

CITY OF ZAVALLA
SPECIAL CALLED MEETING
JANUARY 7, 2020

The Zavalla City Council met in special session on January 7, 2020 at 6:00 p.m. at the Old Zavalla City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

Mayor Guzman called the meeting to order, established a quorum, welcome the guest.

Council present was Mayor Guzman, Tom Ross, Denita Ross, Pam Hooks, Stacey Marshall and Randall Dykes. Employees present was Daryl Cheney, Chris Wade and Waunesa Herrington. Guest present was Amy Landon.

Pledge of allegiance to the American Flag and the Texas Flag.

Tom Ross gave the invocation.

Amy asked if she could use the projector for the Community Center she was organizing. Because it was not on the agenda the Council could not make a decision, but it would be on the next Regular Called Meeting.

Next order of business: Discuss and possibly approve hiring an Engineer for the violation at the Sewer Plant. Daryl explained how TCEQ had a 75%/90 rule. If the Sewer Plant hits over the 75% rule. You have to get an Engineer Study. TCEQ claims it was consistent. The problem was all the rain that Zavalla received last year, all at one time. Mr. Earl recommend Perkins Engineering Firm; City of Lufkin and the City of Jasper uses them. They have worked with TCEQ before dealing with this type of violation. Pam made the motion to hire the Engineering Firm, Tom second, motion passed.

Next order of business: Discuss and possibly amend sections of the Employee Policy Handbook.

Denita handed out a document of things she wanted to acknowledge that was not being followed and what she would like to change. Denita stated that this was her opinion and that each City Council Members should have an opinion of their

own. The Council discuss and the document that Denita handed out. The changes they wanted to make are:

Pg 8 4.2 Compensatory Time-change to- At no time will an individual carry over 40 hours. Anything over 40 hours will be lost. MUST BE TAKEN ASAP (as soon as convenient after being earned).

P8 4.4 Needs to be amended to word as in the Regular Meeting on 1-12-2015(pg2) Water Department gets a 2-hour minimum call out time. If the call takes longer than 2 hours, they will earn time and half for time spent over 2 hours.

Pg8 4.5 A- yes B- yes D -yes

C- No, any unused vacation will be lost.

Pg9 4.5 E – {au the beneficiary any unpaid pay, BUT NO unused vacation time.

Pg9 4.6.2-2nd paragraph- No they can use Vacation or Comp time if they need it.

Pg10 5.1 General Pay Program- sick time, comp time or vacation time will not be included in overtime pay.

Pg11 -5.7-Group Health and Life Insurance needs to be changed as voted on in the Regular Scheduled Meeting July 9, 2019, City pays the same amount at this time, employees pay the additional charges, motion made by Stacy, Randall 2nd.

Amount the City pays needs for insurance needs to be put in the Policy Handbook.

Pg12 – 6.2- Length of probation- if extend City Council will also be notified.

Pg12-6.3 Benefits During Probation -change to- Vacation cannot be taken till after 12-month period (anniversary date).

No Holiday Pay during probation period. (for any employee- full or part time)

Pg26-8.4 Vacation – Full time regular employees

1. 1-5 years of service – earns forty (40) hours of vacation (1 week)
2. 6-9 years of service -earns eighty (80) hours of vacation (2 weeks)
3. 10 plus years- earns one hundred sixty (160) hours of vacation (4 weeks)

All employees that are currently hire will be grandfathered in. All new employees will start with the new policy handbook.

Pg. 26-8.4- Vacation 2nd paragraph

2. Employee are not eligible to use any vacation time until their 1-year Anniversary Date (12 Months)

3. Vacation must be used during the year it is earned. Any unused vacation time left on the books WILL NOT be paid upon separation, retirement or death of employee. In other words USE IT OR LOSE IT!

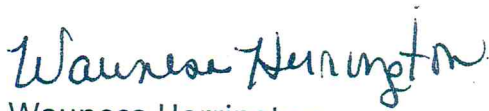
Pg 26 8.8 Sick Time

Number 5 needs to be taken out completely.
Randall made the motion to accept the changes, Tom second, motion passed.

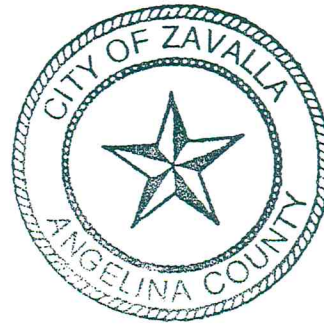
Meeting Adjourn



Carlos Guzman
Mayor



Waunesa Herrington
City Secretary



CITY OF ZAVALLA
REGULAR CALLED MEETING OF THE COUNCIL
JANUARY 14, 2020

The Zavalla City Council met in regular session on January 14, 2020 at 6:00 p.m. at the Old Zavalla City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

Mayor Pro-Tem Denita Ross called the meeting to order, established a quorum, welcome the guest.

Council present was Mayor Pro-Tem Denita Ross, Pam Hooks, Stacey Marshall and Randall Dykes. Mayor Carlos Guzman and Tom Ross was absent. Employees present was Chief Chris Wade, Jamie Denby and Waunesa Herrington. Guest present was J. P. Hopkins, Amy Landon and Eunice Ditterline.

J. P. Hopkins gave the invocation

Pledge allegiance to the American Flag and Texas Flag

No One Spoke under Open Forum

Went into executive session at 6:05p.m. and reconvene at 6:10p.m.

Chris Wade gave the Zavalla Volunteer Fire Department Report. The Zavalla Volunteer Fire Department is having a Public Speaking on January 25, 2020 at the Zavalla Elementary Cafeteria. Anyone that wants to can bake some for the Public Speaking.

Next order of Business: Open Bids on Blue Tractor. Bids were Bid #1 \$352.92 and Bid# 107.77. Stacey made the motion to accept bid#1 for \$352.92. Randall second, motion carried.

Next order of Business: Discuss progress on RV Ordinance. Tabled

Next order of Business: Order May 2020 Election. Randall made the motion to order the General May Election to be held on May 2, 2020, Denita second, motion passed.

Next order of Business: Discuss and possibly approve the 2019 Amended Budget. Randall made the motion to table, Stacey second, motion carried.

Next order of Business: Discuss and possibly approve doing a call-out for the monthly disconnect list. Stacy made the motion to do a Call Out at noon on the 20th of each month for anyone who is on the disconnect list. Denita second, motion passed.

Next order of Business: Discuss and possibly approve letting Water Customers have more than 2 extensions a year. Randall made the motion to let Water Customers have 12 extension a year if they need them, Stacy second, motion carried.

Next order of Business: Discuss and possibly approve for Amy Landon to use the City's projector for the Community Center. Pam made the motion not to let Amy us the City's projector, Denita second, motion carried.

Next order of Business: Discuss and possibly approve possible changes that need to made to the Employee Policy Handbook. Denita made a motion to table, Randall second, motion passed. The Council decided to have a Special Called Meeting regarding the Policy Handbook on January 21, 2020.

Next order of Business: Discuss and possibly approve January 2020 bills. Randall made the motion to pay the bills, Denita second, motion carried.

Next order of Business: Discuss and possibly approve December 2019 minutes. Denita made the motion to approve, need to change Carlos Guzman to Denita Ross, Randall second, motion carried.

STAFF REPORTS

Chief Chris Wade gave his report and said everything is going well. Said he would be going to Chief School at the end of the month. Asked the Council if they had any questions.

Waunesa stated she would be going to the Election Law Seminar at the end of the month. Sign-up for Council and Mayor starts tomorrow. The City hired Christy Dilday and Justus Marshall and they will be at the next City Council so the Council can meet them.

COUNCIL REPORTS

Randall stated that him and Pam have been on the Council for a long time. He thinks the City has the best Police Department the City has ever had since Bobby Epperly.

Stacy stated she appreciated all the jobs the employees do. That goes for all departments, she thinks we will get to a happy medium.

Pam said Thank You to the employees.

Denita stated they had the trail of lights. They did it 4 nights and raised \$266.00. She thinks everyone is doing a good job.

MAYOR REPORT

Nothing

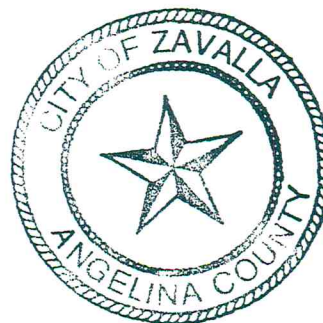
Meeting Adjourned

Denita Ross
Mayor Pro-Tem

Denita Ross

Waunesa Herrington
City Secretary

Waunesa Herrington



CITY OF ZAVALLA
REGULAR CALLED MEETING
FEBRUARY 11, 2020

The Zavalla City Council met in regular session on February 11, 2020 at 6:00 p.m. at the Old Zavalla City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

Mayor Carlos Guzman called the meeting to order, established a quorum, welcome the guest.

Council present was Mayor Guzman, Pam Hooks, Denita Ross and Stacey Marshall. Tom Ross and Randall Dykes were absent. Employees present was Waunesa Herrington, Chief Chris Wade, Daryl Cheney, Christy Dilday, Justus Marshall and Evan Wayman.

J.P. Hopkins gave the invocation

Everyone pledges allegiance to the American Flag and the Texas Flag

OPEN FORUM

J. P. Hopkins spoke under open forum stating he would like for the roads to be fix. You can't put a patch on a patch. Mr. Hopkins stated you might can get Brookshire Brothers to fix Johnson Street. He said he would talk to Bobby Cheshire if the City wanted him to. He thinks it is time to fix the roads.

Eunice Ditterline spoke under open forum stating she is opposed to fixing the roads. She thinks you need to fix the ditches first. She stated that Pickard and Campus the base is mush. There are ponds in the ditches along the roads. There are no ditches on Pickard Road. The ditches are not cleaned out and need to be.

Chris Wade gave the Zavalla Volunteer Fire Department Report. Everything is going well. They made some money at the Political Speaking they had.

Next order of business: Open Bids on Merry-Go-Round. Bid #1 Daryl Cheney for \$100.00 Bid #2 Stacey Marshall for \$50.00. Bid#3 Carolyn Guzman for \$50.00. Denita made the motion to accept Bid #1, Stacey second, motion passed.

Next order of business: Discuss and possibly approve hiring 2 to 3 part time Police Officers. Mayor Guzman wanted to go into Executive Session under 551.074 Texas Government Code. Went into executive session at 6:10 p.m. and reconvene at 6:25 p.m. Stacey made the motion to hire 2 to 3 Police Officers instead of the one full time officer. Denita second, motion passed.

Next order of business: Discuss and possibly approve 2020 National Night Out. Pam made the motion to do National Night Out on the second Tuesday of October, Denita second, motion passed.

Next order of business: Discuss and possibly approve 2019 Racial Profile. Pam made the motion to accept, Stacey second, motion passed.

