

CITY OF ZAVALLA  
REGULAR CARRIED MEETING OF THE COUNCIL  
January 8, 2019

The Zavalla City Council met in regular session on January 8, 2019 at 6:00 p.m. at the Zavalla City Hall located at 838 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 Guzman, Pam Hooks, Brenda Cox, Kelly Dickinson, Randall Dykes and Stacey Marshall. Employees present were Waunesa Herrington, Chief Chris Wade, Aimee Cloutier, Joy Yarbrough, Cody Whitworth and Clark Lowery. Guest present was Carolyn Guzman, Loyce Laurence, Shannon Yarbrough, Denita Ross, Gwen Miller, Cheri' Whitworth, and J P Hopkins.

J P Hopkins gave the invocation.

No one spoke under open forum.

Chief Chris Wade gave the Zavalla Volunteer Fire Department report. Chris stated the Fire Department had two missing persons. Both were found and both were fine.

Next order of business: Open bids for City of Zavalla DR-4266-1 Generator Grant. The City of Zavalla received only one bid from Payne Electric. Waunesa explain how you open the bid and then you have to verify the Company thru FEMA.

Next order of business: Discuss and possibly approve changes to the amount due water account 91/ Hulan Miller's water bill due for the month of January 2019. Randall made the motion, Kelly second for water bill to be adjust to where the water rate was \$20.00 per 1000 gallons water to be reduced to \$10.00. Motion passed.

Next order of business: Discuss and decide the effective date of Employee's raises that was approved in the 2019 Budget. Went to executive session at 6:15 p.m. and reconvene at 6:40 p.m. Randall made the motion to amend the new budget to reflect the raises that would go into effect February 1, 2019, Kelly second, motion passed. Brenda Cox and Stacey Marshall opposed.

Next order of business: Discuss and decide when to order the patrol car that was approved in the 2019 Budget. After the Council decides to purchase the patrol car, the City Council needs to discuss and possibly approve donating the City of Zavalla's patrol car (2010 Crown Vic) to Zavalla Independent School District. Randall made the motion to order the patrol car now, Kelly second, motion passed. Brenda Cox and Stacy Marshall opposed. Kelly made the motion to table donating the 2019 Crown Vic to Zavalla ISD, until the City talked to the City's attorney and made sure it was ok to donate the car to the school. Randall second, motion passed.

Next order of business: Discuss and make decision on the red water truck insurance claim. Kelly made the motion to let the insurance company come get the red water truck, Randall second, motion carried.

Next order of business: Discuss and possibly approve moving forward with purchasing a Water Tank located at Marshall Street. Kelly made the motion to table, Randall second, motion carried.

Next order of business: Call the General Elect for May 4, 2019. Kelly made the motion to call the election, Randall second, motion carried.

#### STAFF REPORTS

Chief Chris Wade gave his report for the month of December, 2018. The Police Department made 282 Contacts, 68 calls for service, 2 arrest made, 170 citations issued and 30 warnings issued.

Clark Lowery-nothing

Joy Yarbrough-nothing

Waunesa stated that she had contacted Windstream and told them the City was waiting on them, before they could move into the new building. Windstream stated they would have our service ready at the new location on February 1, 2019. So that would be when office would be moving to the new location. The next cycle of grants for the juvenile case manager fund is due February 28, 2019. The Juvenile Case Manger Grant would be depositing around \$6,000 in the general account in January 2019. They had changed the date on when the water grant was due from February to March. The audits for 2015, 2016 and 2017 would be finished by the end of February 2019. The City has to have the 2017 audit finished to be able to file for the current water grant. There are still a few bills due the Auditors are messing with her quick books and she was not able to have them ready for the meeting. Waunesa stated is going to the Election Law Seminar and Aimee was going to Municipal Court class this month. Carlos asked when the next teen court would be. Aimee told him. Carlos asked Aimee how many kids did they have in teen court. Aimee said about 21 kids.

Aimee stated how she had a meeting with Huntington ISD, they were going to start sending their truancy thru Teen Court. So instead of having Teen Court once a month, it would be twice a month.

#### COUNCIL REPORTS

Randall-Nothing

Stacy Marshall stated she didn't oppose the raises, but it was the way it was presented. Also, when she asked about the \$15,000 that was paid on the Tahoe, she was told that it was due in January 2019 and in reality, it was due in March of 2021. Stacy stated she did not like for someone to lie to her. She asked if the City had gone out for bids on the sign that was to go in front of the new City Hall Building. Carlos stated no, did she want him to. Stacey stated it was too late, but she thought the City was suppose to out for bids. The Citizens of Zavalla asked for two things good roads and water. She thinks if the City would quit spending money foolishly, we could accomplish this.

