> _____ Manufacturer _____ Model _____ Serial # _____ <input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____																			
<b>Location of Asset:</b> _____ <b>For more information contact:</b> _____ <b>Reminder:</b> Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.																			



ASSET TRANSFER REQUEST

Date: 7/22/2024

To: Purchasing Department, Fixed Asset Property Manager

Transferor: [Signature] ELIZABETH BRYANT Department / Division: 172111/FLEET MGT
(Authorized Asset Custodian Signature) (Print Name)

Receiver: [Signature] MARK A. GARCIJA Department / Division: 170100/FACILITIES
(Authorized Asset Custodian Signature) (Print Name)

RE: Please amend the inventory to reflect the following change(s) due to TRANSFER

Transfer 32228 Unit # C3741 Description 2017 CHEVY TAHOE Serial/VIN 39119
(FAIDR, last 5 digits) (last 5 digits)
From 172111/FLEET MGMT Location 2875 NICHOLS AVE DKN 77539
(Department/Division Name) (Building, Floor, Suite or Room No)
To 170100 / FACILITIES SRV & MAIN Location 722 MOODY 6TH FLOOR
(Department/Division Name) (Building, Floor, Suite or Room No)
Reason for Transfer NEW ASSET TO FACILITIES CLEANING CREW. ALSO UNIT NUMBER WILL CHANGE TO C4741

Transfer Unit # Description Serial/VIN
(FAIDR, last 5 digits) (last 5 digits)
From Location
(Department/Division Name) (Building, Floor, Suite or Room No)
To Location
(Department/Division Name) (Building, Floor, Suite or Room No)
Reason for Transfer

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

7/23/2024
Date Form Processed

[Signature]
Fixed Asset Property Manager

16/Printed As req/FA Form/FA-02, Transfer
revised 10/03/2020

2/18/'26 9:27 AM



The County of Galveston  
Jeff's Auction Checklist

	REMARKS	DATE
UNIT#	4741	12/23/25
LICENSE PLATE NUMBER	1594450	12/23/25
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	yes	12/23/25
TELEMATICS REMOVAL	yes	12/23/25
TELEMATICS SERIAL NUMBER	G9MT-K6Y-8X2	12/23/25
DECALS REMOVED	yes	12/23/25
RADIO REMOVED	N/A	12/23/25
RADIO SERIAL NUMBER	N/A	12/23/25
LIGHTS (POLICE) REMOVED	N/A	12/23/25
FIRE EXTINGUISHER REMOVED	yes	12/23/25
TOOL BOX REMOVED	N/A	12/23/25
FUEL CELL REMOVED	N/A	12/23/25
MECHANIC PRINT NAME AND SIGNATURE AND DATE	KENNER Trammell 12/23/25	
MANAGER SIGNATURE AND DATE		

1540 4300





146 1736



11/16/17





ASSET DISPOSAL REPORT

DATE: 3/2/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT [Signature]
Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 32238 FORD EXPLORER
Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED
Serial No./VIN #: 1FM5K8AR1HGD06554

From: 172111 FLEET MGMT Location: 2875 NICHOLAS AVE DICKINSON

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

3/5/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 3/2/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Disposal of FAID No: 32238 Description: 2017 FORD EXPLORER
Unit # C1605 Serial/VIN: 1FM5K8AR1HGD06554 Mileage: 98789
Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

3/5/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

## Vehicle Inspection Form

<b>Inventory ID:</b> <u>1605</u>	<b>Asset Number:</b> _____	<b>Fair Market Value:</b> _____																	
<b>Short Description:</b> Year <u>2016</u> Make <u>Ford</u> Model <u>Explorer</u>																			
<b>VIN:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>F</td><td>M</td><td>5</td><td>K</td><td>8</td><td>A</td><td>R</td><td>1</td><td>H</td><td>G</td><td>D</td><td>0</td><td>6</td><td>5</td><td>5</td><td>4</td></tr> </table> Title Restriction: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N			1	F	M	5	K	8	A	R	1	H	G	D	0	6	5	5	4
1	F	M	5	K	8	A	R	1	H	G	D	0	6	5	5	4			
<b>Odometer:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>9</td><td>8</td><td>7</td><td>9</td><td>0</td></tr> </table> <input checked="" type="checkbox"/> Miles <input type="checkbox"/> Kilometers    Odometer Accurate <input checked="" type="checkbox"/> Y <input type="checkbox"/> N: _____			9	8	7	9	0												
9	8	7	9	0															
<b>Long Description:</b> This Vehicle: <input type="checkbox"/> Starts <input checked="" type="checkbox"/> Starts with a Boost & <input checked="" type="checkbox"/> Runs/Driveable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only Engine- Type: <u>L, V 6</u> <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid Engine Condition: <input checked="" type="checkbox"/> Runs <input type="checkbox"/> Needs repair <input type="checkbox"/> is in unknown condition Repairs needed: _____ This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles Date Removed From Service: _____    Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection <b>Transmission:</b> <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual <u>Speed</u> Condition: <input checked="" type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown Condition Repairs Needed: _____ <b>Drivetrain:</b> <input checked="" type="checkbox"/> 2 Wheel Drive <input type="checkbox"/> 4 Wheel Drive    Condition: _____ <b>Exterior:</b> Color: <u>Red</u> Windows: <input checked="" type="checkbox"/> No Cracked Glass <input type="checkbox"/> Cracked Minor: <input type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input type="checkbox"/> Dings    Tire Condition: <u>Fair</u> Tread: _____ #Flat      Hubcaps # _____ Major Damage to: <u>clear coat peeling on hood</u> Additional Damage: _____ Decals: <input checked="" type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed or <input type="checkbox"/> Have been Removed & <input type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions Emergency equip: <input type="checkbox"/> None <input type="checkbox"/> Has been removed & <input type="checkbox"/> There are holes in the exterior <input type="checkbox"/> There are no holes <b>Interior:</b> Color <u>black</u> <input checked="" type="checkbox"/> Cloth <input type="checkbox"/> Vinyl <input type="checkbox"/> Leather Damage to Seats: _____ Damage to Dash/Floor: <u>carpet ripped passenger side</u> Radio: <input checked="" type="checkbox"/> Stock or <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input checked="" type="checkbox"/> AM/FM CD <input checked="" type="checkbox"/> AC (Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown) <input type="checkbox"/> No AC    Air Bags: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Dual <input checked="" type="checkbox"/> Cruise Control <input checked="" type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input checked="" type="checkbox"/> Climate Control Power: <input checked="" type="checkbox"/> Steering <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input checked="" type="checkbox"/> Seats <b>Additional Equipment:</b> _____ Manufacturer _____    Model _____    Serial # _____ <input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____																			
<b>Location of Asset:</b> _____ <b>For more information contact:</b> _____ <b>Reminder:</b> Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.																			

2/18/26 9:26 AM



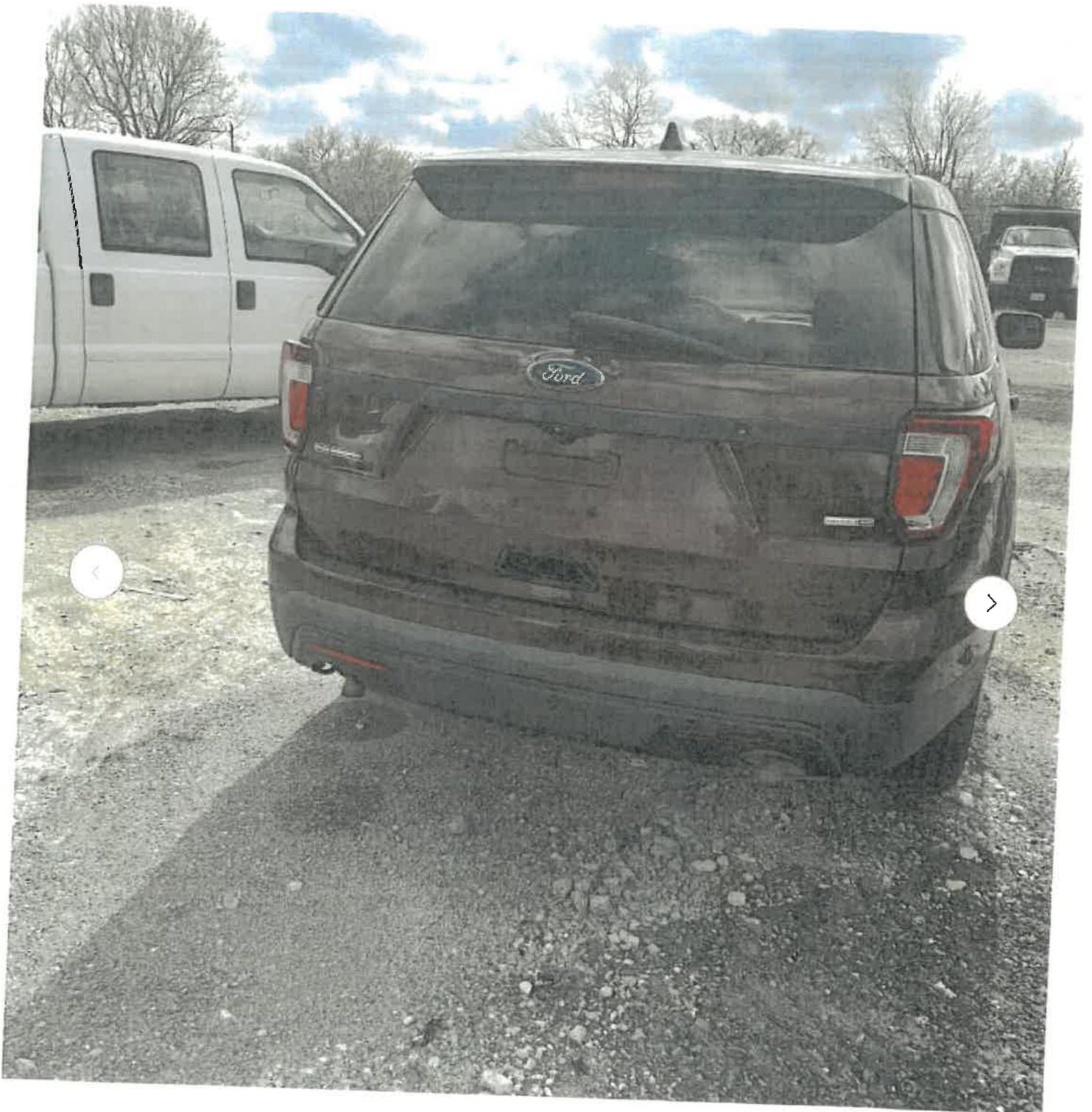
The County of Galveston  
Jeff's Auction Checklist

	REMARKS	DATE
UNITS	1605	12/22/25
LICENSE PLATE NUMBER	JSN 2443	12/22/25
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	yes	12/22/25
TELEMATICS REMOVAL	None	12/22/25
TELEMATICS SERIAL NUMBER	N/A	12/22/25
DECALS REMOVED	yes	12/22/25
RADIO REMOVED	yes	12/22/25
RADIO SERIAL NUMBER	N/A	12/22/25
LIGHTS (POLICE) REMOVED	yes	12/22/25
FIRE EXTINGUISHER REMOVED	yes	12/22/25
TOOL BOX REMOVED	N/A	12/22/25
FUEL CELL REMOVED	N/A	12/22/25
MECHANIC PRINT NAME AND SIGNATURE AND DATE	Kenner Trammell	12/22/25
MANAGER SIGNATURE AND DATE		

11/16/2025



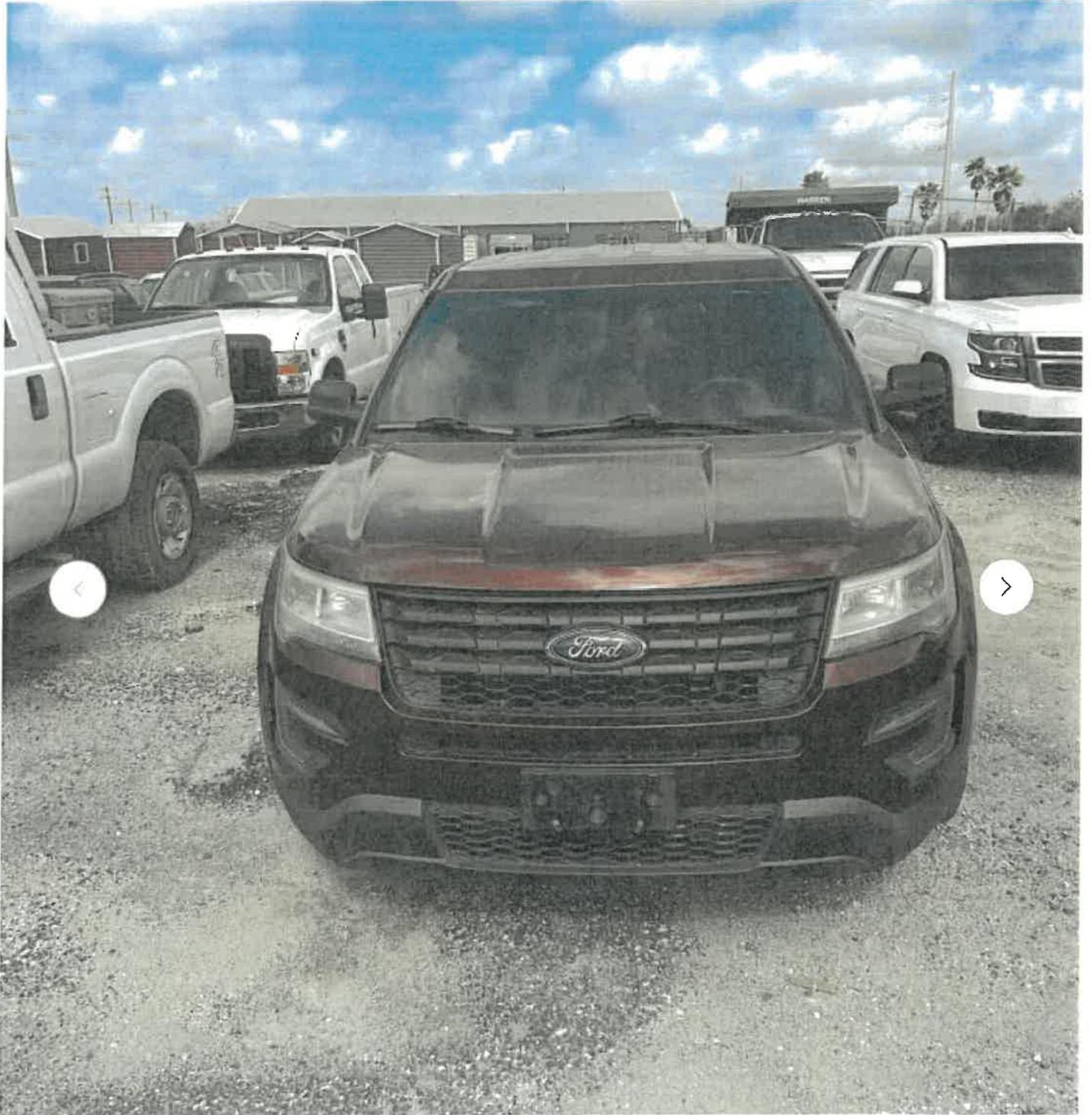
01/16/2020



4416 1733



1146 1704





ASSET DISPOSAL REPORT

DATE: 3/2/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111 / FLEET MGMT

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- Auction
Theft
Destroyed by
Trade-In
Donated

Disposal of: 32364 JEEP WRANGLER

Reason for disposal: AGE OF ASSET, ASSET HAS BEEN REPLACED

Serial No./VIN #: 1C4BJWDG3JL899288

From: 172111 FLEET MGMT

Location: 2875 NICHOLAS AVE DICKINSON

Comments:

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

Date Form Processed: 3/5/2026

Signature of Fixed Asset Property Manager



FLEET PRE-AUCTION DISCLOSURE FORM

DATE: 3/2/2026

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] ELIZABETH BRYANT 172111/FLEET MGMT
Signature Print Name Department/Division

Re: Pre-auction vehicle disclosure

Starting Bid:

Disposal of FAID No: 32364 Description: 2018 JEEP WRANGLER

Unit # C3818 Serial/VIN: 1C4BJWDG3JL899288 Mileage: 76622

Reason for Disposal: AGE / MILAGE / ASSET HAS BEEN REPLACED

Has this vehicle ever been in a wreck? Yes No If Yes, what year.

What type of damaged resulted from wreck?

List any engine issues:

List any transmission issues:

List any fluid leaks (oil, fuel, radiator, transmission, etc.)

Are all tires road-worthy? Yes No If No, please explain:

Is there a spare tire? Yes No Is the full jack present? Yes No

Other: PLEASE REFERENCE FINAL INSPECTION REPORT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

3/5/2026
Date Form Processed

[Signature]
Fixed Asset Property Manager

## Vehicle Inspection Form

<b>Inventory ID:</b> <u>3818</u>	<b>Asset Number:</b> _____	<b>Fair Market Value:</b> _____																	
<b>Short Description:</b> Year <u>2018</u> Make <u>Jeep</u> Model <u>Wrangler</u>																			
<b>VIN:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>C</td><td>4</td><td>B</td><td>J</td><td>W</td><td>0</td><td>G</td><td>3</td><td>J</td><td>L</td><td>B</td><td>9</td><td>9</td><td>2</td><td>8</td><td>8</td></tr> </table>		1	C	4	B	J	W	0	G	3	J	L	B	9	9	2	8	8	<b>Title Restriction:</b> <input type="checkbox"/> Y <input checked="" type="checkbox"/> N
1	C	4	B	J	W	0	G	3	J	L	B	9	9	2	8	8			
<b>Odometer:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>7</td><td>6</td><td>6</td><td>2</td><td>4</td></tr> </table>		7	6	6	2	4	<input checked="" type="checkbox"/> Miles <input type="checkbox"/> Kilometers   Odometer Accurate <input checked="" type="checkbox"/> Y <input type="checkbox"/> N: _____												
7	6	6	2	4															
<b>Long Description:</b>																			
This Vehicle: <input checked="" type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input type="checkbox"/> Runs/Driveable <input checked="" type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> For Parts Only																			
Engine- Type: <u>L, V 6</u> <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid																			
Engine Condition: <input checked="" type="checkbox"/> Runs <input type="checkbox"/> Needs repair <input type="checkbox"/> is in unknown condition																			
Repairs needed: <u>brakes are sticking</u>																			
This vehicle was maintained every _____ <input type="checkbox"/> Days <input type="checkbox"/> Hours <input type="checkbox"/> Miles																			
Date Removed From Service: _____ Maintenance Records: <input type="checkbox"/> Available <input type="checkbox"/> Not Available For Inspection																			
Transmission: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual   Speed Condition: <input checked="" type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown Condition																			
Repairs Needed: _____																			
Drivetrain: <input type="checkbox"/> 2 Wheel Drive <input checked="" type="checkbox"/> 4 Wheel Drive   Condition: <u>works</u>																			
<b>Exterior:</b> Color: <u>white</u> Windows: <input type="checkbox"/> No Cracked Glass <input checked="" type="checkbox"/> Cracked <u>front windshield</u>																			
Minor: <input type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input type="checkbox"/> Dings      Tire Condition: <u>Good</u> Tread: _____ #Flat _____ Hubcaps # _____																			
Major Damage to: _____																			
Additional Damage: _____																			
Decals: <input type="checkbox"/> None <input type="checkbox"/> Have Been Sprayed or <input checked="" type="checkbox"/> Have been Removed & <input checked="" type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions																			
Emergency equip: <input type="checkbox"/> None <input type="checkbox"/> Has been removed & <input type="checkbox"/> There are holes in the exterior <input type="checkbox"/> There are no holes																			
<b>Interior:</b> Color <u>black</u> <input checked="" type="checkbox"/> Cloth <input type="checkbox"/> Vinyl <input type="checkbox"/> Leather																			
Damage to Seats: _____																			
Damage to Dash/Floor: _____																			
Radio: <input checked="" type="checkbox"/> Stock or <input type="checkbox"/> Brand & Model: _____ <input type="checkbox"/> AM <input type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input checked="" type="checkbox"/> AM/FM CD																			
<input checked="" type="checkbox"/> AC (Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown) <input type="checkbox"/> No AC      Air Bags: <input checked="" type="checkbox"/> Driver's Side <input checked="" type="checkbox"/> Dual																			
<input checked="" type="checkbox"/> Cruise Control <input checked="" type="checkbox"/> Tilt Steering <input checked="" type="checkbox"/> Remote Mirrors <input type="checkbox"/> Climate Control																			
Power: <input type="checkbox"/> Steering <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input type="checkbox"/> Seats																			
<b>Additional Equipment:</b> _____																			
Manufacturer _____ Model _____ Serial # _____																			
<input type="checkbox"/> Tool Box <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body: Brand _____ <input type="checkbox"/> Hitch: Type _____																			
<b>Location of Asset:</b> <u>Dickinson stockyard</u>																			
<b>For more information contact:</b> _____																			
<b>Reminder:</b> Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.																			

2/18/26 9:27 AM



ASSET TRANSFER REQUEST

Date: 10/09/2025

To: Purchasing Department, Fixed Asset Property Manager

Transferor: [Signature] (Authorized Asset Custodian Signature) [Print Name] Department / Division: SHERIFF

Receiver: [Signature] (Authorized Asset Custodian Signature) ELIZABETH BRYANT (Print Name) Department / Division: 172111/FLEET MGMT

RE: Please amend the inventory to reflect the following change(s) due to TRANSFER

Transfer 32507 (FAID#, last 5 digits) Unit # C3819 Description 2018 JEEP WRANGLER Serial/VIN 08606 (last 5 digits) From SHERIFF (Department/Division Name) Location (Building, Floor, Suite or Room No) To 172111/FLEET MGMT (Department/Division Name) Location 2875 NICHOLAS AVE, DKN 77539 (Building, Floor, Suite or Room No) Reason for Transfer AGE / MILAGE OF ASSET

Transfer 32364 (FAID#, last 5 digits) Unit # C3818 Description 2018 JEEP WRANGLER Serial/VIN 99288 (last 5 digits) From SHERIFF (Department/Division Name) Location (Building, Floor, Suite or Room No) To 172111/FLEET MGMT (Department/Division Name) Location 2875 NICHOLAS AVE. DKN 77539 (Building, Floor, Suite or Room No) Reason for Transfer

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

3/5/2026 Date Form Processed

[Signature] Fixed Asset Property Manager

cc/Fixed Assets/FA Forms/FA-02, Transfer revised 10/05/2020



The County of Galveston  
Jeff's Auction Checklist

	REMARKS	DATE
UNIT#	C3818	1/2/26
LICENSE PLATE NUMBER	143 3891	1/2/26
DESTROYED LICENSE PLATE AND REGISTRATION STICKER	yes	1/2/26
TELEMATICS REMOVAL	yes	1/2/26
TELEMATICS SERIAL NUMBER	N/A	1/2/26
DECALS REMOVED	yes	1/2/26
RADIO REMOVED	yes	1/2/26
RADIO SERIAL NUMBER	N/A	1/2/26
LIGHTS (POLICE) REMOVED	yes	1/2/26
FIRE EXTINGUISHER REMOVED	yes	1/2/26
TOOL BOX REMOVED	N/A	1/2/26
FUEL CELL REMOVED	N/A	1/2/26
MECHANIC PRINT NAME AND SIGNATURE AND DATE	Zach Marsh <i>Zach Marsh</i>	1/2/26
MANAGER SIGNATURE AND DATE	<i>[Signature]</i>	1-2-2026

10/11/16 17:24





5/14/2015



1116 1724





# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*48.**

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Consideration of approval of an exclusive broker agreement between Hopkins Properties, Inc. and Galveston County submitted by Legal Services Manager

### Approval History

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	2/23/26 11:55 am
2	Dianna Martinez	Approve	3/2/26 5:39 pm

## EXCLUSIVE BROKER AGREEMENT

This agreement is made and entered into this day by and between the County of Galveston, Texas, hereinafter referred to as "Client", and Hopkins Properties, Inc., hereinafter referred to as "Hopkins".

The Client hereby engages Hopkins to act as its exclusive real estate broker in the acquisition or sale of real properties which may be of interest to the Client (herein called the Target Property, whether one or more), upon the following terms and conditions:

Hopkins will:

1. Consult with Client to assist in determining particular needs.
2. Conduct a search of available property to obtain one or more choices that most closely matches Client's needs which will, when identified, become a Target Property.
3. Evaluate any Target Property located or identified by Client.
4. Assist in the preparation of the appropriate documents for the transaction under such terms and conditions as may be directed by Client.
5. Negotiate offers for lease/purchase with the property owners or representatives in an effort to obtain the optimum terms and conditions on behalf of Client.
6. Consultant shall assist Client with contracting of appropriate professional services to perform title examinations, surveying, engineering, inspections, environmental assessments, legal, and other related real estate services, if requested by Client.
7. Assist in the process of closing the transaction.
8. List a Target Property for sale as authorized by the Commissioners Court pursuant to Texas Local Government Code § 263.008 and return the highest cash offer for consideration of the Commissioners Court on or after the 30<sup>th</sup> day a Target Property has been listed on a multiple listing service used by other brokers in Galveston County.

Client will:

1. work exclusively through Broker when acquiring or selling property in the market area and negotiate the acquisition of property in the market area only through Broker;
2. comply with other provisions of this agreement.
3. pay Hopkins for its services as set forth below

For the services described and set forth in this Agreement, Hopkins shall be paid as

follows: Hopkins will seek to obtain payment of a commission from the seller of the Target Property. If such seller refuses or fails to pay Broker the amount specified, Client will pay Broker the amount of two- and one-half percent (2.5%) of the gross sales price at closing. All payments shall be timely made at Hopkins' office addressed to 6601 Pearson Road, Santa Fe, Texas 77517.

For property sales, Hopkins shall be entitled to a six percent 6% commission of the gross sales price at closing, to be divided as agreed between Hopkins and the buyer's agent payable out of the proceeds of the sale of property.

The initial term of this Contract shall be one (1) year from the date of its execution. However, either party may terminate this agreement by at least thirty (30) days advance written notice to the other party. No termination shall serve to eliminate Client's duty of payment as described herein for any Target Property which is under contract prior to the termination of this Agreement.

In performing services for Client hereunder, Hopkins shall comply with all applicable laws and regulations. Hopkins Properties, Inc. and Paul Hopkins Jr are licensed Texas real estate brokers. Hopkins Properties, Inc. and Paul Hopkins Jr are not members of the National Association or Texas Association of Realtors. Should it become necessary to list any property which Client wishes to offer for sale, Hopkins may associate with a broker/member of such organizations in order to better market such property on behalf of Client. Any such broker/member association shall be subject to prior approval by Client.

*In addition to the compensation described above, Hopkins shall be entitled to reimbursement for all costs and expenses directly incurred for the benefit of Client. All costs and expenses that are directly related to the purchase, lease and sale of Real Property shall include, but not be limited to, appraisals, surveys, studies, inspections, analysis and other related services defined in this Agreement and as requested by Judge Mark Henry.*

Hopkins agrees to accept no other employment which conflicts with the interest of the Client regarding a Target Property. Client expressly understands that it is not Hopkins' sole client. Conflicts which may arise between Client and Hopkins' existing client base, shall be disclosed as soon as they are discovered and settled to the satisfaction of the Client.

Hopkins will not knowingly disclose information obtained in confidence from Client and so designated, except as authorized by Client or required by law. Hopkins may not disclose to Client any information obtained in confidence regarding any other person Broker represents or may have represented except as required by law.

In the performance of all services to Client, Hopkins shall be deemed to be and shall be an independent contractor and as such, shall not be entitled to any benefits applicable to the employees of the Client.

Hopkins has no authority or power to contract for or bind the Client in any manner.

The Client shall send any notices required to be given under this Agreement to Hopkins' office at 6601 Pearson Road, Santa Fe, Texas 77517, or to any other address Hopkins may in writing direct; and Hopkins shall send notices required to be given under this Agreement to Client's office as follows: County of Galveston Texas, 722 Moody Ave., 2<sup>nd</sup> Floor, Galveston, Texas 77550, attention: Judge Mark Henry

It is also expressly understood and agreed that Hopkins will be responsible directly to Judge Mark Henry in all matters assigned to Hopkins, or to such other person designated in writing to Hopkins by the Commissioners Court.

This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respective within subject matter.

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which it may be entitled.

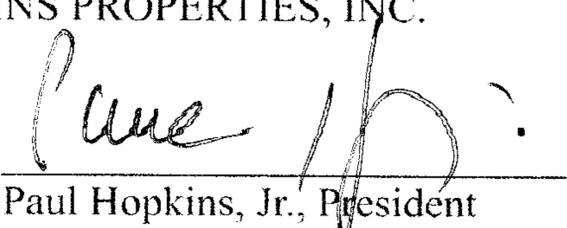
This Agreement may not be amended or modified, and no waiver of any provisions hereof shall be effective, unless set forth in writing.

The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties hereunder shall be governed by the laws of the State of Texas.

AGREED AND EXECUTED on this 2<sup>nd</sup> day of March 2026.

HOPKINS PROPERTIES, INC.

By:

  
\_\_\_\_\_  
Paul Hopkins, Jr., President

COUNTY OF GALVESTON, TEXAS

By:

\_\_\_\_\_  
Mark Henry, County Judge



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*49.**

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/3/2026
- 2) **Contract Type:** Expense
- 3) **Renewal Contract:** No
- 4) **Department Name:** Road & Bridge Department
- 5) **Department Contact:** Zach Smith
- 6) **Description:** Interlocal agreement with City of Santa Fe
  
- 7) **PEID No:** 033589- CITY OF SANTA FE
- 8) **Req No:**
- 9) **Orgkey:** 2301 312120
- 10) **Object Code:** 5324000
- 11) **Vendor:** City of Santa Fe
- 12) **Vendor Contract No:**

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** FM Lateral Roads
- 14) **Fund #:** 2301
- 15) **Current Year Budgeted:** 1,280,000.00
- 16) **Current Year Projected:** 25,226.88
- 17) **Year 2:**
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:**

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 3/16/2026
- 23) **Auto Renewal Contract:** No
- 24) **Bid No:** N/A
- 25) **Contract End Date:** 3/15/2027
- 26) **Contract # Issued by Purchasing Department:**

**NOTES:** Pavement milling on 4th St from Shouse Rd to Ave S, and on Ave L

from FM 1764 to 6th St

**Approval History**

---

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Disapprove	3/3/26 11:20 am
<b>Notes:</b>	CAR form required-VVH		
2	Zachary Smith	Approve	3/3/26 2:19 pm
3	Melissa Fleming	Approve	3/4/26 3:14 pm
4	Francisco Rodriguez	Approve	3/5/26 9:53 am
5	Rodolfo Gomez	Approve	3/5/26 1:05 pm
6	Diana Huallpa	Approve	3/5/26 1:08 pm
7	Sergio Cruz	Approve	3/5/26 3:16 pm
8	Veronica Van Horn	Approve	3/6/26 11:17 am

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State of Texas §  
County of Galveston §

**Resolution of the Galveston County Commissioners Court  
Approving Road Project in accordance with the Interlocal Cooperation Act  
(Tex. Gov't Code § 791.014)**

On this, the 16<sup>th</sup> day of March 2026, the Commissioners Court of Galveston County, Texas convened in a **Regularly Scheduled Meeting** with the following members present:

- Mark Henry**, County Judge;
- Darrell A. Apffel**, Commissioner, Precinct No. 1;
- Joe Giusti**, Commissioner, Precinct No. 2;
- Hank Dugie**, Commissioner, Precinct No. 3;
- Robin Armstrong, MD**, Commissioner, Precinct No. 4; and
- Dwight D. Sullivan**, County Clerk

when the following proceedings, among others, were had, to-wit:

**Whereas**, the County of Galveston is authorized to enter into agreements with other local governments in accordance with the Interlocal Cooperation Act, codified at Chapter 791 of the Texas Local Government Code;

**Whereas**, the City of Santa Fe, Texas (City) has requested assistance in Milling 4<sup>th</sup> St from Shouse Rd to Ave S and Ave L from FM1764 to 6<sup>th</sup> St.

**Whereas**, the location of the repair encompasses unincorporated areas of the county and incorporated areas within the City;

**Whereas**, conducting the repair involves work to be performed by the County;

**Whereas**, the Commissioners Court wishes to work cooperatively with the City to perform the repair and thus wishes to enter into a contract in conformance with requirements of the Interlocal Cooperation Act;

**Whereas**, the City and the County are each a local government within the meaning of the Interlocal Cooperation Act and the requested assistance constitutes governmental functions and services within the meaning of the Interlocal Cooperation Act;

**Whereas**, in accordance with Section 791.014 of the Texas Government Code, before beginning a project to construct, improve, or repair a building, road, or other facility under the Interlocal Cooperation Act, the Commissioners Court must give specific written approval for the project in a document other than the interlocal contract;

**Whereas**, the instant project necessarily involves the repair of a road; and

**Whereas**, the Commissioners Court issues this resolution in compliance with the requirements of the Interlocal Cooperation Act.