Nest order of business: Discuss and possible approve going out for bids to install 300 foot of Water and Sewer Lines on Oak Street. Stacey asked why is the City going out for bids on this. Can't the Water Department do this. Pam sated you have already went out for bids. Pam said so every time we need

something dug. Is the City going to have to hire someone to do it? Daryl stated his guys don't have the experience to lay the pipe. If you don't lay it just right the sewer won't move correctly. Denita told Daryl he needed to take to train them to work the equipment. Pam stated the boys are doing a great job. Denita said that is not what she said. Daryl needs to train them. Carlos asked Daryl, wouldn't he have to be the one to hook the connections up for the water and sewer. Stacey made the motion not to hire someone to lay the water and sewer pipe, Denita second. Pam was against it. Motion passed.

Next order of business: Discuss and possibly approve selling safety deposit boxes located in vault. Stacey made the motion for Waunesa to check into what the City of Zavalla could get for the safety deposits boxes, Denita second, motion passed.

Next order of business: Discuss and possibly approve Resolution for Juvenile Case Manager Grant, Denita made the motion to approve, Stacey second, motion passed.

Next order of business: Discuss and possibly approve Resolution for NIBRAS Grant. Pam made the motion to approve, Stacey, motion passed.

Next order of business: Discuss and possibly approve amending 2020 Water Budget. Denita made the motion to take \$31,000 out of savings \$11,000 to go for Engineer for the Sewer Plant and the \$20,000 take care of the insurance claim. When the City receives the money from the insurance claim put that \$20,000 back into the Savings Account. Stacey second, Pam was against, motion passed.

Next order of business: Discuss and possibly approve on paying Wanda Drilling for fixing the Water Well after Water Well got struck by lightning. Denita made the motion to take \$31,000 out of savings \$11,000 to go for the Engineer for the Sewer Plant and \$20,000 to take care of the insurance claim. When the receives the money from the insurance claim put that \$20,000 back into Savings. Stacey second, Pam was against.

Next order of business: Discuss and possibly approve changing the Generator Note from just paying the interest to paying a note. Denita made the motion to change the Generator note to making monthly payments on the \$14,000 and there will be a balloon note that FEMA will cover. Stacey second, Pam was against, motion passed.

Next order of business: Discuss and possibly approve putting Gene Mc Donald's old water account on the bad debt list. Denita made the motion to put it on the bad debt list, Stacey second, motion passed.

Next order of business: Discuss and possibly approve going out for bids to contract for the City street ditches to be mowed. Denita made the motion to table, Stacey second, motion passed.

Next order of business: Discuss and possibly approve February 2020 bills. Denita made the motion to pay the bills, Pam second, motion passed.

Next order of business: Discuss and possibly approve January 7, 2020 minutes. Stacey made the motion to approve, Denita second, motion passed.

Next order of business: Discuss and possibly approve January 14, 2020 minutes. Denita made the motion to approve, Stacey second, motion passed.

Next order of business: Discuss and possibly approve January 21, 2020 minutes. Denita made the motion to approve, Stacey second, motion passed.

STAFF REPORTS

Chief Chris Wade read his report for the month. The Police Department is still shorthanded. We hope we have resolved that issued tonight. Chris asked the Council if they had any questions.

Daryl stated the City had good news the City received their waiver for the Sewer Plant. Good for the permit on the Well for now. Will have to resubmit the permit for the Sewer next year will it is due. Daryl said hopefully he will be able to figures out the problem between the wells.

Waunesa mention the Election coming up. There is a requirement now where whoever is over the Election has to post voters names on the City's Website.

COUNCIL REPORTS

Stacy stated she appreciated everybody. She just likes to discuss things and would like to have everyone's opinion.

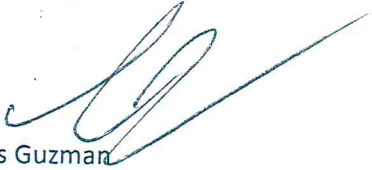
Denita she appreciated everyone. She wants Daryl to get those guys trained.

Pam asked why the red light was on located at Marshall Street, what did it mean? Pam wanted to thank the boys for all the hard work they do. Glad to have Christy in the office and she heard good things about her.

MAYOR REPORT

Mayor Guzman thank everyone for their hard work.

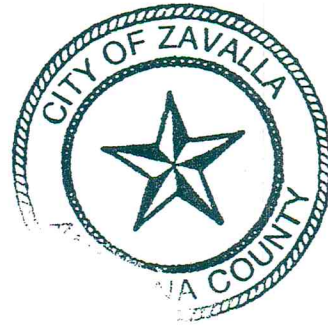
Meeting Adjourn



Carlos Guzman
Mayor



Waunesa Herrington
City Secretary



CITY OF ZAVALLA
REGULARLY CALLED MEETING
MARCH 10, 2020

The Zavalla City Council met in regular session on March 10, 2020 at 6:00 p.m. at the Old Zavalla City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

Mayor Guzman called the meeting to order, established a quorum, and welcome the guest.

Council present was Mayor Guzman, Pam Hooks, Tom Ross, Stacey Marshall and Randall Dykes. Denita Ross was absent. Employees present was Waunesa Herrington, Chief Chris Wade, Aimee Coutier and Christie Dilday. Guest present were Loyce Lawrence, Joy Yarbrough, J.P. Hopkins, Doyle Bryan and Eunice Ditterline.

Tom Ross gave the invocation.

No one spoke under Open Forum

Chris Wade gave the Zavalla Volunteer Fire Department Report. Chris said everything is going. They are going to have a Crawfish Boil the first Saturday in April, (April 4, 2020). They had a pasture fire; it is too dry to burn. They were walking in mud fighting a fire.

Next order of business: Discuss RV Ordinance. Tom made the motion to table, Randall second, motion carried.

Next order of business: Discuss and possibly approve election contract between City of Zavalla and Zavalla ISD. Randall made the motion, Tom second, motion carried.

Next order of business: Discuss and possibly approve going out for bids to mow City ditches. Tom said we need to make the decision to bid everything out. Tom made the motion not to go out for bids, Randall second, motion passed.

Next order of business: Discuss and possible approve buying equipment to mow and clean City ditches. Carlos said they were talking about buying a bush hog. Tom said we already have a bat wing mower. Don't have the equipment to clean ditches yet. Tom said the City needs to buy a tail gate for the dump trailer. Tom made the motion to only buy a tail gate for the dump trailer, Randall second, Stacy, Tom and Randall voted for, Pam abstained.

Next order of business: Discuss and possibly approve February 11, 2020 minutes. Pam made the motion to accept, Randall second, motion carried.

EXECUTIVE SESSION

Went into executive session at 6:06p.m. and reconvene at 6:12 p.m.

Next order of business: Discuss and possibly approve R & M Settlement. Tom made the motion to accept the settlement, Randall second, motion carried.

Next order of business; Discuss and possibly approve clean 63 and First Street. Mr. Bryan that lives on Second Street says he is concerned with water standing on First Street. There is TV'S in the drainage

ditches. Mr. Bryan said the workers are just throwing asphalt in the hole and not making it level. He would like something done. Tom said we don't have the equipment or manpower. Mr. Bryan said there is a water leak in front of the Winkle's house and it has been there for 3 months. Mayor Guzman said he would get Daryl to look into it. Pam said the problem is that people don't want to do anything, but they need to be made to do it.

Next order of business: Discuss and possibly approve March 2020 bills. Tom made the motion to pay the bills, Randall second, motion passed.

STAFF REPORTS

Chief Chris Wade read his report and said everything was going smooth. Officer Dunkin started last week and Officer Holle was starting Friday. He has not hired the third Part Time Officer yet. The Police Department is going to have to update their radios soon. The quote for the upgrade is around \$31,000. Aimee stated the Court did warrant round up last Thursday and collected around \$1300.00

Christie-Nothing

Waunesa said she had submitted the NIBRIS Grant and the Juvenile Case Manager Grant for next year. She stated that Sales Tax is up.

COUNCIL REPORTS

Randall said watch out for the COVID 19

Stacy wanted to know when the Water Department was going to run the water and sewer pipe to Joe Hudson. Tom said next Friday and that he was going to help.

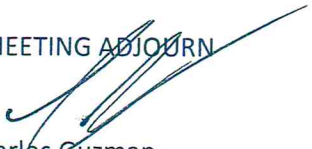
Tom stated is going to give the guy some training on the equipment.

Pam asked the Council why they wanted to be on the Council. She stated she questioned about the Red Light on Marshall for 6 months and she never got an answer. So, she called TCEQ. Everyone thinks she is mad. But after 6 months she just wanted an answer. There is nothing wrong in wanting to know.

MAYOR REPORT

Mayor Guzman had nothing to report, everything is going well.

MEETING ADJOURN



Carlos Guzman
Mayor



Waunesa Herrington
City Secretary

COVID-19
2020
No Meetings

CITY OF ZAVALLA
REGULAR CALLED MEETING
MAY 12, 2020

The Zavalla City council met in regular session on May 12, 2020 at 6:00 p.m. at New Zavalla City Hall located at 242 E. Main Street, Zavalla, Texas 75980.

Mayor Pro-Tem Denita Ross called the meeting to order, established a quorum, and welcome the guest.

Council present was Mayor Pro-Tem Denita Ross, Pam Hooks, Tom Ross, Randall Dykes and Stacey Marshall. Mayor Carlos Guzman was not present. Employee present was Chief Chris Wade. Guest present was Tonya Dykes, Joy Yarbrough, Dawn Garig, Jana Cole and Lisa Seale.

Tom Ross gave the invocation.

Next order of business: Discuss and possibly approve RV Ordinance.

Randall asked what was done.

Denita stated she didn't have anything.

Tom said there isn't anything.

Denita suggests to set up a special call meeting to address RV Ordinance on Tuesday 19th of May @ 6 p.m.

Next order of business: Discuss and possibly approve buying a tractor for the City.

Pam made the motion to buy the tractor. Tom made the motion to table and Randall second. Motion carried. No opposed. Add this item to the special call meeting Tuesday May 19, 2020.

STAFF REPORTS

Chief Chris Wade gave his activity report for the March and April. This were less than normal due to COVID-19. The Police Department has Two Part Time Positions open. Bo Dunkin was leaving the department. Chris has talked to Reserve Billy Barrick about possible part time position. The Police Department had been slammed on Facebook. Chris pulled the state since he went to work for the City of Zavalla. There have been 55 drug warrants. Some of the complaints of burglaries is outside the City Limits. Chris stated he had an open-door policy- anyone can come to his office and he stated his office hours.

The Fire Department is having a Crawfish Boil on May 23, 2020 at the School. They are also having the Fireworks Show on July 3, 2020.

Question? How many positions is in the Police Department? One full time Officer and 4 part-time Officer.

Question? Lady has two properties that have been broken into. Chief Wade and Citizen discuss. She asked what she could do for the City to help.