Kelly-Nothing

Brenda-Nothing

Pam was concerned about our water situation. Are things being done correctly. Are there things that is being done that will get the City in trouble. Pam stated that she was told that there were numbers being wrote down wrong and is that going to get the City in trouble. Was it because the guys didn't know to write the number down or what? Clark said it would not happen again.

#### Mayor's Report

Mayor Guzman talked about the Clinic opening up full time on February 4, 2019 and how many patients that uses the Clinic on Saturdays. Mayor Guzman mention he had someone looking at buy the City Hall building located at 838 E. Main Street.


Next order of business: Discuss and possibly approve January 2019 bills. Randall made the motion to pay the bills, Kelly second, motion passed.

Next order of business: Discuss and possibly approve December 2018 minutes. Stacy made the motion to approve, Randall second, motion passed.

Meeting Adjourn at 7:10 p.m.



Carlos Guzman  
Mayor



Waunesa Herrington  
City Secretary

**CITY OF ZAVALLA  
REGULAR SCHEDULED MEETING OF THE CITY COUNCIL  
TUESDAY, FEBRUARY 12, 2019**

The City of Zavalla Council met for a regular meeting on Tuesday, February 12, 2019 at 6 p.m. at the old city hall building located at 838 East Main Street, Zavalla, TX 75980.

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

Brother J.P. Hopkins gave the invocation.

**Open Forum** Courtney Nelson spoke under open forum. She wants to start a tradeshow/craft show here in the city. Possibly do it once a month. She said this would be something for the people in the town to do and possibly bring business to the local businesses. Tom Ross also spoke under open forum. He just got back from Afghanistan and wants to volunteer for the city of Zavalla.

**Zavalla Volunteer Fire Department Report:** Waunesa read the report given to her from the ZVFD.

**First Order of Business: Discuss and possibly approve for the community to be able to register vehicles at Zavalla City Hall located at 242 East Main Street, Zavalla, TX:** Billy Paige with the Angelina County tax office explained how the registration renewal process would work. She stated the city could add a \$1.00 fee and keep that fee. She told the council this would not be a money maker but a service to the community. Ms. Paige said there would be no contract with the city and could be canceled at any time. Councilman Randall Dykes made the motion to approve the registration renewals at city hall, Kelly Dickinson seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly approve a resolution to submit a 2019-2020 Texas Community Development Block Grant application to the Texas Department of Agriculture:** Mr. Ray Vann with Ray Vann and associates explained what the resolution was about and how the city had to pass this in order to go out for a community block grant. The grant is for \$275,000.00 and there is no match requirement. Councilman Randall Dykes made the motion to approve a resolution and submit grant application, Kelly Dickinson seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and review ride along policy for the City of Zavalla:** Lieutenant Denby with the Zavalla Police Department said Chief Wade got rid of the ride along policy a while back when this issue came up. Chief wants to make a policy and get the council to look at it and possibly approve it.

**Next Order of Business: Discuss and possibly approve the 2019 amended budget:** Waunesa Herrington, city secretary explained what needed to be amended. Councilman Randall Dykes made the motion to approve the 2019 amended budget, Brenda Cox seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and look at 2018 Budget Report:** Waunesa Herrington, city secretary explained the 2018 budget report. Councilwoman Brenda Cox told the council she was the one that asked for this and the council should look at this report at least every three months.

**Next Order of Business: Discuss and possibly approve National Night Out for the City of Zavalla:** Lieutenant Denby with the Zavalla Police Department said Chief Wade wanted to put this item on hold until he got back to work. Councilman Randal Dykes made the motion to table this item of business, Kelly Dickinson seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly approve the 2018 Racial Profile Report:** Lieutenant Denby with the Zavalla Police Department explained the report to the council. Councilwoman Pam Hooks made the motion to approve the 2018 racial profile report, Randall Dykes seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly approve on what the City Council wants to do about water lock that was cut at 580 Barge Road, Zavalla, Tx 75980:** Lieutenant Denby with the Zavalla Police Department explained the police department was dispatched to the location on Barge Road and they are doing an investigation. Waunesa explained to the council that once charges were filed, nothing could be done to the water meter until the case was closed since the council decided on this at a previous meeting. Councilwoman Brenda Cox made the motion to file charges, Kelly Dickinson seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly approve where to hold the 2019 General Election for the City of Zavalla:** Councilwoman Pam Hooks made the motion to hold the general election at the old city hall building located at 838 East Main street, Stacy Marshall seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly approve to donate the City of Zavalla patrol car (2010 Crown Vic) to the Zavalla Independent School District:** Councilman Kelly Dickinson made the motion to donate the 2010 Crown Vic to ZISD as long as the school district gives the car back in the event they want to get rid of it/sell it, Randal Dykes seconded the motion, Brenda Cox and Stacy Marshall voted against the motion, Pam Hooks abstained from the vote, and Mayor Guzman broke the tie and was for the motion. Motion passed.