**Now Therefore, it is hereby RESOLVED**, by the Commissioners Court of Galveston County, Texas, that:

- 1.) The Commissioners Court hereby **APPROVES** the project, which such location and description is stated in the findings above and within the Interlocal Contract, including without limitation Exhibit A of said Interlocal Contract;
- 2.) The Commissioners Court hereby **APPROVES** the Interlocal Contract that is attached hereto and **AUTHORIZES** the County Judge to execute said Interlocal Contract on behalf of the Commissioners Court; and
- 3.) The Commissioners Court hereby **AUTHORIZES** the County Judge to execute this **RESOLUTION** on behalf of the Commissioners Court.

**Upon Motion Duly Made and Seconded**, the above Resolution is hereby **ADOPTED**, on this, the 16<sup>th</sup> day of March 2026.

**COUNTY OF GALVESTON, TEXAS,  
By:**

\_\_\_\_\_  
Mark Henry, County Judge

**ATTEST:**

\_\_\_\_\_  
Dwight D. Sullivan,  
County Clerk of Galveston County, Texas

State of Texas §  
County of Galveston §

**Interlocal Contract by and between  
the City of Santa Fe and the County of Galveston**

**I. Parties**

This Interlocal Contract (Agreement) is entered into by and between the City of Santa Fe, Texas (City), and the County of Galveston, Texas (County), each of whom is a Party hereto and who are collectively referred to herein as the Parties.

**II. Preamble**

**Whereas**, the Interlocal Cooperation Act, codified as Chapter 791 of the Texas Government Code, authorizes local governments to contract with other local governments for the provision of governmental functions or services;

**Whereas**, each Party to this Agreement is a local government within the meaning of the Interlocal Cooperation Act;

**Whereas**, the functions and services contemplated herein are governmental functions or services within the meaning of the Interlocal Cooperation Act;

**Whereas**, this Agreement is entered into in accordance with the Interlocal Cooperation Act;

**Whereas**, specified street within the City of Santa Fe is in need of pavement milling and truck hauling;

**Whereas**, the locations of the specified street are within the jurisdictional limits of the City of Santa Fe;

**Whereas**, the City of Santa Fe has specified the work to be done and the types materials to be used on the various streets;

**Whereas**, County of Galveston is willing to perform the work upon the terms and conditions stated in this Agreement; and

**Whereas**, each Party to this Agreement wishes to enter into this Agreement to conduct the repairs specified herein.

**Now, Therefore**, for and in consideration of the mutual covenants herein expressed, it is agreed as follows:

### III. Terms

1. **Recitals True.** Each Party hereto represents and warrants for itself that the recitals set forth in the Preamble above are true and correct and that such recitals are not mere recitations of fact, but are also contractual terms of this Agreement.
2. **Scope/Duties/Costs.**
  - a. **Description/Location.**

The **Project** is milling the existing asphalt surface and hauling material to specified location within the City of Santa Fe see in **Exhibit A**, and the Project is further described within **Exhibit A**. **Exhibit A** is incorporated into this Agreement for all purposes.
  - b. **Costs and Services.**

The County shall provide the labor and equipment to mill the city roads listed in **Exhibit A**. The cost of the project listed in **Exhibit A** totals **\$25,226.88** Upon completion of the Project, the County shall invoice the City for the County's expenses in conducting the Project and the City shall pay the County for the County's costs in conducting the Project; payment shall be due in accordance with the Texas Prompt Pay Act, Chapter 2251 of the Government Code.
3. **Payments are from current revenues.** Each Party hereunder agrees that it shall make its' payments from current revenues available to the paying Party.
4. **No Third Party Beneficiary.** This Agreement inures only to the benefit of the County, and the City. This Agreement does not create, is not intended to create, and shall not be deemed or construed to create, any rights or benefits in third parties.
5. **Entirety of Agreement.** This Agreement constitutes the entire agreement of the Parties and supersedes any prior understanding or written or oral agreement between or among the Parties representing the within subject matter. Any prior agreement, promise, negotiation, or representation not expressly set forth in this Agreement has no force or effect.
6. **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Texas, and venue for any action arising from or related to this Agreement shall lie exclusively in a court of competent jurisdiction located in Galveston County, Texas.
7. **Authority to Bind.**

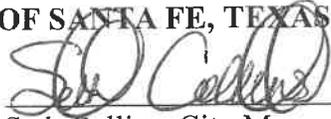
- a. Each Party represents and warrants for itself that this Agreement, in accordance with the requirements of the Interlocal Cooperation Act and that it has been authorized by its' respective governing body.
  - b. Each Party represents and warrants for itself that the individual executing this Agreement on its behalf has the full power and authority to do so and to legally bind the Party to all the terms and provisions of this Agreement and that this Agreement constitutes the legal, valid, and binding agreement of each Party hereto.
8. **Immunity Retained.** No Party herein waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of its execution of this Agreement and performance of the covenants and terms contained herein. Each Party hereto specifically reserves any claim it may have to sovereign, qualified, or official immunity as a defense to any action arising in conjunction with this Agreement.
9. **Severability.** If a provision contained in this Agreement is held invalid for any reason by a court of competent jurisdiction, the invalidity shall not affect other provisions of the Agreement that may be given effect without the invalid provision, and to this end the provisions of this Agreement are severable.
10. **Validity/Enforceability.** If any current or future legal limitations affect the validity or enforceability of a provision of this Agreement, then the legal limitations are made a part of this Agreement and shall operate to amend this Agreement to the minimum extent necessary to bring this Agreement into conformity with the requirements of the limitation, and as so modified, this Agreement shall continue in full force and effect.

\*\*\*

This Agreement is hereby **EXECUTED** by the Parties hereto, each respective Party acting by and through its duly authorized official as required by law, in *duplicate counterparts*, each of which shall be deemed to be an original, to be Effective upon full execution and with the date of the Party that is executing last in time:

**CITY OF SANTA FE, TEXAS,**

By:



Seth Collins, City Manager

02/23/2020

Date Signed

ATTEST:

By:



Natalie Arnett, City Secretary

**COUNTY OF GALVESTON, TEXAS,**

By:

\_\_\_\_\_  
Mark Henry, County Judge

\_\_\_\_\_  
Date Signed

ATTEST:

By:

\_\_\_\_\_  
Dwight D. Sullivan, County Clerk

**\*\*Exhibit A begins following this Page\*\***



# The County of Galveston

Road and Bridge Department  
Seawall Maintenance Department  
Bolivar Peninsula Beach Maintenance  
Fleet Service Department

Zach Smith, Road Administrator

Office 281-534-5152

February 4, 2026

## EXHIBIT A

Billy Creppon  
Street Superintendent  
City of Santa Fe  
12002 SH 6  
Santa Fe, TX 77510

RE: Estimate to Mill 4<sup>th</sup> St from Shouse Rd to Ave S; Mill Ave L from FM 1764 to 6<sup>th</sup> St

Mr. Creppon,

The following is an estimated milling cost for Galveston County Road and Bridge to mill 4<sup>th</sup> St from Shouse Rd to Ave S, and cost to mill Ave L from FM 1764 to 6<sup>th</sup> St in the City of Santa Fe.

### Scope of Work

4<sup>th</sup> St (2,2025 feet length by 20 feet wide)

Ave L(2,085 feet length by 20 feet width)

Mill 2" of existing asphalt surface, the estimate includes three county dump truck hauling to a location that is a reasonable turn around will not slow or stop milling between trucks. The city agrees to provide additional trucks if the distance to delivery locations causes delays. The city will retain all the millings from the jobsite.

### Material Cost

\$ 0.00

### Labor and Equipment

4<sup>th</sup> Street \$12,613.44

Ave L \$12,613.44

### Contingencies 10%

\$ 0.00

Total \$25,226.88

Thank you,

Zachary Smith  
Road Administrator  
Galveston County Road and Bridge  
CC; Commissioner Dr. Robin Armstrong  
CC: Commissioner Joe Giusti



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*50.**

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Consideration of authorizing the County Engineer to issue a sand pit permit to John Dafonte at 3160 Broadway, Port Bolivar, Texas 77560 submitted by the County Engineer

### Approval History

Seq #	Approver	Action	Action Date
1	Michael Shannon	Approve	3/2/26 2:56 pm
2	Veronica Van Horn	Approve	3/3/26 12:46 pm
3	Dianna Martinez	Approve	3/6/26 2:24 pm

## INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **The Galveston County Daily News** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(409) 683-5200**.

**For TCEQ notices, If a custom affidavit is required by law, please email it to  
legals@galvnews.com**

Notice ID: km2bnQYDhS6GsgjalBE5 | **Proof Updated: Feb. 16, 2026 at 10:38am CST**  
Notice Name: Sand-26-1\_John Dafonte

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
sabrina posada	The Galveston County
sabrina.posada@co.galveston.tx.us	Daily News
(409) 770-5399	

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<b>Columns Wide:</b> 2	<b>Ad Class:</b> Legals
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02/17/2026: Legal Notice	31.61
Discount (3.5%)	-1.11
Affidavit Fee	15.00
Admin Fee	1.59

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Subtotal	\$47.09
Tax %	0
Processing Fee	\$0.00
<b>Total</b>	<b>\$47.09</b>

See Proof on Next Page

**Legal Notice**  
**LEGAL NOTICE**

Galveston County hereby gives notice that an application has been received from John Dafonte for a permit to excavate, take, remove or carry away sand, marl, gravel or shell. The location of the proposed excavation is on Bolivar Peninsula, approx. 3.4 miles northeast of the Bolivar ferry landing and 1000 feet south from FM 2612 (Broadway - Loop 108). The dimensions of the proposed excavation are 260 feet by 435.14 feet.

Anyone interested in more information concerning the application from Mr. Dafonte to excavate on Bolivar Peninsula may contact the Galveston County Engineer's Office at the address and phone below.

Michael C. Shannon, PE  
County Engineer  
722 Moody  
Galveston, Texas 77550  
(409) 770-5399

Published: February 17, 2026

**Application for a Sand Pit Permit**

**SAND-26-1**

Submitted On: Jan 22, 2026

**Applicant**

 John Dafonte  
 409-599-9649  
 pbms7600@hotmail.com

**Primary Location**

3160 BROADWAY  
PORT BOLIVAR, TX 77650

**Owner / Agent Information**

**Is the applicant the owner?**

Yes

**Project Information**

**Parcel ID Number**

5959-0000-0166-002

**Name of Subdivision/Tract**

Samuel PARR

**Total Acreage of Property**

12.911

**Proposed Excavation Width**

260

**Proposed Excavation Length**

435.14

**Signature**

I acknowledge Galveston County's interest in and responsibility of ensuring compliance with its Adopted Regulations for Removal of Sand, Marl, Gravel and Shell on Bolivar Peninsula;

Any deviation from the permitted improvements is justification for the issuance of a Stop Work/Non-Compliance Order.

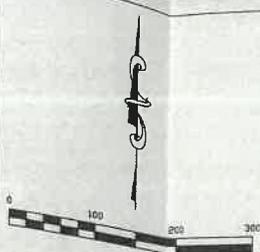
The receipt, acceptance, and/or deposit of a check, money order or any form of payment to the County does not constitute the approval of a permit.

I acknowledge that I have read Galveston County's Adopted Order on Sand Pits

**I hereby agree with the conditions listed above and acknowledge it is a violation to begin work before a permit is issued.**

**Signature**

true

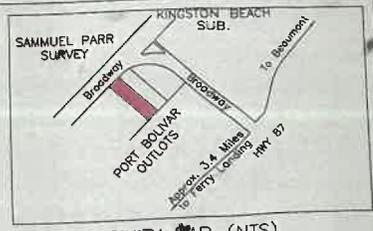


3160 Broadway, Port Bolivar, TX 77650

SAMUEL PARR SURVEY  
A-162

Part of  
Outlet 166

F.M. 2612  
(BROADWAY - LOOP 108)  
(120' WIDE)



VICINITY MAP (NTS)

**DIRT PIT EXHIBIT**

13,042 Acres (568,099 sq.ft.) situated in the SAMUEL PARR SURVEY, A-162 SW 1/2 of Outlet 166, PORT BOLIVAR OUTLOTS, of Record in Volume 113, Page 1 and transferred to Plat Record 10, Map No. 48, both in the Office of the County Clerk, Galveston County, Texas.

I hereby certify that on the below date, the herein described property, together with improvements located thereon, was surveyed on the together with improvements located thereon, and that this map, together with ground and under my direction, and that this map, together with dimensions as shown hereon, accurately represents the facts as found on the ground this date.

*Michael Hoover*  
Michael Hoover  
Registered Professional  
Land Surveyor No. 5423

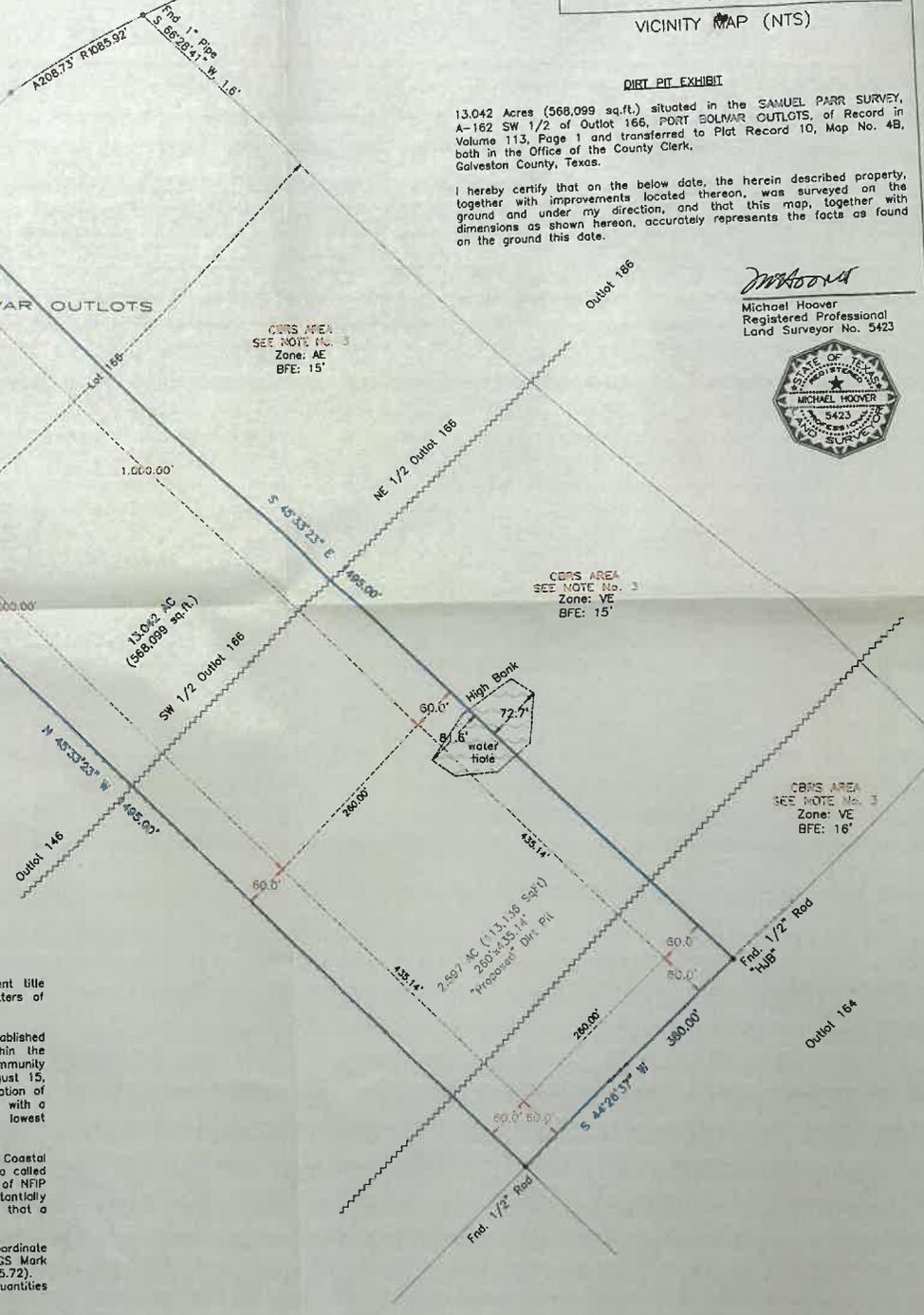


**LEGEND**

	High Bank
	Barb Wire Fence
	Approx. FEMA Flood Line
	Boundary Line

**GENERAL NOTES:**

- 1) This exhibit has been prepared without benefit of a current title report. There may be easements, building lines, or other matters of record not shown hereon.
- 2) This property does lie within the 100 Year Flood Plain as established by the Federal Emergency Management Agency and lies within the designated coastal barriers. According to the FEMA FIRM Community Number 48167C, Panel No. 0315 G, with an effective date August 15, 2019, this property lies within Zone AE, with a Base Flood Elevation of 15' (as measured to the top of the bottom floor and Zone VE, with a Base Flood Elevation of 15' and 16' (as measured to the lowest horizontal structural member).
- 3) This property lies within a FEMA mapped and designated Coastal Barrier Resources System (CBRS, aka COBRA) unit. They are also called Coastal Barrier Resources Area zones. CBRA prohibits the sale of NFIP flood insurance in CBRS units for structures built or substantially improved on or after October 1, 1983, or the subsequent date that a CBRA zone was identified.
- 4) All bearings shown hereon are based upon the Texas Coordinate System of 1983, South Central Zone 4204, and are tied to NGS Mark TXGM REF WGN 2 (PID DRB251) (N: 13,703,575.9; E: 3,312,955.72). All coordinates shown hereon are reported in grid. All area quantities are reported in surface.
- 5) This property may or may not have access to wet utilities (sanitary sewer (wastewater) and water). It is beyond the scope of this survey to determine with certainty if these services are currently available. The surveyor recommends contacting the local providers for further information:
  - a) Sanitary sewer (wastewater): Unaine (formerly Bolivar Utility Services): 1830 Hwy 87, Port Bolivar, Texas 77550. (409) 684-9941
  - b) Water: Bolivar Peninsula Special Utility District (BPSUD) 1840 Hwy 87, Crystal Beach, Texas 77650. (409) 684-3515
- 6) This property may or may not have access to electric service. It is beyond the scope of this survey to determine with certainty if this service is currently available. The surveyor recommends contacting the local provider for further information: Entergy Texas, Region Engineering - East: 1-800-368-3749; 1-409-981-3260



**SEACOAST  
SURVEYORS**

409-684-6400  
975 West Laxy Lane / Crystal Beach, Texas 77650  
Mailing: P.O. Box 2579 / Crystal Beach, Texas 77650  
Texas Firm Registration No. 10194703  
www.seacoastsurveyors.com

SURVEY DATE	February 11, 2020
FILE NO.	2020-0007-214-029
DRAWING	1
DATE	12-05-2019



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*51.**

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Consideration of 2026 Property Tax Assessment & Collection Fee Ratification submitted by the  
Tax Assessor/Collector

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 2:33 pm



**Cheryl E. Johnson, PCC, CTOP**  
 Galveston County Tax Assessor Collector  
 722 Moody Avenue, Galveston, Texas 77550  
 (409) 765-3277 ☎ (409) 392-5457  
 Cheryl.E.Johnson@co.galveston.tx.us



February 23, 2026

County Judge and Commissioners  
 Galveston County  
 722 Moody  
 Galveston, Texas 77550

Re: Consent Agenda 2026 Property Tax Assessment & Collection Fee Ratification

Dear Sirs:

Since taking office in 2005, the per parcel fee for property tax assessment and collection services has been greatly reduced based on my analysis of what the Tax Code requires and allows (the incremental additional cost of providing service). Over time, the process of establishing the fee and the agreements between GCTO and local governments was refined. Beginning in March 2015, Commissioners agreed to a process that has been in place since. The Chief Deputy of Property Tax and Support Services and I annually review costs, determine appropriate fee, have our analysis audited by the County Auditor and submit any changes for ratification by the Court.

A summary of those fees is shown below along with a small increase presented for the 2026 tax year:

<u>Year</u>	<u>Galveston County/Parcel Fee</u>	<u>Harris County/Parcel Fee</u>
2015	\$0.256	\$1.01
2019	\$0.21	\$0.97
2026	\$0.27	\$1.03

GCTO Policy SS05 Entity Billing Cost Analysis is included along with this request for ratification. Please let me know if you have questions or concerns.

Sincerely,

Cheryl E. Johnson, PCC, CTOP

Attachment



# Galveston County Tax Office

## Policies & Procedures

### Support Services

#### Entity Billing Cost Analysis



**POLICY** It is the policy of the Tax Assessor/Collector to annually estimate the cost of providing tax assessment and collection services to government partners.

**RESPONSIBILITY** The Tax Assessor/Collector and Chief Deputy of Property Tax & Support Services are responsible for compliance with this policy.

**PROCEDURE** Section 6.27(b) of the Texas Property Tax Code provides that “...the county assessor-collector is entitled to a reasonable fee, which may not exceed the actual costs incurred, for assessing and collecting taxes for a taxing unit...”

Each year the Tax Assessor/Collector will consult with the Chief Deputy of Property Tax and Support Services to develop the proper analysis of the cost of providing services to entities other than the County. This analysis is an estimate only as it is a projection and actual costs can fluctuate year to year. For this reason, only increases or decreases totaling \$0.02 or more will result in a fee change being recommended to Commissioners Court for ratification after review by the County Auditor’s Office.

**The Analysis** The basis for cost estimates is based on the determination of what expenses and personnel would be required if the office only collected for Galveston County. It is the joint opinion of the Chief Deputy of Property Tax and the Tax Assessor Collector that services could provide assessment and collection services for the County with one less Property Tax Application Specialist and one less Accounting Technician II. In a consolidated collection environment, these positions are essential to completing the work necessary to fulfill a best practices level of legally required services for the current number of entity partners. Additionally, due to the demands of serving 40 entities in addition to the County during the Assessment Phase adds an additional workload and responsibility to the Chief Deputy and Tax Assessor Collector. The additional time spent over the three-month period is estimated to add no less than the equivalent of one month of additional work for each position thus 1/12 of the combined salaries and personnel cost is also included.

The additional costs are analyzed and proposed during the annual budget cycle to the Tax Collection Contracts budget #151553. The Entity Cost Calculator spreadsheet (maintained with this policy in the W drive ADMIN TEAM/POLICY MANUAL/SUPPORT SERVICES folder) shall be updated to reflect projected budget costs, most current CAD Grand Total parcel counts and per parcel fee determined that will return sufficient funds to cover all anticipated budgeted costs.

**The Analysis  
(continued)**

This spreadsheet and policy shall be submitted to the County Auditor's team for review and, upon approval, policy updated with the final per parcel amounts.

Estimates for the 2026 tax year (FY 2027) are \$158,084 for Galveston County parcels and \$5,039 for Harris County parcels. Estimates are based on the following assumptions:

1. Salaries plus personnel costs based on 2 FTEs to include a Property Tax Application Specialist and Accounting Tech II with an estimated 3% COLA/P4P added for the FY 2027 plus 1/12<sup>th</sup> of the salary and benefit cost of the TAC and CDPT&SS.
2. Travel, education and membership expenses for Property Tax Application Specialist (training to begin with FY 2026-2027)
3. Office supplies at \$1,000 x 2 FTEs
4. PC, monitor, printer and software costs x FTEs/7 year replacement
5. Truth in Taxation software costs are based on number of entities (1 entity in 2025 is \$340 and 20+ \$2,300 thus the contributory cost for government partners is \$2,300-340 or \$1,960). Costs have increased on average 7% over the last three years thus the 2027 projected cost for the software for entities is rounded to \$2,100
6. Harris County costs based on estimated/actual cost of statement printing and mailing, all other printing and postage expenses (postcard receipts, February and 33.08 delinquent notices, cost of quarter and split pay coupons) and apportioned cost of hard and personnel costs for HC properties based on the HC parcel count as a percentage of all
7. PIDs historically were assessed a higher rate but this could not be justified thus those parcels are to be the same as all other parcels in the specific county
8. Costs are allocated to achieve rates necessary to cover estimated and hard costs utilizing the most current parcel counts. The cost estimate is included as Exhibit A.
9. The preliminary estimates for TY 2026 indicate a Galveston County per parcel rate of \$0.27 and a Harris County rate of \$1.03. The indicated rates are greater than or equal to the \$0.02 increase that requires a contracted rate change thus rates will increase for Galveston and Harris County parcels as well as PIDs for Tax Year 2026. This policy along with audited cost estimates will be submitted to County Commissioners for ratification. County Auditor approval will be included as Exhibit B.

**Fee To Be  
Established**

This process was presented at a workshop of Commissioners Court in March 2015. Proposed fee increases or decreases will be presented to Commissioners for ratification in advance of the April 1<sup>st</sup> deadline to notify collection partners of rate changes.

**BILLING**

The Chief Deputy of Property Tax and Support Services maintains copies of contracts and/or resolutions of the jurisdictions with the TNT

**BILLING  
(cont)**

entity files. Billing for assessment and collection services occurs once a year in February and is based on the most current parcel counts indicated on the most current supplemental appraisal district rolls. Payment status is reported monthly to the Chief Deputy Property Tax and Support Services until all receivables are paid. Efforts to streamline billings will be analyzed each year.

**Support Services  
Generating Bills**

1. Obtain most current Galveston and Harris County parcel counts are prepared by Property Tax Application Specialists using the most current central appraisal district supplemental roll total parcels.
2. Prepare invoice for each entity utilizing most current entity list.
3. Using prior year Word document maintained in the Q drive at Entity Information/Billing and Collections, create invoice for each entity. Billing amounts are as follows for 2026 tax year:  
  
GC (including PIDs): parcel count x \$0.27  
HC: parcel count x \$1.03 (Friendswood, City Centre PID, League City & Westwood Management District)  
  
Prior to printing or emailing final statement, print draft invoices for review by TAC and/or Chief Deputy PT&SS.
4. Upon approval, merge, sign and make two copies of each invoice (one to mail or scan and email and one for Admin files)
5. Mail along with blue return envelope stamped or noted (ATTN SUPPORT SERVICES).
6. Enter invoice date into spreadsheet
7. Create and print a document for Admin Clerk with entity name and amount billed so they can monitor and record payments

**Logging  
Payments**

Upon receipt of check, copy check and envelope, enter payment information into entity billing spreadsheet including date received, check number and amount received ( (Q:)/Entity Information/20XX to 20XX Entity List For All, in the Tax Year 20XX Entity Billing tab.

Prepare payment sheet for Accounting Department and include with all payments received daily (include Payor, Check # and Amount) printing two copies. Provide one payment sheet with checks to Senior Accountant; file additional copy in Entity Billing folder maintained in Admin Assistant filing drawer.

Email Chief Deputy of Business Services, other Administrative Assistant and copy the CDPTSS the payment sheet information.

**Follow Up**

After receiving all payments, notify Chief Deputy Property Tax and Support Services and TAC and transfer file to main filing cabinets

If payment is not received after 30 days, contact the entity and resend

**Follow Up  
(cont)**

invoice if address information was incorrect. Update master entity spreadsheet. If the entity provides a check number, pass that information on to Accounting to verify.

APPROVED:

  
Cheryl E. Johnson

February 23, 2026

\_\_\_\_\_  
Date

<b>Estimated Entity Billing Costs Tax Year 2026 (FY 2027)</b>			
Number of FTE positions in budget	2.00		
Salaries (PTAS, Acct Tech II & 1/12 CD&TAC)		118,507	
Contributory Cost of CDPT&SS & TAC Salary 1 month			
Estimated Benefits/Personnel Associated Costs		34,181	
Membership & Dues		75	
Office supplies (\$1,000/employee x 2 employees)		2,000	
Travel/Conference, etc. for PTAS (\$100 for FY 25)		2,000	
ACT TNT Software (cost attributable to over 10 entities)		2,100	
Hardware & Software for Two Employees:			
Dell Pro Slim Desktop @ \$743 each	1,486		
Dell Professional 24" Monitor @ \$193 each	386		
HP LaserJet Pro 4101FDW Wireless Laser Multifunct	826		
Microsoft Office ProPlus Software @ \$567.24 each	1,134		
	3,832	547	7 yr IT schedule
<b>Total Personnel &amp; Hard Costs</b>		<b>159,410</b>	
<b>TOTAL ATTRIBUTABLE TO GC COUNTY</b>			
<b>PARCELS BASED ON 1.0 - 4,887/587,417 = .991681</b>		<b>158,084</b>	<b>0.991681</b>
<b>HARRIS COUNTY ONLY COST ESTIMATES:</b>			
Printed statement/newsletters/envelopes/postage	4,887	0.72059	\$3,522
1% postcard receipt (postage and printing)	49	0.63868	31
Delinquent notices (February) assume 1%	49	0.65794	32
Delinquent notices (September) assume 1%	49	0.86294	42
Supplemental changes (estimated - 1%)	49	0.86294	42
Split and quarter pay coupon mailing assume 1%	49	0.92524	45
Contributory cost of Personnel & Hard costs (GC - HC)			1,326
<b>TOTAL HARRIS COUNTY ENTITY COSTS</b>			<b>\$5,039</b>
Combined GC and HC Hard Costs			<b>\$163,123</b>
<b>PROPOSED 2026 RATES CALCULATOR</b>			
Galveston County	582,530	\$ 0.27000	157,283
Harris County (FWD, LC, Westwood)	4,887	\$ 1.03000	5,034
<b>TOTAL BILLED REVENUE</b>	<b>587,417</b>		<b>162,317</b>

**Johnson, Cheryl E**

---

**From:** Speer, Jordan  
**Sent:** Monday, February 23, 2026 2:22 PM  
**To:** Johnson, Cheryl E  
**Cc:** Cruz, Sergio; Belk, Tristan  
**Subject:** RE: Final Revised Cost Calculator and Policy

Good afternoon,

Looks great - our numbers agree.

Thank you,  
Jordan

---

**From:** Johnson, Cheryl E <Cheryl.E.Johnson@co.galveston.tx.us>  
**Sent:** Monday, February 23, 2026 2:12 PM  
**To:** Speer, Jordan <Jordan.Speer@galvestoncountytx.gov>  
**Cc:** Cruz, Sergio <Sergio.Cruz@galvestoncountytx.gov>; Belk, Tristan <Tristan.Belk@galvestoncountytx.gov>  
**Subject:** Final Revised Cost Calculator and Policy  
**Importance:** High

Good afternoon.

I apologize for this change but it was determined that the contributory cost of portions of salaries could be accomplished thus there was a change to the calculator that requires your review prior to submitting to Commissioners for ratification. Specifically, 1/12 of the TAC and Chief Deputy salaries and benefits were added inasmuch as these are real costs associated with providing services to the additional entities served.

Please let me know if you have questions.

**Cheryl E. Johnson, PCC, CTOP**  
Galveston County Tax Assessor Collector  
(409) 765-3277 (office)  
(409) 392-5457 (mobile)  
[www.galcotax.com](http://www.galcotax.com)

*"Be the change you want to see in the world."* Gandhi

**Full Time GCTC Office Hours Effective 7.31.2025**  
Monday-Thursday 7:30 am - 5:30 pm, Friday 8 am - Noon  
Galveston Courthouse, 722 21st Street/Moody, Galveston  
Texas City Annex, 2516 Texas Avenue, Texas City  
West County Annex, 11730 Highway 6, Santa Fe  
Monday-Friday 8:00 am to 5:00 pm  
North County Annex, 174 Calder, League City  
**Satellite Office Hours Effective 7.31.2025 (closed Tues - 100 y/o for lunch)**  
946 Noble Carl Rd, Crystal Beach 3rd Tuesday 7:30 am-4:30 pm  
9105-Friendwood Dr., Friendwood Thursday, Friday 8am-5pm



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*52.**

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/16/2026
- 2) **Contract Type:** Other
- 3) **Renewal Contract:** Yes
- 4) **Department Name:** Grants Administration
- 5) **Department Contact:** Miriam Moran
- 6) **Description:** Task Order 1 renewal for FEMA HMGP Elevation Program DR-4332-0025 and 0239 \$479,078.00
  
- 7) **PEID No:** 720167
- 8) **Req No:**
- 9) **Orgkey:**
- 10) **Object Code:**
- 11) **Vendor:** Grantworks Inc.
- 12) **Vendor Contract No:** SC-0001019

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** FEMA HMGP Elevation
- 14) **Fund #:** DR-4332-0025 & 0239
- 15) **Current Year Budgeted:**
- 16) **Current Year Projected:**
- 17) **Year 2:**
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:** \$479,078.00

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 2/16/2026
- 23) **Auto Renewal Contract:** No
- 24) **Bid No:** 25-075
- 25) **Contract End Date:** 2/15/2029
- 26) **Contract # Issued by Purchasing Department:** SC-0001019

**NOTES:**

**Approval History**

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Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Disapprove	3/5/26 12:00 pm
<b>Notes:</b>	You will need to choose the Grants Administration sequence -VVH		
2	Miriam Moran	Approve	3/5/26 12:06 pm
3	Melissa Fleming	Approve	3/5/26 12:32 pm
4	Francisco Rodriguez	Approve	3/5/26 5:18 pm
5	Rodolfo Gomez	Approve	3/5/26 5:45 pm
6	Diana Huallpa	Approve	3/5/26 5:55 pm
<b>Notes:</b>	Funding Source: Federal Emergency Management Agency (FEMA), administered through the Texas Division of Emergency Management (TDEM).		
7	Sergio Cruz	Approve	3/5/26 5:57 pm
8	Veronica Van Horn	Approve	3/6/26 11:46 am

---

**TASK ORDER No. - 1 - DR-4332-0025 & 0239**  
**FEMA HMGP Elevation Program**  
**Galveston County, Texas**  
**SERVICES AGREEMENT**  
RFP No. 25-075

This **Task Order No. 1** is issued in accordance with the Services Agreement dated February 16, 2026, between Galveston County, Texas, hereinafter referred to as the “COUNTY”, and GrantWorks Inc., hereinafter referred to as the “CONTRACTOR”. This Task Order is governed and subject to the terms and conditions of the Agreement, which is fully incorporated herein by reference. All provisions required under 2 CFR 200 and Appendix II to Part 200 are applicable to this Task Order.