- a. Neighborhood Watch- its Citizen driven not police, but can assist. Mr. JP Hopkins has sign on his truck.
- b. Is there a grant the Police Department can get to help educate, etc.
- c. Chris stated just be eyes and ears in the Community and report.
- d. Can Police educate the Citizens?

COUNCIL REPORTS

Pam-nothing

Tom- Thanked Chris, making some headway.

Stacy has some questions but no one here to ask. Stacey stated City Hall is closed 2 hours out of the day and switching out people. Thinks all employees should be back at City Hall. Just using the drive thru and keep 6 feet apart. Work 8 hours a day. Time to go back to work. Did water/sewer get done? Tom said sewer has not, but water has. It's been 3 months. Do we need to hire other people to do it and not pay someone full time to not do it? Leak on North 1st street? Citizen came to the last meeting. Is it fixed?

Randall agrees with Stacey.

Denita agrees with Stacey. Things are not being done. Tome works on Saturday with the water department and there is a lot of babysitting. Next Tuesday will be patching roads.

Next order of business: Discuss and possibly approve February 2020 minutes. It should have been March not February. This item will have to be put on next month's agenda.

Next order of business: Discuss and possibly approve May 2020 bills. Denita made the motion to pay all bills except Check #9637, 9016 and 9680. Tom second, motion passed.

Meeting Adjourned at 7:06 p.m.


Carlos Guzman

Mayor


Waunesa Herrington

City Secretary

CITY OF ZAVALLA
SPECIAL CALLED MEETING
MAY 21, 2020

No Meeting
Did Not Have
a quorum.

The Zavalla City Council will conduct a Special Called Meeting on May 21, 2020 at 6:00 p.m. at the Old City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

Everyone must stay 6 feet apart and wear a face mask. Everyone's temperature will be taken at the door and they will Sanitize their hands before they can enter.

ORDER OF BUSINESS

1. Call meeting to order
2. Establish a quorum
3. Welcome the guest
4. Invocation
5. Discuss and possibly approve RV Ordinance
6. Discuss and possibly approve buying tractor or equipment
7. Discuss and possibly approve Check #9680, 9698 and 9048.

EXECUTIVES SESSION

The City Council reserves the right to adjourn into executive session at anytime during the meeting to discuss any of matters listed below under the authorized article of the meeting act. Texas Government Code 551.01

- a. 551.71 Private consultation with the City's Attorney
- b. 551.75 Deliberate about Real Property
- c. 551.074 Deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee
- d. 551.82 Economic Development

I certify that the above notice was posted to the bulletin board on the 18th day of May at 11:30 A.M.



Carlos Guzman
Mayor

**CITY OF ZAVALLA
REGULAR SCHEDULED MEETING OF THE CITY COUNCIL
TUESDAY, JUNE 9, 2020**

The City of Zavalla met for a regular scheduled meeting on Tuesday, June 9, 2020 at p.m. at the old city hall building located at 838 East Main Street, Zavalla, Texas 75980

Council present were: Mayor, Carlos Guzman, Councilmembers; Pam Hooks, Randall Dykes, Denita Ross, Tom Ross, and Stacy Marshall.

Staff present were: Waunesa Herrington, Aimee Cloutier, Chris Wade, and Daryl Cheney.

Guest present were: Joe Hudson, Joy Yarbrough, Shannon Yarbrough, Jess Huff, Ray Vann, Eunice Ditterline, and Donna Harris.

Mayor Guzman called the meeting to order at 6:00 p.m., established a quorum, welcomed the guest, and cited both the Pledge Allegiance to the American and Texan flags.

Open Forum: Joe Hudson spoke under open forum. He stated he owns the property at 168 Oak Street, a property off George Street. He has put a temporary portable building on the property and is making improvements. He said that power was hooked up to the property in February 2020 and the Zavalla Water Department installed a water line on the property in March 2020. He wants sewer to be hooked up. He stated he has been speaking with Daryl Cheney, the Public Works Director for two months and Mr. Cheney has yet to give him a time frame for the sewer being installed. Mr. Hudson explained the water line that was previously installed is a temporary line because the meter box is on top of the ground. He would like to know what is going on because he needs the sewer hooked up and would like the council to be made aware of his situation. Councilmember, Pam Hooks asked Mr. Hudson how long it has been since he asked Daryl about the sewer and he said January 2020.

Zavalla Volunteer Fire Department Report: Fire Chief, Chris Wade gave the fire report. He also told the council that there is going to be a fish fry fundraiser on June 20, 2020 and they are also having a fireworks display on July 4, 2020 that was sponsored and donated by Carlos and Carolyn Guzman.

First Order of Business: Discuss and take action to select a grant administrator for the 2021-2022 TxCDBG Community Development Fund: Mr. Ray Vann with Raymond K. Vann and Associates stood up and explained what the grant was about and what needed to be done to apply for the grant. Councilman Tom Ross made the motion to accept and appoint Raymond K. Vann and Associates as the grant administrator of the grant, Stacy Marshall seconded the motion, all in favor, motion carried and passed.

Second Order of Business: Discuss and possibly approve to issue request for proposals (RFP) for administrative service and request for qualification (RFQ) for engineering services related to the Community Development Block Grant-Mitigation (CDBG-MIT) grant programs administered by the Texas General Land Office (GLO): City Secretary, Waunesa Herrington explained the grant and that is a one percent match. She went on to explain that the grant is for hazard mitigation to prevent future floods. Ray Vann with Raymond K. Vann and Associates stood up to explain what the grant was because Mr. Ricky Payne with Grant Works did not attend. Councilman Tom Ross made the motion to apply for

the grant and request proposals for administration services and request for qualifications related to the block grant, Denita Ross seconded the motion, Pam Hooks and Stacy Marshall abstained from the vote, and Randall Dykes with the motion. The motion carried, was approved, and passed.

Third Order of Business: Discuss RV Ordinance: City Secretary Waunesa Herrington said she spoke with Jason Robinson with TCEQ and Harold Hunter with the USDA. Mr. Robinson said we could apply for FMT assistance and TCEQ would send someone to the city to help create an ordinance.

Councilmember Pam Hooks said she spoke with Texas Municipal League (TML) and they recommended that the City go through its city attorney. Councilwoman Denita Ross told the other members she had passed out an ordinance that she wrote, and thought was acceptable. She explained she got the rate from the City of Zavalla's ordinance number ninety-seven that is current. Councilmember Stacy Marshall stated that even if we do have to go through the attorney, the council members needed something to go off.

Fourth Order of Business: Discuss and Possibly Approve Buying a Tractor and/ or Equipment:

Public Works Director Daryl Cheney passed out bids on tractors to the council members. Mr. Cheney said the reason the tractors are so big is because he wants to get a grinder later and the bid also includes a 16-foot bush hog, front end loader, and 4-wheel drive. Councilwoman Pam Hooks made the motion to buy the Massey and Ferguson tractor they had a bid for. Councilwoman Stacy Marshall asked Daryl if it was necessary to have all the extras like a cab, cup holder, ac, heat. Mayor Guzman told Mr. Cheney to explain to the council why he wanted these extra accessories and what the price difference would be without them. Councilwoman Pam Hooks said it is probably good thing to have the cab for safety precautions. Daryl told the council that everything in the bid pretty much came standard. Councilman Tom Ross and Chief of Police Chris Wade agreed. Councilwoman Pam Hooks once again made the motion to buy the Massey and Ferguson tractor that was included in the bid, Randall Dykes seconded the motion, Tom Ross opposed the motion, Denita Ross and Stacy Marshall abstained from the vote. Motion was passed and approved with the vote being 2-1.

Fifth Order of Business: Discuss and possibly approve checks 9680, 9048, and 9698.

Tom made the motion to approve check 9680, Randall second, motion carried. The Council did not mind paying extra on the Tahoe, they just wanted to be informed. Tom made the motion to approve check 9698, Randall second, motion carried. Tom question how high the mileage check was and no one was here last month to explain. Waunesa explain how Aimee had been out and that she had to go to Lufkin more than usual. Tom made the motion to approve check 9048, Randall second and motion carried. Tom told Daryl that with two City work trucks, he needed to use a City work truck, that he did not need to use his personal truck, it could be a liability.

Sixth Order of Business: Discuss and Possibly Approve Paying off the Tahoe: Councilwoman Denita Ross stated the check numbers on the agenda were not correct. Check number 9680 was a payment toward the Tahoe note. Mrs. Ross stated the reason the check for the Tahoe was stopped was because Mayor Guzman did not consult with any of the council members before paying the note. Councilman Tom Ross made the motion to pass and approve check numbers 9048,9695, and 9680. Randall seconded the motion, all in favor, motion passed and approved. Mr. Tom Ross told Mr. Daryl Cheney that there is two city trucks and he does not like him using his personal truck.

Seventh Order of Business: Discuss and possibly approve paying off the Tahoe: Councilwoman Denita Ross made the motion to pay the remaining balance of the Tahoe, Tom Ross seconded the motion, all in favor, motion passed and approved.

Eighth Order of Business: Discuss and possibly approve remodeling counter at New City Hall: City Secretary read and explained the policy regarding the mandated Court Operating Plan. Mrs. Herrington told the council she received one bid from Chris (Lisa Rice's husband) and the bid goes hand in hand with the E-Grant she is applying for on June 15, 2020. Mrs. Herrington told the council if there was a balance left over that needed to be paid that the Court's security fund would pay it. Councilwoman Denita Ross made the motion to remodel the counter at the New City Hall, Randall Dykes seconded the motion, Tom Ross voted yay for the motion, and Stacy Marshall abstained from the vote. The motion was carried, passed, and approved.

Ninth Order of Business: Discuss and possibly approve Resolution for E-Grant for Covid 19: Councilman Tom Ross voted to approve the resolution for the E-Grant regarding Covid-19, Randall Dykes seconded the motion, all in favor, motion passed and approved.

Tenth Order of Business: Discuss and possibly approve Hazard Pay Policy: Councilman Tom Ross made the motion to approve the Hazard Pay policy with the contingency that the E-Grant pertaining Covid-19 is still active and to stop the Hazard pay when the State stops theirs. Randall Dykes seconded the motion, all council members in favor of the motion, passed.

Eleventh Order of Business: Discuss and possibly approve HACH contract: Public Works Director Daryl Cheney explained what the contract was about to the councilmembers. Councilwoman Pam Hooks made the motion to approve the HACH contract. Randall Dykes seconded the motion, all councilmembers in favor of the motion, passed and approved.

Twelfth Order of Business: Discuss and possibly approve March 2020 minutes: Councilman Tom Ross made the motion to approve the March 2020 minutes, Randall Dykes seconded the motion, all councilmembers in favor for the motion, passed and approved.

Thirteenth Order of Business: Discuss and possibly approve May 2020 minutes: Councilman Randall Dykes made the motion to approve the May 2020 minutes with corrections to check numbers, Tom Ross seconded the motion, all councilmembers in favor of the motion, passed and approved.