**Next Order of Business: Discuss and possibly approve an agreement with SPI Engineers to go forward with the conversion to chloramines for the TTHMS:** Daryl Cheney with the Zavalla Water Department explained there was a new guy that took the water samples yesterday and suggested something other than chloramines. Mr. Cheney suggested the city hold off on the chloramines and suggested fixing the water tanks first. Councilwoman Brenda Cox asked Mr. Cheney if Jess Williams (public works director) gets involved in this process. Daryl told Brenda that Jess gave them the reins. Mrs. Cox asked why they were paying him and why doesn't he just retire if he can't show up to the meetings. Councilwoman Pam Hooks said they don't communicate with Jess. Daryl explained more about the process of the water tanks. Councilwoman Brenda Cox made the motion to table this order of business, Randall Dykes seconded the motion, all in favor, motion passed.

**Staff Report:**

Municipal Court: Aimee explained the monthly court report and explained the Teen Court program was going to competition in April. She told the council the Municipal Court was having an amnesty program from February 15<sup>th</sup> through March 15<sup>th</sup>.

Water Department: Nothing

Police Department: Lieutenant Denby read the monthly police activity report.

City Secretary: Waunesa told the council she wants them to realize the big wash out behind the old city hall building was denied by the insurance company. Sign ups for the council deadline is 5p.m. on Friday at the new city hall. She explained there were phone issues at the new city hall building. The 2017 audits will be completed by the end of the month. She told the council there would need to be a special called meeting to approve the auditor's opinion letter.

**Council Report:**

Randal Dykes: Mr. Dykes said he was glad we moved into the new building but would like to see flags put up on the flag poles.

Stacy Marshall: Mrs. Marshall said a gentleman came to her and says he wants to open a 24-hour pawn shop and he told her the law says the council has to approve it. She wants spending limits to put on the agenda.

Kelly Dickinson- Nothing

Brenda Cox- Nothing

Pam Hooks: Mrs. Hooks stated that every time something is tabled, she wants it put back on the agenda. She said it is a shame that there are so many dead dogs on the highway and when the weather was better the roads needed to be fixed. Pam asked why the city was hiring people to do work whenever the city already has people working and Mayor Guzman does all kinds of stuff that the council does not know about.

**Mayor Report:** Mayor Guzman said the new sign is up at city hall and there will be an open house for the new building on 2/28/2019 at 10:00 a.m. He also ordered a special called meeting on 2/26/19 at 6:00 p.m.

Waunesa told the Mayor Jess hasn't turned in his resignation to her yet but he has filed the retirement papers with TML.

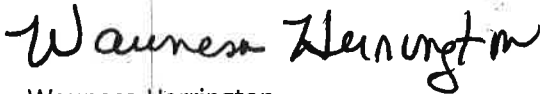
**Next Order of Business: Discuss and possibly approve February 2019 bills:** Councilman Randal Dykes made the motion to approve and pay the February 2019 bills, Stacy Marshall seconded the motion, all in favor, motion passed.

**Final Order of Business: Discuss and possibly approve January 8, 2019 minutes:** Councilwoman Brenda Cox made the motion to approve January 8, 2019 minutes, Randal Dykes seconded the motion, all in favor, motion passed.

Mayor Guzman adjourned the meeting at 7:14 p.m.



Carlos Guzman  
Mayor



Waunesa Herrington  
City Secretary

**CITY OF ZAVALLA  
REGULAR SCHEDULED MEETING OF THE CITY COUNCIL  
TUESDAY, MARCH 12, 2019**

The City of Zavalla met for a regular scheduled meeting on Tuesday, March 12, 2019 at 6 p.m. at the old city hall building located at 838 East Main Street, Zavalla, Texas 75980.

Council Present were: Mayor Carlos Guzman, Council members; Pam Hooks, Randall Dykes, and Stacy Marshall. Council members absent were; Kelly Dickinson and Brenda Cox.

Guest Present were: Denita Ross, Tom Ross, Tom Derryberry, Debbie Denby, J. P. Hopkins, Eunice Ditterline, and Reverend D. W. Summers.

Employees present were: Waunesa Herrington, Chris Wade, Aimee Cloutier, Joy Yarbrough, Clark Lowery and James Denby.

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

Brother J.P. Hopkins gave the invocation.