- Effective Date:** March 4, 2026
- End Date:** February 16, 2029, or the end of the FEMA grant period of performance for HMGP Projects DR-4332-0025 and DR-4332-0239, including any approved extensions, whichever occurs first, unless earlier terminated in accordance with the Agreement.
- Funding Source:** Federal Emergency Management Agency (FEMA), administered through the Texas Division of Emergency Management (TDEM)
- Program Name:** Hazard Mitigation Grant Program (HMGP)
- Disaster Declaration:** FEMA DR-4332 Texas (Hurricane Harvey)
- Project Number(s):** HMGP DR-4332-0025 – Residential Structure Elevations  
HMGP DR-4332-0239 – Residential Structure Elevations
- Project Description:** This grant will fund Galveston County to elevate repetitive loss and/or substantially damaged residential structures to at least two feet above the Base Flood Elevation (BFE) of the adopted Flood Insurance Rate Map (FIRM).

**These projects were approved by FEMA under the Hazard Mitigation Grant Program (HMGP) for Disaster Declaration DR-4332-TX.**

**Scope of Services:**

The Contractor shall provide grant administration services necessary to support the implementation and management of FEMA HMGP residential structure elevation projects administered by Galveston County.

Services may include, but are not limited to:

- Program administration and project management
- Coordination with FEMA, TDEM, and County staff
- Environmental and historic preservation coordination support
- Procurement compliance support

- Project tracking and reporting
- Financial management and reimbursement support
- Review of contractor and engineering documentation
- Assistance with compliance with FEMA HMGP program requirements
- Support for project monitoring, documentation, and grant reporting
- Assistance with project closeout documentation

All services shall be performed in accordance with:

- FEMA Hazard Mitigation Assistance (HMA) Guidance
- 2 CFR Part 200 (Uniform Guidance)
- FEMA policy and program requirements
- Applicable TDEM program guidance

**Cost Based on Level of Effort:**

Services performed under this Task Order shall be compensated in accordance with the hourly labor categories and rates established in Attachment C (Compensation) of the Services Agreement. The total compensation authorized under this Task Order No. 1 shall not exceed **\$479,078.00** without prior written authorization from Galveston County.

Authorized labor categories include:

- Subject Matter Expert
- Program Manager
- Project Manager

Compensation shall be subject to all applicable federal cost allowability requirements under 2 CFR Part 200 and FEMA Hazard Mitigation Assistance program guidance. Invoices shall reference Task Order No. 1 and identify the applicable FEMA project number DR-4332-0025 and DR-4332-0239, respectively.

<b>HMGP Elevation: Post Award Services Hourly Rates</b>		
Program Executive		\$ -
Client Services Manager		\$ -
Subject Matter Expert		\$ 225.00
Program Manager		\$ 190.00
Project Manager		\$ 165.00
<b>Not to Exceed</b>		
		<b>\$ 479,078.00</b>

Table: Hourly rate schedule from Agreement dated February 16, 2026, between County and Contractor.

The above costs may be adjusted through a written Task Order Amendment if required due to FEMA-approved budget modifications or grant adjustments. Any increase in the not-to-exceed amount must be approved in writing by the County.

Galveston County, Texas

By:

---

**Mark Henry, County Judge**

---

Date

GrantWorks, Inc.

By:



---

Bruce J. Spitzengel, President

March 5, 2026

---

Date

**Attest:**

---

**Dwight D. Sullivan, County Clerk**



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*53.**

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/16/2026
- 2) **Contract Type:** Other
- 3) **Renewal Contract:** Yes
- 4) **Department Name:** Grants Administration
- 5) **Department Contact:** Miriam Moran
- 6) **Description:** Task Order # 2 for Grantworks service agreement in connection with FEMA HMGP Generator Projects DR-4223-0236.
  
- 7) **PEID No:** 720167
- 8) **Req No:**
- 9) **Orgkey:**
- 10) **Object Code:**
- 11) **Vendor:** GrantWorks Inc
- 12) **Vendor Contract No:** SC-0001019

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** FEMA HMGP Generators
- 14) **Fund #:**
- 15) **Current Year Budgeted:**
- 16) **Current Year Projected:**
- 17) **Year 2:**
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:** \$10,533.38

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 2/16/2026
- 23) **Auto Renewal Contract:** Yes
- 24) **Bid No:** RFP-25-075
- 25) **Contract End Date:** 3/15/2029
- 26) **Contract # Issued by Purchasing Department:** SC-0001019

**NOTES:**

**Approval History**

---

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Disapprove	3/5/26 12:00 pm
<b>Notes:</b>	You will need to choose the grants administration sequence-VVH		
2	Miriam Moran	Approve	3/5/26 12:07 pm
3	Melissa Fleming	Approve	3/5/26 12:34 pm
4	Francisco Rodriguez	Approve	3/5/26 5:19 pm
5	Rodolfo Gomez	Approve	3/5/26 5:46 pm
6	Diana Huallpa	Approve	3/5/26 5:56 pm
<b>Notes:</b>	Funding Source: Federal Emergency Management Agency (FEMA), administered through the Texas Division of Emergency Management (TDEM).		
7	Sergio Cruz	Approve	3/5/26 5:57 pm
8	Veronica Van Horn	Approve	3/6/26 11:47 am

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**TASK ORDER No. - 2 - DR-4332-0236**  
**FEMA HMGP Generators**  
**Galveston County, Texas**  
**SERVICES AGREEMENT**  
RFP No. 25-075

This **Task Order No. 2** is issued in accordance with the Services Agreement dated February 16, 2026, between Galveston County, Texas, hereinafter referred to as the “COUNTY”, and GrantWorks Inc., hereinafter referred to as the “CONTRACTOR”. This Task Order is governed and subject to the terms and conditions of the Agreement, which is fully incorporated herein by reference. All provisions required under 2 CFR 200 and Appendix II to Part 200 are applicable to this Task Order.

- Effective Date:** March 4, 2026
- End Date:** February 16, 2029, or the end of the FEMA grant period of performance for HMGP Projects DR-4332-0236, including any approved extensions, whichever occurs first, unless earlier terminated in accordance with the Agreement.
- Funding Source:** Federal Emergency Management Agency (FEMA), administered through the Texas Division of Emergency Management (TDEM)
- Program Name:** Hazard Mitigation Grant Program (HMGP)
- Disaster Declaration:** FEMA DR-4332 Texas (Hurricane Harvey)
- Project Number(s):** HMGP DR-4332-0236 – Galveston County Generators
- Project Description:** Galveston County will purchase and install one (1) generator at the Municipal Utility District (MUD) #12 Emergency Operations Center in Bayou Vista, TX, and one (1) generator at the Juvenile Justice Center in Texas City, TX. Installation will also include new equipment pads, wiring and conduit to the existing power distribution system for each location. The project includes engineering and design services, construction management, and grant administration.

**These projects were approved by FEMA under the Hazard Mitigation Grant Program (HMGP) for Disaster Declaration DR-4332-TX.**

**Scope of Services:**

The Contractor shall provide grant administration services necessary to support the implementation and management of the FEMA Hazard Mitigation Grant Program (HMGP) generator installation project administered by Galveston County.

Services may include, but are not limited to:

- Program administration and project management

- Coordination with FEMA, TDEM, Galveston County Road and Bridge Department, and other project stakeholders
- Environmental and historic preservation (EHP) coordination support associated with generator installation and site improvements
- Procurement compliance support for engineering services, generator equipment procurement, and construction/installation contracts
- Assistance with engineering design coordination, including review of plans and specifications related to generator installation, concrete pads, wiring, and integration with existing electrical systems
- Support for contractor procurement, bid evaluation documentation, and contract award processes in accordance with federal procurement requirements
- Project tracking, milestone monitoring, and reporting
- Financial management and reimbursement support, including preparation and submission of reimbursement requests through the applicable grant management system
- Review of contractor, engineering, and construction documentation for compliance with FEMA HMGP program requirements
- Support for project monitoring, documentation, and grant reporting
- Assistance with project closeout documentation and final grant reporting

All services shall be performed in accordance with:

- FEMA Hazard Mitigation Assistance (HMA) Guidance
- 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- FEMA policy and program requirements
- Applicable Texas Division of Emergency Management (TDEM) program guidance.

**Cost Based on Level of Effort:**

Services performed under this Task Order shall be compensated in accordance with the hourly labor categories and rates established in Attachment C (Compensation) of the Services Agreement. The total compensation authorized under this Task Order No. 2 shall not exceed **\$37,800.00** without prior written authorization from Galveston County.

Authorized labor categories include:

- Subject Matter Expert
- Program Manager
- Project Manager

Compensation shall be subject to all applicable federal cost allowability requirements under 2 CFR Part 200 and FEMA Hazard Mitigation Assistance program guidance. Invoices shall reference Task Order No. 1 and identify the applicable FEMA project number DR-4332-0236.

HMGP Generators: Post Award Services Hourly Rates		
Program Executive		\$ -
Client Services Manager		\$ -
Subject Matter Expert		\$ 225.00
Program Manager		\$ 190.00
Project Manager		\$ 165.00
<b>Not to Exceed</b>		<b>\$37,800.00</b>

Table: Hourly rate schedule from the Services Agreement dated February 16, 2026, between County and Contractor.

The above costs may be adjusted through a written Task Order Amendment if required due to FEMA-approved budget modifications or grant adjustments. Any increase in the not-to-exceed amount must be approved in writing by the County.

Galveston County, Texas

By:

\_\_\_\_\_  
**Mark Henry, County Judge**

\_\_\_\_\_  
Date

GrantWorks, Inc.

By:

  
\_\_\_\_\_  
Bruce J. Spitzengel, President

March 5, 2026

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
**Dwight D. Sullivan, County Clerk**



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*54.**

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/16/2026
- 2) **Contract Type:** Other
- 3) **Renewal Contract:** Yes
- 4) **Department Name:** Grants Administration
- 5) **Department Contact:** Miriam Moran
- 6) **Description:** Task Order # 3 for Grant application and administration services related to FEMA HMGP Dry Floodproofing Public Structures covering phase 1 and phase 2 of the grant.
  
- 7) **PEID No:** 720167
- 8) **Req No:**
- 9) **Orgkey:**
- 10) **Object Code:**
- 11) **Vendor:** GrantWorks Inc
- 12) **Vendor Contract No:** SC-0001019

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** FEMA HMGP
- 14) **Fund #:**
- 15) **Current Year Budgeted:**
- 16) **Current Year Projected:**
- 17) **Year 2:**
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:** \$138,500.00

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 2/16/2026
- 23) **Auto Renewal Contract:** No
- 24) **Bid No:** RFP-25-075
- 25) **Contract End Date:** 2/15/2029
- 26) **Contract # Issued by Purchasing Department:** SC-0001019

**NOTES:** Phase 1 not to exceed \$13,500.00 and Phase 2 not to exceed \$125,000.00

**Approval History**

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Seq #	Approver	Action	Action Date
1	Miriam Moran	Approve	3/5/26 12:13 pm
2	Melissa Fleming	Approve	3/5/26 12:35 pm
3	Francisco Rodriguez	Approve	3/5/26 5:19 pm
4	Rodolfo Gomez	Approve	3/5/26 5:47 pm
5	Diana Huallpa	Approve	3/5/26 5:58 pm
<b>Notes:</b>	Funding Source: Federal Emergency Management Agency (FEMA), administered through the Texas Division of Emergency Management (TDEM).		
6	Sergio Cruz	Approve	3/5/26 6:03 pm
7	Veronica Van Horn	Approve	3/6/26 2:15 pm

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**TASK ORDER No. - 3 – DR-4798-0090**  
**Dry Floodproofing Public Structures**  
**Galveston County, Texas**  
**SERVICES AGREEMENT**  
RFP No. 25-075

This **Task Order No. 3** is issued in accordance with the Services Agreement dated February 16, 2026, between Galveston County, Texas, hereinafter referred to as the “COUNTY”, and GrantWorks Inc., hereinafter referred to as the “CONTRACTOR”. This Task Order is governed and subject to the terms and conditions of the Agreement, which is fully incorporated herein by reference. All provisions required under 2 CFR 200 and Appendix II to Part 200 are applicable to this Task Order.

**Effective Date:** March 4, 2026

**End Date:** February 16, 2029, or the end of the FEMA grant period of performance for HMGP Project DR-4798-0090, including any approved extensions, whichever occurs first, unless earlier terminated in accordance with the Agreement.

**Funding Source:** Federal Emergency Management Agency (FEMA), administered through the Texas Division of Emergency Management (TDEM)

**Program Name:** Hazard Mitigation Grant Program (HMGP)

**Disaster Declaration:** FEMA DR-4798-0090 Major Disaster Declaration for Hurricane Beryl in Texas

**Project Number(s):** HMGP DR-4798-0090 – Galveston County Critical Facility Dry-Floodproofing

**Project Description:** Galveston County proposes mitigation improvements at five (5) critical public facilities to address recurring water intrusion and mold issues caused by flood events. The project will implement dry-floodproofing and building envelope mitigation measures intended to reduce future flood damages and improve facility resilience.

Mitigation activities may include resealing and recoating building exteriors and structural components to prevent water intrusion. Depending on the facility, work may include wet-glazing of commercial windows, power washing, removal and resealing of window and door perimeters, application of damp-proof coatings, resealing of building control joints, resealing parking structure control joints, stucco and concrete repairs, and tuck-pointing of deteriorated mortar joints.

The project will be implemented in two phases:

Phase I – Engineering and Design

- Engineering assessment of each facility
- Preparation of findings reports and design recommendation
- Selection and specification of flood-resistant materials

- Coordination and completion of FEMA Form FF-206-FY-22-153 (Dry Floodproofing Certificate) for each site

#### Phase II – Construction

- Implementation of approved mitigation improvements
- Completion of dry floodproofing construction activities
- Final certification of floodproofing measures using FEMA Form FF-206-FY-22-153

The project includes the following facilities in Galveston County, Texas:

- Wayne Johnson Community Center – 4102 Main St
- West County Annex – 11730 Highway 6
- Joe Max Taylor Justice Center – 601 54th St
- Galveston County Animal Resource Center – 3412 25th Ave N
- Galveston County Courthouse Complex – 722 Moody Ave

These projects were approved by the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP) associated with Major Disaster Declaration DR-4798-TX (Hurricane Beryl).

#### Scope of Services:

The Contractor shall provide grant administration services necessary to support the implementation, compliance, and closeout of the FEMA Hazard Mitigation Grant Program (HMGP) project funded under Major Disaster Declaration DR-4798-TX (Hurricane Beryl) and administered by Galveston County through the Texas Division of Emergency Management (TDEM).

Grant administration services shall support the County throughout the lifecycle of the project and ensure compliance with all applicable federal, state, and local requirements, including 2 CFR Part 200 (Uniform Administrative Requirements), FEMA Hazard Mitigation Assistance (HMA) Guidance, and TDEM program guidance.

Services may include, but are not limited to, the following:

#### Program Administration and Project Management

- Provide overall grant program administration and coordination on behalf of Galveston County.
- Serve as a liaison between the County, FEMA, and the Texas Division of Emergency Management (TDEM).
- Monitor project progress to ensure compliance with FEMA HMGP requirements and grant timelines.
- Assist the County in interpreting FEMA and TDEM program guidance and requirements.

#### Regulatory and Compliance Coordination

- Support compliance with applicable federal regulations, including **2 CFR Part 200**, FEMA Hazard Mitigation Assistance (HMA) Guidance, and other applicable FEMA policies and procedures.
- Assist the County in maintaining documentation required for federal grant compliance.

- Coordinate with County staff, engineers, and other consultants to ensure program requirements are incorporated into project implementation.

#### **Procurement Compliance Support**

- Provide guidance to ensure procurement activities comply with **2 CFR §200.317–200.327** and applicable County procurement policies.
- Review procurement documentation for compliance with federal grant requirements.
- Assist with documentation supporting contractor or engineering procurements as required for project implementation.

#### **Environmental and Historic Preservation (EHP) Coordination**

- Assist the County with coordination of FEMA Environmental and Historic Preservation requirements as applicable to the project.
- Support communication between FEMA, TDEM, the County, and project engineers regarding environmental compliance requirements.

#### **Financial Management and Reimbursement Support**

- Track project expenditures and grant budgets to ensure costs remain within the approved project scope and budget.
- Assist the County in preparation and submission of reimbursement requests through the TDEM Grants Management System (GMS) or other applicable grant management systems.
- Review invoices and supporting documentation for eligibility and compliance with FEMA cost principles under **2 CFR Part 200**.

#### **Reporting and Documentation**

- Prepare and submit required grant reports, including progress reports and other documentation required by FEMA and TDEM.
- Maintain organized project documentation to support grant compliance and audit requirements.
- Assist with responses to FEMA or TDEM requests for information (RFIs) or documentation.

#### **Project Monitoring and Compliance Support**

- Monitor project implementation activities to ensure consistency with the approved FEMA scope of work.
- Provide documentation support for project monitoring activities conducted by FEMA or TDEM.
- Assist the County in addressing any compliance findings or documentation requests.

#### **Grant Closeout**

- Assist the County in preparation and submission of all documentation required for FEMA and TDEM grant closeout.
- Compile final project documentation and records necessary to demonstrate compliance with federal grant requirements.
- Support the County in resolving any outstanding compliance or documentation issues required for grant closeout.

#### **Cost Based on Level of Effort:**

Services performed under this Task Order shall be compensated in accordance with the hourly labor categories and rates established in Attachment C (Compensation) of the Services Agreement.

The total compensation authorized under this Task Order shall not exceed **\$138,500.00**, allocated as **\$13,500.00 for Phase I** (Engineering Assessment and Design Coordination) and **\$125,000.00 for Phase II** (Construction Implementation and Grant Administration), unless otherwise authorized in writing by Galveston County.

Authorized labor categories include:

- Subject Matter Expert
- Program Manager
- Project Manager

Compensation shall be subject to all applicable federal cost allowability requirements under 2 CFR Part 200 and FEMA Hazard Mitigation Assistance program guidance. Invoices shall reference Task Order No. 1 and identify the applicable FEMA project number DR-4798-0090.

<b>HMGP Critical Facility Dry-Floodproofing: Pre &amp; Post Award Services Hourly Rates</b>		
Program Executive		\$ -
Client Services Manager		\$ -
Subject Matter Expert		\$ 225.00
Program Manager		\$ 190.00
Project Manager		\$ 165.00
<b>Not to Exceed Phase 1</b>		<b>\$ 13,500.00</b>
<b>Not to Exceed Phase 2</b>		<b>\$ 125,000.00</b>

Table: Hourly rate schedule from the Services Agreement dated February 16, 2026, between County and Contractor.

The above costs may be adjusted through a written Task Order Amendment if required due to FEMA-approved budget modifications or grant adjustments. Any increase in the not-to-exceed amount must be approved in writing by the County.

Galveston County, Texas

By:

\_\_\_\_\_  
**Mark Henry, County Judge**

\_\_\_\_\_  
 Date

GrantWorks, Inc.

By:

  
 \_\_\_\_\_  
 Bruce J. Spitzengel, President

March 5, 2026

\_\_\_\_\_  
 Date

**Attest:**

\_\_\_\_\_  
**Dwight D. Sullivan, County Clerk**



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*55.**

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**Grant Award/Agreement**

- 1) **Court Date:** 3/16/2026
- 2) **Department:** Engineering Department
- 3) **Grant Agency:** Texas General Land Office
- 4) **Funding Source:** Community Development Block Grant - Disaster Recover - Local Communities Program
- 5) **Grant Start Date:** Click or tap to enter a date.
- 6) **Grant End Date:** Click or tap to enter a date.
- 7) **Program Year:** FY2026
- 8) **Program End Date:** Click or tap to enter a date.
- 9) **Renewal Grant:** New
- 10) **Contract #:** N/A
- 11) **Description:** Galveston County - Flood and Drainage Improvements; Hitchcock - Street Improvements
- 12) **Grant Organization Keys:**
- 13) **Grant Type:**

**Expenditure Type**

- 14) **Grant Funded \$4,300,610.37**
- 15) **County Funded \$215,030.51**
- 16) **Total Project Amount: \$4,515,640.88**
- 17) **Assigned Department Contact: Michael Shannon**

**County Funding Sources**

- 18) **Match Fund: Grant Match Mandatory \$215,030.51**
- 19) **Match Division:**

**NOTES:**

Requirement of 5% match

### **Approval History**

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<b>Seq #</b>	<b>Approver</b>	<b>Action</b>	<b>Action Date</b>
1	Miriam Moran	Escalated	3/5/26 3:45 pm
2	Diana Huallpa	Disapprove	3/5/26 4:54 pm
<b>Notes:</b>	Corrections need to be made.		
3	Miriam Moran	Disapprove	3/5/26 5:20 pm
<b>Notes:</b>	Add match		
4	Miriam Moran	Approve	3/5/26 5:31 pm
5	Michael Shannon	Approve	3/6/26 11:53 am
6	Diana Huallpa	Approve	3/9/26 9:51 am
7	Sergio Cruz	Approve	3/9/26 9:54 am

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**MEMORANDUM**

**To:** Galveston County Commissioners Court  
**From:** Grants Administration Department  
**Court Date:** 3/16/2026  
**RE:** Engineering Department  
Community Development Block Grant – Disaster Relief – Local Communities Program  
Galveston County – Flood and Drainage Improvements; Hitchcock – Street Improvements

**BACKGROUND**

Funding is provided by Housing and Urban Development through their Community Development Block Grant - Disaster Recovery, Administered through the General Land Office Local Communities Program (LCP). The Texas General Land Office (GLO) allocated \$97,033,950 for the Local Communities Program (LCP), which provides funding for disaster relief, long-term recovery, and restoration of infrastructure or economic revitalization projects to help eligible communities recover from the 2024 Disasters (24D). The program supports projects that restore public infrastructure, strengthen local economies, and address long-term recovery needs in eligible disaster impacted areas.

**SUMMARY**

The LCP funding provides disaster recovery for infrastructure, the Engineering Department is requesting 1 Flood and Drainage Projects with 3 sites – Pearson Culverts and 33<sup>rd</sup> & Avenue L Extension. Road and Bridge is requesting 1 Street Improvement Project with 2 sites – Terrasso Drive and Delesandri Drive.

**FINANCIAL SUMMARY**

Flood and Drainage

Pearson Culverts – \$1,700,000.00  
33rd and Avenue L Extension – \$2,103,957.09  
Flood & Drainage Total – \$3,803,957.09  
Required Match – \$190,197.85



FD Project Total – \$3,994,154.94

Street Improvements

Hitchcock (Delesandri Drive Street) – \$272,263.98

Hitchcock (Terrasso Drive Street) – \$224,389.30

Street Improvement Total – \$496,653.28

Required Match – \$24,832.66

Project Total – \$521,485.94

Grant Application Total – \$4,300,610.37

Required Match (5%) – \$215,030.51

SI Project Total – \$4,515,640.88

**RECOMMENDATIONS**

Grants Administration requests the Court to consider approval to submit the FY2026 Phase 1 Pre-application to the Texas General Land Office – Local Communities Program (LCP).

**ATTACHEMENTS FOR WET SIGNATURE**

No attachments



# Texas General Land Office

## 2024 Disasters

### LOCAL COMMUNITIES PROGRAM (LCP)

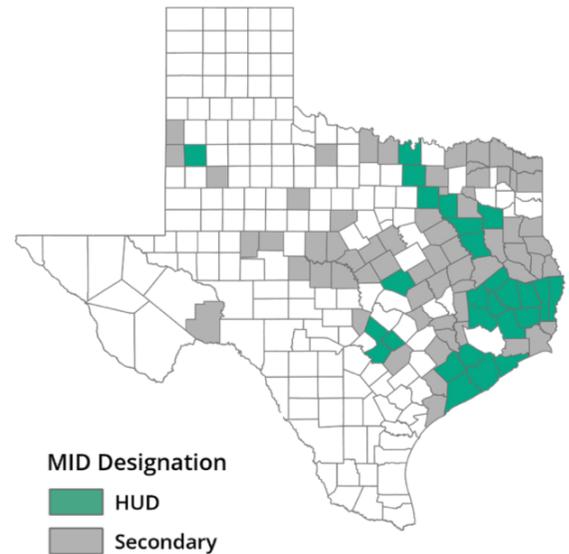
The Texas General Land Office (GLO) allocated \$97,033,950 for the Local Communities Program (LCP), which provides funding for disaster relief, long-term recovery, and restoration of infrastructure or economic revitalization projects to help eligible communities recover from the 2024 Disasters (24D). The program supports projects that restore public infrastructure, strengthen local economies, and address long-term recovery needs in eligible disaster impacted areas.

The funding is provided by a Community Development Block Grant - Disaster Recovery (CDBG-DR) from U.S. Department of Housing and Urban Development (HUD). Additional details about the 24D LCP – including eligibility requirements, eligible activities, national objectives requirements and more – are available in Section 7.8 of the GLO's [2024 Disasters Action Plan](#).

### WHO CAN APPLY

To be considered, applicants must be a local government (city or county) or Indian tribe located in one of the 92 counties designated as eligible by HUD. HUD designated 27 counties as most impacted or distressed (MID) and requires at least 80% of program funds be granted to MID applications.

More information at [recovery.texas.gov/24dlcp](https://recovery.texas.gov/24dlcp).



#### HUD MID COUNTIES (27):

Anderson	Bell	Brazoria	Caldwell	Cooke	Dallas	Denton
Fort Bend	Galveston	Guadalupe	Hardin	Hays	Henderson	Hockley
Jasper	Kaufman	Liberty	Matagorda	Montgomery	Newton	Polk
San Jacinto	Smith	Trinity	Tyler	Walker	Wharton	

#### SECONDARY MID COUNTIES (65):

Angelina	Chambers	Delta	Houston	Madison	Rains	Terrell
Austin	Cherokee	Eastland	Jackson	McCulloch	Red River	Titus
Bailey	Clay	Ellis	Jefferson	Milam	Robertson	Van Zandt
Baylor	Cochran	Falls	Jones	Mills	Rusk	Waller
Blanco	Coke	Fannin	Lamar	Montague	Rockwall	Washington
Bosque	Coleman	Freestone	Lampasas	Morris	Sabine	
Bowie	Collin	Gonzales	Lee	Nacogdoches	San Augustine	
Brown	Colorado	Grimes	Leon	Navarro	San Saba	
Calhoun	Concho	Hamilton	Limestone	Orange	Shelby	
Cass	Coryell	Hopkins	Lynn	Panola	Sterling	



# Texas General Land Office

## 2024 Disasters

### LOCAL COMMUNITIES PROGRAM (LCP)

## How the Process Works

The LCP uses a **two-step application process**:

### Step 1 – Call for Project Submissions

- Entities submit brief project proposals.
- Projects are scored using established criteria.
- Submitting a project does not guarantee an invitation to apply.

### Step 2 – Invitation to Apply

- Invitations are issued in score order.
- Invited applicants will submit a full application through the Texas Integrated Grant Reporting (TIGR) system.
- Invitations continue until available funding is fully allocated.

The GLO's Call for LCP Project Submissions will open February 19th and close March 23rd at 5:00 p.m. (Central Time). Only project proposals submitted by this deadline will be eligible for scoring and a potential invitation to apply.

**Application Limit:** Each eligible entity may submit up to two (2) project proposals.

## Eligible Project Types

Projects must support one or more of the following:

- Disaster relief and recovery
- Public infrastructure restoration or improvement
- Economic revitalization
- Long-term community resilience

Full eligibility and scoring details are provided in the GLO's [2024 Disasters Action Plan](#).

### KEY DATES

February 18, 2026	Program Webinar
February 19, 2026	Call for Projects Opens
March 23, 2026	Call for Projects Closes at 5 p.m. (CST)
April 7, 2026	Invitations Sent & TIGR Opens
June 12, 2026	TIGR Application Closes at 5 p.m. (CST)

## How to Apply

- All submissions are completed in TIGR, the GLO's online grants management system.
- Applicants must attend the webinar or review posted materials before applying.

Program guidance, updates, and webinar information are available on the LCP website at [recovery.texas.gov/24dlcp](https://recovery.texas.gov/24dlcp).



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*56.**

---

**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/3/2026
- 2) **Contract Type:** Expense
- 3) **Renewal Contract:** Yes
- 4) **Department Name:** Professional Services
- 5) **Department Contact:** Veronica Van Horn
- 6) **Description:** Project management for implementation of system improvement recommendations from the justice system assessment
  
- 7) **PEID No:** 720375
- 8) **Req No:**
- 9) **Orgkey:** 1101-110000
- 10) **Object Code:** 5481000
- 11) **Vendor:** Meadows Mental Health Policy Institute for Texas
- 12) **Vendor Contract No:**

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** General Govt
- 14) **Fund #:** 1101
- 15) **Current Year Budgeted:**
- 16) **Current Year Projected:** \$96,200.00
- 17) **Year 2:** \$192,400.00
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:** \$288,600.00

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 4/17/2026
- 23) **Auto Renewal Contract:** Choose an item.
- 24) **Bid No:**
- 25) **Contract End Date:** 4/17/2027
- 26) **Contract # Issued by Purchasing Department:** 217423 (SC-0000815)

**NOTES:**

**Approval History**

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Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/3/26 10:29 am
2	Melissa Fleming	Approve	3/3/26 12:07 pm
3	Francisco Rodriguez	Approve	3/3/26 6:23 pm
4	Rodolfo Gomez	Escalated	3/5/26 3:21 pm
5	Christian Monterrubio	Approve	3/5/26 3:33 pm
6	Diana Huallpa	Approve	3/5/26 4:29 pm
7	Sergio Cruz	Approve	3/5/26 5:50 pm
8	Veronica Van Horn	Approve	3/6/26 11:18 am

---

STATE OF TEXAS §

§ PROFESSIONAL SERVICES CONTRACT

COUNTY OF GALVESTON §

This contract is between Galveston County, Texas, "COUNTY," and The Meadows Mental Health Policy Institute for Texas, a Texas nonprofit corporation "PROVIDER." In consideration of the mutual obligations outlined herein, the parties agree as follows:

**1.  
SCOPE OF SERVICES**

A. The PROVIDER agrees to perform the following services:

1. PROVIDER will provide project management for the implementation phase of the system improvement recommendations from the justice system assessment presented to county officials during Phase I of the project and subsequent assessments done as part of the project or as directed by the Coordinating Council.
2. PROVIDER will: (i) provide support in the development of agendas, presentations and follow-up material for the County and Judicial Criminal Justice Coordinating Advisory Council (refer as the Coordinating Council); (ii) provide technical assistance personnel to work with work groups to facilitate process improvement changes;; (iii) provide research or spot evaluations as needed to guide the work plans; and (iv) make presentations as requested by the County Commissioners; (v) present three quarterly progress reports in July 2026, November 2026 and a final in April 2027.
3. The PROVIDER will notify the COUNTY data that are needed for the project and COUNTY commits to provide the data if available. PROVIDER will certify that the data variables necessary for the successful completion a quantitative review are available and ready for research or notify the COUNTY that the lack of data or its low quality prevents the completion of specific spot research that may be needed to assist in implementation tasks.