Fourteenth Order of Business: Discuss and possibly approve paying off County for road work in 2017: City Secretary Waunesa Herrington told the council that \$7,000.00 was owed after paying this month's bills. Councilman Tom Ross made the motion to continue paying the county monthly, Randall Dykes seconded the motion, all councilmembers in favor, motion passed and approved.

Fifteenth Order of Business: Discuss and possibly take action on past due water bills: City Secretary Waunesa Herrington explained to the council that there were two customers that have a high-water bill. One has a water leak and Mr. Cheney has already been out to show here where to turn the water off on their side. The customer said she nor her husband were able to turn the water off. Waunesa said they have not turned the water off because Mayor Guzman said not to turn any water off during the Covid-19 pandemic. Councilwoman Denita Ross said the balance of past due water bills is over \$19,000.00 and it would not look good to have those on the books if we are trying to borrow money from the bank. Tom

Ross said to turn them off if they are past due. Councilman Tom Ross made the motion to turn off anyone that has a past due water bill that has not made arrangements pending on checking with TML to make sure it is legal. Randall Dykes seconded the motion. All councilmembers in favor of the motion. Motion passed and approved.

Sixteenth Order of Business: Discuss and possibly take action on taking money out of the CD to pay generator loan off: Councilman Tom Ross made the motion to cash in the CD to pay loan off BUT when the City gets payment from the grant, to buy another CD. Randall Dykes seconded the motion, Stacy Marshall and Denita Ross for the motion, Pam Hooks against. Motion passed and approved with the vote 4-1.

Seventeenth Order of Business: Discuss and possibly take action on City Employee's Health Insurance: City Secretary Waunesa Herrington explained the premiums for the health insurance offered to employees was going up \$40.00 a person per month. Councilwoman Pam Hooks made the motion for the city to pay for the health insurance, Randall Dykes seconded the motion, all members of the council vote yay for the motion. The motion was passed and approved.

Councilwoman Denita Ross asked to go into executive session regarding an employee.

Council convened to executive session at 7:35 p.m.

Council reconvened from executive session at 7:40 p.m.

Staff Reports:

Daryl Cheney, Public Works- Mr. Cheney said all the pumps at the sewer lift stations are getting weak. He had built a bypass and has a gas pump hooked up to the lift station. He also said he would be installing a new pump at the lift station on Highway 147 tomorrow (6/10/2020). Mayor Guzman asked Daryl about the lift station on Barge. Daryl stated it was suppose to have two pumps, but at this time it has one and it is holding its own.

Chris Wade, Chief of Police- Chief Wade read his monthly report and said everything is going good at Zavalla PD. Mr. Wade stated that as of tonight they were fully staffed. He has hired two part time officers one being named Brandon Morgan and the other being Gage Richey. He told the council they should see a bill soon coming in regarding the Tahoe because he had to replace some batteries. Chief said there was a fatal accident recently and his department as well as other agencies were going to reconstruct the scene soon.

Aimee Cloutier, Deputy Court Clerk- Ms. Cloutier read her monthly court report and told the council that everything has been a little slow due to the virus. Aimee also told the council the reason they could not open the lobby at city hall was because the court operating plan had to be approved by the regional judge first. Mayor Guzman told the council that Aimee was offered a job at the District Attorney's office but did not take the position. He told her congratulations and that it was an honor to receive an offer like that.

Waunesa Herrington, City Secretary- Mrs. Herrington told the council that she has been working on E-Grants and she wanted to say a big thank you to Carolyn Guzman for making the board outside of city hall and they looked very good.

Council Reports:

Pam Hooks- Mrs. Hooks thanked everyone for their support during her loss of a loved one recently.

Randall Dykes- Mr. Dykes said he and his neighbors are impressed with Mr. Steve Holle, a police officer that works for Zavalla PD.

Stacy Marshall- Mrs. Marshall wanted to know why Mr. Hudson's sewer has not been installed. Daryl Cheney said it was because he has been busy with sewer problems. Stacy asked him how long had he been busing with that. Daryl said about 3 weeks. Mayor Guzman asked Daryl if he could get Mr. Hudson sewer installed in 2 weeks. Daryl said he would try and get it done within two weeks. Stacy stated that this man has been waiting 6 months for his sewer to be installed. Stacy reminded Daryl she had asked him if he needed help shooting the elevations that the City would get him some help. Daryl said he was fine. Stacy said she would like for Mr. Hudson sewer to be installed in 2 weeks. Mrs. Marshall stated this is the second time that someone has waited a long time to get their utilities installed. This is not the way you handle business and we can't do business this way. Marshall asked Daryl if the phone system at the wells were working and Mr. Cheney informed her, they were. Stacy stated then it should free up some of your time. Stacy mentioned that she had a note that there was a water leak on First Street back in February 2020. Daryl Cheney said the leak has been fixed and taken care of. Mrs. Marshall asked how much hand sanitizer did the City purchase. Waunesa explained that the first purchase was eight gallons and the second purchase was a bunch of individual bottles of hand sanitizer.

Tom Ross- Mr. Ross told Daryl Cheney that he needed to put more road material down the road leading to the fire department. He also told Mr. Cheney that he could leave a few loads at the department and they could spread it. Mr. Ross also told Daryl "that he better not see a scratch on the new tractor or he would come unglued".

Denita Ross- Mrs. Ross asked what was going to happen with the money that was donated for the Easter Egg Hunt. Waunesa told her that she has not done anything with the money yet. Mrs. Ross said we should call everyone that donated to see if they wanted it back or not or to keep it for next year's Easter Egg hunt. Mrs. Ross told Daryl that she would volunteer her husband, Tom Ross to come out and show the other boys in the water department how to operate the machinery. Denita told Carlos that when she was up at City Hall the other day she felt like, that he was offended that she was up there. Mayor Guzman told her that he was not offended at all. Mrs. Ross also told the council that she wanted to get some bills paid because the city is about to have a high tractor note. Ross also stated that Chris and Daryl have done a good job and so has everyone else.

Mayor Report:

Mayor Carlos Guzman: Mr. Guzman stated that there was a lady that lives in the Black Forest community that has started a contracting business with Fed-Ex. He said she now owns 26 trucks and wants to congratulate her.


Final Order of Business: Discuss and possibly approve June 2020 bills: Councilman Tom Ross made the motion to pay June 2020 bills, Randall Dykes seconded the motion, all council members in favor of the motion and passed.

Mayor Guzman adjourned the meeting at 8:10 p.m.

Minutes approved this 14 day of July, 2020.



Carlos Guzman, Mayor



Waunesa Herrington, City Secretary

The City of Zavalla Council met for a regular called meeting on Tuesday, July 14, 2020 located at 242 East Main Street, Zavalla, TX 75980.

Mayor Guzman called the meeting to order at 6:00 p.m., established a quorum, and welcomed the guest.

J.P. Hopkins gave the invocation.

Open Forum: No individuals signed up to speak under open forum.

First Order of Business: Discuss and possibly approve to repair the force main line coming out of the sewer lift station on FM 2109: Mayor Guzman jumped to number 17 on the agenda because Daryl Cheney had to hurry home. Mr. Cheney explained that inside the apron of the lift station is not working properly and they are going their multiple times a day as well as paying for pumping trucks. Gavyn Henderson said he could fix it and explained how he would repair the pipe and how it would be taken out of the creek and by doing this, future repairs would be easier. He said they would have to exploratory dig on the pipe on the highway side of the pipe. He also explained another way they could fix the problem. Pam Hooks made the motion to fix the pipe, Randall Dykes seconded the motion, all in favor, motion passed. Stacy asked how much it was going to cost and Daryl said \$31,000. Pam asked when they would be able to start and Mr. Henderson said about two weeks. Denita Ross asked how long it would take approximately. Mr. Henderson said about a week without any other problems. Carlos asked if any of the council had any questions before Daryl left. Pam asked if he installed the sewer line for Mr. Hudson and he said he did. Stacy asked him if he was going to be here for employee evaluations and he said no because he had to get back to his AC. Stacy said it was going to happen whether he was here or not.

Council convened into executive session at the request of Chief Wade. Chief Wade and Lt. Denby as well as the council entered executive session at 6:06p.m. This item was not on the agenda.

Council reconvened from executive session at 6:17p.m.

There was no action taken.

Volunteer Fire Department Report: Fire Chief, Chris Wade gave the fire department report. Mr. Wade said the firework show went great and they collected \$654.00. He also said there was a plane crash that occurred, and it resulted a life of loss.

Second Order of Business: Discuss and possibly approve extending the electricity contract with Tim Allen: Mr. Tim Allen got up and spoke to the council about what was happening with the electricity rates. Waunesa asked if there was an unhidden cost. Mr. Allen said there would be delivery charges which is the same because it would be delivered by ONCOR. He also said there was a limitation charge with TXU. He recommended that the city go with an unlimited swing. He also said you could add small meters and drop meters without any extra expense. Denita asked when the contract was up, and Mr. Allen told her July 2021. Mrs. Ross also asked when these rates would start, and councilman Tom Ross said July 2021. Tom Ross made the motion to accept the 10-year contract with MPU, Randall second the motion, all in favor, motion passed and approved.

Third Order of Business: Discuss and possibly approve issuing check 9740 to Briana Puntch to replace check 8694: City Secretary, Waunesa explained Briana received a scholarship check back in 2015 and somehow, they lost the check. Waunesa said she had to put a stop payment on the check that was previously issued. Mrs. Herrington stated she earned the scholarship. Mrs. Herrington also asked Ms. Puntch plenty of times where the check was and why it was not cashed. Pam made the motion to reissue the check, Randall seconded the motion, all in favor, motion passed and approved.

Fourth Order of Business: Discuss and possibly approve RV Ordinance: Waunesa said she put the RV ordinance in the council packets that city attorney, Jimmy Cassels drew up. Pam asked if the ones that were already established were grandfathered in. Waunesa told her yes except the permit part of the ordinance. Tom said he disagrees with them having to pay a permit because the council has already set the precedents at this point. His other complaint that he disagrees with is the fencing part in the ordinance. Stacy said she has an issue with the shower and toilet facility and the emergency phone. She also asked if we were going to have to pay Jimmy Cassels again to take the things out that they do not want to be in. Mayor Guzman told the Council that the city pays an attorney to keep us out of trouble. The City can retype the ordinance and then send it back to Mr. Cassels for review. Randal said we do things in this meeting every month that is illegal and we do not need to be slapped with a \$100,000.00 lawsuit over the ordinance and Jimmy is to keep us out of trouble. Tom Ross said section 3 on the permit needs to be scratched out, section 4 paragraph f (fencing) and paragraph e and d. Denita Ross said the R.V. park on ballpark loop has permanent structures and that is not an RV Park. She wants the section about a permanent structure to be left in the new ordinance. Pam Hooks made the motion to table the item, Randal seconded the motion, all in favor, motion passed.

Fifth Order of Business: Discuss and possibly approve a day for a Budget Workshop: Councilwoman, Denita Ross made the motion for the budget workshop to be August 4th, Tom seconded the motion, all in favor, motion passed.