**Open Forum:** No one spoke under open forum.

**Zavalla Volunteer Fire Department Report:** Fire Chief Chris Wade read the fire department report.

**First Order of Business: Discuss and possibly approve for Todd, Hamaker & Johnson to audit City of Zavalla's 2018 records:** Councilman Randall Dykes made the motion to approve for Todd, Hamaker & Johnson to audit the City of Zavalla's 2018 records, Stacy Marshall seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Open and possibly approve bid on old track hoe (New Holland):** The council open the bids in the following order: #14 \$551.51, #6 \$1,500.00, #3 \$2,756.00, #8 \$5,000.00, #11 \$2,600.00, #5 \$1,750.00, #9 \$1,100.00, #2 \$2,501.00, #10 \$2,695.00, #12 \$3,500.00, #1 \$500.00, #4 \$2,256.00, #13 \$5,599.34. Councilwoman Pam Hooks made the motion to award the track hoe to the highest bidder (#13), Randall seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly approve moving forward with purchasing a water tank located at Marshall Street:** Waunesa explained that March 1<sup>st</sup> was the deadline to apply for a loan for the water tank and the city applied. If the City is awarded the loan the price will go up from \$106,000.00 if the city purchases the tank outright to \$140,000.00. This price increase is because of all the legal fees involved with the tank engineering with TCEQ. Waunesa told the Council there is a possibility the city would be forgiven of this amount because we are a



small city and if we are not approved; we are not obligated to the loan. Councilwoman Pam Hooks made the motion to move forward with purchasing a water tank for Marshall Street, Randall Dykes seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly approve a Trades Day for the City of**

**Zavalla:** Waunesa said Courtney Nelson wanted this on the agenda and told her she needed to be here for the council meeting to explain the details and dates. Since Ms. Nelson was not at the meeting Councilman Randall Dykes made the motion to table this item, Stacy Marshall seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly approve Council Resolution adopting 2019**

**Angelina County Multi-Jurisdiction Hazard Mitigation Plan:** Chief Wade with the Zavalla Police department explained the plan. Councilwoman Pam Hooks made the motion to approve the resolution adopting the plan, Stacy Marshall seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly approve a resolution for the 2019-2020**

**Juvenile Case Manager Grant:** Councilwoman Pam Hooks made the motion to approve the resolution, Randall Dykes seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly approve going out for bids on new utility**

**rates for when the current agreement ends:** Councilwoman Pam Hooks made the motion to not go out for bids, Randall Dykes seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly approve National Night Out on October 1,**

**2019:** Chief Wade with the police department explained what National Night Out was. Councilwoman Stacy Marshall made the motion to approve National Night Out on October 1, 2019, Randall Dykes seconded the motion, all in favor, motion passed and approved.

**Staff Reports:**

Waunesa Herington, City Secretary: Mrs. Herrington told the Council that she was about to start working on the annual Easter Egg Hunt and elections were coming up.

Chris Wade, Chief of Police- Chief Wade read the monthly police report statistics. He told the Council the new police vehicle has been ordered and he is estimating it to be here around mid-April. He said his officers did a great job while he was out for a few days. The police department received a grant for ticket writers with Waunesa's help and also received the crime prevention grant which bought the police department a McGruff suit. The police department ordered junior badge stickers and have already started swearing in officers. Lt. Denby demonstrated to the Council the way he swore them in.

Clark Lowery, Water/Wastewater Operator- He told the Council the roads were in really bad shape but to bear with him. He ordered some Super Patch that will be here Monday and he will get to work on them.

Joy Yarbrough, Water/Sewer Secretary- Joy stated she will be in training for the RVS software program starting tomorrow and ending on Wednesday. She also said herself and fellow co-worker Daryl Cheney have submitted their class c water application into TCEQ for approval. As of this date they have not reviewed it.

Aimee Cloutier, Municipal Court Clerk- Aimee read her monthly report. She told the Council that Teen Court was going great and they have competition on April 13, 2019 in Bedford Texas.

#### **Council Reports:**

Pam Hooks- Mrs. Hooks stated that the City should not hire anyone for the water department unless they already had the proper licenses. She also said there were a lot of people coming up to her asking her about not being invited to the grand opening. She also said there is a bunch of dogs running around and she doesn't know what to do about it when people are asking her about it. She also would like a work policy in place and the roads need to be fixed and repaired

Stacy Marshall- Mrs. Marshall stated that she agreed with what Pam said and the roads are in desperate need of work. Stacy asked Mayor Guzman to put a policy in place to put stuff on the agenda. She would also like an item to be placed on the agenda regarding spending limits.

Randall Dykes- Mr. Dykes wanted to know why the City could not get summer help to mow and do other things so the guys could focus on the water department/roads.

#### **Mayor Report:**

Mayor Carlos Guzman said he has been getting a lot of compliments on the drive thru window at the new City Hall. He said he would be visiting Temple Inland regarding a grant to build a police department at the new City Hall.

Mayor Guzman adjourned the meeting at 6:42 p.m.