B. The COUNTY agrees to do the following:

1. The COUNTY will do a reasonable effort to assist the PROVIDER in the management of the work groups by assisting in scheduling of meetings, in encouraging personnel to participate in the work groups and in providing agreed upon funding for implementing key elements of the reform. The PROVIDER will report in its progress reports any perceive problems in the COUNTY not fulfilling its reasonable effort to support implementation of the reforms.

2. The COUNTY shall keep the copyright to the research study and all data, reports, research, and content that are prepared, developed, made, generated, created, written, conceived, originated, furnished, performed, presented or modified by PROVIDER, or others on behalf of PROVIDER, as part of or in connection with the study to be performed or furnished under this contract (collectively referred to as "Developments"). The COUNTY hereby grants to PROVIDER and PROVIDER's successors, assigns and licensees a nonexclusive, irrevocable, worldwide license to distribute, reproduce, use, display, exhibit, publish, and prepare derivative works of the study and all related Developments. The license granted by the COUNTY does not include any right to publish or disclose any information that is confidential under state or federal law.

**2.  
TERM**

This contract will begin April 17, 2026 concludes April 17, 2027. This contract is for the services performed by the PROVIDER in Fiscal Year 2026 and Fiscal Year 2027 only and any additional services performed by the PROVIDER will be considered on a year-to-year basis.

**3.  
COST**

The PROVIDER will invoice the COUNTY a lump sum amount for each milestone on the Deliverable Schedule, listed below, related to the study. After the receipt of the invoice (structured in whole payments and after each completed deliverable) the COUNTY agrees to make payment within thirty (30) days. Under no circumstances is the COUNTY obligated to pay more than **\$288,600** for the service performed, except for compensation for testimony as set forth below.

If PROVIDER is required to testify in litigation related to this engagement, the COUNTY will compensate PROVIDER at a rate of \$325 per hour for Dr. Tony Fabelo, \$300 for Bob Wessels and \$200 for any others and reimbursement for travel expenses related to testimony in the litigation.

PROVIDER understands that PROVIDER will be responsible for any other expenses incurred by PROVIDER in performing the services under this contract.

1. Complete First Progress Report, July 2026	\$96,200
2. Complete Second Progress Report, November 2026	\$96,200
3. Complete Final Progress Report, April 2027	\$96,200
Total	\$288,600

**4.  
AGENCY-INDEPENDENT CONTRACT**

Neither COUNTY nor any employee thereof is an agent of PROVIDER and neither PROVIDER nor any employee thereof is an agent of COUNTY. This contract does not and shall

not be construed to entitle either party or any of their respective employees, if applicable, to any benefit, privilege or other amenities of employment by the other amenities of employment by the other party. **PROVIDER AGREES TO INDEMNIFY AND HOLD HARMLESS THE COUNTY AGAINST ANY AND ALL CLAIMS, LAWSUITS, SETTLEMENTS, JUDGMENTS, COSTS, PENALTIES AND EXPENSES, INCLUDING ATTORNEY'S FEES, WITH RESPECT TO PROVIDER'S PERFORMANCE UNDER THIS CONTRACT.**

**5.  
ASSIGNMENT**

Neither party may assign, in whole or in part, any interest they may have in this contract without the prior written consent of the other party.

**6.  
THIRD PARTY BENEFICIARY EXCLUDED**

No person not a party to this contract may bring a cause of action pursuant to this contract as a third-party beneficiary. This contract may not be interpreted to waive the sovereign immunity of any party to this contract to the extent such party may have immunity under Texas law.

**7.  
AUDIT OF RECORDS**

PROVIDER shall be subject to audit by the COUNTY during the term of this contract.

**8.  
ENTIRE AGREEMENT**

This contract represents the entire understanding of and between the parties and superseded all prior representations. This contract may not be varied orally, but must be amended by written document of subsequent date duly executed by these parties. This contract shall be governed by the laws of the State of Texas and venue for any action under this contract shall be in the district courts of Galveston County, Texas.

**9.  
TERMINATION**

This contract may be terminated by either party by providing written notice to the other party at least thirty (30) days prior to the intended date of termination. Any notice or other writing required by this contract, shall be deemed given when personally delivered or mailed by certified or registered United States mail, return-receipt, postage prepaid, addressed as follows:

**COUNTY:**

Galveston County Judge  
722 Moody Ave., 2<sup>nd</sup> Floor  
Galveston, Texas 77550

**PROVIDER:**

The Meadows Mental Health Policy Institute for Texas  
2800 Swiss Avenue  
Dallas, TX 75204

**AGREED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 by the  
Galveston County Commissioners Court.

**GALVESTON COUNTY, TEXAS**

\_\_\_\_\_  
Mark Henry  
Galveston County Judge

Attest:

\_\_\_\_\_  
Dwight Sullivan, County Clerk

**THE MEADOWS MENTAL HEALTH POLICY INSTITUTE FOR TEXAS**

  
\_\_\_\_\_  
Dr. Andy Keller, CEO

3/2/2026

\_\_\_\_\_  
Date



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*57.**

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/3/2026
- 2) **Contract Type:** Expense
- 3) **Renewal Contract:** Yes
- 4) **Department Name:** Professional Services
- 5) **Department Contact:** Veronica Van Horn
- 6) **Description:** Professional Interpreter Services Amendment 5
  
- 7) **PEID No:** 705424
- 8) **Req No:**
- 9) **Orgkey:** 1214-122900
- 10) **Object Code:** 5431000
- 11) **Vendor:** MasterWord
- 12) **Vendor Contract No:** SC-0000114

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** Language Access Fund
- 14) **Fund #:** 1214
- 15) **Current Year Budgeted:** \$160,000.00
- 16) **Current Year Projected:**
- 17) **Year 2:**
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:**

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 11/19/2018
- 23) **Auto Renewal Contract:** Yes
- 24) **Bid No:** N/A
- 25) **Contract End Date:** 3/9/2027
- 26) **Contract # Issued by Purchasing Department:** CM19087 (SC-0000114)

**NOTES:** HB1295 on file - Contract sign dated 11/19/2018 - Amendment #1

approved CC 11/30/2020, Amendment #3 approved in CC - Item 30 (12/12/2022)  
Amendment # 4 - approved in CC - Item 44 (12/22/23 MF)

**Approval History**

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<b>Seq #</b>	<b>Approver</b>	<b>Action</b>	<b>Action Date</b>
1	Veronica Van Horn	Approve	3/3/26 12:25 pm
2	Melissa Fleming	Approve	3/4/26 3:20 pm
3	Francisco Rodriguez	Approve	3/5/26 9:47 am
4	Rodolfo Gomez	Approve	3/5/26 1:07 pm
5	Diana Huallpa	Approve	3/5/26 1:08 pm
6	Sergio Cruz	Approve	3/5/26 3:18 pm
7	Veronica Van Horn	Approve	3/6/26 11:12 am

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**AMENDMENT No 5  
to PROFESSIONAL SERVICES AGREEMENT**

This Amendment is entered into as of February 10, 2026 (the "Effective Date"), and shall become effective upon mutual execution, by and between MasterWord Services, Inc., a Texas corporation, with a principal place of business at 303 Stafford Street, Houston, Texas 77079 ("MasterWord"), and Galveston County ("County").

WHEREAS, MasterWord and County are parties to that certain Professional Services Agreement effective November 19, 2018 (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement to provide for cost-of-living adjustments to the contract rates, subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

The Agreement is hereby amended to include the following Cost of Living Adjustment ("COLA") provision: All unit and/or hourly rates under the Agreement shall be eligible for an annual cost-of-living adjustment calculated based on the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), Houston–The Woodlands–Sugar Land (Houston–Galveston area), as published by the United States Bureau of Labor Statistics; provided, however, that any such annual adjustment shall not exceed one and one-half percent (1.5%) per annum.

MasterWord shall provide County with no less than thirty (30) days' prior written notice of its intent to apply an annual COLA.

Notwithstanding the foregoing annual cap, the parties may, upon mutual negotiation and express written agreement, approve an additional rate adjustment in excess of one and one-half percent (1.5%) for any given year.

Except as expressly amended herein, all other terms and conditions of the Agreement shall remain unchanged and in full force and effect. In the event of a conflict between the terms of this Amendment and the Agreement, the terms of this Amendment shall control.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the Effective Date set forth above.

**MASTERWORD**

**COMPANY**

MASTERWORD SERVICES, INC.

GALVESTON COUNTY

By:  \_\_\_\_\_

By: \_\_\_\_\_

Name: Ludmila Golovine

Name: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Date: 03 / 02 / 2026 \_\_\_\_\_

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

<b>Title</b>	Galveston County Amd 5
<b>File name</b>	Galveston_County_...nt_5_20260210.pdf
<b>Document ID</b>	cf778a875ed965a94350242c8af2026533a33438
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

### Document History



**03 / 02 / 2026**  
22:56:50 UTC

Sent for signature to Ludmila Golovine (mgolovine@masterword.com) from contracts@masterword.com  
IP: 172.1.7.79



**03 / 03 / 2026**  
02:58:02 UTC

Viewed by Ludmila Golovine (mgolovine@masterword.com)  
IP: 172.58.51.226



**03 / 03 / 2026**  
02:58:11 UTC

Signed by Ludmila Golovine (mgolovine@masterword.com)  
IP: 172.58.51.226



**03 / 03 / 2026**  
02:58:11 UTC

The document has been completed.



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*58.**

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/3/2026
- 2) **Contract Type:** Expense
- 3) **Renewal Contract:** No
- 4) **Department Name:** Professional Services
- 5) **Department Contact:** Diana Huallpa
- 6) **Description:** FY26 1st additional request financial assistance award
  
- 7) **PEID No:** 716081
- 8) **Req No:**
- 9) **Orgkey:** 1101440100
- 10) **Object Code:** 5481000
- 11) **Vendor:** M.I. Lewis
- 12) **Vendor Contract No:** CM24319

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** General Fund
- 14) **Fund #:** 1101
- 15) **Current Year Budgeted:** \$160,000
- 16) **Current Year Projected:** \$40,000
- 17) **Year 2:** \$40,000
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:**

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 10/1/2024
- 23) **Auto Renewal Contract:** No
- 24) **Bid No:** 24-009 (CM24318)
- 25) **Contract End Date:** 9/30/2026
- 26) **Contract # Issued by Purchasing Department:** 217731 (SC-0000697)

**NOTES:**

### **Approval History**

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<b>Seq #</b>	<b>Approver</b>	<b>Action</b>	<b>Action Date</b>
1	Diana Huallpa	Approve	3/5/26 3:55 pm
2	Melissa Fleming	Approve	3/5/26 5:18 pm
3	Francisco Rodriguez	Approve	3/5/26 5:22 pm
4	Rodolfo Gomez	Approve	3/5/26 5:47 pm
5	Diana Huallpa	Approve	3/5/26 5:50 pm
6	Sergio Cruz	Approve	3/5/26 5:54 pm
7	Veronica Van Horn	Approve	3/6/26 2:32 pm

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**Third Amendment to Financial Assistance Program Contract RFP #24-009 for  
M.I. Lewis**

1. This Amendment is entered between Galveston County and M.I. Lewis.
2. The parties entered into a Contract for the Financial Assistance Program effective beginning October 1, 2024. A copy of this agreement may be found in the Commissioners’ Court Agenda of November 25, 2024, Item No. 43.
3. This amendment reflects an additional \$40,000.00 to be added to the amount of \$30,000.00 specified in the original contract, \$40,000.00 for the 1<sup>st</sup> Amendment and \$40,000.00 for the 2<sup>nd</sup> Amendment for a total of \$150,000.00. If the entire amount is properly disbursed, M.I. Lewis will receive an additional \$3,636.36, as an administrative fee, in addition to the \$2,727.27 in the original contract, \$3,636.36 for the 1<sup>st</sup> Amendment, and \$3,636.36 for the 2<sup>nd</sup> Amendment, for a total of \$13,636.35 in administrative fees.

	<b>Contract Amount</b>	<b>Services</b>	<b>Administration Fee</b>
<b>Original Contract 10/2024 to 9/30/2025</b>	<b>\$30,000.00</b>	<b>\$27,272.73</b>	<b>\$2,727.27</b>
<b>1st Amendment – June 9, 2025</b>	<b>\$40,000.00</b>	<b>\$36,363.64</b>	<b>\$3,636.36</b>
<b>2<sup>nd</sup> Amendment – November 10, 2025</b>	<b>\$40,000.00</b>	<b>\$36,363.64</b>	<b>\$3,636.36</b>
<b>3<sup>rd</sup> Amendment – March 16, 2026</b>	<b>\$40,000.00</b>	<b>\$36,363.64</b>	<b>\$3,636.36</b>
	<b>\$150,000.00</b>	<b>\$136,363.65</b>	<b>\$13,636.35</b>

4. All other conditions of the original contract are to remain the same.

**M.I. Lewis**

**Galveston County**

\_\_\_\_\_  
**Angelica Maria Hanley**  
**Executive Director**

\_\_\_\_\_  
**Mark A. Henry**  
**County Judge**

**Date of Signature:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

**Attest:**

\_\_\_\_\_  
**Dwight D. Sullivan, County Clerk**



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# INVOICE

**ISSUED TO:**

Community Services Division  
2516 Texas Ave, Ste 167  
Texas City, TX 77590

**INVOICE NO:**

**140**

**DATE:**

3.3.2026

**PAY TO:**

M.I. Lewis Social Service Center  
P.O. Box 1542  
Dickinson, TX 77539

<b>DESCRIPTION</b>	<b>TOTAL</b>
Galveston County Financial Assistance Program FY 2026	\$36,363.64
Administration Fee	\$3,636.367
<b>TOTAL</b>	<b>\$40,000</b>



March 3, 2026

TaShonda Edwards  
2516 Texas Ave, Ste 167  
Texas City, TX 77590

Subject: Request for Additional FY26 Emergency Financial Assistance Funding

Dear Ms. Edwards,

I hope this message finds you well. On behalf of M.I. Lewis Social Service Center, I am respectfully requesting an additional **\$40,000** for the **FY26 Emergency Financial Assistance** contract period.

We are seeking this funding to continue providing urgent support to Galveston County residents in crisis. Of the requested amount, **\$36,363.64** will be used directly for client assistance, with **10% (\$3,636.36)** allocated toward administrative costs necessary to responsibly manage and deliver these services.

We are deeply grateful for the **\$40,000** previously awarded. Those funds have now been fully expended, providing critical rent and utility assistance to families facing eviction and disconnection. The impact has been immediate and stabilizing for dozens of households across our community.

Unfortunately, the demand for assistance continues to grow. M.I. Lewis is experiencing a sustained increase in requests, including from working families and seniors who have never before needed support. Rising housing costs, increased utility rates, and limited alternative resources are placing many households at risk of homelessness. This additional funding will allow us to maintain continuity of services and respond quickly to urgent needs, preventing short-term financial hardships from escalating into long-term crises. We remain committed to careful stewardship, accountability, and ensuring that every dollar directly impacts vulnerable residents in Galveston County. Thank you for your continued partnership and consideration of this request. We are proud to work alongside you in serving our community with compassion and dignity.

Sincerely,

*Angelica Hanley*

Angelica Maria Hanley  
Executive Director  
M.I. Lewis Social Service Center

 281-534-2043

 [angelica@milewisctr.org](mailto:angelica@milewisctr.org)

 P.O. Box 1542 Dickinson, TX 77539

 [www.milewisctr.org](http://www.milewisctr.org)



## Budget vs Actual by Cost Center

09:54 AM

03/05/2026

Page 1 of 1

Organization: Cost Center: 440100 Contract Services

Company: The County of Galveston

Ledger: Actuals

Plan Structure: Annual Budget Detail

Plan Name: FY26 Amended Budget

Period: FY2026 - Mar

Expense Accounts / Summary: 5481000:Miscellaneous Contract Services

Translation Currency: USD

Account Translation Rule Set: Galveston Account Translation Rule Set

Cost Center	Budget YTD	Actuals YTD	YTD Variance	Budget Used %
440100 Contract Services	545,000	174,400	370,600	32.0%



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*59.**

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26-84-0316-A

Parks and Cultural Services- Request transfer from General Fund - Budgeted Reserves to Parks Department Capital Project Fund - Building Improvements to fund La Salle Park Improvements - Concessions Building project additions.

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 12:19 pm



View Budget Amendment: Budget  
 Amendment: - Project LTD Budget on  
 03/16/2026 : BAT-0000563

<b>Company</b>	The County of Galveston
<b>Plan Template</b>	Project LTD Budget : La Salle Park Improvements-Concessions Building Budget
<b>Plan</b>	La Salle Park Improvements-Concessions Building Budget
<b>Organizing Dimension Type</b>	
<b>Amendment ID</b>	BAT-0000563
<b>Amendment Date</b>	03/16/2026
<b>Description</b>	To enter Budget Amendment for CC 3.16.2026 for project per Parks Department to increase budget to pay contract/po.
<b>Amendment Type</b>	Project Budget Amendment
<b>Balanced Amendment</b>	Yes
<b>Entry Type</b>	Project
<b>Status</b>	In Progress
<b>Plan Currency</b>	USD

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Spend Category	Revenue Category	*Project	Debit Amount	Credit Amount	Currency Rate	Base Debit Amount	Base Credit Amount	Base Currency	Memo	Exceptions
01/05/2026 - 09/30/2027 (La Salle Park Improvements-Concessions Building Budget)	4911000:Transfers - General Fund	522020 Beach and Parks Department	3271 Parks Dept Capital Projects Fund		Transfer from General Fund	La Salle Park Improvements-Concessions Building	\$0.00	\$5,807.00	1	0.00	5,807.00	USD	To enter Budget Amendment for CC 3.16.2026 for project per Parks Department to increase budget to pay contract/po.	
01/05/2026 - 09/30/2027 (La Salle Park Improvements-Concessions Building Budget)	5700000:Capital Outlays	522020 Beach and Parks Department	3271 Parks Dept Capital Projects Fund	Building Improvements - Services		La Salle Park Improvements-Concessions Building	\$1,742.10	\$0.00	1	1,742.10	0.00	USD	To enter Budget Amendment for CC 3.16.2026 for project per Parks Department to increase budget to pay contract/po.	
01/05/2026 - 09/30/2027 (La Salle Park Improvements-Concessions Building Budget)	5700000:Capital Outlays	522020 Beach and Parks Department	3271 Parks Dept Capital Projects Fund	Building Improvements - Goods		La Salle Park Improvements-Concessions Building	\$4,064.90	\$0.00	1	4,064.90	0.00	USD	To enter Budget Amendment for CC 3.16.2026 for project per Parks Department to increase budget to pay contract/po.	

La Salle Building Project BAT-3.16.26 CC.pdf

**File Name** La Salle Building Project BAT-3.16.26 CC.pdf  
**Content Type** application/pdf  
**Updated By** Austin Schumann  
**Upload Date** 02/24/2026 04:04:28 PM



View Budget Amendment: Budget  
 Amendment: - Project LTD Budget on  
 03/16/2026 : BAT-0000563

**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	02/24/2026 04:04:29 PM	02/25/2026	Austin Schumann	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	02/24/2026 04:11:27 PM		Lee Clemmer (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		02/25/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/03/2026 09:03:48 AM		Kenna Pruitt (Accounting Operations Lead)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/03/2026 04:39:46 PM	03/05/2026	Julie Walker (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Approved	03/04/2026 05:37:03 PM	03/05/2026	Diana Huallpa Trevino (Budget Manager)	1	
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/06/2026	Christie Motogbe (Finance Executive) Sergio Cruz (Finance Executive)	2	



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000564

**Company** The County of Galveston  
**Plan Template** Annual Budget Detail : FY26 Amended Budget  
**Plan** FY26 Amended Budget  
**Organizing Dimension Type**  
**Amendment ID** BAT-0000564  
**Amendment Date** 03/16/2026  
**Description** 26-84-0316-A; Request transfer from General Fund - Budgeted Reserves to Parks Department Capital Project Fund - Building Improvements to fund La Salle Park Improvements - Concessions Building project additions.  
**Amendment Type** Budget Transfer  
**Balanced Amendment** Yes  
**Entry Type** Amended  
**Status** In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2026 Annual (FY26 Amended Budget)	5913000:Transfers Out - Capital Projects	921010 Transfers and Reserves	1101 General Fund		Transfer to Parks Department Capital Project Fund			\$5,807.00	\$0.00	Request transfer from General Fund - Budgeted Reserves to Parks Department Capital Project Fund - Building Improvements to fund La Salle Park Improvements - Concessions Building project additions.	
FY2026 Annual (FY26 Amended Budget)	5930000:Reserves - Other	920180 Fund Balance Reserves	1101 General Fund		Budgeted Reserves			\$0.00	\$5,807.00	Request transfer from General Fund - Budgeted Reserves to Parks Department Capital Project Fund - Building Improvements to fund La Salle Park Improvements - Concessions Building project additions.	

Estimate 1216.pdf

**File Name** Estimate 1216.pdf



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000564

**Content Type** application/pdf  
**Updated By** Lee Clemmer  
**Upload Date** 03/02/2026 08:46:04 AM  
**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	03/02/2026 08:50:43 AM	03/03/2026	Lee Clemmer	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	03/03/2026 02:24:24 PM		Joselyne Delgado (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/03/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/05/2026 08:31:08 AM		Christie Motogbe (Accounting Operations Lead)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/05/2026 03:58:32 PM	03/07/2026	Sergio Cruz (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Approved	03/05/2026 04:39:13 PM	03/07/2026	Diana Huallpa Trevino (Budget Manager)	1	Diana Huallpa Trevino: Original budget awarded was \$23,137. The quote provided is for \$28,944, with the everything included as per requested. Variance needed of \$5,807.
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/07/2026	Christie Motogbe (Finance Executive)	2	
					Sergio Cruz (Finance Executive)		

# ESTIMATE

HCG Management, LLC  
6801 Cullen Blvd Ste. 100  
Houston, TX 77021

Accounts@honestycg.com  
+1 (832) 385-0201



**Bill to**  
Martha Lee, CPRP  
4102 Main St. La Marque, TX 77568

**Ship to**  
Martha Lee, CPRP  
4102 Main St. La Marque, TX 77568

## Estimate details

Estimate no.: 1216  
Estimate date: 02/05/2026

#	Product or service	Description	Qty	Rate	Amount
1.	<b>Roof Replacement</b>	18th Street & Ave C San Leon, TX 77539  Demo approximately 3 squares of 3-tab shingles, felt, 3 sheets of decking, and drip edge.  Install decking, synthetic felt, drip edge and 25 year architectural shingles.  Schedule electrical disconnect and reattach service line.  Demo and replace 646 sqft of flat roof, adjacent flashing and underlayment.	1	\$14,800.00	\$14,800.00
2.	<b>Exterior Door Replacement</b>	Remove and replace (3) 86"x40" exterior metal doors and (1) 80"x26".	1	\$8,400.00	\$8,400.00
3.	<b>Siding</b>	2nd floor Exterior  Remove and replace all siding and fascia and soffit Install new hardie panel siding, fascia, soffit and trim Caulk and paint siding and trim	1	\$5,744.00	\$5,744.00
<b>Total</b>					<b>\$28,944.00</b>

Accepted date

Accepted by

## **DOG PARK**

Based on the estimates I received here is the cost breakdown:

- Fencing (includes perimeter fencing and small dog/puppy area, plus safety pet entrance/exit enclosure) - \$19,000
- Run Electricity and 2 Power Poles - \$35,000
- Plumbing for water - \$16,000
- Dog Park Elements (includes hoop kit, 3 height single bar jump, Dog A frame, straight dog tunnel) - \$10,000

Total - **\$80,000**

I would like to recommend this project be projected at \$85,000 in case there are some increases in quotes (these are from November) and some shipping charges on the dog park elements may vary.

There will not be one contractor for the dog park. These purchases will be separate from 4 different vendors, so I am not sure if that will affect Austin's breakdown.

## **La Salle Park Concession Building**

Based on the estimate received here is the cost breakdown:

- **Price to replace all 3 doors is: \$8,250**
  - Uninstall, remove, and dispose of three exterior doors on cinderblock building.
  - Provide and install three new outswing units.
    - door frames
    - door slabs
    - exterior trim
    - deadbolts
    - openers
    - keys
    - price is for labor and materials
- **Price to replace roof of entire building (both levels) \$14,887**
  - This includes removal of existing composite shingle.
  - Replace any rotten decking.
  - Go back with 26ga R-panel exposed fastener roof material

Total - **\$23,137**

**There are two more options that can be added to the quote, but Commissioner Apffel wanted to wait on these, as the priority was the door and roof replacement.**

- **option for misc. cornice work (fascia, soffit, siding repair): \$7,680**
- **option to repaint exterior of building: \$6,423**

This work would be done by one vendor.



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*60.**

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26-85-0316-B

District Attorney- Consideration of approval of personnel budget adjustment for District Attorney reclassification.

### Approval History

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Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 12:37 pm

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Department Name:	Fund Cost Center:
District Attorney	1101127100

Current Position Title	PSN	Current Salary	Requested Position Title	New Salary	Change in Salary	Comment
Paralegal (G-114)	1271000101	\$48,153.00	Administrative Assistant II (G-113)	\$48,153.00	\$0.00	Reclassification
		\$ 48,153.00		\$ 48,153.00	\$ -	

Start Date	3/16/2026
End of Fiscal Year	9/30/2026
Net Work Days	143

Object Code Name	Object Code Account	FY26 Prorated Amounts
Salary	5100000	-
County Paid Health Ins Premium	5151000	-
Medicare FICA Payments	5152102	-
TCDRS	5153000	-
Worker's Compensation	5156000	-
Alternate Plan	5154000	-
Unemployment	5155000	-
FY 2026 Fiscal Impact		-

<b>FY 2027 Fiscal Impact</b>
-



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*61.**

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26-86-0316-C

Mental Health/Public Defender- Request transfer from General Fund - Budgeted Reserves to  
Mental Health Public Defender - Mobile Phone Expense to fund ongoing telephone invoices.

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 12:44 pm



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000560

<b>Company</b>	The County of Galveston
<b>Plan Template</b>	Annual Budget Detail : FY26 Amended Budget
<b>Plan</b>	FY26 Amended Budget
<b>Organizing Dimension Type</b>	
<b>Amendment ID</b>	BAT-0000560
<b>Amendment Date</b>	03/16/2026
<b>Description</b>	26-86-0316-C; Request transfer from General Fund - Budgeted Reserves to Mental Health Public Defender - Mobile Phone Expense to fund ongoing telephone invoices.
<b>Amendment Type</b>	Budget Transfer
<b>Balanced Amendment</b>	Yes
<b>Entry Type</b>	Amended
<b>Status</b>	In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2026 Annual (FY26 Amended Budget)	5492000:Communications	127203 Mental Health Public Defender	1101 General Fund		Mobile Phone Expense			\$2,600.00	\$0.00	Request transfer from General Fund - Budgeted Reserves to Mental Health Public Defender - Mobile Phone Expense to fund ongoing telephone invoices.	
FY2026 Annual (FY26 Amended Budget)	5930000:Reserves - Other	920180 Fund Balance Reserves	1101 General Fund		Budgeted Reserves			\$0.00	\$2,600.00	Request transfer from General Fund - Budgeted Reserves to Mental Health Public Defender - Mobile Phone Expense to fund ongoing telephone invoices.	

01.19.2026.pdf

**File Name** 01.19.2026.pdf



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000560

- 12.19.2025.pdf

**Content Type** application/pdf  
**Updated By** Lee Clemmer  
**Upload Date** 03/02/2026 09:37:36 AM  
**Comment**
- 11.19.2025.pdf

**File Name** 12.19.2025.pdf  
**Content Type** application/pdf  
**Updated By** Lee Clemmer  
**Upload Date** 03/02/2026 09:37:36 AM  
**Comment**
- 10.19.2025.pdf

**File Name** 11.19.2025.pdf  
**Content Type** application/pdf  
**Updated By** Lee Clemmer  
**Upload Date** 03/02/2026 09:37:36 AM  
**Comment**
- 08.19.2025.pdf

**File Name** 10.19.2025.pdf  
**Content Type** application/pdf  
**Updated By** Lee Clemmer  
**Upload Date** 03/02/2026 09:37:36 AM  
**Comment**
- 08.19.2025.pdf

**File Name** 08.19.2025.pdf  
**Content Type** application/pdf  
**Updated By** Lee Clemmer  
**Upload Date** 03/02/2026 09:37:36 AM  
**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	03/02/2026 09:37:37 AM	03/03/2026	Lee Clemmer	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	03/03/2026 02:24:53 PM		Joselyne Delgado (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/03/2026		0	



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000560

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/04/2026 12:36:08 PM		Lauren Swift (Payroll Accountant)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/04/2026 12:41:23 PM	03/06/2026	Thomas Wooten (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Approved	03/04/2026 05:37:39 PM	03/06/2026	Diana Huallpa Trevino (Budget Manager)	1	
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/06/2026	Christie Motogbe (Finance Executive)	2	
					Sergio Cruz (Finance Executive)		



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*62.**

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26-87-0316-D

Professional Services- Request transfer from General Fund - Budgeted Reserves to General Government - Agency Memberships to cover the increased FY2026 allocation for the Galveston Central Appraisal District.

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 12:49 pm



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000567

<b>Company</b>	The County of Galveston
<b>Plan Template</b>	Annual Budget Detail : FY26 Amended Budget
<b>Plan</b>	FY26 Amended Budget
<b>Organizing Dimension Type</b>	
<b>Amendment ID</b>	BAT-0000567
<b>Amendment Date</b>	03/16/2026
<b>Description</b>	26-87-0316-D; Request transfer from General Fund – Budgeted Reserves to General Government – Agency Memberships to cover the increased FY2026 allocation for the Galveston Central Appraisal District.
<b>Amendment Type</b>	Budget Transfer
<b>Balanced Amendment</b>	Yes
<b>Entry Type</b>	Amended
<b>Status</b>	In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2026 Annual (FY26 Amended Budget)	5498000:Professional Memberships	110000 General Government	1101 General Fund		Agency Memberships			\$173,434.27	\$0.00	Request transfer from General Fund – Budgeted Reserves to General Government – Agency Memberships to cover the increased FY2026 allocation for the Galveston Central Appraisal District.	



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000567

Period	*Ledger Account/Summary	*Cost Center	*Fund	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2026 Annual (FY26 Amended Budget)	5930000:Reserves - Other	920180 Fund Balance Reserves	1101 General Fund		Budgeted Reserves			\$0.00	\$173,434.27	Request transfer from General Fund – Budgeted Reserves to General Government – Agency Memberships to cover the increased FY2026 allocation for the Galveston Central Appraisal District.	

2ndQtr\_GalvestonCounty0001.pdf

**File Name** 2ndQtr\_GalvestonCounty0001.pdf  
**Content Type** application/pdf  
**Updated By** Joselyne Delgado  
**Upload Date** 03/02/2026 09:34:25 AM  
**Comment**

2026 Revised Alloc and Memo.pdf

**File Name** 2026 Revised Alloc and Memo.pdf  
**Content Type** application/pdf  
**Updated By** Joselyne Delgado  
**Upload Date** 03/02/2026 09:34:25 AM  
**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	03/02/2026 09:47:45 AM	03/03/2026	Lee Clemmer	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	03/03/2026 02:24:31 PM		Joselyne Delgado (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/03/2026		0	



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000567

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Sent Back	03/04/2026 12:37:46 PM		Lauren Swift (Payroll Accountant)	1	Send Back Reason from Lauren Swift: Please add description in the line items Memo field. Thank you.
Budget Amendment Event	Budget Amendment Event	Submitted	03/04/2026 01:10:18 PM	03/03/2026	Lee Clemmer	1	Lee Clemmer: Memos added. Thank you!
Budget Amendment Event	Approval by Budget Specialist	Approved	03/04/2026 01:19:41 PM		Joselyne Delgado (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/03/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/04/2026 01:53:28 PM		Lauren Swift (Payroll Accountant)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/05/2026 09:31:18 AM	03/06/2026	Diana Huallpa Trevino (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Not Required		03/03/2026		0	
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/07/2026	Christie Motogbe (Finance Executive) Sergio Cruz (Finance Executive)	2	



9850 Emmett F. Lowry Expressway, Suite A  
Texas City, Texas 77591

Phone: (409) 935 - 1980  
Fax: (409) 935 - 4319

Chief Appraiser, Krystal L. McKinney RPA, CCA

January 31, 2026

Mr. Sergio Cruz  
Galveston County  
Chief Financial Officer  
County of Galveston  
722 Moody, Third Floor  
Galveston, TX 77550

**PO-0009561**

sergio.cruz@galvestoncountytexas.gov / karla.gutierrez@galvestoncountytexas.gov

**STATEMENT**  
for  
**Galveston County**

**APPRAISAL DISTRICT SERVICES - SECOND QUARTER 2026**

Year 2026 Allocation	Second Quarter Payment
\$1,673,434.27	\$418,358.57 (New Quarter Amt) + \$503.97 (Adjustment Amt) \$418,862.53 <b>(TOTAL DUE)</b>

**PAYABLE TO GALVESTON CENTRAL APPRAISAL DISTRICT**

**MAIL CHECK TO GALVESTON CENTRAL APPRAISAL DISTRICT  
9850 Emmett F. Lowry Expressway, Suite A  
Texas City, Texas 77591**

**PAYMENT DUE March 31, 2026**

According to Sec. 6.06(e) of the State Property Tax Code a payment is delinquent if not paid **60 days after the due date** and incurs a penalty of 5% and accrued interest at an annual rate of 10%.