Sixth Order of Business: Discuss and possibly approve taking bids on Green John Deere Tractor and bush hog: Mayor Guzman said that him and Pam were on the same page about selling it. Denita said she thought they agreed to keep it for a while. Tom said we should keep it for now. Tom made the motion to hold on to the tractor and big bush hog, Pam seconded the motion, all in favor, motion passed.

Seventh Order of Business: Discuss and possibly approve taking bids on small bush hog: Councilman Tom Ross made the motion to put the bush hog up for bid without a minimum, Randal seconded the motion, all in favor, motion passed.

Eighth Order of Business: Discuss and possibly approve Resolution to cancel General May Election: City Secretary, Waunesa Herrington explained why this item was on the agenda and she would put on next month's agenda to call the election. Councilwoman Pam Hooks made the motion to cancel the election, Stacy seconded the motion, all in favor, motion carried and passed.

Nineth Order of Business: Discuss and possibly approve Resolution to appoint Billie Page to calculate the City of Zavalla's tax rate for 2020 Tax Rate for the Budget year 2021: City Secretary, Waunesa Herrington explained the resolution was just a new rule they came out with to calculate tax rate. Tom made the motion to approve resolution, Randal seconded the motion, all in favor, motion passed.

Tenth Order of Business: Discuss and possibly approve purchasing an ACH module for RVS in the Water Department: Waunesa explained the module is for automatic withdrawals coming out of people checking accounts to pay their water bill and it will save on city's postage. Councilwoman Pam made the motion to buy the ACH module, Randall seconded the motion, all in favor, motion carried and passed and approved.

Eleventh Order of Business: Discuss and possibly approve purchasing a Workorder module for RVS in the Water Department: City Secretary Waunesa Herrington and her employee, Aimee Cloutier explained what the module would do and how it would work. Councilwoman Pam Hooks made the motion to buy the Workorder module, Randall seconded the motion, all in favor, motion carried, passed, and approved.

Twelfth Order of Business: Discuss and possibly approve to authorize solicitations of proposals for grant administration and application services related to the 2020 TxCDBG-FAST grant program: City Secretary Waunesa Herrington explained what the grant was and it required the city to apply for the grant on behalf of the volunteer fire department. She told the council there would be a \$5,000 match which the fire dept would pay. Mrs. Herrington explained what could be purchased with the grant and said the Zavalla Volunteer Fire Department would own and be responsible for the equipment and not the City. Mrs. Herrington told the council that the fire dept can only qualify for the grant if it is processed under the City. Bill Hoppe with Ray Vans office explained he was here at the meeting to inform them of the process of the grant process. He said the city was late in the game because the grant was released at the first of the year and the application has to be submitted to the state by September 1, 2020 if the council approves to go out for this grant. He also explained the steps to apply for the grant. Mayor Guzman asked Chris Wade what he thought, and he said it was good. The fire dept had a meeting and they approved to spend the \$5,000.00 because they need a tanker. Denita asked who helped Waunesa with the generator grant. Waunesa explained to her that was GRANT WORKS. Denita asked how many people she had to solicit for the grant. Waunesa and Bill Hoppe told her three. Councilman Randall Dykes made the motion to authorize solicitation of proposals for the grant, Tom Ross seconded the motion, all in favor, passed and approved.

Thirteenth Order of Business: Discuss and possibly approve June 2020 minutes: Councilwoman Denita Ross said on page 5 under council reports it says Denita told Carlos that she was offended that she was up there. She said that she did not say that and said she felt offended. Council woman Pam hooks explained to Mrs. Ross that is what she said and after Carlos said he wasn't offended she changed it to that she felt offended. Denita ross made the motion to accept minutes with changes, Tom seconded the motion, all in favor motion passed.

Fourteenth Order of Business: Discuss and possibly approve July 2020 bills: Councilwoman Pam Hooks asked about the money regarding the insurance from the water well. Waunesa looked and noticed she did not put that on the monthly sheet. Pam Hooks asked about Rita Hurts payment. Chris explained that the new officer that they hired had to have a psychological evaluation due to the break in service (it was required). Stacy asked if we paid for a battery for Tahoe last month and Waunesa said they did but have not paid it yet. Denita asked about the southside bond on the bill sheet. Waunesa explained what it was and Denita asked what the check for Rural Pipe was for. Stacy asked what Utility Data System software was. Waunesa explained that

this is for the court and the courts technology fee pays for that. New system for going online. Denita said she thought they should set up a savings account to pay the City back from using the savings to help with items in the Water Department. Tom made the motion to pay the bills, Randal seconded the motion, all in favor, motion passed.

Fifteenth Order of Business: Employee evaluation any any applicable disciplinary action will be taken: Mayor Guzman explained that the Department heads need to evaluate the employees under them. The council convened to executive session at 7:20 p.m. The Council reconvened from executive session at 7:33 p.m. There was no action taken.

Staff Report:

Waunesa- Mrs. Herrington told the Council that the City received generator grant money and has applied for the Cares Act grant. She told the Council the E-Grant has been submitted and she is paying the bills. Everything is going well, and the girls are doing good and getting everything ironed out in the office. She read the food pantry report.

Chris Wade- Chris read off his report. He said everything is going well and everyone is back to work.

Aimee- nothing

Christie- nothing

Council Report:

Waunesa spoke up and said for the council to look in their packet about rules regarding the laws about what they can and how the Council cannot discuss certain things that they have already been discussing in past meetings because it is illegal

Randall Dykes- Nothing

Stacy Marshall- Mrs. Marshall stated she has plenty to say but she will wait until the special called meeting. Waunesa told Stacy that she must put everything on the agenda

Pam Hooks- Mrs. Hooks thanked everyone for what they are doing. She said she would like to think about the future and the old city hall needs to be condemned. She said when people are out sick, they needed to figure out something and maybe phones should be forwarded to something else.

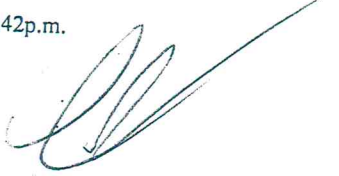
Tom Ross- Nothing

Denita Ross- Nothing

Mayor Report:

Carlos Guzman- Mayor Guzman thanked Chris, Waunesa, Jamie, Robert Denby and thanked the ladies.

Mayor Guzman adjourned the meeting at 7:42p.m.



Waunesa Herrington

CITY OF ZAVALLA
SPECIAL CALLED MEETING OF THE COUNCIL
AUGUST 4, 2020

The Zavalla City Council met in special session on August 4, 2020 at 6:00p.m. at New City Hall located at 242 E. Main Street.

Mayor Carlos Guzman called the meeting to order, established a quorum, welcome the guest.

Council present was Mayor Guzman, Pam Hooks, Denita Ross, Tom Ross and Stacey Marshall. Randall Dykes was absent. Employees present was Chief Chris Wade, Daryl Cheney and Waunesa Herrington. Guest present was Ray Van.

Mayor Guzman asked Ray Van to do the invocation.

Next order of business: Discuss and possibly approve Grant Administration Service for the 2020 TxCDBG-FAST Grant Program. Pam made the motion appoint Ray Vann & Associations to be the administrator over the 2020 TxCDBG-FAST Grant Program, Tom second, motion passed.

Next order of business: Discuss and possibly approve removing a tree/tree limb for a lady on Frist Street. Tom made the motion to remove the tree/tree limb, Pam second, motion carried.

Next order of business: Employee evaluation and any applicable disciplinary action will be taken. Went into executive session at 6:15p.m. and reconvene at 6:35p.m. Stacey made the motion for Daryl Cheney to be given a verbal warning, Denita second, motion passed.

Next order of business: 2021 Budget Workshop. No discussion, Council Member took the 2021 work sheets home.

Meeting Adjourn


Carlos Guzman
Mayor



**CITY OF ZAVALLA
REGULAR SCHEDULED MEETIN OF THE CITY COUNCIL
TUESDAY, AUGUST 11, 2020**

The Council of the City of Zavalla met for a regular scheduled meeting on Tuesday, August 11, 2020 at 6:00 p.m. at the City Hall building located at 242 East Main Street, Zavalla, Texas 75980.

Council present were: Mayor Carlos Guzman, Council members; Denita Ross, Pam Hooks, Randall Dykes, and Tom Ross. Councilmember Stacy Marshall was absent from the meeting.

Staff present were Aimee Cloutier, Waunesa Herrington, Christie Dilday, Chris Wade, and James Denby.

Guest present were Raymond K. Vann, Bob Thurber, Jackson Kotz, and Charlotte Green.

Open Forum: There were no individuals to speak under open forum.

Zavalla Volunteer Fire Department Report: Fire Chief, Chris Wade gave the fire report for the month of July 2020. He told the Council and guest present that the volunteer fire department was going to have a fish fry and garage sale on September 5, 2020. He stated that everything else in the department was going well.

First Order of Business: Discuss and consider designating an administration service provider for the 2020 Community Development-MIT Program application and project implementation administered through the Texas General Land Office: City Secretary, Waunesa Herrington explained to the Council that Raymond K. Vann and Associates received the highest administrator score and she just needed the Council to approve the resolution to accept Raymond K. Vann and Associates as the administrators for the grant. Mr. Raymond Vann stood up and reminded the Council what the grant was for. Councilmember Pam Hooks asked Waunesa how many administrators applied, and Mrs. Herrington told her four had applied. Councilmember Denita Ross asked Mr. Vann how much the City had to match with this grant and Raymond reminded her one percent. Councilmember Tom Ross made the motion to accept Raymond K. Vann and Associates as the administrators of the grant, Randall Dykes seconded the motion, all in favor, motion passed.

Second Order of Business: Discuss and consider designating an engineering service provider for the 2020 Community Development-MIT Program application and project implementation administered through the Texas General Land Office: City Secretary, Waunesa Herrington explained to the Council that LJA Engineering received the highest score for the engineering firms which they had four applicants. Councilmember Pam Hooks asked where the LJA Engineering was from. Waunesa stated they were from Beaumont Texas. Mr. Bob Thurber with KSA Engineering stood up and spoke the Council. He said he is taking full responsibility for not having a up to date (not expired) SAMS number certificate in the packet they submitted and assured the Council that his engineering firm has an up to date number and everything was okay. Councilmember Pam Hooks made the motion to use KSA Engineering, Randall Dykes seconded the motion, all in favor, motion carried and passed.

Third Order of Business: Consider an agreement between the City of Zavalla and the Zavalla's Volunteer Fire Department related to 2020 TxCDBG-FAST (Fire, Ambulance, and Service Truck) funding: Raymond K. Vann explained to the Council that this grant needs an agreement between the City

and the Volunteer Fire Department that the truck received from the grant will go to the fire department and they will also maintain it. He stated the agreement would ensure the city would not be responsible for the truck. Councilmember Tom Ross made the motion to approve the agreement, Randall Dykes seconded the motion, all in favor, motion carried and passed.