Carlos Guzman

Mayor



Waunesa Herrington

City Secretary

**CITY OF ZAVALLA  
REGULAR SCHEDULED MEETING OF THE CITY COUNCIL  
TUESDAY, APRIL 9, 2019**

The City of Zavalla met for a regular scheduled meeting on Tuesday, April 9, 2019 at 6p.m. at the old City hall building located at 838 East Main Street, Zavalla, Texas 75980

Council Present were: Mayor Carlos Guzman, Council Members; Pam Hooks, Stacey Marshall and Randall Dykes. Council members absent were; Kelly Dickinson and Brenda Cox.

Guest Present were: Tom Ross, Denita Ross, Eunice Ditterline, Steve Mallory, J P Hopkins, Tom Derryberry, Debbie Denby, Rev. Bill Summers and Jimmy Cassels.

Employees present were: Waunesa Herrington, Joy Yarbrough, Clark Lowery, Judge Julie Alston and Chief Chris Wade.

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

Brother J. P. Hopkins gave the invocation.

**WENT INTO EXECUTIVE SESSION WITH CITY'S ATTORNEY JIMMY CASSELS AT 6:02 P.M. AND RECONVENE AT 6:50 P.M.**

**Open Forum:** No one spoke under open forum.

**Zavalla Volunteer Fire Department Report.** Chris Wade gave the Zavalla Volunteer Fire Department Report. Everything is going well in the Fire Department. They had their Fish Fry and everything went well.

**Discuss and possibly approve changing the fines in the Animal Ordinance.** Judge Alston discussed how she thought the fines needed to be changed and make the City can make the defendant pay any expense the City incurred. Randall made the motion for the first offense for the fine to be \$50 to \$500 plus the cost the City incurred. Second offense be \$100 to \$500 plus the cost the City incurred; third offense be \$200 to \$500 plus the cost the City incurred. Stacy second, motion carried.

**Discuss and possibly approve closing the Scholarship Account.** Pam made the motion to transfer the Scholarship money to Teen Court. But this money must be ear marked for a child in Teen Court for a Zavalla Student. Randall second, motion carried.

**Discuss a Spending Limit Policy;** Stacy wants a spending limit for unnecessarily purchases. From small purchases to large purchases. She wants it to be put on the agenda to be discuss and possibly approved.

**Discuss a Work Policy:** Pam stated she wanted the items that Waunesa has a list on from a previous meeting. Waunesa read the items she had written and stated there could be items the Council wants to take out or the Council want to add or adjust, she would like it to be on next months agenda to be discuss and take action.

**Discuss an Agenda Policy:** Stacy would like for there to be a form that you can fill out and leave with Waunesa for what someone would like to put on the agenda.

**Discuss and award Generator Grant Bid:** Randall made the motion to award the Generator Bid to Payne Electric only if FEMA approves the additional amount the City is asking for. Stacey second, motion passed.

## **STAFF REPORTS**

Clark/Nothing. Mayor Guzman asked Clark how the back hoe ran. Clarks said it runs well but that it needs 4 new tires and a new rim. Someone that worked for the City before his time had ruined the rim and it would need a new stud. It was a safety hazard to move it as it is. Stacey told him to go ahead and get it fixed.

Joy/Nothing. She had submitted her application to TCEQ to take the water license test. She had some addition papers she needed to fill out, stating what percentage she works in certain areas.

Chief Wade gave the Police Department report. The new police car has come in, but it will take another month before it will be ready for service. The Police Department has two grants they are working on right now. One for a body camera, BULLET is paying for that. Also, they have tickets writer with EGRANT. E Grant awarded to the Police Department is \$11,000. The software will be additional \$4000. The City Judge agree to pay the additional out of the Court Security and Technology fund. Chief Wade stated the Council might need to revisit the Dog Catcher for the City of Zavalla.

Waunesa read the letter Kelly Dickinson gave her stating he resigned from the Zavalla City Council as of April 9, 2019

Waunesa said the office had the vehicle registration going and that the State automatically pay the City of Zavalla a \$1.00 for registering a vehicle.

## **COUNCIL REPORTS**

Pam stated that someone told her that Chris Wade's road was bad. She asked Chris, he said it was. She stated understood that the City messed up the road, when they put Chris's water in. If the City messed up the road, then they need to fix it. Clark said they would. Pam asked if there was some place the City could put their Ordinances at, to where new People when they moved to Zavalla, they could look at them and know what they can do and can't do. She stated the roads where awful. Pam stated that the Special Called Meeting the City was supposed to had, they should have had it. Because, it pertained to the Operator in Training and had the other City Council Members read the information they had been given for that meeting. Pam stated she had called TCEQ pertaining to the Operator in Training.

Stacey told Clark that they needed to get the back hoe fixed. She stated she really appreciated Clark.

Randall-Nothing

**MAYOR'S REPORT**

Mayor Guzman stated the roads do need fixing, the ditches need mowing and cleaned.