9850 Emmett F. Lowry Expressway, Suite A  
Texas City, Texas 77591

Phone: (409) 935 - 1980  
Fax: (409) 935 - 4319

Chief Appraiser, Krystal L. McKinney RPA, CCA - Interim

**MEMORANDUM**

TO: All Galveston County Finance Directors/Presiding Officers  
FROM: Bertha Curry, Chief Financial Officer  
DATE: January 20, 2026  
SUBJECT: 2026 REVISED ALLOCATION SCHEDULE

To All Taxing Entities:

Attached you will find a revised allocation schedule, please attach it to the Galveston Central Appraisal District Approved 2026 Budget. The revision was made due to the dissolution of Galveston County MUD No. 14, per Ordinance No. 2025-52 adopted December 16th, 2025. The adjustment will be made on the second quarter's allocation statements.

Thank you,

A handwritten signature in cursive script that reads "Bertha Curry".

Bertha Curry  
Chief Financial Officer  
(409) 935 - 1980 Ext. 404  
[Gcadbc@swbell.net](mailto:Gcadbc@swbell.net)

BC:LDF  
Attached: Revised Allocation Schedule

Jurisdiction	2024 Levy	Percent	2025 Annual Amt	2026 Annual Amt	2026 Qtr Amt
Galveston ISD	119,815,090	12.2252	1,016,470	1,170,292.01	292,573.00
Dickinson ISD	77,688,658	7.9269	677,356	758,822.75	189,705.69
Friendswood ISD	45,712,939	4.6643	431,507	446,500.41	111,625.10
High Island ISD	4,560,785	0.4654	35,087	44,547.39	11,136.85
Hitchcock ISD	15,227,488	1.5537	127,977	148,734.25	37,183.56
Clear Creek ISD	104,431,107	10.6555	914,602	1,020,029.20	255,007.30
Santa Fe ISD	25,290,777	2.5805	194,520	247,027.27	61,756.82
Texas City ISD	75,256,959	7.6788	680,918	735,071.17	183,767.79
City of Galveston	50,910,286	5.1946	431,629	497,265.42	124,316.36
City of Texas City	39,000,515	3.9794	349,285	380,936.92	95,234.23
City of La Marque	7,534,661	0.7688	69,416	73,594.69	18,398.67
City of Hitchcock	4,497,998	0.4589	34,192	43,934.13	10,983.53
City of Jamacia Beach	1,030,333	0.1051	8,848	10,063.76	2,515.94
City of Dickinson	6,789,924	0.6928	58,426	66,320.47	16,580.12
City of Friendswood	23,199,867	2.3672	194,529	226,604.34	56,651.09
City of Kemah	1,307,917	0.1335	9,618	12,775.06	3,193.77
City of League City	49,338,069	5.0342	456,443	481,908.81	120,477.20
City of Santa Fe	3,534,227	0.3606	29,390	34,520.51	8,630.13
Village of Tiki Island	2,858,731	0.2917	24,996	27,922.61	6,980.65
City of Bayou Vista	1,325,627	0.1353	12,210	12,948.04	3,237.01
Drainage District No. 1	2,905,935	0.2965	24,611	28,383.67	7,095.92
Drainage District No. 2	1,652,718	0.1686	14,478	16,142.89	4,035.72
Galv Cty Consolidated Drainage	5,928,181	0.6049	56,616	57,903.41	14,475.85
Galveston College	18,995,428	1.9382	166,894	185,537.54	46,384.39
College of the Mainland	50,388,223	5.1413	440,805	492,166.18	123,041.54
Navigation District No. 1	1,919,560	0.1959	17,198	18,749.27	4,687.32
WCID No. 1	5,448,702	0.5560	46,555	53,220.11	13,305.03
WCID No. 8	1,216,075	0.1241	8,770	11,877.99	2,969.50
WCID No. 12	1,780,774	0.1817	15,691	17,393.68	4,348.42
WCID No. 19	162,810	0.0166	1,415	1,590.25	397.56
Bacliff MUD	1,376,953	0.1405	8,984	13,449.36	3,362.34
Bayview MUD	781,158	0.0797	6,947	7,629.95	1,907.49
San Leon MUD	3,241,535	0.3307	26,977	31,661.65	7,915.41
GC MUD No. 6	937,128	0.0956	8,814	9,153.38	2,288.35
Galv Cty FWSD No. 6	1,289,647	0.1316	10,824	12,596.61	3,149.15
GC MUD No. 12	943,461	0.0963	8,562	9,215.24	2,303.81
Westwood Management District	4,172,609	0.4257	29,875	40,755.89	10,188.97
Flamingo Isles MUD	1,180,354	0.1204	8,551	11,529.09	2,882.27
Bay Colony West MUD	3,512,347	0.3584	31,286	34,306.79	8,576.70
South Shore Harbour MUD No. 7	2,134,533	0.2178	19,886	20,849.01	5,212.25
GC MUD No. 30	321,097	0.0328	3,154	3,136.31	784.08
GC MUD No. 31	1,624,551	0.1658	14,032	15,867.77	3,966.94
GC MUD No. 32	1,453,317	0.1483	16,049	14,195.25	3,548.81
GC MUD No. 36	627,625	0.0640	753.84	6,130.32	1,532.58
GC MUD No. 39	2,128,326	0.2172	19,478	20,788.39	5,197.10
GC MUD No. 43	2,482,883	0.2533	25,713	24,251.52	6,062.88
GC MUD No. 44	1,942,989	0.1983	20,930	18,978.12	4,744.53
GC MUD No. 45	3,901,821	0.3981	38,270	38,110.97	9,527.74
GC MUD No. 46	3,234,701	0.3300	30,140	31,594.89	7,898.72
GC MUD No. 52	1,189,103	0.1213	9,704	11,614.55	2,903.64
GC MUD NO.53	496,830	0.0001	4.74	4.85	1.21
GC MUD No. 54	930,682	0.0950	7,801	9,090.42	2,272.61
GC MUD No. 56	6,914,690	0.7055	60,549	67,539.13	16,884.78
GC MUD No. 57	107,107	0.0109	2.33	1,046.17	261.54
GC MUD No. 59	1,517,374	0.1548	8,947	14,820.93	3,705.23
GC MUD No. 66	1,526,436	0.1557	12,475	14,909.44	3,727.36
GC MUD No. 68	1,519,980	0.1551	9,965	14,846.38	3,711.59
GC MUD No. 73	394,492	0.0403	17.74	3,853.19	963.30
GC MUD No. 76	139,664	0.0143	1,163	1,364.17	341.04
GC MUD No. 79	214,709	0.0219	667	2,097.17	524.29
GC MUD No. 82	1,958	0.0002	0.00	19.12	4.78
Kemah Mgmt District #1	788,148	0.0804	0.00	7,698.23	1,924.56
West Ranch Municipal District #1	1,910,337	0.1949	18,421	18,659.18	4,664.80
GC Mgmt #1	611,990	0.0624	5,653	5,977.60	1,494.40
County of Galveston	171,327,049	17.4812	1,482,402	1,673,434.27	418,358.57
County Road & Flood	21,061	0.0021	35,038	205.71	51.43
Emergency Serv. District No. 1	2,393,412	0.2442	19,884	23,377.61	5,844.40
Emergency Serv. District No. 2	1,559,062	0.1591	13,226	15,228.11	3,807.03
<b>TOTAL</b>	<b>980,065,151</b>	<b>100.0000</b>	<b>8,565,593</b>	<b>9,572,771.00</b>	<b>2,393,192.75</b>
2026 GCAD APPROVED BUDGET					"X 4 Quarters
August 13, 2025	9,572,771				9,572,771
2026 REVISED ALLOCATION					
January 20, 2026					



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*63.**

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26-88-0316-E

Information Technology- Request transfer from General Fund - Budgeted Reserves to  
Information Technology - Other Contract Services to fund guidehouse ERP requests.

### Approval History

---

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 12:58 pm

---



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000568

<b>Company</b>	The County of Galveston
<b>Plan Template</b>	Annual Budget Detail : FY26 Amended Budget
<b>Plan</b>	FY26 Amended Budget
<b>Organizing Dimension Type</b>	
<b>Amendment ID</b>	BAT-0000568
<b>Amendment Date</b>	03/16/2026
<b>Description</b>	Commissioner Appfel- This change order authorizes additional funding for Guidehouse to support Jira-tracked Workday ERP requests.
<b>Amendment Type</b>	Budget Transfer
<b>Balanced Amendment</b>	Yes
<b>Entry Type</b>	Amended
<b>Status</b>	In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2026 Annual (FY26 Amended Budget)	5481000:Miscellaneous Contract Services	159100 Information Technology	1101 General Fund		Other Contract Services			\$60,000.00	\$0.00	authorizes additional funding for Guidehouse to support Jira-tracked Workday ERP requests.	
FY2026 Annual (FY26 Amended Budget)	5930000:Reserves - Other	920180 Fund Balance Reserves	1101 General Fund		Budgeted Reserves			\$0.00	\$60,000.00	Change order authorizes additional funding for Guidehouse to support Jira-tracked Workday ERP requests.	

Guidehouse Change Order.pdf

<b>File Name</b>	Guidehouse Change Order.pdf
<b>Content Type</b>	application/pdf
<b>Updated By</b>	Lauren Michaels
<b>Upload Date</b>	03/02/2026 11:10:11 AM
<b>Comment</b>	

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	03/02/2026 11:10:12 AM	03/03/2026	Lauren Michaels	1	



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000568

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Approval by Budget Specialist	Approved	03/03/2026 02:18:43 PM		Lee Clemmer (Budget Specialist)	1	Lee Clemmer: 26-88-0316-E; Request transfer from General Fund - Budgeted Reserves to Information Technology - Other Contract Services to fund guidehouse ERP requests.
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/03/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/04/2026 12:38:35 PM		Lauren Swift (Payroll Accountant)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/04/2026 12:46:53 PM	03/06/2026	Misty Witmer (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Approved	03/04/2026 05:33:47 PM	03/06/2026	Diana Huallpa Trevino (Budget Manager)	1	
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/06/2026	Christie Motogbe (Finance Executive) Sergio Cruz (Finance Executive)	2	

## Change Order for Workday Postproduction

### Galveston Couty, TX

<b>Title:</b>	Galveston County, TX – Workday Postproduction			
<b>Date Require Initiated:</b>	2/18/2026			
<b>Critical Due Date:</b>	2/25/2026			
<b>Originator Name and Role:</b>	Katherine King, Optimization Project Manager			
<b>Type of Change: (Check all that apply):</b>	<input type="checkbox"/>	Scope	<input type="checkbox"/>	Requirements/Deliverables
	<input type="checkbox"/>	Schedule	<input type="checkbox"/>	Resources
	<input checked="" type="checkbox"/>	Budget	<input type="checkbox"/>	Other
<b>Contract Execution Date</b>	03/01/2025			

### I. Description of Change Requested

This change order authorizes the allocation of additional funds to address outstanding Jira requests and accommodate new incoming requests.

### II. Impact Assessment

#### 1. Scope Change

- None

#### 2. Schedule/Milestone Changes

- None

#### 3. Risk Analysis

- No project risks anticipated.

#### 4. Assumptions

- Assumptions stated in the original contract remain unchanged.

#### 5. Cost Impact

- NTE \$60,000

<b>Staff</b>	<b>Rate</b>
Director	\$310.50 / hour
Associate Director	\$252.90 / hour
Managing Consultant	\$219.60 / hour

Senior Consultant	\$199.80 / hour
Consultant	\$162.00 / hour

**6. Authorization**

Acceptance of this Change Request: Authorization to proceed/approval.

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Galveston County Executive Sponsor/Approver Signature



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Date

02/25/2026

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Guidehouse Inc. Partner/Approver Signature

---

Date



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*64.**

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26-89-0316-F

Juvenile Justice- Request transfer within Juvenile Justice utilizing Alternative Education Program settle funds for vehicle and residential placement expenses.

### Approval History

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Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 1:07 pm

---



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000569

**Company** The County of Galveston  
**Plan Template** Annual Budget Detail : FY26 Amended Budget  
**Plan** FY26 Amended Budget  
**Organizing Dimension Type**  
**Amendment ID** BAT-0000569  
**Amendment Date** 03/16/2026  
**Description** 26-89-0316-F; Request transfer within Juvenile Justice utilizing Alternative Education Program settle funds for vehicle and residential placement expenses.  
**Amendment Type** Budget Transfer  
**Balanced Amendment** Yes  
**Entry Type** Amended  
**Status** In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2026 Annual (FY26 Amended Budget)	4320000: Intergovernmental Revenues - State	256100 Juvenile Justice	1202 Juvenile Justice Fund	Contribution by State of Texas				\$0.00	\$84,118.44		
FY2026 Annual (FY26 Amended Budget)	5700000: Capital Outlays	256105 Juvenile Justice - Administration	1202 Juvenile Justice Fund		Vehicles			\$35,000.00	\$0.00		
FY2026 Annual (FY26 Amended Budget)	5441000: Residential Care, Placement, and Shelter	256100 Juvenile Justice	1202 Juvenile Justice Fund		Residential Placement			\$49,118.44	\$0.00		

Certification of Revenue-03.02.26 State of Texas - JJAEP Settle Up Funds.pdf

**File Name** Certification of Revenue-03.02.26 State of Texas - JJAEP Settle Up Funds.pdf  
**Content Type** application/pdf  
**Updated By** Lee Clemmer  
**Upload Date** 03/03/2026 03:02:54 PM  
**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	03/03/2026 03:26:37 PM	03/04/2026	Lee Clemmer		1
Budget Amendment Event	Approval by Budget Specialist	Approved	03/04/2026 10:02:20 AM		Joselyne Delgado (Budget Specialist)		1



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000569

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/04/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/04/2026 12:34:36 PM		Lauren Swift (Payroll Accountant)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/04/2026 01:04:42 PM	03/06/2026	Glen Watson (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Approved	03/04/2026 05:38:07 PM	03/06/2026	Diana Hualpa Trevino (Budget Manager)	1	
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/06/2026	Christie Motogbe (Finance Executive)	2	
					Sergio Cruz (Finance Executive)		

# GALVESTON COUNTY



## Office of the County Auditor

Sergio Cruz  
County Auditor

Christie Motogbe, CPA  
First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5300

722 Moody Ave, 4<sup>th</sup> Floor, Galveston, TX 77550

February 17, 2026

Honorable Mark A. Henry, County Judge, and  
Members of the Commissioners Court  
Galveston, Texas

Honorable Mark A. Henry and Members of the Court,

Pursuant to Local Government Code 111.07075, I hereby certify the funds herein mentioned are available for appropriate expenditures. This certification allows the addition of these funds to the current budget, as an amendment, without declaration of an emergency as is required for other budget increases.

**Type of Funding:** Juvenile Justice Alternative Education Program settle up funds from FY25  
**Fund:** General Fund/Juvenile Justice

Revenue Category	Account Number/Program	Amount	Funding Source
Contribution by State of Texas	1202-256100	\$84,118.44	Juvenile Justice (TX)

**Reason:** Funds will be used as determined by Commissioners Court, within Texas Juvenile Justice Department compliance.

Thank you for your attention to this matter.

Sincerely,

Sergio Cruz  
County Auditor



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*65.**

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26-90-0316-G

Juvenile Justice- Request transfer from Juvenile Justice Fund utilizing Detention Reimbursement HB500 funds to County Capital Projects Fund - Building Improvements to fund the Juvenile Justice Upgrades project.

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 1:13 pm



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000573

**Company** The County of Galveston  
**Plan Template** Annual Budget Detail : FY26 Amended Budget  
**Plan** FY26 Amended Budget  
**Organizing Dimension Type**  
**Amendment ID** BAT-0000573  
**Amendment Date** 03/16/2026  
**Description** 26-90-0316-G; Request transfer from Juvenile Justice Fund utilizing Detention Reimbursement HB500 funds to County Capital Projects Fund - Building Improvements to fund the Juvenile Justice Upgrades project.  
**Amendment Type** Budget Transfer  
**Balanced Amendment** Yes  
**Entry Type** Amended  
**Status** In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2026 Annual (FY26 Amended Budget)	5913000:Transfers Out - Capital Projects	921010 Transfers and Reserves	1202 Juvenile Justice Fund		Transfer to County Capital Projects			\$234,823.00	\$0.00	Request transfer from Juvenile Justice Fund utilizing Detention Reimbursement HB500 funds to County Capital Projects Fund - Building Improvements to fund the Juvenile Justice Upgrades project.	
FY2026 Annual (FY26 Amended Budget)	4320000: Intergovernmental Revenues - State	256118 Detention	1202 Juvenile Justice Fund	Contribution by State of Texas				\$0.00	\$234,823.00	Request transfer from Juvenile Justice Fund utilizing Detention Reimbursement HB500 funds to County Capital Projects Fund - Building Improvements to fund the Juvenile Justice Upgrades project.	

Certification of Revenue-03.02.26 State of Texas - Detention Reimbursement HB500 (1).pdf

**File Name** Certification of Revenue-03.02.26 State of Texas - Detention Reimbursement HB500 (1).pdf



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000573

**Content Type** application/pdf  
**Updated By** Lee Clemmer  
**Upload Date** 03/03/2026 03:09:01 PM  
**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	03/03/2026 03:27:47 PM	03/04/2026	Lee Clemmer	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	03/04/2026 10:03:37 AM		Joselyne Delgado (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/04/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Sent Back	03/04/2026 01:51:46 PM		Lauren Swift (Payroll Accountant)	1	Send Back Reason from Lauren Swift: Sending back per Lee's request
Budget Amendment Event	Budget Amendment Event	Submitted	03/04/2026 02:01:06 PM	03/04/2026	Lee Clemmer	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	03/04/2026 02:31:30 PM		Joselyne Delgado (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/04/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/04/2026 09:40:26 PM		Christie Motogbe (Accounting Operations Lead)	1	
Budget Amendment Event	Approval by Cost Center Manager	Sent Back	03/05/2026 10:03:27 AM	03/06/2026	Sergio Cruz (Cost Center Manager)	1	Send Back Reason from Sergio Cruz: Corrections needed to revenue side of the appropriation. Please contact Lauren Swift.
Budget Amendment Event	Budget Amendment Event	Submitted	03/05/2026 11:05:04 AM	03/04/2026	Lee Clemmer	1	Lee Clemmer: Revenue corrected. Thank you!
Budget Amendment Event	Approval by Budget Specialist	Approved	03/05/2026 11:05:43 AM		Joselyne Delgado (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/04/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Sent Back	03/05/2026 11:31:13 AM		Lauren Swift (Payroll Accountant)	1	Send Back Reason from Lauren Swift: Please correct showing revenue as a credit. I apologize for the confusion
Budget Amendment Event	Budget Amendment Event	Submitted	03/05/2026 11:33:45 AM	03/04/2026	Lee Clemmer	1	Lee Clemmer: Corrected.



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000573

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Approval by Budget Specialist	Approved	03/05/2026 11:35:47 AM		Joselyne Delgado (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/04/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/05/2026 11:43:24 AM		Lauren Swift (Payroll Accountant)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/05/2026 01:39:02 PM	03/07/2026	Glen Watson (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Approved	03/05/2026 02:06:05 PM	03/07/2026	Diana Huallpa Trevino (Budget Manager)	1	
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/07/2026	Christie Motogbe (Finance Executive)	2	
					Sergio Cruz (Finance Executive)		



View Budget Amendment: Budget  
 Amendment: - Project LTD Budget on  
 03/16/2026 : BAT-0000572

**Company** The County of Galveston  
**Plan Template** Project LTD Budget : Juvenile Justice Upgrades began 2025 Budget  
**Plan** Juvenile Justice Upgrades began 2025 Budget  
**Organizing Dimension Type**  
**Amendment ID** BAT-0000572  
**Amendment Date** 03/16/2026  
**Description** CC 3.16.26, move 1202 revenue to 3100 Project budget-Juvenile Justice Upgrades  
**Amendment Type** Project Budget Amendment  
**Balanced Amendment** Yes  
**Entry Type** Project  
**Status** In Progress  
**Plan Currency** USD

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Spend Category	Revenue Category	*Project	Debit Amount	Credit Amount	Currency Rate	Base Debit Amount	Base Credit Amount	Base Currency	Memo	Exceptions
09/17/2025 - 09/30/2026 (Juvenile Justice Upgrades began 2025 Budget)	4911000:Transfers - General Fund	200170 Public Safety by Facilities	3100 County Capital Projects Fund		Transfer from Juvenile Justice	Juvenile Justice Upgrades began 2025	\$0.00	\$234,823.00	1	0.00	234,823.00	USD	CC 3.16.26, move 1202 revenue to 3100 Project budget-Juvenile Justice Upgrades	
09/17/2025 - 09/30/2026 (Juvenile Justice Upgrades began 2025 Budget)	5700000:Capital Outlays	200170 Public Safety by Facilities	3100 County Capital Projects Fund	Building Improvements - Services		Juvenile Justice Upgrades began 2025	\$70,446.90	\$0.00	1	70,446.90	0.00	USD	CC 3.16.26, move 1202 revenue to 3100 Project budget-Juvenile Justice Upgrades	
09/17/2025 - 09/30/2026 (Juvenile Justice Upgrades began 2025 Budget)	5700000:Capital Outlays	200170 Public Safety by Facilities	3100 County Capital Projects Fund	Building Improvements - Goods		Juvenile Justice Upgrades began 2025	\$164,376.10	\$0.00	1	164,376.10	0.00	USD	CC 3.16.26, move 1202 revenue to 3100 Project budget-Juvenile Justice Upgrades	

CC 3.16-Juv Justice Proj BA.pdf

**File Name** CC 3.16-Juv Justice Proj BA.pdf  
**Content Type** application/pdf  
**Updated By** Austin Schumann  
**Upload Date** 03/03/2026 03:09:11 PM  
**Comment**

Process History



View Budget Amendment: Budget  
 Amendment: - Project LTD Budget on  
 03/16/2026 : BAT-0000572

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	03/03/2026 03:09:12 PM	03/04/2026	Austin Schumann	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	03/03/2026 03:11:18 PM		Lee Clemmer (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/04/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/04/2026 02:10:45 PM		Christie Motogbe (Accounting Operations Lead)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/04/2026 03:32:00 PM	03/06/2026	Misty Witmer (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Approved	03/05/2026 09:47:41 AM	03/06/2026	Diana Huallpa Trevino (Budget Manager)	1	Diana Huallpa Trevino: Confirmation received from Juvenile Justice on 3.3.2026 that funds can be moved outside of 1202.
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/07/2026	Christie Motogbe (Finance Executive) Sergio Cruz (Finance Executive)	2	

# GALVESTON COUNTY



## Office of the County Auditor

Sergio Cruz  
County Auditor

Christie Motogbe, CPA  
First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5300

722 Moody Ave, 4<sup>th</sup> Floor, Galveston, TX 77550

February 17, 2026

Honorable Mark A. Henry, County Judge, and  
Members of the Commissioners Court  
Galveston, Texas

Honorable Mark A. Henry and Members of the Court,

Pursuant to Local Government Code 111.07075, I hereby certify the funds herein mentioned are available for appropriate expenditures. This certification allows the addition of these funds to the current budget, as an amendment, without declaration of an emergency as is required for other budget increases.

**Type of Funding:** Appropriated to reimburse the County for detention expenses due to overcrowding  
**Fund:** General Fund/Juvenile Justice

Revenue Category	Account Number/Program	Amount	Funding Source
Contribution by State of Texas	1202-256118	\$234,823.00	Juvenile Justice (TX)

**Reason:** Funds will be used as determined by Commissioners Court, within Texas Juvenile Justice Department compliance.

Thank you for your attention to this matter.

Sincerely,

Sergio Cruz  
County Auditor





Galveston - Budget vs Actual by Project

Project/Project Hierarchy: Juvenile Justice Upgrades began 2025

Period: FY2026 - Mar

Book: Modified Accrual

Plan Structure: Project LTD Budget

Fund	Cost Center	Project	Program	Ledger Account	Spend Category	Revenue Category	Budget	Actuals (LTD)	Actuals (Current Period)	Commitments	Obligations	Reserved Journals	Actuals, Encumbrances, & Reserved	Budget Remaining	Budget Used (%)
3100 County Capital Projects Fund	200170 Public Safety by Facilities	Juvenile Justice Upgrades began 2025	(Blank)	4911000:Transfers - General Fund	(Blank)	Transfer from General Fund	(202,500.00)	0.00	0.00	0.00	0.00	0.00	0.00	(202,500.00)	0.00%
3100 County Capital Projects Fund	200170 Public Safety by Facilities	Juvenile Justice Upgrades began 2025	(Blank)	5700000:Capital Outlays	Building Improvements - Goods	(Blank)	138,500.00	0.00	0.00	0.00	0.00	0.00	0.00	138,500.00	0.00%
3100 County Capital Projects Fund	200170 Public Safety by Facilities	Juvenile Justice Upgrades began 2025	(Blank)	5700000:Capital Outlays	Building Improvements - Services	(Blank)	64,000.00	0.00	0.00	0.00	64,000.00	0.00	64,000.00	0.00	100.00%
Total Revenue							202,500.00	0.00	0.00	0.00	0.00	0.00	0.00	202,500.00	0.00%
Total Expenditures							202,500.00	0.00	0.00	0.00	64,000.00	0.00	64,000.00	138,500.00	31.60%
<b>Net Total (Revenue - Expense)</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(64,000.00)</b>	<b>0.00</b>	<b>(64,000.00)</b>	<b>64,000.00</b>	<b>0.00%</b>



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*66.**

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26-91-0316-H

Sheriff's Office - Request transfer from General Fund - Budgeted Reserves to Patrol Division - Various Spend Categories to fund outstanding invoices.

### Approval History

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Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 1:24 pm

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View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000575

**Company** The County of Galveston  
**Plan Template** Annual Budget Detail : FY26 Amended Budget  
**Plan** FY26 Amended Budget  
**Organizing Dimension Type**  
**Amendment ID** BAT-0000575  
**Amendment Date** 03/16/2026  
**Description** 26-91-0316-H; Request transfer from General Fund - Budgeted Reserves to Patrol Division - Various Spend Categories to fund outstanding invoices  
**Amendment Type** Budget Transfer  
**Balanced Amendment** Yes  
**Entry Type** Amended  
**Status** In Progress

Budget Amendment Entries

Period	*Ledger Account/Summary	*Cost Center	*Fund	Revenue Category	Spend Category	Program	Project	Debit Amount	Credit Amount	Memo	Exceptions
FY2026 Annual (FY26 Amended Budget)	5419000:Other Professional Services	211143 Patrol Division	1101 General Fund		Software Maintenance			\$36,521.10	\$0.00	26-91-0316-H; Request transfer from General Fund - Budgeted Reserves to Patrol Division - Various Spend Categories to fund outstanding invoices	
FY2026 Annual (FY26 Amended Budget)	5495000:Education and Training	211143 Patrol Division	1101 General Fund		Training and Training Supplies			\$2,207.62	\$0.00	26-91-0316-H; Request transfer from General Fund - Budgeted Reserves to Patrol Division - Various Spend Categories to fund outstanding invoices	
FY2026 Annual (FY26 Amended Budget)	5930000:Reserves - Other	920180 Fund Balance Reserves	1101 General Fund		Budgeted Reserves			\$0.00	\$38,728.72	26-91-0316-H; Request transfer from General Fund - Budgeted Reserves to Patrol Division - Various Spend Categories to fund outstanding invoices	



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000575

**File Name** S.O FY25 expenses.docx  
**Content Type** application/vnd.openxmlformats-officedocument.wordprocessingml.document  
**Updated By** Joselyne Delgado  
**Upload Date** 03/05/2026 11:19:19 AM  
**Comment**

SO Patrol Outstanding Invoices Breakdown.pdf

**File Name** SO Patrol Outstanding Invoices Breakdown.pdf  
**Content Type** application/pdf  
**Updated By** Joselyne Delgado  
**Upload Date** 03/05/2026 11:19:19 AM  
**Comment**

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	03/05/2026 11:19:20 AM	03/06/2026	Joselyne Delgado	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	03/05/2026 11:21:58 AM		Lee Clemmer (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/06/2026		0	
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/05/2026 11:47:57 AM		Lauren Swift (Payroll Accountant)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/05/2026 02:46:31 PM	03/07/2026	Clayton Pope (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Sent Back	03/05/2026 03:14:35 PM	03/07/2026	Diana Huallpa Trevino (Budget Manager)	1	Send Back Reason from Diana Huallpa Trevino: Please remove Admin and Extraordinary supplies items. Further information is needed.
Budget Amendment Event	Budget Amendment Event	Submitted	03/05/2026 03:23:34 PM	03/06/2026	Joselyne Delgado	1	
Budget Amendment Event	Approval by Budget Specialist	Approved	03/05/2026 03:25:48 PM		Lee Clemmer (Budget Specialist)	1	
Budget Amendment Event	Approval by Sponsored Programs Manager	Not Required		03/06/2026		0	



View Budget Amendment: Budget  
 Amendment: FY2026 - Annual Budget Detail  
 on 03/16/2026 : BAT-0000575

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Budget Amendment Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/05/2026 03:52:46 PM		Lauren Swift (Payroll Accountant)	1	
Budget Amendment Event	Approval by Cost Center Manager	Approved	03/05/2026 04:29:11 PM	03/07/2026	Clayton Pope (Cost Center Manager)	1	
Budget Amendment Event	Approval by Budget Manager	Approved	03/05/2026 04:40:54 PM	03/07/2026	Diana Huallpa Trevino (Budget Manager)	1	
Budget Amendment Event	Approval by Finance Executive	Awaiting Action		03/07/2026	Christie Motogbe (Finance Executive)	2	
					Sergio Cruz (Finance Executive)		





# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**\*67.**

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26-92-0316-I

Engineering- Consideration of approval to establish the initial budget for the Texas City Hurricane Levee Improvements project.

### Approval History

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Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 1:39 pm

---



View Event: Project Budget: Texas City  
Hurricane Levee Improvements (3015) Budget  
- The County of Galveston

03:33 PM  
03/05/2026  
Page 1 of 2

**For** Texas City Hurricane Levee Improvements (3015) Budget - The County of Galveston  
**Overall Process** Project Budget: Texas City Hurricane Levee Improvements (3015) Budget - The County of Galveston  
**Overall Status** In Progress  
**Due Date** 03/06/2026  
**Calendars In Use** Consecutive Days (No Calendars Selected)

Details

**Plan** Texas City Hurricane Levee Improvements (3015) Budget  
**Company** The County of Galveston  
**Plan Structure** Project LTD Budget  
**Plan Name** Texas City Hurricane Levee Improvements (3015) Budget  
**Plan Template** Project LTD Budget : Texas City Hurricane Levee Improvements (3015) Budget  
**Currency** USD  
**Plan Status** In Progress  
**Translation Currency** USD

Period

Plan Period	Original Amount	Amendment Amount	Current Amount
03/16/2026 - 09/30/2027 (Texas City Hurricane Levee Improvements (3015) Budget)	297,000.00	0.00	0.00
<b>Total:</b>	297,000.00	0.00	0.00

TC Hurricane Levee 3015 Proj-Initial Budget.pdf

**File Name** TC Hurricane Levee 3015 Proj-Initial Budget.pdf  
**Content Type** application/pdf  
**Updated By** Austin Schumann  
**Upload Date** 03/05/2026 10:16:51 AM  
**Comment**

Process

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Plan Event	Plan Event	Step Completed	03/05/2026 10:17:19 AM	03/06/2026	Austin Schumann	1	
Plan Event	Approval by Cost Center Manager	Approved	03/05/2026 10:39:21 AM	03/07/2026	Michael Shannon (Cost Center Manager)	1	
Plan Event	Approval by Budget Specialist	Approved	03/05/2026 10:59:09 AM	03/07/2026	Lee Clemmer (Budget Specialist)	1	
Plan Event	Approval by Sponsored Programs Manager	Not Required		03/06/2026		0	
Plan Event	Approval by Accounting Operations Lead or Payroll Accountant	Approved	03/05/2026 11:57:22 AM	03/07/2026	Kenna Pruitt (Accounting Operations Lead)	1	
Plan Event	Approval by Budget Manager	Approved	03/05/2026 03:14:48 PM	03/07/2026	Diana Huallpa Trevino (Budget Manager)	1	
Plan Event	Approval by Finance Executive	Awaiting Action		03/07/2026	Christie Motogbe (Finance Executive)	2	



View Event: Project Budget: Texas City  
Hurricane Levee Improvements (3015) Budget  
- The County of Galveston

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
					Sergio Cruz (Finance Executive)		





Galveston - Balance Sheet

Period: FY2026 - Feb

Worktags: Fund: 3015 Limited Tax Flood Control Bonds Series 2017 Fund

Book: Modified Accrual

	February 2026	February 2025
<b>Assets</b>		
Cash & Cash Equivalents	9.52	(140,141.52)
Investments	5,378,289.11	5,381,338.72
<b>Total Assets</b>	<b>5,378,298.63</b>	<b>5,241,197.20</b>
<b>Liabilities and Deferred Inflows</b>		
Retainage Payable	0	0
Claims and Judgements	0	0
<b>Total Liabilities and Deferred Inflows</b>	<b>0</b>	<b>0</b>
<b>Fund Balance</b>		
Restricted	5,378,298.63	5,241,197.20
<b>Total Fund Balance - Equity</b>	<b>5,378,298.63</b>	<b>5,241,197.20</b>
<b>Total Liabilities and Fund Balance</b>	<b>5,378,298.63</b>	<b>5,241,197.20</b>



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**68.**

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Receive public comments on dune mitigation permit for 358 Atkinson, CrystalBeach

### Approval History

Seq #	Approver	Action	Action Date
1	Michael Shannon	Approve	2/23/26 9:30 am
2	Veronica Van Horn	Approve	3/3/26 12:30 pm
3	Dianna Martinez	Approve	3/4/26 1:34 pm



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

69.