Fourth Order of Business: Consider a Resolution to apply for 2020 TxCDBG-FAST (Fire, Ambulance, and Service Truck) funding: Raymond Vann explained what the resolution says and means to the Council. Councilmember Tom Ross made the motion to approve the resolution, Randall Dykes seconded the motion, all in favor, motion passed and approved.

Fifth Order of Business: Discuss and possible approve taking some type of action on Charlotte Green Account, Account number 598: Jackson Kotz, the son of Charlotte Green explained to the council that his mother Charlotte had a major leak and it was out of their control. He told the Council that Ms. Green was on a fixed income and they were not asking to break any rules but maybe adjust some of the cost. He explained that a tree grew bigger and busted the water line. Ms. Green told the Council that she has never been late paying her water bill and hardly ever uses the minimum 2000 gallons. City Secretary Waunesa Herrington asked the Council if they would make an adjustment to a commercial rate and that it would drop the bill significantly. Councilmember Denita Ross stated that she mentioned a year ago that ordinances needed to be changed and this is one of them. Councilmember Denita Ross made the motion to adjust the rate on Ms. Green's water bill from outside residential to a commercial rate dropping her bill down to \$378.00. Randall Dykes seconded the motion, all in favor, motion carried and passed.

Sixth Order of Business: Discuss and possibly decide what to do with Easy Street that is owned by the City of Zavalla and is located in the middle of Jana Cole's property: City Secretary told the Council that she told Ms. Cole not to come to the meeting tonight because the City has not spoke with the City Attorney, Jimmy Cassels about the situation yet. Councilmember Denita Ross said she went and looked at the road and there was rock there. Mrs. Ross also said she is sorry that Ms. Cole put rock down on the road and if Ms. Cole takes the rock back, she will be defacing City property. Councilmember Tom Ross made the motion to table this item so Jana Cole could be here to explain the situation to the council, Randall seconded the motion, all in favor, motion carried and passed.

Seventh Order of Business: Discuss and possibly approve a resolution to call a General Election for November 3, 2020: Councilmember Pam Hooks made the motion to approve the resolution to call the General Election, Randall Dykes seconded the motion, all in favor, motion carried and passed.

Eight Order of Business: Discuss and possible approve hiring someone temporarily while Water Clerk is out on maternity leave: The council convened into executive session at 6:24 p.m. authorized under article 551.074 and reconvened from executive session at 6:28 p.m. Councilmember Tom Ross made the motion to bring someone in part time for 32 hours a week, Pam seconded the motion, all in favor, motion carried and approved.

Nineth Order of Business: Discuss RV Ordinance: City Secretary, Waunesa Herrington told the Council that since the last Council meeting, she attended a webinar over backflow prevention. She told the Council that she learned what the City would need to do regarding backflow preventions and the City did not have the authority to tell owners of RV parks that they had to have a back-flow prevention installed. Councilmember Pam Hooks told the other Councilmembers that she felt RV parks needed to pay a permit fee. Councilman Randal Dykes agreed with Mrs. Hooks. Councilwoman Denita Ross stated

that they already had to put deposits up and Mrs. Hooks agreed but they only paid one deposit. Tom Ross told the Council he did not want it in there because it sets a precedence and who are we (the council) going to attack next. City Secretary, Waunesa Herrington told the Council that if we did not raise water and sewer rates that they would not have a water system in the future. Denita Ross said she does not want to raise water rates because you cannot drink the water. Tom asked why commercial rates were lower than other rates and Mrs. Herrington explained to him the rates were set by the Council and Mayor 20 years ago. Mayor Guzman asked employee Aimee Cloutier what she was paying for water in Broaddus, Texas. Ms. Cloutier told him that she was paying \$91 and some change for only 2,500 gallons of water.

Tenth Order of Business: Discuss and possibly approve August 2020 bills: Councilwoman Denita Ross asked if the pole saw was purchased and Waunesa assured her it was. Councilwoman Pam Hooks asked if the pole saw has been used and Waunesa and Mayor Guzman told her it has been used for two days. Councilwoman Denita Ross said they needed to go back to First Street because they did not get all the limbs and explained where they were located at. Mrs. Ross also asked what the Real Graphics check was for and Mrs. Herrington explained to her that it was for the website, emails, and upkeep of the three. Councilwoman Pam Hooks as what was wrong with the dump trailer and Mrs. Herrington explained what was wrong with it. Councilwoman Denita Ross made the motion to approve August 2020 bills, Tom Ross seconded the motion, all in favor, motion carried and passed.

Eleventh and Final Order of Business: Discuss and possibly approve July 14, 2020 minutes: Councilwoman Denita Ross asked for the minutes to be bigger in the future because she could not read them due to the writing being so small. Councilman Tom Ross made the motion to approve July 14, 2020 minutes, Denita Ross seconded the motion, all in favor, motion carried and approved.

Staff Reports:

Aimee Cloutier, Court Clerk: Ms. Cloutier told the Council that she wanted to start up an Angel Tree for the elderly this year. She explained that this would be just like the Angel Tree for children but targeted for only elderly people or senior citizens. She asked for it to put but on the agenda for the September 2020 meeting and if it was approved, she asked if the Zavalla City Hall could be closed down on Wednesday, December 23, 2020 to hand deliver the gifts. Ms. Cloutier explained that she would be especially busy in September and October 2020 due to Teen Court and already had around eight cases for the first Teen Court Jury docket.

Chris Wade, Chief of Police: Chief Wade read his police department report stating they have not written any citations for the month of July due to the virus/pandemic. He told the Council that as of right now, National Night Out is still on for Tuesday, October 6, 2020. He explained they would have police vehicles out and the Crime Stoppers Band would be there. Chief Wade told the Council that officer Brandon Morgan resigned as of today due to his grandfather falling and breaking his hip. Mr. Morgan is going to move in and take care of his grandfather. Chief Wade explained to the Council that the police department started enforcing traffic stops with specific regulations this week.

Waunesa Herrington, City Secretary: Mrs. Herrington explained to the Council that she has been working on grants as well as the budget. She reminded the Council there was going to be a public hearing over the proposed budget on August 25, 2020. She also reminded the Council they had to approve and adopt the budget before they could approve the tax rate. Mrs. Herrington explained they received the modules for the RVS water system, and they are working to get those installed and into place.

Christie Dilday, Water Clerk: Ms. Dilday did not have a report.

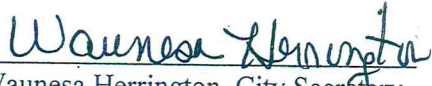
Mayor Carlos Guzman thanked everyone for their hard work and Councilwoman Denita Ross did the same.

Mayor Guzman adjourned the meeting at 7:10 p.m.

Minutes are passed and approved this 8 day of September, 2020.



Carlos Guzman, Mayor



Waunesa Herrington, City Secretary

CITY OF ZAVALLA
SPECIAL CALLED MEETING OF THE COUNCIL
AUGUST 25, 2020

The Zavalla City Council special called meeting on August 25, 2020 was cancelled because the Mayor could not establish a quorum.

Council present was Mayor Carlos Guzman, Stacey Marshall and Denita Ross. Employees present was Waunesa Herrington. There was no one from the Public to protest the 2021 Proposed Budget.

The was no action taken.



Carlos Guzman
Mayor



Waunesa Herrington
City Secretary

CITY OF ZAVALLA
REGULAR SCHEDULED MEETING
SEPTEMBER 8, 2020

The Zavalla City Council met in regular session on September 8, 2020 at 6:00 p.m. at New City Hall, located at 242 E. Main Street, Zavalla, Texas 75980.

Mayor Carlos Guzman called the meeting to order, established a quorum, and welcome the guest.

Council present were Mayor Carlos Guzman, Pam Hooks, Randall Dykes, Stacey Marshall, Tom Ross and Denita Ross. Employees present was Daryl Cheney, Chief Chris Wade, James Denby, and Waunesa Herrington. Guest present was Carolyn Guzman, Lynnzee Lyons, Debbie Denby, Keith Cole, Jana Cole and Robert Denby.

James Denby gave the invocation

No one spoke under open forum.

Chris Wade gave the Zavalla Volunteer Fire Department Report. Chris said everything is going good with the Fire Department. They made about \$1,300 on their Garage Sale and Fish Fry on Labor Day Weekend.

Next order of business: Discuss and possibly approve on transferring money to pay for fixing the Sewer at 147 and 2109. Randall made the motion to pay for fixing the Sewer at 147 and 2109, Pam second, motion passed.

Next order of business: Discuss and possibly decide what to do with Easy Street that is owned by the City of Zavalla and located in the middle of Jana Cole's property. Randall made the motion to wait until the City hears from the City Attorney on selling City Property, Denita second, motion passed.

Next order of business: Discuss and possibly approve RV Ordinance. Denita made the motion to table, Randall second, motion passed. Randall and Pam want a RV Ordinance with permits included. Denita said under section 3 paragraph J was incorrect.

Next order of business: Discuss and possibly take action on discontinuing COVID-19 hazard pay. It was discussed how some people were no longer getting hazard pay. Tom made the motion to end paying the hazard pay at the end of September, Denita second, motion carried.

Next order of business: Discuss and possibly approve August 4, 2020, August 11, 2020 and August 25, 2020 minutes. Tom made a motion to approve minutes with the changes to August 4, 2020, Randall second, motion carried.

Next order of business: Discuss and possibly approve September 2020 bills. Denita made the motion to pay the bills, Tom second, motion carried.

Next order of business: Discuss and possibly approve 2021 Budget. Tom made the motion to approve the budget, Randall second, motion passed. Stacey opposed.

Next order of business; Discuss and possibly approve 2020 tax rate. Waunesa explained how what used to be called the effective tax rate is now called No New Revenue Tax Rate. The City of Zavalla's No New Revenue Tax Rate is 0.45373 and the break down would be M & O at 0.85373 and the I & S would be 0.32000. Tom made the motion to approve, Randall second, motion passed.

STAFF REPORTS

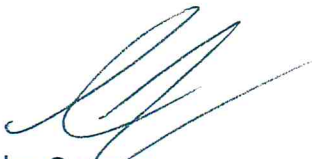
Waunesa Herrington/Nothing

Daryl said his guys were off for a week, one is getting married and the other one has a new baby. Daryl said he had a full week that week of taking care of things.

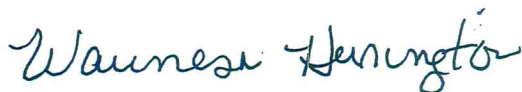
Chief Chris Wade gave his monthly report. National Night Out was still a go, they would be doing Nachos this year. Truck is in the shop. The night of the hurricane everything went well. Everything is going well. He introduced Lynnzee Lyons as a new officer and that Jacob was going to be a new reserve.

At 7:00 p.m. Mayor Carlos Guzman stated the Council was going to executive session under 551.074, the Council reconvene at 7:05p.m. No action was taken.