**Discuss and possibly approve February 12, 2019 minutes.**

Randall made the motion to approve, Stacey second, motion carried.

**Discuss and possibly approve March 12, 2019 minutes.**

Pam made the motion to approve the minutes, Randall second, motion carried.

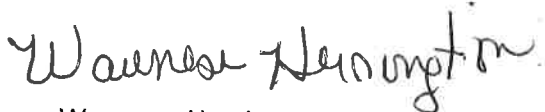
**Discuss and possibly approve April 2019 bills.**

Randall made the motion to pay the bills, Stacy second, motion carried.

**MEETING ADJOURN AT 7:45 p.m.**



Carlos Guzman  
Mayor



Waunesa Herrington  
City Secretary



**CITY OF ZAVALLA  
REGULAR SCHEDULED MEETING OF THE CITY COUNCIL  
TUESDAY, JUNE 11, 2019**

The City of Zavalla met for a regular scheduled meeting on Tuesday, June 11, 2019 at 6 p.m. at the old City Hall/Police Station located at 838 East Main Street, Zavalla, Texas 75980.

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

Employees Present were: Joy Yarbrough, Caleb Denby and Waunesa Herrington.

Guest Present were: J. P. Hopkins, Amy Landon, Chris Landon, Monica Weeks Larrigan, Elizabeth McDonald, Shannon Yarbrough, and Eunice Ditterline.

Tom Ross called the meeting to order, established a quorum and welcomed the guest.

Brother J. P. Hopkins gave invocation.

**Discuss and appoint a Mew Mayor Pro-Tem.** Pam made the motion to appoint Denita Ross as Mayor Pro-Tem, Stacey second motion passed.

Denita Ross administered the meeting.

**Open Forum**

Amy Landan spoke about wanting to organizing a non profit organization for the Youth. She handed out post cards to the City Council Members. This organization would be introducing Art and Music. Would have Parenting Classes. The Organizatin will be called The Village of Zavalla. Would need a set of directors. Amy does not have any directors yet.

Monica Weeks Larrigan would like to have a mowing contract with the City of Zavalla to mow their property. She would like for this to be on next month's agenda.

Elizabeth McDonald signed form to speak out in open forum, but she is on the agenda.

Zavalla Volunteer Fire Department: No one gave a report.

Discuss and possibly approve helping Claude McDonald with his water bill located at 161 Pickard and account number 531. Elizabeth McDonald explained about Gene's trailer and how the commode was running and that Gene was hard of hearing. She did not realize it was running as much as it was. Elizabeth explained that with Gene's condition and his income of being \$700.00 a month and then he has to pay for some of his medicine. There was no way that Gene could pay this water bill. She would like to ask for some help with water bill. Pam stated she didn't know what the answer was. Pam made the motion for Claude McDonald Account # 531(Gene) to do a payment plan as low as \$10 a month until Gene got the high-water bill paid. Tom second, motion passed.

Discuss and possibly approve moving forward with the Law Suit pertaining t the man hole that was damaged on HWY 69. Tom made the motion to table, Pam second, motion passed.

Discuss and possibly approve HACH contract. Tom made the motion to renew the contract, but that next the City needs to go out for bids. Pam second, motion passed.

Discuss and possibly approve leasing mineral rights the City of Zavalla owns on HWY 147 in the Frank Hawking Survey: Tom made the motion to accept, but have it in writing with the Oil Company that the City of Zavalla would be protect where their drinking water distribution system is concerned. Stacey second, Pam abstained, motion passed.

Discuss and possibly approve Resolution 2019-4 pertaining to canvassing the 2019 General election. Pam made the motion to accept, Tom second, motion passed.

Discuss and possibly approve removing Brenda Cox and Kelly Dickinson as signers on the City of Zavalla's checking accounts and adding Tom Ross and Denita Ross. Pam made the motion, Stacey second, motion passed.

Discuss and possibly approve SEAL and WIDA programs with the Texas Work Force Solutions. Tom made the motion to approve with the exception that Texas Work Force Solutions or Advanced Temporaries is responsible for employee insurance. Stacey second, motion carried.

Discuss and possible approve getting each department their individual credit cards with department names on them. Denita made the motion to get credit cards for Water Department with a \$5,000 limit, Police Department with a \$2,500 limit, Court with a \$1,500 limit, and General with a \$1,500. With the stipulation that in Council packet there is copy of credit card statement and receipts on what was bought. Tom second, motion carried.

#### STAFF REORTS

Joy sent out two reports. She has new report she has to do for TCEQ regarding the THM'S. This is a real extensive report. Joy has to send out 3 boil water notice due to water breaks. Pam asked her about the call system she was trying out. Joy said it cost \$1600 a year for up to 900 numbers and that Aimee said the court might could use it and help pay for the cost. They are going to clean the tank out on Marshall. They may have to lower 10 of the wells at the GUI Well Site. She is working on a Policy and Procedure for flushing the water lines.