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Consideration of approval of dune mitigation permit for 358 Atkinson, Crystal Beach

### Approval History

Seq #	Approver	Action	Action Date
1	Michael Shannon	Approve	2/23/26 9:30 am
2	Veronica Van Horn	Approve	3/3/26 12:34 pm
3	Dianna Martinez	Approve	3/4/26 6:31 pm

MICHAEL C. SHANNON, PE, CFM  
COUNTY ENGINEER  
FLOODPLAIN ADMINISTRATOR



NICOLE STELLY  
FLOODPLAIN & PERMITTING MANAGER

THE COUNTY OF GALVESTON  
Office of the County Engineer  
722 Moody, Galveston, TX 77550  
(409) 770-5552

## NOTICE OF HEARING

February 20, 2026

Buddy Times LLC (Muralidhar Raparla)  
4502 Riverstone Blvd STE 1102  
Missouri City, TX 77459

Re: 358 ATKINSON, CRYSTAL BEACH, TX 77650

Dear Buddy Times LLC,

Our office has received your dune mitigation application for 358 Atkinson, Crystal Beach, Texas 77650.

The Galveston County Commissioners Court will meet on March 16, 2026 at 9:30 am to hear public comments regarding this application. The meeting will be held at the Galveston County Calder Annex, 174 Calder Road, Room 100, League City, Texas 77573.

Title 31 of the Texas Administrative Code, Chapter 15.4 (f) requires that you provide ***landowners immediately adjacent*** to the address above, notification of the public hearing at least 10 days before the hearing. Such notice may be made by sending a copy of this letter by certified mail and providing my office with a copy of the return receipt. The County will submit this notice on your behalf. Attached is a list of names and mailing addresses provided by the Galveston Central Appraisal District to which the letters will be mailed.

*Adjacent landowners - The proposed mitigation plan does not show any impacts to adjacent properties. Action on your behalf is not required, but you are welcome to participate in the public hearing and/or you may contact our office if you have any questions or concerns regarding the mitigation plan.*

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Stelly".

Nicole Stelly  
Floodplain & Permitting Manager

Attachment/s

**List of Adjacent Landowners**

Huy & Amy Huynh-Tran  
4600 Oakdale St  
Bellaire, TX 77401

Dana Swope  
3408 Willow St  
Orange, TX 77632



TEXAS GENERAL LAND OFFICE  
COMMISSIONER DAWN BUCKINGHAM, M.D.

February 12, 2026

Via Electronic Mail

Nicole Stelly  
Floodplain & Permitting Manager  
722 Moody Avenue, 1st Floor  
Galveston, Texas 77550-2317

**Beachfront Construction Certificate and Dune Protection Permit in Galveston County**

**Site Address:** 358 Atkinson, Crystal Beach  
**Legal Description:** ABST 203 A Van Nordstrand Sur Lot 11 Crenshaw Beach  
**Lot Applicant:** Muralidhar Raparla c/o Buddy Times LLC  
**Application No:** FP-25-905  
**GLO ID No.:** BDGC-26-0020

Dear Ms. Stelly:

The General Land Office has reviewed the application materials for a beachfront construction certificate and dune protection permit for the above-referenced location. The applicant proposes to construct a four-foot-wide dune walkover. The applicant also proposes in-place mitigation for potential adverse impacts to up to 960 square feet of dune vegetation. According to the Bureau of Economic Geology, the area is eroding at a rate of two to three feet per year.

Based on the materials forwarded to our office for review, we have the following comments:

- Dune walkovers must be restricted, to the greatest extent possible, to the most landward point of the public beach<sup>1</sup> and may not impede or restrict public access to the beach at normal high tide.<sup>2</sup>
- The walkover must be constructed with its deck or floor at a height above the dunes of not less than the width of the walkway portion of the walkover.<sup>3</sup>
- The County shall require the applicant to relocate the walkover to follow any landward migration of the public beach or seaward migration of the dunes.<sup>4</sup> After significant landward migration of the landward boundary of the public beach, the County must require permittees to shorten any dune walkovers encroaching on the public beach to the appropriate length for removal of the

<sup>1</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(1) & 31 Tex. Admin. Code § 15.7(g)(1).

<sup>2</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(2) & 31 Tex. Admin. Code § 15.7(g)(2).

<sup>3</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(3)

<sup>4</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(1) & 31 Tex. Admin. Code § 15.7(g)(4).

encroachment. This requirement shall be contained as a condition in any permit and certificate issued authorizing construction of walkovers.<sup>5</sup>

- Dune walkovers must be constructed and maintained to allow rain and sand to pass through the decking.<sup>6</sup>
- The slats that form the deck of the walkover must be spaced at least ½ inch apart so that sunlight and rainfall can penetrate to vegetation below and so that sand will not accumulate on the deck.<sup>7</sup>
- The use of concrete to stabilize dune walkover pilings is prohibited.<sup>8</sup>

### Mitigation

- Only indigenous dune vegetation that will help achieve the same protective capability or greater capability as the vegetation on surrounding natural dunes may be used to restore or repair dunes.<sup>9</sup>
- The County must require the applicant to conduct mitigation efforts continuously until the repaired, rehabilitated, and restored dunes and dune vegetation are equal or superior to the pre-existing dune vegetation.<sup>10</sup> These efforts shall include preservation and maintenance of restoration activities pending completion of mitigation.<sup>11</sup>
- The permittee must complete the sand placement and dune vegetation relocation or planting portions of the mitigation plan within one year of initiation of construction.<sup>12</sup> The GLO requests that the permittee notifies the County and GLO of the initiation of construction.
- The permittee shall be deemed to have failed to achieve mitigation if a 1:1 ratio has not been achieved within three years after initiation of construction, and the GLO may initiate enforcement as provided in 31 Tex. Admin. Code § 15.9.<sup>13</sup>
- The County shall determine a mitigation project is complete when the dune restoration project's position, contour, volume, elevation, and vegetative cover matches or exceeds the surrounding naturally formed dunes.<sup>14</sup>
- The County shall provide written notification to the GLO after determining that mitigation is complete. The GLO may conduct a field inspection to verify compliance.<sup>15</sup>

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<sup>5</sup> 31 Tex. Admin. Code § 15.7(g)(4)(A).

<sup>6</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(4).

<sup>7</sup> 31 Tex. Admin. Code § 15.6(i)(1)(C).

<sup>8</sup> 31 Tex. Admin. Code § 15.6(f)(3).

<sup>9</sup> 31 Tex. Admin. Code § 15.4(f)(3)(A)(iv).

<sup>10</sup> 31 Tex. Admin. Code § 15.4(g)(2).

<sup>11</sup> 31 Tex. Admin. Code § 15.4(g)(2).

<sup>12</sup> 31 Tex. Admin. Code § 15.4(g)(5).

<sup>13</sup> 31 Tex. Admin. Code § 15.4(g)(5).

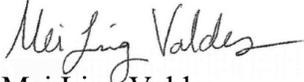
<sup>14</sup> 31 Tex. Admin. Code § 15.4(g)(3).

<sup>15</sup> 31 Tex. Admin. Code § 15.4(g)(4).

- Where a mitigation plan is required, the applicant must provide landowners immediately adjacent to the tract with notice of the hearing at least 10 days prior to the hearing on the application.<sup>16</sup>

In the event of a material change to the site conditions or the proposed construction, a new or amended beachfront construction certificate and dune protection permit is required.<sup>17</sup> If you have any questions, please contact me at (512) 463-5720 or at [meiling.valdes@glo.texas.gov](mailto:meiling.valdes@glo.texas.gov).

Sincerely,



Mei Ling Valdes  
Beach Access & Dune Protection Program  
Coastal Resources Division  
Texas General Land Office

cc: Alexis Cook, Floodplain Specialist

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<sup>16</sup> 31 Tex. Admin. Code § 15.4(b)(5)

<sup>17</sup> 31 Tex. Admin. Code § 15.3(t)(5).

## **PROPOSED MITIGATION PLAN FOR POTENTIAL IMPACTS**

### **Muralidhar Raparla:**

We are well aware of the importance of the dune system in protecting the coastline and supporting native vegetation, and we are fully committed to protecting it throughout the construction of our proposed walkover.

To minimize disturbance to the dune system and existing vegetation during construction of the proposed walkover, we will implement the following:

1. All piling holes will be excavated manually, and no mechanized equipment will be used within the dune area.
2. All cutting, measuring, and material preparation will be performed outside of the dune system to avoid unnecessary disturbance.
3. Construction will begin from the upland side of the property and will proceed incrementally toward the beach.
4. As each section of the walkover is completed, it will be used as the working platform to access the next section, eliminating the need for foot traffic or equipment movement across the dunes.
5. Existing dune vegetation will be avoided to the maximum extent practicable. Vegetation removal will be limited only to areas where it is necessary for pile placement.
6. In the event of any unavoidable disturbance or damage to the dunes or vegetation, we commit to restoring the affected areas to pre-construction conditions, including Dunes and vegetation as per mitigation guidelines outlined in Dune Protection Manual Page 22.

If unavoidable impacts to dunes or dune vegetation occur,  
Disturbed areas will be restored on-site. Restoration will include:

Regrading disturbed areas to match the natural contour, elevation, and volume of surrounding dunes.

Replanting with native dune vegetation consistent with species currently present on site.

The volume of restored dunes and the square footage of restored dune vegetation will be equal to or greater than the volume and area impacted,  
consistent with the required 1:1 mitigation ratio.

The maximum potential impact area will be 960 sq ft.

COUNTY OF GALVESTON  
 COUNTY ENGINEER  
 722 MOODY, 1ST FLOOR  
 GALVESTON, TEXAS 77550

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

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 Street, Apt. No., or PO Box No. *Hwy & Army Blvd Truss 4600 Okdale*  
 City, State, ZIP+4 *Bellaire Tx 77401*

PS Form 3800, August 2006 See Reverse for Instructions

*Hwy & Army Blvd Truss  
 4600  
 Bellaire Tx*

COUNTY OF GALVESTON  
 COUNTY ENGINEER  
 722 MOODY, 1ST FLOOR  
 GALVESTON, TEXAS 77550

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here

Sent to  
 Street, Apt. No., or PO Box No. *Dave Sussler 3408 Willow St*  
 City, State, ZIP+4 *OKLAHE TX 77632*

PS Form 3800, August 2006 See Reverse for Instructions

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

*Huy & Amy Huynh-Tran  
4600 Oakdale St  
Bellaire TX 77401*



9590 9402 9359 5002 9564 10

2. Article Number (Transfer from service label)

7011 1570 0000 2999 6663

PS Form 3811, July 2020 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

**X**

Agent

Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

Adult Signature

Adult Signature Restricted Delivery

Certified Mail®

Certified Mail Restricted Delivery

Collect on Delivery

Collect on Delivery Restricted Delivery

Insured Mail

Insured Mail Restricted Delivery (over \$500)

Priority Mail Express®

Registered Mail™

Registered Mail Restricted Delivery

Signature Confirmation™

Signature Confirmation

Restricted Delivery

Domestic Return Receipt

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

*Dana Swope  
3408 Willow St.  
Orange TX 77632*



9590 9402 9359 5002 9564 27

2. Article Number (Transfer from service label)

7011 1570 0000 2999 6670

PS Form 3811, July 2020 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

**X**

Agent

Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

Adult Signature

Adult Signature Restricted Delivery

Certified Mail®

Certified Mail Restricted Delivery

Collect on Delivery

Collect on Delivery Restricted Delivery

Insured Mail

Insured Mail Restricted Delivery (over \$500)

Priority Mail Express®

Registered Mail™

Registered Mail Restricted Delivery

Signature Confirmation™

Signature Confirmation

Restricted Delivery

Domestic Return Receipt



TABLE R507.9.1.3(2) PLACEMENT OF LAG SCREWS AND BOLTS IN DECK LEDGERS AND BAND JOISTS

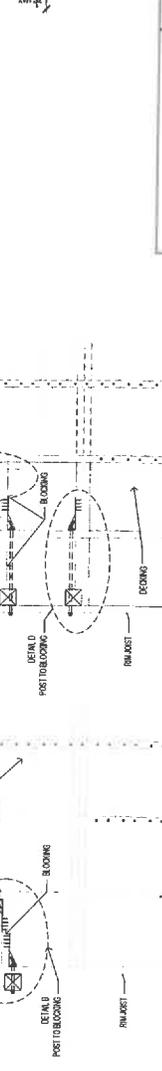
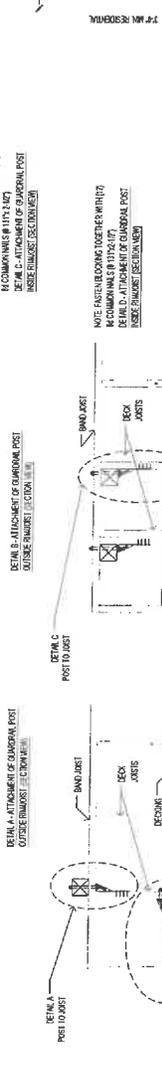
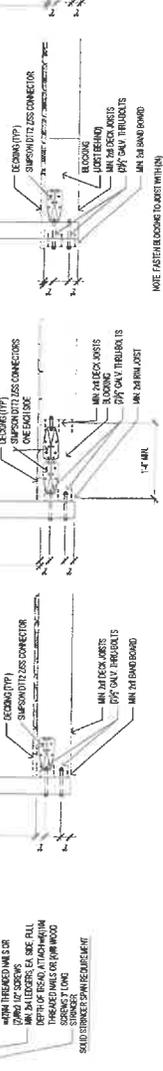
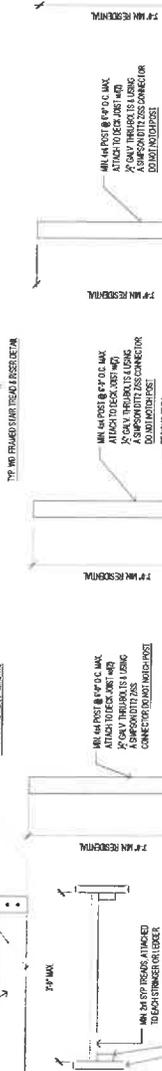
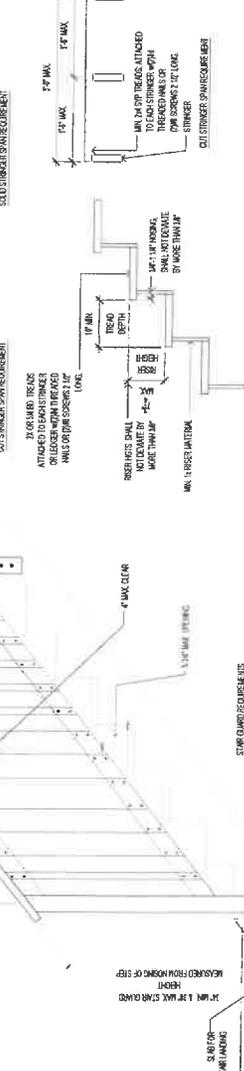
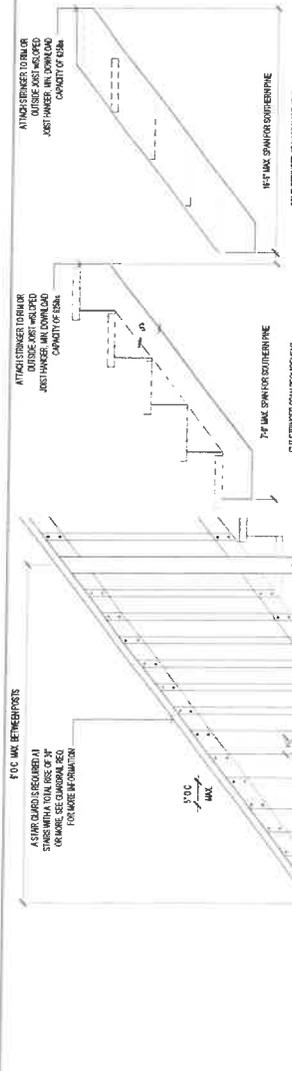
TOP OF EDGE	MINIMUM END AND EDGE DISTANCES AND SPACING BETWEEN ROWS	ROW SPACING
Ledger <sup>a</sup>	2 inches <sup>b</sup>	2 inches <sup>b</sup>
Band Joist <sup>c</sup>	3/4 inch <sup>b</sup>	1 5/8 inches <sup>b</sup>
	2 inches <sup>b</sup>	1 5/8 inches <sup>b</sup>

For S1-1, inches=25.4 mm.  
 a. Lag screws or bolts shall be staggered from the top to the bottom along the horizontal run of the deck ledger in accordance with Figure R507.9.1.3(1).  
 b. Maximum 5 inches.  
 c. For engineered rim joists, the manufacturer's recommendations shall govern.  
 d. The minimum distance from bottom row of lag screws or bolts to the top edge of the ledger shall be in accordance with Figure R507.9.1.3(1).



NOTE: WHEN USING HORIZONTAL CONSTRUCTION JOISTS FOR INSTALLATION, VERIFY THAT JOIST IS APPROVED BY ENGINEER. MAY BE INSUFFICIENT AND MAY REQUIRE RE-DESIGN OF JOIST.

NOTE: COMPRESSIVE STRENGTH SHALL BE MAINTAINED ON EITHER SIDE OF THE JOIST. REFER TO ATTACHMENT DETAILS TO MEET JOIST MANUFACTURER'S CONNECTION REQUIREMENTS.



PROJECT NO.	105994
DATE	04/17/2025
SCALE	AS SHOWN
DESIGNER	ALAN FRANKLIN BUCKNER, INC.
CHECKED BY	ALAN FRANKLIN BUCKNER, INC.
DATE	04/17/2025

**SL-0.1**

**A NEW DUNE WALK WAY -**  
 358 ATKINSON STREET, CRYSTAL BEACH, TEXAS



ALAN FRANKLIN BUCKNER, INC.  
 ENGINEERING, INC.  
 358 ATKINSON STREET  
 CRYSTAL BEACH, TEXAS 77609



THIS SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY CHANDRA FRANKLIN WOLKOFF, P.E., 10599A STAMPED FOR CONSTRUCTION January 15, 2025

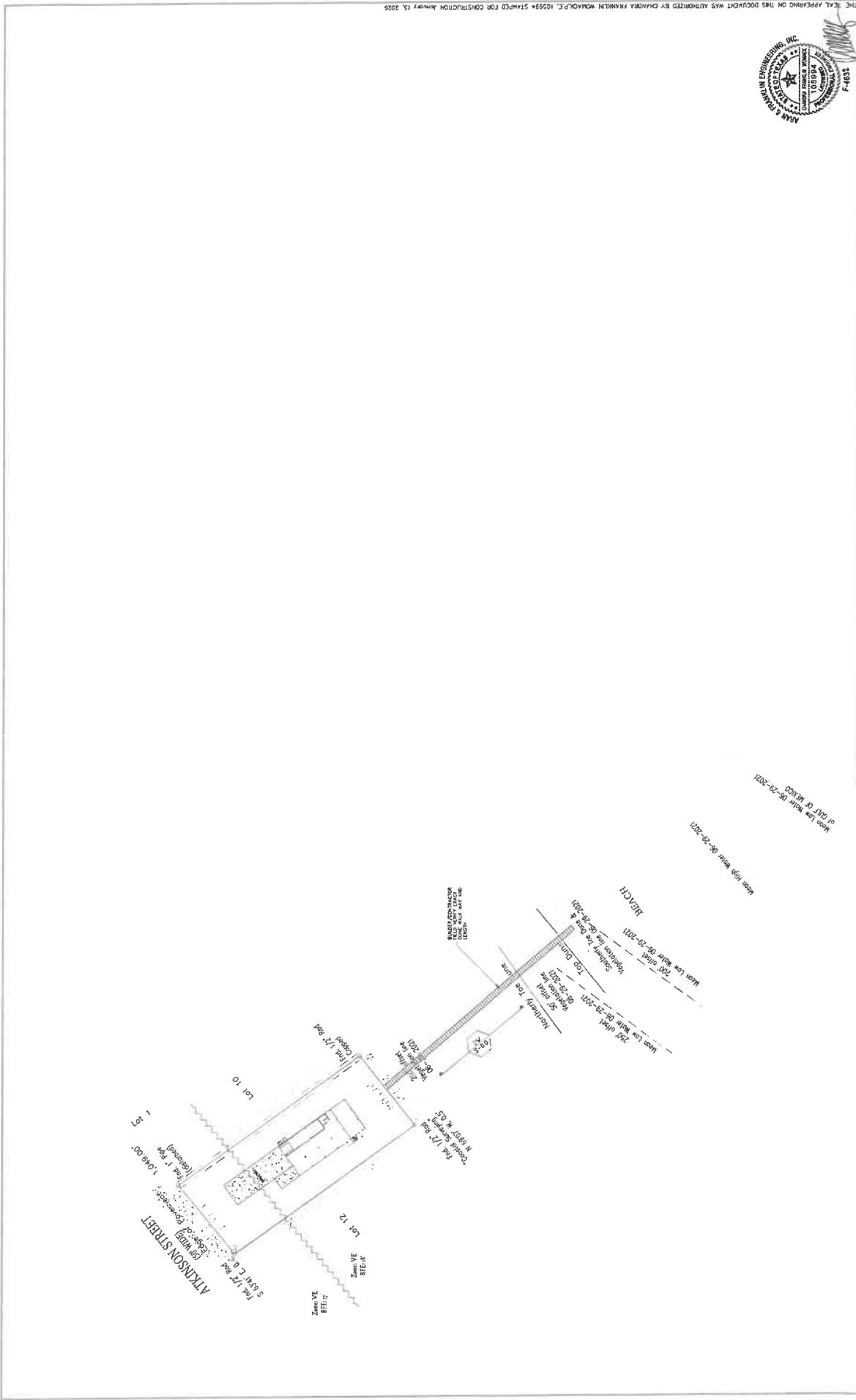
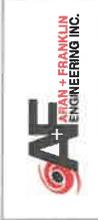


DATE OF CONSTRUCTION	DATE OF SHEET
06/18/2025	JUL 11 2025
PROJECT NO.	SHEET NUMBER
358 ATKINSON STREET	S-1.0
SCALE(S)	DATE PLOTTED
1" = 10'	06/18/2025

ANK & FRANKLIN ENGINEERING, INC.  
 358 ATKINSON STREET  
 CRYSTAL BEACH, TEXAS 77609

**- A NEW DUNE WALKWAY -**  
 358 ATKINSON STREET, CRYSTAL BEACH, TEXAS

MR. DANIEL L. LOWERY  
 REGISTERED PROFESSIONAL ENGINEER  
 STATE OF TEXAS  
 LICENSE NO. 10599A



**SITE PLAN**  
**SCALE: 1" = 10'**

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# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

70.

---

Receive public comments on dune mitigation permit for 1326 Emerald Dr, Crystal Beach

### Approval History

Seq #	Approver	Action	Action Date
1	Michael Shannon	Approve	2/23/26 9:31 am
2	Veronica Van Horn	Approve	3/3/26 12:35 pm
3	Dianna Martinez	Approve	3/5/26 9:23 am



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

71.

---

Consideration of approval of dune mitigation permit for 1326 Emerald Dr, Crystal Beach

### Approval History

Seq #	Approver	Action	Action Date
1	Michael Shannon	Approve	2/23/26 9:32 am
2	Veronica Van Horn	Approve	3/3/26 12:36 pm
3	Dianna Martinez	Approve	3/5/26 10:08 am

MICHAEL C. SHANNON, PE, CFM  
COUNTY ENGINEER  
FLOODPLAIN ADMINISTRATOR



NICOLE STELLY  
FLOODPLAIN & PERMITTING MANAGER

THE COUNTY OF GALVESTON  
Office of the County Engineer  
722 Moody, Galveston, TX 77550  
(409) 770-5552

## NOTICE OF HEARING

February 20, 2026

Harms Real Estate LLC  
1224 S 16<sup>th</sup> St.  
Nederland, TX 77627

Re: 1326 EMERALD DR, CRYSTAL BEACH, TX 77650

Dear Harms Real Estate LLC,

Our office has received your dune mitigation application for 1326 Emerald Dr, Crystal Beach, Texas 77650.

The Galveston County Commissioners Court will meet on March 16, 2026 at 9:30 am to hear public comments regarding this application. The meeting will be held at the Galveston County Calder Annex, 174 Calder Road, Room 100, League City, Texas 77573.

Title 31 of the Texas Administrative Code, Chapter 15.4 (f) requires that you provide ***landowners immediately adjacent*** to the address above, notification of the public hearing at least 10 days before the hearing. Such notice may be made by sending a copy of this letter by certified mail and providing my office with a copy of the return receipt. The County will submit this notice on your behalf. Attached is a list of names and mailing addresses provided by the Galveston Central Appraisal District to which the letters will be mailed.

*Adjacent landowners - The proposed mitigation plan does not show any impacts to adjacent properties. Action on your behalf is not required, but you are welcome to participate in the public hearing and/or you may contact our office if you have any questions or concerns regarding the mitigation plan.*

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Stelly".

Nicole Stelly  
Floodplain & Permitting Manager

Attachment/s

**List of Adjacent Landowners**

Patrick D. Demary  
3205 Avenue O  
Galveston, TX 77550



TEXAS GENERAL LAND OFFICE  
COMMISSIONER DAWN BUCKINGHAM, M.D.

February 13, 2026

Via Electronic Mail

Nicole Stelly  
Floodplain & Permitting Manager  
722 Moody Avenue, 1st Floor  
Galveston, Texas 77550-2317

**Beachfront Construction Certificate and Dune Protection Permit in Galveston County**

**Site Address:** 1326 Emerald Dr, Crystal Beach  
**Legal Description:** ABST 179 J Shaw Sur Lot 380 Emerald Beach  
**Lot Applicant:** Tammy Pilsner c/o Harms Reals Estate LLC  
**Application No:** FP-26-43  
**GLO ID No.:** BDGC-26-0021

Dear Ms. Stelly:

The General Land Office has reviewed the application materials for a beachfront construction certificate and dune protection permit for the above-referenced location. The applicant proposes to construct a three-foot-wide dune walkover. The applicant also proposes in-place mitigation for potential adverse impacts to up to 48 square feet of dune vegetation. According to the Bureau of Economic Geology, the area is eroding at a rate of three to four feet per year.

Based on the materials forwarded to our office for review, we have the following comments:

Unauthorized activities

- Based on the photographs included in the application materials, an impervious surface was constructed beneath the habitable structure without a beachfront construction certificate and dune protection permit from the County. In the permit for the habitable structure (under GLO ID No. BDGC-23-0167c), the property owner did not propose any paving or other materials under the habitable structure. The property owner must either remove the illegal paving beneath the habitable structure or obtain a beachfront construction certificate and dune protection permit for the material.
  - Failure to rectify the violation on site may result in enforcement action by the County or GLO, which may include administrative penalties of no less than \$50 and no more than \$2,000 per violation per day.<sup>1</sup> The property owner's enforcement history will be considered when determining penalty amounts.

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<sup>1</sup> 31 Tex. Admin. Code § 15.9(a)(1)(A).

- If the paving is located within 25 feet of the north toe of the dune, removal will be required to achieve compliance with the County's Plan, regardless of whether the owner applies for a permit.<sup>2</sup>

### Dune Walkover

- Dune walkovers must be restricted, to the greatest extent possible, to the most landward point of the public beach<sup>3</sup> and may not impede or restrict public access to the beach at normal high tide.<sup>4</sup>
- The walkover must be constructed with its deck or floor at a height above the dunes of not less than the width of the walkway portion of the walkover.<sup>5</sup>
- The County shall require the applicant to relocate the walkover to follow any landward migration of the public beach or seaward migration of the dunes.<sup>6</sup> After significant landward migration of the landward boundary of the public beach, the County must require permittees to shorten any dune walkovers encroaching on the public beach to the appropriate length for removal of the encroachment. This requirement shall be contained as a condition in any permit and certificate issued authorizing construction of walkovers.<sup>7</sup>
- Dune walkovers must be constructed and maintained to allow rain and sand to pass through the decking.<sup>8</sup>
- The slats that form the deck of the walkover must be spaced at least ½ inch apart so that sunlight and rainfall can penetrate to vegetation below and so that sand will not accumulate on the deck.<sup>9</sup>
- The use of concrete to stabilize dune walkover pilings is prohibited.<sup>10</sup>

### Mitigation

- The County must require the applicant to conduct mitigation efforts continuously until the repaired, rehabilitated, and restored dunes and dune vegetation are equal or superior to the pre-existing dune vegetation.<sup>11</sup> These efforts shall include preservation and maintenance of restoration activities pending completion of mitigation.<sup>12</sup>

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<sup>2</sup> Galveston County Dune Protection and Beach Access Plan § II(L)(2)(b).

<sup>3</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(1) & 31 Tex. Admin. Code § 15.7(g)(1).

<sup>4</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(2) & 31 Tex. Admin. Code § 15.7(g)(2).

<sup>5</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(3)

<sup>6</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(1) & 31 Tex. Admin. Code § 15.7(g)(4).

<sup>7</sup> 31 Tex. Admin. Code § 15.7(g)(4)(A).

<sup>8</sup> Galveston County Dune Protection and Beach Access Plan § III(G)(4).

<sup>9</sup> 31 Tex. Admin. Code § 15.6(i)(1)(C).

<sup>10</sup> 31 Tex. Admin. Code § 15.6(f)(3).

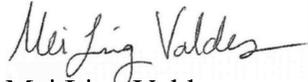
<sup>11</sup> 31 Tex. Admin. Code § 15.4(g)(2).

<sup>12</sup> 31 Tex. Admin. Code § 15.4(g)(2).

- The permittee must complete the sand placement and dune vegetation relocation or planting portions of the mitigation plan within one year of initiation of construction.<sup>13</sup> The GLO requests that the permittee notifies the County and GLO of the initiation of construction.
- The permittee shall be deemed to have failed to achieve mitigation if a 1:1 ratio has not been achieved within three years after initiation of construction, and the GLO may initiate enforcement as provided in 31 Tex. Admin. Code § 15.9.<sup>14</sup>
- The County shall determine a mitigation project is complete when the dune restoration project's position, contour, volume, elevation, and vegetative cover matches or exceeds the surrounding naturally formed dunes.<sup>15</sup>
- The County shall provide written notification to the GLO after determining that mitigation is complete. The GLO may conduct a field inspection to verify compliance.<sup>16</sup>
- Where a mitigation plan is required, the applicant must provide landowners immediately adjacent to the tract with notice of the hearing at least 10 days prior to the hearing on the application.<sup>17</sup>

In the event of a material change to the site conditions or the proposed construction, a new or amended beachfront construction certificate and dune protection permit is required.<sup>18</sup> If you have any questions, please contact me at (512) 463-5720 or at [meiling.valdes@glo.texas.gov](mailto:meiling.valdes@glo.texas.gov).

Sincerely,



Mei Ling Valdes  
Beach Access & Dune Protection Program  
Coastal Resources Division  
Texas General Land Office

cc: Alexis Cook, Floodplain Specialist

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<sup>13</sup> 31 Tex. Admin. Code § 15.4(g)(5).