Meeting Adjourn



Carlos Guzman
Mayor



Waunesa Herrington
City Secretary



SPECIAL CALLED MEETING OF THE CITY COUNCIL

TUESDAY, OCTOBER 20, 2020 AT 6:00 P.M.

Mayor Carlos Guzman called the meeting to order at exactly 6:00 p.m. established a quorum, and welcomed the guest. J.P. Hopkins gave the invocation.

Council Present were: Mayor Guzman, Pam Hooks, Stacey Marshall, Tom Ross and Denita Ross. Randall Dykes was absent.

Guest Present were: Patrick Woos, Ernie Richardson, Janet Freeman, John Manuel, J P Hopkins, Ray Van, Joy Yarbrough, Brenda Cox, Lanita Ison, and Debbie Denby

Employees Present were: Waunesa Herrington, Aimee Cloutier, Lynzee Lyons, James Denby Chris Wade, and Daryl Cheney

Open Forum

Brenda Cox, a Zavalla resident brought to the City Council's attention that she was almost attacked by a pit bull on Johnson Street. She stated that she is going to pursue that the dogs get off of the street. She told the Council that Chief Wade with Zavalla Police Department is aware of the situation and he did help her.

Lanita Ison also spoke under open forum. She told the Council she is trying to get to the bottom of why her water bill is so high. She stated that the workers in the water department is not reading the meters and her daughter saw them supposedly reading meters but never got out of the truck to read her meter. She said there are several people's meters in the community that their water meters are not being read.

Zavalla Volunteer Fire Department Report

Fire Chief Chris Wade with the volunteer fire department said there was a raffle going on to support the fire department. He also stated the fire department was going to have a pork butt fundraiser next month. He told the council that everything was going great with the department and there would also be a "Trail of Lights" in December at the Ross' residence.

First Order of Business: Discuss and possibly take action to terminate City of Zavalla's relation with the Linebarger Firm pertaining to tax collections and discuss and possibly approve a contingent fee contract with Perdue, Brandon, Fielder, Collins, and Mott, LLP pursuant to the Texas Tax Code, said contract being for the collection of delinquent taxes owed to the City of Zavalla. This agenda item being called for the purpose of considering the matters listed in Texas Government Code Section 2254.1036 (a)(1). Requisite notice of these items is posted on this agenda in accordance with that section.:

Ernie Richardson with the Perdue, Brandon, Fielder, Collins, and Mott Law firm got up to speak to the Council. He explained his history, stating that he was a former tax assessor collector and had many years of experience. He also told the council that the Linebarger firm has not been in

touch or contacted the City of Zavalla in at least seven years. Mr. Richardson also explained the history of the firm he represented and they represent Zavalla and Hudson ISD on tax collecting purposes. Patrick with Perdue.....Law firm stood up and spoke to the council as well stating that the City Council of Zavalla needed a collections report at least annually and not every seven years. He stated their firms' goal is to generate extra revenue for the City of Zavalla and they could also help calculate the tax rate and check to make sure the Angelina County tax accessor is doing it correctly. Janet Freeman, an area manager with the Linebarger firm and John, an attorney out the Lufkin office were at the council meeting to represent the Linebarger firm. John got up to speak and told the council he only found out about the potential firing of their firm at 12:40 p.m. He asked the council to table this item until next month so each side could give an equally fair presentation. He stated that the tax collection business is all about numbers and handed the City Council documents and charts and explained to them what the numbers meant. Mr. John with Linebarger also told the council that James Guest, will be the new tax attorney for this area and he is already the attorney for the Zavalla Municipal Court collections. Councilman Tom Ross made the motion to table this item, Pam Hooks seconded the motion, all in favor, motion carried and passed.

Second Order of Business: Discuss and take appropriate action to approve a resolution to submit an application to the Texas General Land Office for Community Development Block Grant Mitigation project:

Ray Vann with Ray Vann and Associates explained the grant and the grant process to the council. He explained to the council that this grant was for streets and drainage and the match will be 1%. Councilman Tom Ross made the motion to approve the resolution, Stacy Marshall seconded the motion, all in favor, motion carried and passed.

Third Order of Business: Discuss and take appropriate action to adopt a procurement policy for use of federal funds:

Ray Vann with Ray Vann and Associates explained what the procurement policy was and why it was needed. Councilman Tom Ross made the motion to adopt the grant funds policy, Stacy seconded the motion, all in favor, motion carried and passed.

Fourth Order of Business: Discuss and take appropriate action to adopt a grant funds financial policy:

Ray Vann with Vann and Associates explained the grant fund financial policy to the City Council. Councilman Tom Ross made the motion to adopt the grant funds financial policy, Stacy Marshall seconded the motion, all in favor, motion carried and passed.

Fifth Order of Business: Discuss and possibly approve taking some type of action on Darlene Tucker's water bill account #615:

City Secretary Waunesa Herrington explained the situation to the City Council and asked if the council would charge this high usage as a "commercial rate" rather than a "residential rate". Councilwoman Denita Ross made the motion to change the rate from residential to commercial, Tom Ross seconded the motion, all in favor, motion carried and passed.

Sixth Order of Business: Discuss and possibly take action on changing water rates on Ordinance #97:

Mayor Guzman told the Council that the City Secretary, Waunesa Herrington, found out that the City has not went up on water rates since the year 2008. It was only raised one dollar then. Councilwoman Pam Hooks stated she thought there should have been a workshop regarding this situation first. Waunesa Herrington told the council that the sewer has never paid for itself and she wants to put money into a contingency plan/savings account for major repairs. Public Works Director, Daryl Cheney said the sewer ponds would take a month to clean out and the contractor he has spoken to said it would cost around one million dollars for this job and the department needs to build for the future. Councilwoman Denita Ross asked what happened to the sewer pond last summer and Mr. Cheney explained that was just a permit. Councilwoman Pam Hooks asked why everything had to be hired out and if they had to do reports every day. Daryl told her they had to check certain things on a daily and weekly basis. Mayor Guzman mentioned to the council that they could raise the amount of the sewer seven dollars and the water, five dollars. Councilman Tom Ross made the motion to set a workshop for October 29,2020 and table this item, Stacy Marshall seconded the motion, all in favor, motion carried and passed.

Mayor Guzman called the Council into executive session at 7:04 p.m. and convened at 7:10 p.m.

Seventh Order of Business: Discuss and Possibly Approve RV Ordinance:

Councilman Tom Ross stated that he was not for the permit fees in the ordinance and councilwoman Denita Ross agreed with Mr. Ross. Tom Ross made the motion to accept the ordinance but omit the permit fees for any business for 10 years. The motion died when City Secretary suggested to the Council to consult with the city attorney. Councilwoman Denita Ross made the motion to abolish the RV ordinance, Tom Ross seconded the motion, Stacey voted yay, and Pam Hooks abstained from the vote. The motion was carried and passed by the City Council.

Eight Order of Business: Discuss and possibly take action on closing Customer Water Deposit Account. (RVS will track this process)

Employee, Aimee Cloutier explained the process and why it would make everything easier and more trackable. Councilwoman Stacy Marshall made the motion to close the deposit account, Pam Hooks seconded the motion, all in favor, motion carried and passed.

Ninth Order of Business: Discuss and possibly take action on starting up a "Senior Angel Tree" program:

Court Clerk Aimee Cloutier explained the program to the City Council and the audience attending the meeting. Councilwoman Pam Hooks approved the Senior Angel Tree program, Stacy Marshall seconded the motion, all in favor, motion carried and passed.

Tenth Order of Business: Discuss and possibly take action on closing City Hall on Wednesday, December 23, 2020 so Office Employees can deliver gifts to Senior Citizens that was donated for the Senior Angel Tree program:

Councilwoman Pam Hooks made the motion to close City Hall on Wednesday, December 23, 2020, Stacy Marshall seconded the motion, all in favor, motion carried and passed.

Eleventh Order of Business: Discuss and possibly approve October 2020 bills:

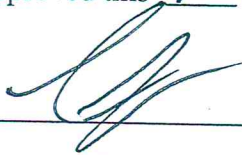
City Secretary Waunesa Herrington explained to the City Council that there were some errors but they have already been fixed. Mrs. Herrington mentioned that Councilwoman Denita Ross did not sign one bill and had a question about it. Mrs. Ross asked Chief Wade about the radio purchase and didn't he say he was working on a grant for those. Mr. Wade told Mrs. Ross that was not the case and he was working on a grant for NIBRS. Chief Wade told her the radios are going to run around \$30,000 with a payment made every quarter. Denita Ross asked Daryl Cheney what the check for Pimsco was and Mr. Cheney explained that it was a repair for the mechanical side of the lift station. Councilman Tom Ross made the motion to pay the October 2020 bills, Denita Ross seconded the motion, all in favor, motion carried and passed.

Final Order of Business: Discuss and possibly approve September 8, 2020 minutes:

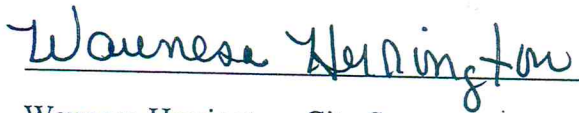
Councilman Tom Ross made the motion to approve September 8, 2020 council meeting minutes "as is", Stacy Marshall seconded the motion, all in favor, motion carried and passed.

Mayor Guzman adjourned the meeting at 7:37 p.m.

Minutes approved this 10 day of November 2020.



Carlos Guzman, Mayor



Waunesa Herrington, City Secretary

REGULAR CALLED MEETING OF THE CITY COUNCIL
NOVEMBER 10, 2020

Mayor Guzman called the meeting to order at 6:00 p.m. established a quorum and welcomed the guest. James Denby gave the invocation.

Council present were: Mayor Carlos Guzman, Pam Hooks, Randall Dykes, Stacey Marshall, Tom Ross and Denita Ross. New Elect Joy Yarbrough was also present. Employees present were: Chris Wade, Evan Wayman, James Denby, Lynzee Lyons, Daryl Cheney and Waunesa Herrington. Guest present were: Carolyn Guzman, Loyce Lawrence, Anna Wayman, Shanna Yarbrough, Debbie Denby, Brenda Cox, Tommy Stanley, Jimmy Ray Lakey, Mattie Sanders, Sarah Sanders, and Eunice Ditterline.

OPEN FORUM

Brenda Cox welcome everyone. She stated that the last meeting she notice that a lot of the Council Members were not prepared. She noticed that a lot of the Council Member abstained on certain. She would like to see everyone vote on items not abstaining. This not voting will lead to the Mayor having to break a tie.