Caleb said everything is going well. Got the GUI Well back on line.

Waunesa stated the Employee's Health Insurance will be on the agenda next month and the Council will have to make a definite decision at that time. Denita stated she would like to see the City go out for bids on their Health Insurance. Waunesa stated that she had went to work shop that day regarding water rates and budgets.

Denita asked J P Hopkins if he had to any thing to say. He stated that someone had stole the generator from the Food Bank. He was not pleased at the results he got from the Sheriff's Department. So, he put his own under cover detective on it. Within no time he had his generator back. The Lord is still Blessing.

#### COUNCIL REPORTS

Stacey stated she would like to see the Work Policy, Agenda Policy and the Spending Policy put on the Agenda next month.

Tom said he would like to see a class set up at City Hall for the Council Member to watch the Open Meeting Act video together.

Pam stated the City needed some type of machinery to clean the ditches. Waunesa asked if she wanted in on the agenda for next month and she said yes.

MAYOR REPOT-NOTHING

Discuss and possibly approve April 9, 2019 minutes. Tom made the motion to accept, Pam second, motion passed.

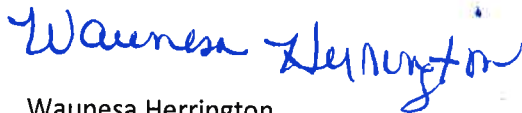
Discuss and possibly approve May 14, 2019 minutes. Tom made the motion, Denita second, motion passed.

Discuss and possibly approve June 2019 bills. Tom made the motion to approve the bills, Stacey second, motion passed.

Meeting Adjourn at 7:35 p.m.



Denita Ross  
Mayor Pro-Tem



Waunesa Herrington  
City Secretary





CITY OF ZAVALLA  
REGULAR SCHEDULED MEETING OF THE CITY COUNCIL  
TUESDAY, JULY 9, 2019

The City of Zavalla met for a regular scheduled meeting on Tuesday, July 9, 2019 at 6 p.m. at the old City Hall/Police Station located at 838 East Main Street, Zavalla, Texas 75980.

Council present were: Mayor Guzman, Council Members, Pam Hooks, Denita Ross, Tom Ross, Stacey Marshall and Randall Dykes.

Employees present were: Waunesa Herrington, Joy Yarbrough, Chief Chris Wade, Caleb Denby and Daryl Cheney.

Guest Present were: Carolyn Guzman, Eunice Ditterline, Steve Mallory, Johnathan Summers, Alex Ingram Richard Brunk, J P Hopkins, Molina Courtney, Steve Smith, Loyce Lawrence and Shannon Yarbrough.

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

Brother J. P. Hopkins gave the invocation.

Molina with U Bank got the rest of the signatures she needed to restyle the City of Zavalla's Banking Accounts. Molina thanked the Council Members that did make it by U Bank to sign the necessary papers to restyle the Bank Accounts.

OPEN FORUM

Richard Brunk stated that he was concern that the City of Zavalla has not tried to get a Warning System for the City of Zavalla. He knew that when he was with the Fire Department, they were working on a Warning System. He just felt like the Citizens of Zavalla, deserved a Warning System.

Also, Richard stated that he blew a tire out driving down his road (Barge Road) he wants to know when the City is going to fix the roads in the City of Zavalla. Huntington got a grant, why can't Zavalla.

Zavalla Volunteer Fire Department Report

Chris Wade gave the Fire Department Report. Chris stated the Fire Department had a Fire Work Show on the 4<sup>th</sup> of July and it went fine. The Fire Department has very little going on. Chris said he has been working on getting a quote on a warning system for Zavalla.

Next order of business: Discuss, update and possibly approve Public Investment Resolution for 2019. Tom made the motion to approve the Resolution the City has in place now, with no changes, Randall second, motion approved.

Next order of business: Discuss and possibly approve moving forward with the Law Suit pertaining the man hole that was damaged on HWY 69. The Council went into executive session at 6:15 p.m. and reconvene at 6:25 p.m. Randall made the motion to move forward with the Law Suit, Denita second, motion passed.

Next order of business: Discuss and possibly approve for Monica Weeks Larrigan receiving a contract mowing from the City of Zavalla. Pam made the motion not to contract out the mowing, Tom second, motion passed.

Next order of business: Discuss and possibly approve buying some type of machinery to clean the ditches. Mayor Guzman stated he would like to rent the equipment it took to clean the ditches. Pam asked Tom if he would look into what it took to rent the equipment and how much it cost. Randall made the motion to look into renting equipment, Pam second, motion carried.