<sup>14</sup> 31 Tex. Admin. Code § 15.4(g)(5).

<sup>15</sup> 31 Tex. Admin. Code § 15.4(g)(3).

<sup>16</sup> 31 Tex. Admin. Code § 15.4(g)(4).

<sup>17</sup> 31 Tex. Admin. Code § 15.4(b)(5).

<sup>18</sup> 31 Tex. Admin. Code § 15.3(t)(5).

## **PROPOSED MITIGATION PLAN FOR POTENTIAL IMPACTS**

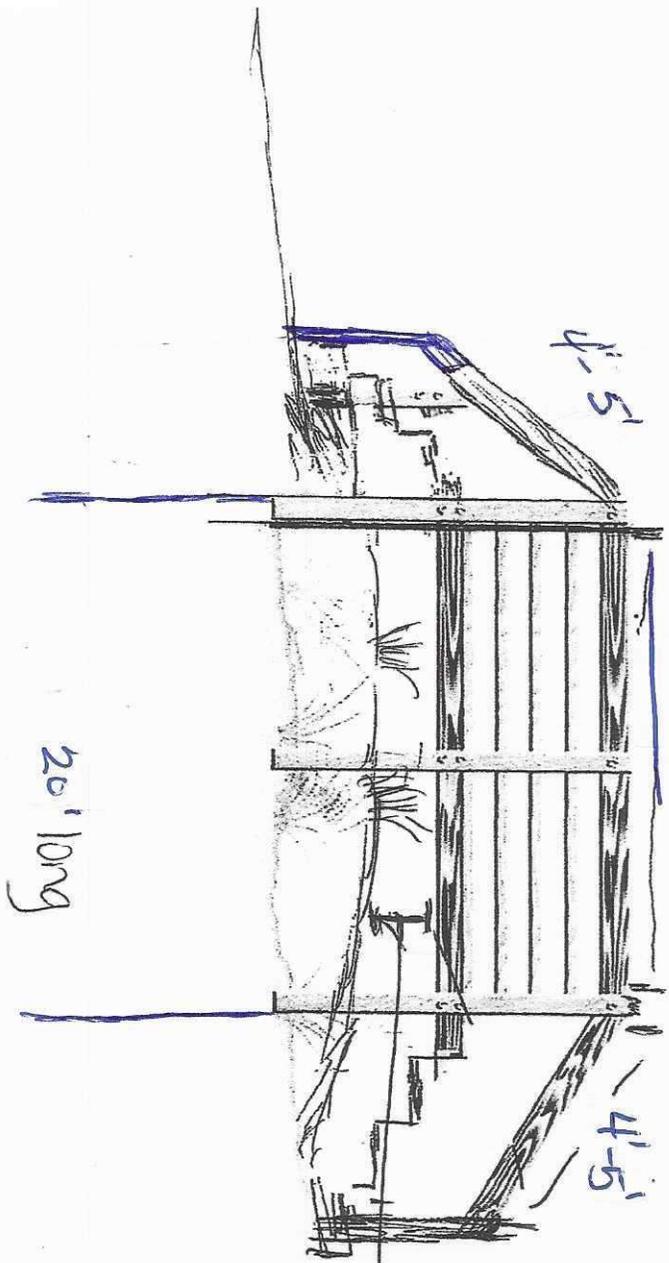
**Tammy Pilsner**

To whom it may concern,

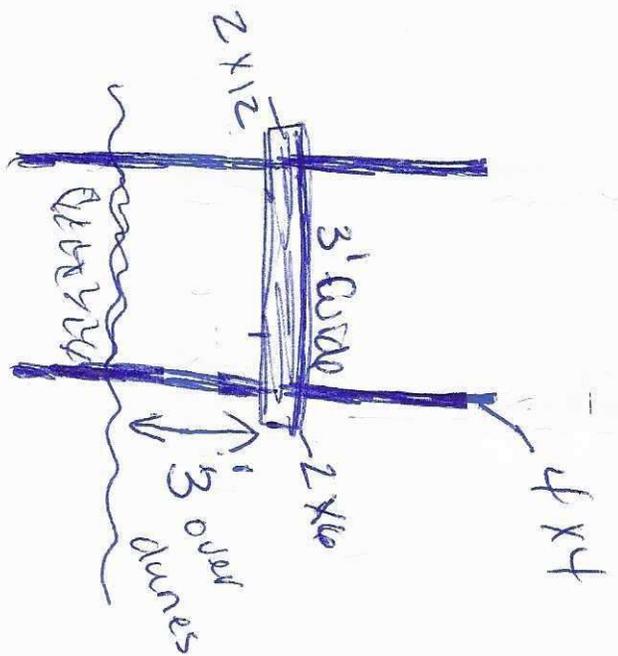
We (the owner) will use a skid steer to place 2 pilings on the northside and southside of dunes. That will be the only machine that will be used for this project. No machines will be put on dunes. If anymore pilings are needed in/on top of the dune, they will be put in with post hole diggers for those 2.

If we see any vegetation will be harmed, we will remove it to the side, with shovels, scoop it up with shovels and place to the side and will put the vegetation back in place after we are finished with the project.

We estimate the affected area could be 48 square feet. We will plant some Sea Oats in its place when we finish the job.



3' above dune



COUNTY OF GALVESTON  
COUNTY ENGINEER  
722 MOODY, 1ST FLOOR  
GALVESTON, TEXAS 77550



7021 1570 0000 2999 6687  
7021 1570 0000 2999 6687

U.S. Postal Service™  
CERTIFIED MAIL™ RECEIPT  
(Domestic Mail Only; No Insurance Coverage Provided)  
For delivery information visit our website at www.usps.com®

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark  
Here

Sent To: Patrick D. Demary  
Street, Apt. No., or PO Box No.: 3205 Avenue O  
City, State, ZIP+4: Galveston, TX 77550

Patrick D. Demary  
3205 Avenue O  
Galveston, TX

PS Form 3800, August 2006 See Reverse for Instructions

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
**Patrick D. Demary**  
**3205 Avenue O**  
**Galveston, TX 77550**



9590 9402 9359 5002 9564 34

2. Article Number (Transfer from service label)  
**7011 1570 0000 2999 6687**

PS Form 3811, July 2020 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

- A. Signature  Agent  
 Addressee
- B. Received by (Printed Name)  Date of Delivery

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type
- Adult Signature
  - Adult Signature Restricted Delivery
  - Certified Mail®
  - Certified Mail Restricted Delivery
  - Collect on Delivery
  - Collect on Delivery Restricted Delivery
  - Insured Mail
  - Insured Mail Restricted Delivery (over \$500)
  - Priority Mail Express®
  - Registered Mail™
  - Registered Mail Restricted Delivery
  - Signature Confirmation™
  - Signature Confirmation Restricted Delivery

Domestic Return Receipt

**Certified Mail**

- A mailing receipt
- A unique identifier
- A record of delivery

**Important Reminders**

- Certified Mail must be placed in a Certified Mail envelope.
- NO INSURANCE for valuables, please.
- For an additional delivery. To obtain a duplicate return receipt, a fee is required.
- For an additional addressee's authorization, an endorsement is required.
- If a postmark on the receipt is not needed, the return receipt is not needed.

**IMPORTANT: Save**  
 PS Form 3800, August 2019



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

72.

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Consideration to award ITB 26-085 Pneumatic Roller

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/5/26 4:10 pm



**THE COUNTY OF GALVESTON**

**FRANK RODRIGUEZ**  
PURCHASING AGENT

**ASHLEY CLARK**  
ASST. PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
(409) 770-5371

March 16, 2026

Honorable County Judge  
And Commissioners' Court  
County Courthouse  
Galveston, Texas

**RE: ITB 26-085, Pneumatic Roller**

Gentlemen,

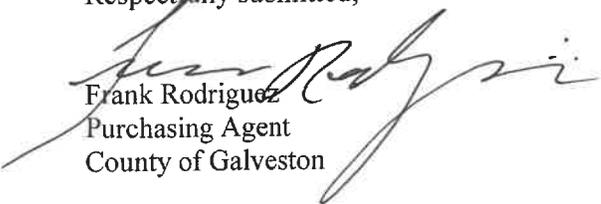
Bids for ITB 26-085, Pneumatic Roller were opened on February 26, 2026. Three (3) bids were received from the following companies:

- Mustang Cat Houston, TX
- Clossner Equipment Co., Inc. Schertz, TX
- R.B. Everett & Co. Pasadena, TX

After careful review, it is requested that this bid be awarded to the low bid meeting the specifications, Mustang Cat in the amount of \$118,198.18.

Your consideration and approval of this award recommendation is respectfully requested.

Respectfully submitted,

  
Frank Rodriguez  
Purchasing Agent  
County of Galveston

2/27/'26 9:28 AM



## The County of Galveston

Road and Bridge Department  
Seawall Maintenance Department  
Bolivar Peninsula Beach Maintenance  
Fleet Service Department  
Zach Smith, Assistant Road Administrator/O:281-534-4152

Date: February 27, 2026

To: Francisco Rodriguez, Purchasing Agent

From: Zach Smith, Road Administrator

CC: Tammy Dickey, Administrative Assistant

RE: **Bid#26-085**

Regarding the bid for the purchase of a Pneumatic Roller, I recommend awarding the contract to the vendor whose proposal best meets the department's specified requirements: Mustang Cat.

Thank you for your assistance in obtaining this bid.

V/R,

A handwritten signature in black ink, appearing to read "Zach Smith", is written over a horizontal line.

Zach Smith  
Road Administrator  
5115 HWY 3  
Dickinson, TX 77539  
O-281-534-4152  
C-409-682-2650

**GALVESTON COUNTY  
 SUMMARY SHEET  
 PNEUMATIC ROLLER  
 PRICING**

*Closner Equipment Co., Inc*

DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
1 Pneumatic Roller	1	EA	\$ 147,000.00	\$ 147,000.00
TOTAL:				\$ 147,000.00

*Mustang CAT*

DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
1 Pneumatic Roller	1	EA	\$ 118,198.18	\$ 118,198.18
TOTAL:				\$ 118,198.18

*B. B. Evell H + Co*

DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
1 Pneumatic Roller	1	EA	\$ 107,851.00	\$ 107,851.00
TOTAL:				\$ 107,851.00

**GALVESTON COUNTY  
 SUMMARY SHEET  
 PNEUMATIC ROLLER  
 PRICING**

*Waukesha Peace Industries*

DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
1 Pneumatic Roller	1	EA	No Bid	No Bid
TOTAL:				- 0 -

DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
1 Pneumatic Roller	1	EA		
TOTAL:				

DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
1 Pneumatic Roller	1	EA		
TOTAL:				

*Mustang*

**ITB 26-085 Pneumatic Roller Specification Sheet**

Galveston County is seeking bids to furnish one (1) new 2025 (or newer) model **Pneumatic Roller** for the Galveston County Road & Bridge Department. The equipment shall be commercial-grade and suitable for compacting materials used in new road construction.

Bidders submitting a responsive proposal acknowledge that, if awarded, they agree to supply additional units of the same specifications at the same price, upon receipt of a valid Galveston County Purchase Order, during Fiscal Year 2026 (October 1, 2025 – September 30, 2026).

**General Requirements**

The pneumatic roller shall be new (2025 model year or newer), of current production, and equivalent to a Caterpillar CW16 or equal. All equipment offered must meet or exceed the following minimum specifications.

Brand Bid Caterpillar Model CW16 Year 2026

Specifications	Minimum Requirements	Comply	Do Not Comply	Vendor Bid Specification
Engine	Diesel engine, EPA Tier 4 Final compliant, minimum 74 HP	X		100.5hp
Operating Weight	16,000-19,000 lbs with ballast	X		18,739lbs
Compaction Width	Minimum 68 inches	X		68"
Tire Configuration	Nine (9) pneumatic tires, evenly spaced	X		9
Drive System	Hydrostatic or equivalent drive system, variable speed control	X		Hydrostatic
Steering	Power-assisted	X		Power Assisted Steering
Braking System	Service and parking brakes, hydraulic or air-operated	X		Hydraulic
Operator Station	ROPS-certified canopy or enclosed cab with seat belt, adjustable seat, and ergonomic controls	X		OROPS Canopy
Lighting	Front and rear LED work lights, turn signals, and hazard flashers	X		LED
Safety Features	Backup alarm, mirrors, horn, and emergency stop switch	X		
Maintenance	Easy access to engine, filters, and service points	X		
Manuals	Operating and service manuals provided with delivery	X		N/A
Warranty	Minimum 1-year full machine warranty (parts and labor)	X		
Training	On-site operational training for county staff upon delivery	X		N/A

Mustang

Specifications	Minimum Requirements	Comply	Do Not Comply	Vendor Bid Specification
Delivery	Unit must be delivered within 90 days of award	X		N/A
Additional Equip				
	Thermal aprons	X		\$2,513.01
	Pressurized water system	X		Standard Equipment
	Water tank 90-105 gal capacity	X		Standard Equipment
	Vandal Protection (incl. locks on engine side shields, top tank radiator, hydraulic reservoir cap, fuel tank and tool box	X		Standard Equipment
	1 <sup>st</sup> set of engine, hydraulic, and fuel replacement filters	X		Standard Equipment
	Mount for 5 lb ABC fire extinguisher with 5 lb ABC fire extinguisher	X		Standard Equipment
	Drain plug for water tank	X		Standard Equipment
	Locking cover for operating panel	X		Standard Equipment
	12 to 14 ply tires	X		Standard Equipment

**Exceptions and Notes**

Bidders must review each specification carefully and indicate 'Comply' or 'Do Not Comply' in the spaces provided. Any exceptions to these specifications must be clearly listed on a separate sheet and submitted with the bid. Failure to complete the specification sheet may result in rejection of the bid.

**GALVESTON COUNTY  
 LINE ITEM DETAIL SHEET  
 PNEUMATIC ROLLER**

*Mustang*

	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
1	Pneumatic Roller	1	\$118,198.78	\$118,198.78
2	Thermal Tire Apron - OPTION		\$2,513.01	Option Not Included
3	<b>TOTAL (without option)</b>			<b>\$118,198.78</b>



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**b.73.**

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Property located at 1424 45th St., in the City of Galveston, TX

### Approval History

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/3/26 11:11 am
2	Dianna Martinez	Approve	3/3/26 11:43 am



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**b.74.**

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26-CV-0146; Javion Lewili Brow vs. Galveston County in the 405th District Court, Galveston County, Texas

### Approval History

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/5/26 5:43 pm
2	Dianna Martinez	Approve	3/5/26 5:49 pm



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**b.75.**

---

26-CV-0235; Larissa Danielle Castro-Young, et al vs. Galveston County in the 56th District Court, Galveston County, Texas

### Approval History

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/5/26 5:50 pm
2	Dianna Martinez	Approve	3/5/26 6:56 pm



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**b.76.**

---

Claimant Bianca Lujan

**Approval History**

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/6/26 4:10 pm
2	Dianna Martinez	Approve	3/6/26 4:54 pm



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**b.77.**

---

Claimant Roger Bellew

**Approval History**

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/9/26 9:02 am
2	Dianna Martinez	Approve	3/9/26 9:36 am



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**c.78.**

---

Director of Parks & Cultural Services

**Approval History**

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/9/26 11:02 am



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**d.79.**

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Consideration of approval of appointment of the Director of Parks & Cultural Services

### Approval History

Seq #	Approver	Action	Action Date
1	Dianna Martinez	Approve	3/6/26 6:55 pm



**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**  
**d.80.**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

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**Contract Approval Request Form**

**To Be Completed by Requesting Department (#1-21)**

- 1) **Date of Request:** 3/3/2026
- 2) **Contract Type:** Expense
- 3) **Renewal Contract:** Yes
- 4) **Department Name:** General Government
- 5) **Department Contact:** Veronica Van Horn
- 6) **Description:** Environmental services proposal for property at 1424 45th St., Galveston
  
- 7) **PEID No:** 724143
- 8) **Req No:**
- 9) **Orgkey:** 1101-110000
- 10) **Object Code:** 5481000
- 11) **Vendor:** ERC Environmental & Construction Services
- 12) **Vendor Contract No:**

**Expenditure Budget/Revenue Projections**

- 13) **Fund Name:** General
- 14) **Fund #:** 1101
- 15) **Current Year Budgeted:**
- 16) **Current Year Projected:** \$5,500.00
- 17) **Year 2:**
- 18) **Year 3:**
- 19) **Year 4:**
- 20) **Year 5:**
- 21) **Totals:**

**To Be Completed by Purchasing Department**

- 22) **Contract Start Date:** 3/31/2026
- 23) **Auto Renewal Contract:** No
- 24) **Bid No:** N/A
- 25) **Contract End Date:** 3/30/2027
- 26) **Contract # Issued by Purchasing Department:** 217741 (SC-0000823)

**NOTES:**

### Approval History

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/3/26 11:09 am
2	Melissa Fleming	Approve	3/3/26 12:10 pm
3	Francisco Rodriguez	Approve	3/4/26 2:50 pm
<b>Notes:</b>	Professional Services FJR 3-4-26		
4	Rodolfo Gomez	Approve	3/5/26 1:03 pm
5	Diana Huallpa	Approve	3/5/26 1:04 pm
6	Sergio Cruz	Approve	3/5/26 3:14 pm
7	Veronica Van Horn	Approve	3/6/26 11:01 am

February 19, 2026

Veronica Van Horn  
Legal Services Manager  
722 Moody Ave., 2<sup>nd</sup> Floor  
Galveston, TX 77550  
409-770-5562 Direct  
409-770-5560 Fax

[veronica.vanhorn@co.galveston.tx.us](mailto:veronica.vanhorn@co.galveston.tx.us)

**Re: Proposal No. Q-26048.01.02  
Children's Center  
1424 45<sup>th</sup> Street  
Galveston, TX 77550**

Dear Ms. Van Horn:

Pursuant to our recent meeting of February 18, 2026 and per their of dated at the Commissioners' Court on February of 2025, and your request, ERC Environmental & Construction Services, Inc. (ERC) is pleased to provide the following proposal for Environmental Services for the above reference project.

### General Scope of work

#### To comply with the following requirements from TCEQ :

1. **Contaminants detected onsite but not requested in the IOP Application**– Please note chemicals of concern (COCs) detected on-site may also potentially be included in the IOP certificate. The TCEQ notes 1,2-Dichlorobenzene, 1,4-Dichlorobenzene, and chlorobenzene were detected above the TRRP Tier 1 Residential PCL in groundwater. Please indicate if you would like these COCs to be potentially added to the certificate in addition to benzene and TPH.
2. **Notice to Adjacent Property Owners**– Pursuant to 30 Texas Administrative Code Section 333.36, the applicant is required to provide notice of the application by certified mail, return receipt requested, to property owners adjacent to the site. The applicant should provide the TCEQ with a copy of each delivered notification letter and a copy of each of the signed certified mail receipts upon their return to the applicant.

Fee schedule for this Task will be as follow:

**TCEQ Report Preparation**

Admin Set up	12 hrs	\$50.00 =	\$600.00
'Project manager	16 hrs	\$100.00 =	\$1,600.00
'Professional Engineer (PE)	20 hrs	\$165.00 =	\$3,300.00
<b>Total</b>			\$5,500.00

**Schedule for Task I Project**

We anticipate the following schedule for completion of Task I after receiving the Notice to proceed from the client.

Planning & Schedule	5	Days
Result Review and Draft Report	2	Days
Final Report & Delivery to Client	5	Days

**Total Number of Days Estimated** 15 Days

Our team of professionals normally schedule their work between the hours of 8:00am to 5:00pm. In certain circumstances, work can be scheduled after hours.

Our services are invoiced monthly or upon completion of a specific phase. If this proposal is acceptable to you, please sign the enclosed proposal acceptance sheet and return it to our office at your earliest convenience OR issue a Purchase Order to ERC for this work. This proposal is valid for 30 days from the proposal date unless extended in writing.

~~This proposal, including description of work to be performed, pricing, and terms and conditions, is **proprietary and confidential**. No part of this document may be disclosed, in any manner, to a third party without the prior written consent of ERC.~~

We appreciate the opportunity to provide professional environmental services to **Galveston County**. Should you have any questions or require any additional information, please do not hesitate to contact our office at your convenience.

Client Initials \_\_\_\_\_

Respectfully submitted,

ERC

A handwritten signature in blue ink, appearing to read 'K m Azarpour', written over the printed name.

Kommy M. Azarpour, PE  
President

Encl. Proposal Acceptance Sheet

xc: - File

Client Initials \_\_\_\_\_



# GALVESTON COUNTY, TEXAS

## COMMISSIONERS COURT

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

**d.81.**

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Consideration of waiver, release, and settlement agreement with Bianca Lujan arising from an incident that occurred on or about November 20, 2025, submitted by Legal Services Manager

### Approval History

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/6/26 4:18 pm
2	Dianna Martinez	Approve	3/6/26 6:54 pm



**MCLEOD, ALEXANDER, POWEL & APFFEL, P.C.**

Douglas W. Poole  
Michael B. Hughes  
James B. Galbraith  
Anthony P. Brown  
David P. Salyer  
Genevieve Bacak McGarvey  
Bryan R. Lasswell  
John W. Drewry, Jr.

Kurt A. Gonzalez  
Kierra J. Klefas  
Patrick J. Kail  
Shelby R. Walding  
Amy W. Slaughter

**Galveston Office**

802 Rosenberg  
P.O. Box 629  
Galveston, Texas 77553  
(409) 763-2481 or (281) 488-7150  
Fax: (409) 762-1155

Of Counsel:  
David E. Cowen  
Susan K. Musch  
Walter C. Brocato

**Writer's Direct Number:**  
409-795-2032

**Writer's Email Address:**  
[gbmcgarvey@mapalaw.com](mailto:gbmcgarvey@mapalaw.com)

**Texas City Office**  
600 Gulf Freeway, Suite 223  
Texas City, Texas 77591

V.W. McLeod (1914-1977)  
Robert W. Alexander (1920-2017)  
Benjamin R. Powel (1931-2025)  
Ervin A. Apffel, Jr. (1929-2015)

[www.mapalaw.com](http://www.mapalaw.com)

March 6, 2026

Honorable Mark Henry  
Honorable County Commissioners' Court  
Galveston County Courthouse  
Galveston, Texas 77550

Re: Claim for damages: Motor Vehicle Accident Claim  
Claimant: Bianca Lujan  
County Claim#: C250032 M  
Amount: \$5,298.11  
Date of Incident: November 20, 2025

Gentlemen:

This claim involves a November 20, 2025, accident where District Attorney's office investigator Earl Wayne Mendenhall, driving a 2021 Chevy Tahoe, was backing out of a Justice Center County employees' parking lot space and struck a 2020 Toyota 4 Runner driven by County Clerk office employee Bianca Elyss Lujan, who was driving in the lot.

We reviewed the police report, photos, statements and talked with Ms. Lujan, Mr. Mendenhall, as well as Deputy John Gerami who took the report. We also inspected the vehicle and reviewed the repair estimate and car rental estimate. The owners of the vehicle are Cristian Francisco Arieta and Rosa Juarez Lujan. This is a case of clear liability per the report and per Mendenhall.

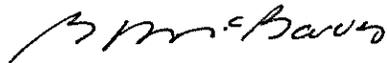
The repair estimate is \$4,561.48, which we have reviewed with our consultant, who says these repairs are in line with customary charges for Galveston County. The car rental estimate is \$736.63 for up to 2 weeks.

We are recommending the Commissioner's Court approve this settlement of this claim for \$5,298.11, the total of the repair and rental estimates.

Cristian Arieta, Rosa Lujan and Bianca Lujan have signed a release for all claims, including potential claims, such as personal injury claims, subject to your approval.

Should you have any questions, please do not hesitate to contact me at 409-795-2032.

Very truly yours,

A handwritten signature in black ink, appearing to read "Genevieve B. McGarvey". The signature is fluid and cursive, with the first name being the most prominent.

Genevieve B. McGarvey

GBM/krh

THE STATE OF TEXAS  
COUNTY OF GALVESTON

§  
§ KNOW ALL MEN BY THESE PRESENTS:  
§

**FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT**

WHEREAS, it is alleged that Bianca Lujan ("Ms. Lujan"), Cristian Arieta ("Mr. Arieta"), and Rosa Juarez Lujan ("Ms. Juarez Lujan"), sustained property damage and/or other damages on or about November 20, 2025, allegedly caused, in whole or in part, by the negligence of the County of Galveston ("Galveston County, Texas"). This Release and Settlement Agreement ("Release") is made to compromise and to settle any and all claims, whether known or unknown, between Bianca Lujan, Cristian Arieta, Rosa Juarez Lujan, and Galveston County, Texas (hereafter the "PARTIES").

**NOTICE:**

CA  
BL  
RJL

**THIS AGREEMENT IS SUBJECT TO THE APPROVAL OF THE GALVESTON COUNTY COMMISSIONERS THROUGH A FORMAL VOTE IN AN OPEN MEETING.**

**DEFINITIONS**

1.1 Whenever the phrase "RELEASOR" or "RELEASORS" is used herein, it means Bianca Lujan, Cristian Arieta, and Rosa Juarez Lujan, individually, and any of their heirs, successors, predecessors, assigns and former and present subsidiaries, parents, owners, divisions, affiliates, officers, directors, employees, legal representatives, insurers, indemnitors and indemnitees, agents, servants, and any other person or entity acting on behalf of or under the authority of RELEASORS.

CA  
BL  
RJL

1.2 Whenever the phrase "RELEASEE" is used herein, it means Galveston County, Texas, its Commissioners, Boards, Departments, successors and assigns, servants, agents, employees, legal representatives, and attorneys.

1.3 Whenever the phrase "PARTIES" is used herein, it means Bianca Lujan, Cristian Arieta, Rosa Juarez Lujan, *and* Galveston County, Texas.

1.4 Whenever the phrase "OCCURRENCE IN QUESTION" OR "INCIDENT IN QUESTION" is used herein, it means the alleged incident involving a motor-vehicle that occurred on or about November 20, 2025, in Galveston County, Texas, that involved Galveston County employee, Earl Mendenhall, and that was assigned Case ID No.: 2025588092 on the Texas Peace Officer's Crash Report.

**CONSIDERATION**

2.1 For the sole consideration of FIVE THOUSAND TWO HUNDRED NINETY-EIGHT DOLLARS AND ELEVEN CENTS (\$5,298.11) less the amount of any liens on the proceeds of this settlement, as specified below in paragraph "17.1," RELEASORS enter into this Release in favor of RELEASEE. RELEASORS understand and agree that this Release and Settlement Agreement is a contract between RELEASORS and RELEASEE.

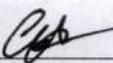
**CLAIMS RELEASED**

3.1 In order to avoid further time, expense and uncertainties of litigation, the RELEASEE and the undersigned RELEASORS, desire to enter into a final compromise and settlement of any and all claims, whether known or unknown, which the undersigned RELEASORS may have, or may hereafter have, against the RELEASEE for the alleged injuries and damages, whether to person or property, made the basis of the claims alleged by RELEASORS.

CA  
BL  
AGL

3.2. NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That we, the RELEASORS, for and in consideration of the sum of FIVE THOUSAND TWO HUNDRED NINETY-EIGHT DOLLARS AND ELEVEN CENTS (\$5,298.11) and other good and valuable consideration, hereinafter referred to as "the Consideration," the receipt and sufficiency of which is hereby acknowledged and confessed, do hereby fully RELEASE, ACQUIT, AND FOREVER DISCHARGE the RELEASEE from any and all liability or negligence now accrued or which may hereafter accrue for any and all claims, demands, rights, remedies, causes of action, suits, cross-claims, third-party actions, whether direct or derivative, of whatsoever nature or character which we may now have or hereafter have against the RELEASEE, including, by example but not limited to, expressed and implied warranties, strict products liability, negligence, statutory violations, gross negligence, intentional tort, claims under Section 408.001 of the Texas Labor Code, claims under Article XVI Section 26 of the Texas Constitution, claims under Chapter 71 of the Texas Civil Practice and Remedies Code, claims for wrongful death, claims for any type of damages including exemplary damages, claims based on claims of intentional acts or omissions, or alleged gross negligence, of RELEASEE; pollution tort, maintenance and cure, fraud, civil conspiracy, misrepresentation, debt, nuisance, trespass, any form of recovery pursuant to the Jones Act, general maritime law, unseaworthiness, in admiralty, at law, or in equity, liens, attorneys' fees, judgment and expenses of any type whatsoever, in any manner arising out of or in any way connected with the alleged injuries and/or property damages, and any claims, known or unknown, current or future, arising from any alleged personal injuries or property damages sustained in any way arising from, incident to, connected to, or related to the INCIDENT IN QUESTION.

  
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## DAMAGES RELEASED

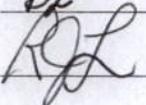
4.1 This Release includes all claims for damages, general and special, arising from, connected, or related to the INCIDENT IN QUESTION, including but not limited to:

1. Past and future medical expenses;
2. Physical or vocational rehabilitation expenses;
3. Past and future physical pain and suffering;
4. Past and future lost income and benefits;
5. Loss of earning capacity;
6. Past and future physical impairment, disfigurement, and mental anguish;
7. Diminished capacity to enjoy life;
8. Death or decreased life expectancy resulting, in whole or in part, from my injury;
9. All survival actions and/or wrongful death claims related, in whole or in part, to an alleged injury;
10. All derivative claims, including but not limited to:
  - a. Loss of consortium
  - b. Worker's compensation claims
11. All claims alleging malice and/or gross negligence;
12. All property damage; and
13. All punitive or exemplary damages as those damages are defined by Texas law.

## FUTURE PROGRESSION

5.1 RELEASORS understand that damages, injuries, illnesses, and/or conditions, concerning person or property may be permanent, may progress, naturally or otherwise, and may become partially or totally disabling in the future. If RELEASORS have been misinformed concerning the damages and/or injuries sustained or later becomes aware of an error regarding diagnosis or rehabilitation to person and/or property, such error is *not* the responsibility of RELEASEE and will have no effect on the enforceability of this Release.

5.2 RELEASORS further understands that recovery, repair, and/or rehabilitation of any and all sustained injuries and/or damages to person or property and the condition of such person or property is uncertain, and that RELEASORS may require future treatment and/or repair to

  
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alleviate or cure RELEASORS' damages and/or injuries to person or property. RELEASORS covenants not to sue RELEASEE for any progression, natural or otherwise, of RELEASORS' injuries, illnesses, conditions, and/or damages to property, in exchange for the consideration referenced in this Release.

**ADDITIONAL EFFECTS OF RELEASE**

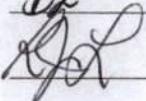
6.1 In exchange for the consideration referenced in this Release, RELEASORS covenant not to sue RELEASEE in the future for any claim arising from, incident to, connected to, or related to RELEASORS' property damage, injuries, illnesses, and/or conditions arising from, incident to, connected to, or related to the INCIDENT IN QUESTION, and/or pursuant to any federal laws or regulations and/or any equivalent or additional state statute or regulation and/or local ordinance and/or under common law to the fullest extent permissible by law as of the date of this Release.

6.2 RELEASORS further acknowledge and agree that no insurance proceeds have been used or will be used to cover any damages, losses, or expenses, whether known or unknown, allegedly sustained as a result of the INCIDENT IN QUESTION.

**SATISFACTION OF LIENS**

7.1 RELEASORS agree to satisfy, compromise, or adjudicate any and all liens against the proceeds of this settlement arising from, connected, or related to the INCIDENT IN QUESTION (except for liens that, as may be provided in paragraph "17.1," are otherwise satisfied), including but not limited to:

1. Liens to any insurance company providing coverage related to my damages or injury alleged in the claim that is the subject of this Release;

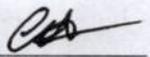
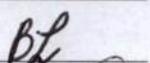
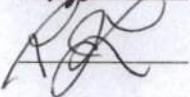
2. Liens asserted by any healthcare provider for past or future medical expenses incurred for the diagnosis or treatment of my injuries. RELEASORS agree that RELEASEE has no obligation to pay or reimburse RELEASORS or any healthcare provider for any outstanding medical bills or expenses and/or any such bills or expenses in the future related to my injuries or property damage.
3. Attorney liens asserted by any attorney who has represented me or claims to have represented me, directly or indirectly, in this matter;
4. Employee Retirement Income Security Act ("ERISA") liens, 29 U.S.C. §1132;
5. Medicare liens, 42 U.S.C. §1395; and/or
6. Medicaid liens, 42 U.S.C. §1396.