Sarah Sanders said she got a call from Aimee stating that she had used 52, 000 gallons of water. There is no way that she has used that much water, she has not even been at home. She has read it twice since the Water Department read the meter for the water bill and it shows that she has used 17,000 gallons of water. She can not see how she has used that much water. If she had there would be a pond and the ground is not even wet. Mayor Guzman told her that the Council could not discuss it, because it was not on the agenda. Sarah stated I was told to come to City Council Meeting. Waunesa said she told Sarah to come and talk to the Council, because by the time that came to City Hall and mention her water bill the agenda had already been posted, but as least Sarah could tell the Council about her water bill.

Chris Wade gave the Volunteer Fire Department Report. He said they were having a fund raiser of selling smoked pork butt. The Fire Department would be having the trail of lights like they had last year at the Ross's House. Chris asked for everyone to keep Chris Runnels from Huntington in their prayers, he was in the hospital with the COVID.

First Order of Business: Canvass the 2020 City General Election. Waunesa told the totals that she had received from Elizabeth, which were Mayor Carlos Guzman received 306 votes, for Alderman Stacey Marshall received 138 votes, Joy Stanley Yarbrough received 140 votes, Randall Dykes received 121 votes, and Richard Brunk received 57 votes. Randall made the motion to accept the votes on the canvass and Tom second, motion passed.

Next Order of Business: Swear Mayor and New Council Members in. Waunesa swore Mayor Carlos Guzman and Alderman Stacey Marshall and Joy Stanley Yarbrough in.

Next Order of Business; Discuss and possibly approve changes to water rates on Ordinance #97. Mayor Guzman mention that the water rates have not been raised since 2008. The Water Department was looking at \$7 for the Sewer and \$5 for the water. Public Works Director Daryl Cheney told how the Chemical have went up and how high the water filters are. Every time you change the filters it cost \$1500. Carylou Guzman asked how often do you changes the filters. Daryl stated it is on a as need bases. When the City had the big water leak, they had to change the filters an extra time. Stacey stated she thought the Council was going to have a Work Shop pertain to Ordinance #97. Tom made the motion to table this item until the Council could have a work shop. Joy Yarbrough second, motion carried.

Next Order of Business: Discuss and possibly take action on setting up a payment plan to repay money back to the big CD. Denita would like to pay the big CD back for the money that was taken out. Tom made the motion to table until a work shop pertain to water rates was done, Denita second, motion passed.

Next Order of Business: Discuss and possibly approve purchasing a NIBRS Program. Chief Chris Wade explained that NIBRS is required for the e-grants. The PD was told not to do it. It is a program that reports Offense Report. It is not mandated but if you want to continue with e-grants you must be in compliance by January 1, 2020. The total price of the program is \$3950.00. They offered financing. Stacey asked did you have to have the software program. Tom asked what the yearly maintenance was on the software program. Chief Wade said the it is \$800 a year and the \$3995 is a one-time fee. Pam made the motion to purchase the NIBRS, Stacey second, motion passed. Chief Wade asked how the

Council wanted to pay it. All at once or in three payments. The Council decided they wanted it to be pay in three payments.

Next order of Business: Discuss and possibly approve hiring a Dog Catcher. Chief Wade stated that the City of Zavalla needs a dog catcher, he has been saying this all along. To be a dog catcher they have to be specially trained. If you hurt someone's dog the City could be liable. Chief Wade stated that he was concerned that with the City not having a dog catcher, someone could get attacked and then the City could be sued. Chief Wade said you can make a little money off making people register their dogs. Stacey stated we need to find a place in the Budget for a dog catcher. Denita made a motion to table till next meeting, Tom second, motion passed.

Next order of Business: Discuss and possible approve October 20, 2020 minutes. Tom made the motion to approve, Joy second, motion passed.

Next order of Business: Discuss and possibly approve November bills. Tom made the motion to pay bills, Joy second, motion passed.

STAFF REPORTS

Waunesa told how that in the Water Department, some new customers were entered into the computer wrong. This will make the Water Sales in RVS be off for the year 2020 of \$200. A \$100 was deposited into the Water Account number 1715 that was not supposed to be deposited. The only way to get this money is to write a check to someone to cash. Waunesa stated she wanted to make sure this was noted in the minutes so when the 2020 books would be audited there would be notes of this problem somewhere official. Waunesa said she got the ach draft set up in RVS. She wanted the Council to know that the City had 3 kids working under the workforce program and their names were Harley Jones, Alex Duguay, and Timothy Melton. The City of Zavalla had received approval for the Juvenile Case Manager E-Grant and the Hazard E-Grant. She was working on the CARES Act Grant it was due by November 13, 2020. She promised she would have it submitted by that date. The City of Zavalla got approval for a Water Grant of \$275,000. Ray Van would be overseeing that grant.

Chief Chris Wade read his monthly report. Chris said everything is going well. Officer Lynzee Lyons will be let loose at the end of December by herself. Chris stated they had only 2 tasers and he was looking into getting some new ones.

Daryl said they Water Department finally found the big water leak. It was in a creek on Hwy 63. Stacey asked how did you find it. Daryl stated they just kept walking the water lines. Daryl said that at the last meeting people complained about the meter readings. So, the next day after last month's meeting Waunesa did a list of different people for the Water Department to recheck and take a picture of the water meters. Everyone on the list checked out fine. Tom asked Daryl if he had checked out getting meters to go on the main line, so when you have a big water leak you can tell what location to look for the leak. Daryl the City of Zavalla has so many different sizes of water pipe on the main line, it would take about \$15,000 to buy meters for the main line. Pam asked about buying a program that would read the water meters. Daryl said there is one you can do with cell phones, but it would cost.

Mayor Guzman adjourned the meeting, Mayor Pro-Tem Denita Ross said that the Council wasn't finished.

The Council went into executive session at 7:00 p.m.

The Council reconvene at 7:20 p.m. No action was taken.


Carlos Guzman
Mayor



CITY OF ZAVALLA
REGULAR SCHEDULED MEETING OF THE CITY COUNCIL
TUESDAY, DECEMBER 8, 2020

The Council of the City of Zavalla met for a regular scheduled meeting on Tuesday, December 8, 2020 at 6:00 p.m. at the City Hall building located at 242 East Main Street, Zavalla, Texas 75980.

Council present were: Mayor Pro-Tem Denita Ross, Stacy Marshall, and Joy Yarbrough. Mayor Carlos Guzman was absent as well as council members Pam Hooks and Tom Ross.

Staff present were: Aimee Cloutier, Waunesa Herrington, Chris Wade, James Denby, and Lynnze Lyons.

Guest Present were: Debbie Denby, Eunice Ditterline, Shannon Yarbrough, and Ray Vann.

Mayor Pro-Tem Denita Ross called the meeting to order, established a quorum, and welcomed the guest. Ray Vann gave the invocation.

Open Forum: Ray Vann gave the council an update on the grants the City has applied for. He stated the City has applied for three as of right now they are working on. The big grant (million-dollar grant) is still under review and will most likely be for a few more months. He told the council the city's chances are good for receiving this grant. He went on to speak about the other grants. The first grant the city applied for was scored pretty low due to the clinic grant not being completed on time and the chances are low on getting the fire truck. On the third grant concerning the water, the city got funded even though the city scored low on this grant as well. He expressed his gratitude to the Council for Waunesa Herrington, City Secretary. He said he works with a lot of cities, and Mrs. Herrington is one of the few that is so dedicated and he enjoys working with her.

Zavalla Volunteer Fire Department Report: Fire Chief Chris Wade gave the report to the Council. He reminded the council and audience that the "Trail of Lights" was still going on at the Ross' residence.

First Order of Business: Discuss and appoint a Mayor Pro-Tem for the Council: Councilwoman Stacy Marshall made the motion to leave Denita Ross as Mayor Pro-Tem, Joy Yarbrough seconded the motion, all in favor, motion carried and passed.

Second Order of Business: Discuss and possibly approve removing Randall Dykes as a signature on checking accounts and adding Joy Yarbrough: Mayor Pro-Tem Denita Ross made the motion to remove Randall Dykes and add Joy Yarbrough to the checking accounts, Stacy seconded the motion, all in favor, motion carried and passed.

Third Order of Business: Discuss and possibly approve a donation of \$2,000 from anonymous donor to help the Police Department pay for the NIBRS program: Councilwoman Stacy Marshall made the motion to accept the \$2,000 donation, Joy Yarbrough seconded the motion, all in favor, motion carried and passed.

Fourth Order of Business: Discuss and possibly take action on setting up a payment plan to pay \$31,405.00 back to the big CD: Mayor Pro-Tem Denita Ross said she put this item on the agenda but when she was looking over last month's minutes, she noticed Tom Ross had already made the motion to wait until after January to discuss this item. Councilwoman Stacy Marshall made the motion to table the item, Denita Ross seconded the motion, all in favor, motion carried and passed.

Fifth Order of Business: Discuss and possibly approve adjusting Erika Ponder and Donnie Sanders water bills for November bills: City Secretary Waunesa Herrington explained to the Council what was going on with Erika and Donnie's water bills. She told the Council that Donnie Sander's meter has been replaced and the

reading is correct. Mayor Pro-Tem made the motion to make both customers pay the commercial rate, Joy Yarbrough seconded the motion, all in favor, motion carried and passed.

Sixth Order of Business: Discuss and possibly approve December 2020 bills: City Secretary Waunesa Herrington explained to the Council that check# 9978 needs to be voided and re-issued next month. The check needed to be made out to the Court Security fund and not the Juvenile Case Manager fund. Stacy asked about service on generator and Waunesa explained that was a once-a-year bill. Stacy asked about the lawn mower bill. Waunesa stated the bill was for when the spindles were replaced according to Daryl Cheney. Denita asked what the Zoom bill and the bill regarding a domain was. Waunesa explained. Councilwoman Stacy Marshall made the motion to approve December 2020 bills, Denita Ross seconded the motion, all in favor, motion carried and passed.

Final Order of Business: Discuss and possibly approve November 10, 2020 minutes: Councilwoman Stacy Marshall made the motion to approve November 10, 2020 minutes, Joy Yarbrough seconded the motion, all in favor, motion carried and passed.

Staff Reports:

Chief Chris Wade, Zavalla Police Department: Chief Wade read his report to the council. The Police Department issued 168 citations, had 69 calls for service, and made five arrest. He told the Council that the NIBRS program is being installed this week and the new computer has already been set up. He let the Council know that Officer Lyons will be on her own starting Saturday and she is complete with the FTO program. Mr. Wade told the Council there had been a minor accident on private property with one of the patrol vehicles and its currently at the body shop.

Aimee, Cloutier, Court Clerk- Aimee read her report to the council and let them know that all the senior citizens have been adopted off of the Angel Tree.


Waunesa Herrington, City Secretary- Mrs. Herrington reminded the Council about the parade on Saturday, December 12th. She let them know that Delois Richardson volunteered and will be passing out the fruit this year. She also let them know there would not be any pictures with Santa after the parade this year.

Mayor Pro-Tem Denita Ross adjourned the meeting at 6:20 p.m.

Minutes are passed and approved this 8 day of November 2020.



Carlos Guzman, Mayor



Waunesa Herrington, City Secretary