#### INDEMNITY

8.1 In consideration for the payment of the sums herein set forth, the RELEASORS for themselves, their beneficiaries, heirs, successors and assigns, have agreed to and does hereby jointly and severally INDEMNIFY, DEFEND, AND HOLD HARMLESS the RELEASEE of and from any further payment of damages, debts, liens, charges, and expenses of any kind incurred by or on behalf of the RELEASORS as a result of any and all past, present, and future claims, demands, suits, causes of action, liabilities, suits, cross-claims, third-party actions, expenses, and judgments whatsoever in nature and character asserted by any person, firm, or corporation, including but not limited to for indemnity or contribution, by, through or under RELEASORS, arising from, incident to, connected to, or related to the INCIDENT IN QUESTION and the basis of this Release. This includes but is not limited to hospital and/or medical liens held by any treating physicians.

#### MEDICARE LIENS

9.1 In addition to all liens referenced in paragraph 8.1 above, RELEASORS agree to indemnify, defend, and forever hold harmless RELEASEE against any and all claims, demands, causes of action, suits, crossclaims, third-party actions, and expenses associated

  
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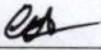
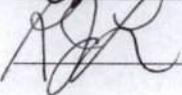
with defending against any action to enforce the satisfaction of a Medicare lien, interest on any unpaid lien, any penalty assessed against RELEASEE and RELEASEE'S attorneys' fees. RELEASORS further agree to waive any right to file an action under the private attorney general provision of the Medicare Secondary Payer Act. See 42 U.S.C. § 1395y(b)(3)(A).

**COVENANT NOT TO SUE REGARDING MEDICARE LIEN**

10.1 In exchange for the consideration referenced in this Release, RELEASORS covenant not to sue and waives any right he may have to bring any claim, demand, cause of action, suit, or cross-claims against RELEASEE pursuant to 42 U.S.C. § 1395(y)(2), for RELEASEE'S alleged failure to satisfy any Medicare lien arising from, incident to, connected to, or related to the INCIDENT IN QUESTION "to the extent that payment has been made, or can reasonably be expected to be made, with respect to the item or service" on RELEASORS' behalf related to RELEASORS' injuries and/or illnesses covered by this Release. The PARTIES further agree this Release and settlement agreement does not include payment of damages for future medical expenses.

**MEDICAID LIENS**

11.1 RELEASORS agree to assume sole and total liability to Medicaid or any state public assistance agency ("State Plan") "to reimburse it for medical assistance payments made on behalf of an individual with respect to whom such assignment was executed ..." 42 U.S.C. §1396(k)(b). In the event that Medicaid or a State Plan files a legal action to recover any unpaid lien, RELEASORS agree to indemnify, defend, and forever hold harmless RELEASEE AND for all costs associated with defending against any action to enforce the satisfaction of a

  
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Medicaid or State Plan lien, interest on any unpaid lien, any penalty assessed against RELEASEE, and RELEASEE'S attorneys' fees and costs incurred in the defense of any such action. See 42 U.S.C. §1395(y)(b)(2)(B)(iii); 42 U.S.C. §1395(y)(b)(3)(A). Subsequent to the execution of this Release, RELEASORS will not submit any bill to Medicaid or a State Plan for healthcare expenses related to the injuries alleged in the claim that is the subject of this Release, until such time as the proceeds of this settlement have been exhausted to pay for future medical expenses related to the injuries.

**LAWS OF CONSTRUCTION**

12.1 The PARTIES agree and understand this Release shall be construed and governed, in all aspects, including validity, interpretation, and effect, according to the laws of the State of Texas.

**ENTIRE AGREEMENT BETWEEN PARTIES**

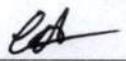
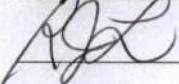
13.1 The PARTIES agree and acknowledge that no other promises or agreements have been made between them and that this Release contains the entire agreement between them. The terms of this Release are contractual and not a mere recital.

**SEVERABILITY**

14.1 In the event that one or more of the provisions of this Release shall for any reason be held to be illegal or unenforceable, in whole or in part, by any court of law, such a holding shall not affect the remainder of this Release, which shall remain enforceable.

**USE OF RELEASE BY RELEASEE**

15.1 RELEASORS specifically agree to the admission in evidence of the entirety of this Release and waives any objection to the admission in evidence of this Release in any legal

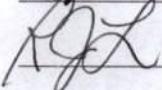
  
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proceeding, quasi-judicial proceeding, or administrative proceeding in any action against RELEASEE involving any and all claims, demands, causes of action, suits, crossclaims, third-party actions filed subsequent to the date hereof. RELEASORS understand that this Release may be asserted as an affirmative legal defense of release and/or accord and satisfaction in any and all subsequent claims, demands, causes of action, suits, crossclaims, third-party actions RELEASORS may file against RELEASEE for RELEASORS' alleged property damage and/or injuries alleged in the claim(s) that is the subject of this Release and/or any other claim covered by this Release. RELEASORS agree that a duplicate or copy of this Release is admissible to the same extent as an original.

**OPPORTUNITY FOR LEGAL ADVICE**

**16.1** RELEASORS acknowledge that they had an opportunity to seek legal advice from their attorney(s) concerning the meaning and effect of this Release. RELEASORS agree and acknowledge that they are not under any duress or undue influence to execute this Release, and has signed this Release knowingly, intelligently, and voluntarily.

**16.2** RELEASORS hereby acknowledge and agree that they have not sought or received any legal advice, counsel, or guidance regarding the terms of this Release from the RELEASEE, the RELEASEE'S attorneys, agents, or representatives. The RELEASORS further affirm that any decision to execute this Release has been made independently and without reliance on any advice or representation from the RELEASEE or any of their affiliates.

  
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**PAYMENT OF CONSIDERATION**

17.1 Payment shall be made as follows:

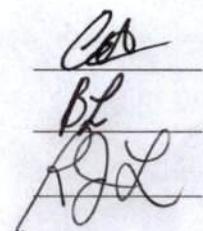
Payment in the total amount of FIVE THOUSAND TWO HUNDRED NINETY-EIGHT DOLLARS AND ELEVEN CENTS (\$5,298.11) shall be made payable to all lienholders with the remainder to **Bianca Lujan, Cristian Arieta, and Rosa Juarez Lujan.**

Bianca Lujan, Cristian Arieta, and Rosa Juarez Lujan, and their attorney and/or attorneys, if any, represent and warrant that they have compromised and resolved all outstanding liens against the consideration of this settlement as stated above in this paragraph 17.1.

**NO ADMISSION OF LIABILITY**

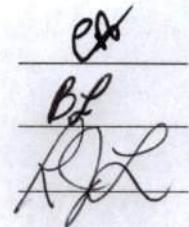
18.1 It is AGREED and UNDERSTOOD that the undersigned RELEASORS represent and warrant that this Release and the payment of the above mentioned sum of money is being made by the RELEASEE as a final compromise and settlement of a disputed claim in order that such Parties may buy their peace, and such payment is not to be construed as an admission of liability of any fact on the part of the RELEASEE, or anyone else.

18.2 The RELEASEE has expressly denied any liability. It is contracted that neither this instrument, nor the compromise and settlement agreement evidenced hereby, shall be used against the RELEASEE as evidence of liability or for estoppel in any suit, claim, or proceeding of any nature. However, this Release may be asserted by the RELEASEE as an absolute and final bar to any claim or proceeding against the RELEASEE now pending or hereafter brought or asserted by any person, firm or corporation claiming by, through or under the RELEASORS as a result of the any injuries and/or damages to person or property.



**NO REPRESENTATION BY RELEASEE OF TAX CONSEQUENCES**

19.1 It is understood and agreed by and between the PARTIES that RELEASEE has not made and do not make any representation regarding the tax consequences of this settlement or of any payments provided for herein and that RELEASORS and the other Payees assume all responsibility, therefore.

  
Handwritten signatures on three horizontal lines. The top line has a signature that appears to be 'ER'. The middle line has a signature that appears to be 'BL'. The bottom line has a signature that appears to be 'RL'.

SIGNED this 3 day of ~~February~~ <sup>March</sup> 2026 in the County of Galveston, State of Texas.

I HAVE READ THE FOREGOING FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT AND HAVE INITIALED EACH PAGE. I UNDERSTAND THAT IT IS A FULL RELEASE OF ALL MY CLAIMS. I HAVE ALSO RECEIVED A COMPLETE COPY OF THIS FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT.

BY: Bianca Lujan

Bianca Lujan  
PRINTED NAME

Deputy County Clerk  
TITLE

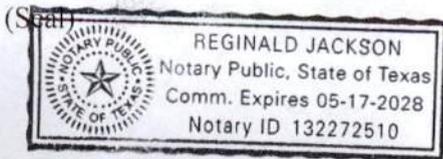
THE STATE OF Texas §

COUNTY OF Galveston §

BEFORE ME, the undersigned authority, on this day personally appeared Bianca Lujan, known to me to be the person who executed the foregoing FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT and acknowledged to me that they executed the same for the purposes and consideration therein express, that they executed the same as their own free act and deed after having it fully explained to them and after realizing the effect thereof to be a full and final discharge and release of all parties named therein, for any matter or thing dealt with in said instrument, and that the same was executed by him without any persuasion, promise, threat, force, duress, fraud or representation of any kind by any person whomsoever; and that at the time of execution of the said FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT they were completely sober, sane, and capable of understanding the English language and the character of his acts and deeds, and was in complete charge of all of their faculties and capable of executing this FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT and of understanding the significance of their acts.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 3rd day of March, 2026.

[Signature]  
NOTARY PUBLIC, STATE OF Texas



SIGNED this 3 day of ~~February~~ <sup>March</sup> 2026 in the County of Galveston, State of Texas.

I HAVE READ THE FOREGOING FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT AND HAVE INITIALED EACH PAGE. I UNDERSTAND THAT IT IS A FULL RELEASE OF ALL MY CLAIMS. I HAVE ALSO RECEIVED A COMPLETE COPY OF THIS FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT.

BY: Rosa J. Lujan

Rosa J. Lujan  
PRINTED NAME

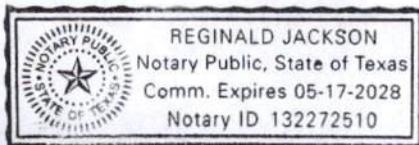
Clerk III  
TITLE

THE STATE OF Texas §

COUNTY OF Galveston §

BEFORE ME, the undersigned authority, on this day personally appeared Rosa Lujan, known to me to be the person who executed the foregoing FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT and acknowledged to me that they executed the same for the purposes and consideration therein express, that they executed the same as their own free act and deed after having it fully explained to them and after realizing the effect thereof to be a full and final discharge and release of all parties named therein, for any matter or thing dealt with in said instrument, and that the same was executed by him without any persuasion, promise, threat, force, duress, fraud or representation of any kind by any person whomsoever; and that at the time of execution of the said FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT they were completely sober, sane, and capable of understanding the English language and the character of his acts and deeds, and was in complete charge of all of their faculties and capable of executing this FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT and of understanding the significance of their acts.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 3rd day of March, 2026.



(Seal)

Reginald Jackson  
NOTARY PUBLIC, STATE OF Texas

SIGNED this 3 day of ~~February~~ <sup>March</sup> 2026 in the County of Galveston, State of Texas.

I HAVE READ THE FOREGOING FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT AND HAVE INITIALED EACH PAGE. I UNDERSTAND THAT IT IS A FULL RELEASE OF ALL MY CLAIMS. I HAVE ALSO RECEIVED A COMPLETE COPY OF THIS FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT.

BY: [Signature]

Cristian Arieta  
PRINTED NAME

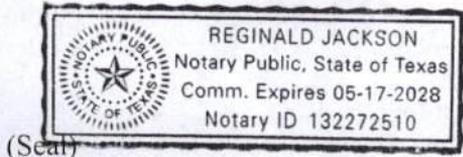
Patient Service Specialist  
TITLE

THE STATE OF Texas §  
COUNTY OF Galveston §

BEFORE ME, the undersigned authority, on this day personally appeared Cristian Arieta, known to me to be the person who executed the foregoing FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT and acknowledged to me that they executed the same for the purposes and consideration therein express, that they executed the same as their own free act and deed after having it fully explained to them and after realizing the effect thereof to be a full and final discharge and release of all parties named therein, for any matter or thing dealt with in said instrument, and that the same was executed by him without any persuasion, promise, threat, force, duress, fraud or representation of any kind by any person whomsoever; and that at the time of execution of the said FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT they were completely sober, sane, and capable of understanding the English language and the character of his acts and deeds, and was in complete charge of all of their faculties and capable of executing this FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT and of understanding the significance of their acts.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 3rd day of March, 2026.

[Signature]  
NOTARY PUBLIC, STATE OF Texas





**GALVESTON COUNTY, TEXAS**  
**COMMISSIONERS COURT**  
**d.82.**

722 Moody  
County Courthouse  
Galveston, TX 77550  
(409) 766-2244

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Consideration of waiver, release, and settlement agreement with Debra Henerson and Roger Bellew arising from an incident that occurred on or about September 15, 2025, submitted by Legal Services Manager

**Approval History**

Seq #	Approver	Action	Action Date
1	Veronica Van Horn	Approve	3/5/26 5:37 pm
2	Dianna Martinez	Approve	3/9/26 12:31 pm



**MCLEOD, ALEXANDER, POWEL & APFFEL, P.C.**

Douglas W. Poole  
Michael B. Hughes  
James B. Galbraith  
Anthony P. Brown  
David P. Salyer  
Genevieve Bacak McGarvey  
Bryan R. Lasswell

John W. Drewry, Jr.  
Kurt A. Gonzalez  
Kierra J. Klefas  
Patrick J. Kail  
Shelby R. Walding  
Amy W. Slaughter

**Galveston Office**

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P.O. Box 629  
Galveston, Texas 77553  
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Fax: (409) 762-1155

Of Counsel:  
David E. Cowen  
Susan K. Musch  
Walter C. Brocato

**Writer's Direct Number:**  
409-795-2032

**Writer's Email Address:**  
[gbmcgarvey@mapalaw.com](mailto:gbmcgarvey@mapalaw.com)

**Texas City Office**

600 Gulf Freeway, Suite 223  
Texas City, Texas 77591

V.W. McLeod (1914-1977)  
Robert W. Alexander (1920-2017)  
Benjamin R. Powel (1931-2025)  
Ervin A. Apffel, Jr. (1929-2015)

[www.mapalaw.com](http://www.mapalaw.com)

February 26, 2026

Honorable Mark Henry  
Honorable County Commissioners' Court  
Galveston County Courthouse  
Galveston, Texas 77550

Re: Claim for damages: Motor Vehicle Accident Claim  
Claimant: Roger Bellew  
County Claim#: C250028  
Amount: \$8,435.10  
Date of Incident: September 15, 2025

Gentlemen:

This claim involves a September 15, 2025, accident where our deputy, Sullyann Carpio, while in pursuit, failed to navigate a turn from Highway 146 to Gordy Road, striking Roger Bellew's 2021 GMC Canyon. Mr. Bellew was stopped at a stop sign on Gordy Road.

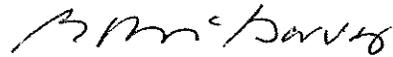
We reviewed the Department of Public Safety's accident report, the photos, as well as dash and body cam footage of Deputy Carpio and other responding deputies. This is a case of clear liability.

Mr. Bellew has sent an estimate from George's Paint and Body and has requested payment for repairs in the amount of \$6,437.33. This estimate is in line with repair costs in Galveston County, according to our consultant. Mr. Bellew has produced an Enterprise receipt for the use of a rental car during the month his vehicle was inoperable in the amount of \$1,997.77. We verified this was authentic. These amounts total \$8,435.10.

We are recommending the Commissioner's Court approve this settlement of Roger Bellew's claim of \$8,435.10. Mr. Bellew and his wife Debra Henderson have signed a release for all claims, including potential claims, subject to your approval.

Should you have any questions, please do not hesitate to contact me at 409-795-2032.

Very truly yours,

A handwritten signature in black ink, appearing to read "Genevieve B. McGarvey". The signature is fluid and cursive, with the first name being the most prominent.

Genevieve B. McGarvey

GBM/krh

THE STATE OF TEXAS  
COUNTY OF GALVESTON

§  
§ KNOW ALL MEN BY THESE PRESENTS:  
§

**FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT**

WHEREAS, it is alleged that Debra Henderson (“Mrs. Henderson”) and Roger Bellew (“Mr. Bellew”) sustained property damage and/or other damages on or about September 15, 2025, allegedly caused, in whole or in part, by the negligence of the County of Galveston (“Galveston County, Texas”). This Release and Settlement Agreement (“Release”) is made to compromise and to settle any and all claims, whether known or unknown, between Debra Henderson, Roger Bellew, and Galveston County, Texas (hereafter the “PARTIES”).

**NOTICE:**

RB  
DH

**THIS AGREEMENT IS SUBJECT TO THE APPROVAL OF THE GALVESTON COUNTY COMMISSIONERS THROUGH A FORMAL VOTE IN AN OPEN MEETING.**

**DEFINITIONS**

1.1 Whenever the phrase “RELEASOR” or “RELEASORS” is used herein, it means Debra Henderson and Roger Bellew, individually, and any of their heirs, successors, predecessors, assigns and former and present subsidiaries, parents, owners, divisions, affiliates, officers, directors, employees, legal representatives, insurers, indemnitors and indemnitees, agents, servants, and any other person or entity acting on behalf of or under the authority of RELEASORS.

RB  
DH

1.2 Whenever the phrase “RELEASEE” is used herein, it means Galveston County, Texas, its Commissioners, Boards, Departments, successors and assigns, servants, agents, employees, legal representatives, and attorneys.

1.3 Whenever the phrase “PARTIES” is used herein, it means Debra Henderson, Roger Bellew, *and* Galveston County, Texas.

1.4 Whenever the phrase “OCCURRENCE IN QUESTION” OR “INCIDENT IN QUESTION” is used herein, it means the alleged incident involving a motor-vehicle that occurred on or about September 15, 2025, in Galveston County, Texas, that involved Galveston County employee, Sullyann Carpio, and that was assigned Case ID No.: 2025432973 on the Texas Peace Officer’s Crash Report.

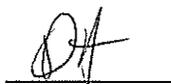
**CONSIDERATION**

2.1 For the sole consideration of EIGHT THOUSAND FOUR HUNDRED THIRTY-FIVE DOLLARS AND TEN CENTS (\$8,435.10) less the amount of any liens on the proceeds of this settlement, as specified below in paragraph “17.1,” RELEASORS enter into this Release in favor of RELEASEE. RELEASORS understand and agree that this Release and Settlement Agreement is a contract between RELEASORS and RELEASEE.

**CLAIMS RELEASED**

3.1 In order to avoid further time, expense and uncertainties of litigation, the RELEASEE and the undersigned RELEASORS, desire to enter into a final compromise and settlement of any and all claims, whether known or unknown, which the undersigned RELEASORS may have, or may hereafter have, against the RELEASEE for the alleged injuries and damages, whether to person or property, made the basis of the claims alleged by RELEASORS.

  
\_\_\_\_\_

  
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3.2. NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That we, the RELEASORS, for and in consideration of the sum of EIGHT THOUSAND FOUR HUNDRED THIRTY-FIVE DOLLARS AND TEN CENTS (\$8,435.10) and other good and valuable consideration, hereinafter referred to as "the Consideration," the receipt and sufficiency of which is hereby acknowledged and confessed, do hereby fully RELEASE, ACQUIT, AND FOREVER DISCHARGE the RELEASEE from any and all liability or negligence now accrued or which may hereafter accrue for any and all claims, demands, rights, remedies, causes of action, suits, cross-claims, third-party actions, whether direct or derivative, of whatsoever nature or character which we may now have or hereafter have against the RELEASEE, including, by example but not limited to, expressed and implied warranties, strict products liability, negligence, statutory violations, gross negligence, intentional tort, claims under Section 408.001 of the Texas Labor Code, claims under Article XVI Section 26 of the Texas Constitution, claims under Chapter 71 of the Texas Civil Practice and Remedies Code, claims for wrongful death, claims for any type of damages including exemplary damages, claims based on claims of intentional acts or omissions, or alleged gross negligence, of RELEASEE; pollution tort, maintenance and cure, fraud, civil conspiracy, misrepresentation, debt, nuisance, trespass, any form of recovery pursuant to the Jones Act, general maritime law, unseaworthiness, in admiralty, at law, or in equity, liens, attorneys' fees, judgment and expenses of any type whatsoever, in any manner arising out of or in any way connected with the alleged injuries and/or property damages, and any claims, known or unknown, current or future, arising from any alleged personal injuries or property damages sustained in any way arising from, incident to, connected to, or related to the INCIDENT IN QUESTION.


## DAMAGES RELEASED

4.1 This Release includes all claims for damages, general and special, arising from, connected, or related to the INCIDENT IN QUESTION, including but not limited to:

1. Past and future medical expenses;
2. Physical or vocational rehabilitation expenses;
3. Past and future physical pain and suffering;
4. Past and future lost income and benefits;
5. Loss of earning capacity;
6. Past and future physical impairment, disfigurement, and mental anguish;
7. Diminished capacity to enjoy life;
8. Death or decreased life expectancy resulting, in whole or in part, from my injury;
9. All survival actions and/or wrongful death claims related, in whole or in part, to an alleged injury;
10. All derivative claims, including but not limited to:
  - a. Loss of consortium
  - b. Worker's compensation claims
11. All claims alleging malice and/or gross negligence;
12. All property damage; and
13. All punitive or exemplary damages as those damages are defined by Texas law.

## FUTURE PROGRESSION

5.1 RELEASORS understand that damages, injuries, illnesses, and/or conditions, concerning person or property may be permanent, may progress, naturally or otherwise, and may become partially or totally disabling in the future. If RELEASORS have been misinformed concerning the damages and/or injuries sustained or later becomes aware of an error regarding diagnosis or rehabilitation to person and/or property, such error is *not* the responsibility of RELEASEE and will have no effect on the enforceability of this Release.

5.2 RELEASORS further understands that recovery, repair, and/or rehabilitation of any and all sustained injuries and/or damages to person or property and the condition of such person or property is uncertain, and that RELEASORS may require future treatment and/or repair to



The image shows two handwritten signatures, one above the other, each written over a horizontal line. The top signature is a stylized cursive 'RZ' and the bottom signature is a stylized cursive 'DH'.

alleviate or cure RELEASORS' damages and/or injuries to person or property. RELEASORS covenants not to sue RELEASEE for any progression, natural or otherwise, of RELEASORS' injuries, illnesses, conditions, and/or damages to property, in exchange for the consideration referenced in this Release.

**ADDITIONAL EFFECTS OF RELEASE**

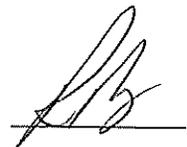
6.1 In exchange for the consideration referenced in this Release, RELEASORS covenant not to sue RELEASEE in the future for any claim arising from, incident to, connected to, or related to RELEASORS' property damage, injuries, illnesses, and/or conditions arising from, incident to, connected to, or related to the INCIDENT IN QUESTION, and/or pursuant to any federal laws or regulations and/or any equivalent or additional state statute or regulation and/or local ordinance and/or under common law to the fullest extent permissible by law as of the date of this Release.

6.2 RELEASORS further acknowledge and agree that no insurance proceeds have been used or will be used to cover any damages, losses, or expenses, whether known or unknown, allegedly sustained as a result of the INCIDENT IN QUESTION.

**SATISFACTION OF LIENS**

7.1 RELEASORS agree to satisfy, compromise, or adjudicate any and all liens against the proceeds of this settlement arising from, connected, or related to the INCIDENT IN QUESTION (except for liens that, as may be provided in paragraph "17.1," are otherwise satisfied), including but not limited to:

1. Liens to any insurance company providing coverage related to my damages or injury alleged in the claim that is the subject of this Release;


2. Liens asserted by any healthcare provider for past or future medical expenses incurred for the diagnosis or treatment of my injuries. RELEASORS agree that RELEASEE has no obligation to pay or reimburse RELEASORS or any healthcare provider for any outstanding medical bills or expenses and/or any such bills or expenses in the future related to my injuries or property damage.
3. Attorney liens asserted by any attorney who has represented me or claims to have represented me, directly or indirectly, in this matter;
4. Employee Retirement Income Security Act ("ERISA") liens, 29 U.S.C. §1132;
5. Medicare liens, 42 U.S.C. §1395; and/or
6. Medicaid liens, 42 U.S.C. §1396.

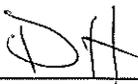
### INDEMNITY

8.1 In consideration for the payment of the sums herein set forth, the RELEASORS for themselves, their beneficiaries, heirs, successors and assigns, have agreed to and does hereby jointly and severally INDEMNIFY, DEFEND, AND HOLD HARMLESS the RELEASEE of and from any further payment of damages, debts, liens, charges, and expenses of any kind incurred by or on behalf of the RELEASORS as a result of any and all past, present, and future claims, demands, suits, causes of action, liabilities, suits, cross-claims, third-party actions, expenses, and judgments whatsoever in nature and character asserted by any person, firm, or corporation, including but not limited to for indemnity or contribution, by, through or under RELEASORS, arising from, incident to, connected to, or related to the INCIDENT IN QUESTION and the basis of this Release. This includes but is not limited to hospital and/or medical liens held by any treating physicians.

### MEDICARE LIENS

9.1 In addition to all liens referenced in paragraph 8.1 above, RELEASORS agree to indemnify, defend, and forever hold harmless RELEASEE against any and all claims, demands, causes of action, suits, crossclaims, third-party actions, and expenses associated

  
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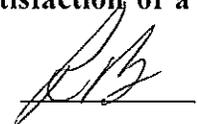
with defending against any action to enforce the satisfaction of a Medicare lien, interest on any unpaid lien, any penalty assessed against RELEASEE and RELEASEE'S attorneys' fees. RELEASORS further agree to waive any right to file an action under the private attorney general provision of the Medicare Secondary Payer Act. See 42 U.S.C. § 1395y(b)(3)(A).

**COVENANT NOT TO SUE REGARDING MEDICARE LIEN**

10.1 In exchange for the consideration referenced in this Release, RELEASORS covenant not to sue and waives any right he may have to bring any claim, demand, cause of action, suit, or cross-claims against RELEASEE pursuant to 42 U.S.C. § 1395(y)(2), for RELEASEE'S alleged failure to satisfy any Medicare lien arising from, incident to, connected to, or related to the INCIDENT IN QUESTION "to the extent that payment has been made, or can reasonably be expected to be made, with respect to the item or service" on RELEASORS' behalf related to RELEASORS' injuries and/or illnesses covered by this Release. The PARTIES further agree this Release and settlement agreement does not include payment of damages for future medical expenses.

**MEDICAID LIENS**

11.1 RELEASORS agree to assume sole and total liability to Medicaid or any state public assistance agency ("State Plan") "to reimburse it for medical assistance payments made on behalf of an individual with respect to whom such assignment was executed ...." 42 U.S.C. §1396(k)(b). In the event that Medicaid or a State Plan files a legal action to recover any unpaid lien, RELEASORS agree to indemnify, defend, and forever hold harmless RELEASEE AND for all costs associated with defending against any action to enforce the satisfaction of a



**Medicaid or State Plan lien, interest on any unpaid lien, any penalty assessed against RELEASEE, and RELEASEE'S attorneys' fees and costs incurred in the defense of any such action.** See 42 U.S.C. §1395(y)(b)(2)(B)(iii); 42 U.S.C. §1395(y)(b)(3)(A). Subsequent to the execution of this Release, RELEASORS will not submit any bill to Medicaid or a State Plan for healthcare expenses related to the injuries alleged in the claim that is the subject of this Release, until such time as the proceeds of this settlement have been exhausted to pay for future medical expenses related to the injuries.

**LAWS OF CONSTRUCTION**

12.1 The PARTIES agree and understand this Release shall be construed and governed, in all aspects, including validity, interpretation, and effect, according to the laws of the State of Texas.

**ENTIRE AGREEMENT BETWEEN PARTIES**

13.1 The PARTIES agree and acknowledge that no other promises or agreements have been made between them and that this Release contains the entire agreement between them. The terms of this Release are contractual and not a mere recital.

**SEVERABILITY**

14.1 In the event that one or more of the provisions of this Release shall for any reason be held to be illegal or unenforceable, in whole or in part, by any court of law, such a holding shall not affect the remainder of this Release, which shall remain enforceable.

**USE OF RELEASE BY RELEASEE**

15.1 RELEASORS specifically agree to the admission in evidence of the entirety of this Release and waives any objection to the admission in evidence of this Release in any legal

  
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proceeding, quasi-judicial proceeding, or administrative proceeding in any action against RELEASEE involving any and all claims, demands, causes of action, suits, crossclaims, third-party actions filed subsequent to the date hereof. RELEASORS understand that this Release may be asserted as an affirmative legal defense of release and/or accord and satisfaction in any and all subsequent claims, demands, causes of action, suits, crossclaims, third-party actions RELEASORS may file against RELEASEE for RELEASORS' alleged property damage and/or injuries alleged in the claim(s) that is the subject of this Release and/or any other claim covered by this Release. RELEASORS agree that a duplicate or copy of this Release is admissible to the same extent as an original.

#### **OPPORTUNITY FOR LEGAL ADVICE**

**16.1** RELEASORS acknowledge that they had an opportunity to seek legal advice from their attorney(s) concerning the meaning and effect of this Release. RELEASORS agree and acknowledge that they are not under any duress or undue influence to execute this Release, and has signed this Release knowingly, intelligently, and voluntarily.

**16.2** RELEASORS hereby acknowledge and agree that they have not sought or received any legal advice, counsel, or guidance regarding the terms of this Release from the RELEASEE, the RELEASEE'S attorneys, agents, or representatives. The RELEASORS further affirm that any decision to execute this Release has been made independently and without reliance on any advice or representation from the RELEASEE or any of their affiliates.



**PAYMENT OF CONSIDERATION**

**17.1** Payment shall be made as follows:

Payment in the total amount of EIGHT THOUSAND FOUR HUNDRED THIRTY-FIVE DOLLARS AND TEN CENTS (\$8,435.10) shall be made payable to all lienholders with the remainder to **Debra Henderson** and **Roger Bellew**.

Debra Henderson and Roger Bellew, and their attorney and/or attorneys, if any, represent and warrant that they have compromised and resolved all outstanding liens against the consideration of this settlement as stated above in this paragraph 17.1.

**NO ADMISSION OF LIABILITY**

**18.1** It is AGREED and UNDERSTOOD that the undersigned RELEASORS represent and warrant that this Release and the payment of the above mentioned sum of money is being made by the RELEASEE as a final compromise and settlement of a disputed claim in order that such Parties may buy their peace, and such payment is not to be construed as an admission of liability of any fact on the part of the RELEASEE, or anyone else.

**18.2** The RELEASEE has expressly denied any liability. It is contracted that neither this instrument, nor the compromise and settlement agreement evidenced hereby, shall be used against the RELEASEE as evidence of liability or for estoppel in any suit, claim, or proceeding of any nature. However, this Release may be asserted by the RELEASEE as an absolute and final bar to any claim or proceeding against the RELEASEE now pending or hereafter brought or asserted by any person, firm or corporation claiming by, through or under the RELEASORS as a result of the any injuries and/or damages to person or property.


**NO REPRESENTATION BY RELEASEE OF TAX CONSEQUENCES**

19.1 It is understood and agreed by and between the PARTIES that RELEASEE has not made and do not make any representation regarding the tax consequences of this settlement or of any payments provided for herein and that RELEASORS and the other Payees assume all responsibility, therefore.




SIGNED this 25 day of ~~January~~ <sup>February</sup> 2026 in the County of Galveston, State of Texas.

I HAVE READ THE FOREGOING FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT AND HAVE INITIALED EACH PAGE. I UNDERSTAND THAT IT IS A FULL RELEASE OF ALL MY CLAIMS. I HAVE ALSO RECEIVED A COMPLETE COPY OF THIS FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT.

BY: [Signature]  
Roger Bellet  
PRINTED NAME

TITLE

THE STATE OF Texas §  
COUNTY OF Galveston §

<sup>at Debr</sup> BEFORE ME, the undersigned authority, on this day personally appeared Roger Bellet, known to me to be the person who executed the foregoing FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT and acknowledged to me that they executed the same for the purposes and consideration therein express, that they executed the same as their own free act and deed after having it fully explained to them and after realizing the effect thereof to be a full and final discharge and release of all parties named therein, for any matter or thing dealt with in said instrument, and that the same was executed by him without any persuasion, promise, threat, force, duress, fraud or representation of any kind by any person whomsoever; and that at the time of execution of the said FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT they were completely sober, sane, and capable of understanding the English language and the character of his acts and deeds, and was in complete charge of all of their faculties and capable of executing this FULL AND FINAL WAIVER, RELEASE, AND SETTLEMENT AGREEMENT and of understanding the significance of their acts.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 25 day of February, 2026.

[Signature]  
NOTARY PUBLIC, STATE OF TEXAS