Next order of business; Discuss and possibly approve on what the City wants to do about water lock that was cut at 647 Picard, Zavalla, Texas 75980. Chief Chris Wade stated than an investigation had to be done before you could move forward. Tom made the motion to start an investigation, Randall second, motion passed.

Next order of business; Discuss and possibly approve City Employee's Health Insurance Rates. Stacey made the motion for the Employee's to pay the additional part above what the City paid last year, Randall second, motion passed.

Next order of business: Discuss and possibly approve Work Policy. Tom made the motion to accept the Work Policy, Randall second, motion passed.

Next order of business: Discuss and possibly approve Agenda Policy. Tom made the motion to accept the Agenda Policy, Randall second, motion passed.

Next order of business: Discuss and possibly approve Spending Policy. Tom made the motion to table, Denita second, motion carried.

#### STAFF REPORTS

Chief Chris Wade read his report. Chris stated the ticket writers are in. He has to be trained, then his Officers and then the Court. Having Animal Problems, need to put in the budget next year for animal control. Richard Brunk claimed the City needed to do animal registration. Richard stated that animal registration would off-set the cost of animal control. Chief Chris Wade agreed with Richard.

Daryl stated the water department had repaired some water leaks. They had cleaned the water tanks on Marshall and repaired the leaks they had. Daryl stated they had changed out some faulty water meters. Water usage was down. Pam wanted to know what was making the Water brown. Daryl stated the City got fined for the THM'S. The City is under an Agreed Order with TCEQ. As long as the City passes the THM'S for one year. Daryl stated the him and Joy had discovered the sight on second street was at a dead end, because a valve had been turned off. He turned the valve back on and put a timer on a faucet to turn the water on and off at the location. Daryl said the second site that had high THM'S was located on Durham Ranch so he put a timer on it. Hopefully it brings the THM'S down. Pam asked Daryl if he had a pump to pump water out of a ditch if need be to see if there was a water leak.

Joy stated she had sent several reports to TCEQ. The Water Department sent out the Consumer Confidence Report to everyone. Joy stated she was looking into a call out system for the Water Department and that Judge Alston said the Court could probably use it too and they would pay half of the cost.

Caleb, he said he had the same thing as Daryl said.

Waunesa stated she was waiting on Scope of Work Modification Approval from FEMA, when this occurs the City can move forward with the Generator Grant. She had talked Bill Langley with TML and he

stated that if the City went out for different Health Insurance, they would have advertised it in the Paper. She was also told that the City would have to go through a Broker's Insurance, so she called Davis Insurance and they said they could not beat the price of TML'S Health Insurance. Waunesa stated she finally got the contracts with the Work Force Solutions completed. If someone was interest in the SEAL and WIOA programs, they would have to go to the Work Force Solutions and fill an application there.

#### COUNICAL REPORTS

Randall want to say a Thank You to everyone for their Prayers for what his family just went through last month. This City always stands together when need be.

Stacey asked that if what Tom mentioned last month when putting black top out, then putting sand on top of it. If that was being done. Daryl said they were doing what Tom had suggested.

Tom wants it on the agenda for next month an Ordinance about loaded Truck driving on City roads. Tom asked about the grant pertaining to the Water Tank, had we heard anything. Waunesa said no.

Denita is concerned about the Comp Time. She would like for it to be on the agenda next month.

Pam stated that when we know we have a water leak; it needs to be fix as soon as possible. If we can't fix it then we need to hire someone to fix it. She stated she realized we have new employees and they don't know where everything is. But it needs to get a little better.

#### MAYOR'S REPORT

Mayor Guzman wanted to thank everyone for the things they do.

Next order of business: Discuss and possibly approve July 2019 bills. Randall made the motion to pay the bills, Tom second, motion passed.

Next order of business: Discuss and possibly approve June 11, 2019 minutes. Randall made the motion to approve the minutes, Denita second, motion passed.

MEETING ADJOURN



Carlos Guzman  
Mayor



Waunesa Herrington  
City Secretary



**CITY OF ZAVALLA  
REGULAR SCHEDULED MEETING OF THE CITY COUNCIL  
AUGUST 13, 2019**

The City of Zavalla Council met for a regular meeting on Tuesday, August 13, 2019 at 6:00 p.m. at the Old City Hall/Police Station located at 838 East Main Street, Zavalla, Texas 75980.

Mayor Guzman called the meeting to order, established a quorum, and welcomed the Guest.

Brother J.P. Hopkins gave the invocation.

Council present were Mayor Carlos Guzman, Pam Hooks, Denita Ross, Tom Ross, Stacey Marshall and Randall Dykes. Employees present were Chief Chris Wade, Waunesa Herrington, Daryl Cheney and Caleb Denby. Guest present was J. P. Hopkins, Brenda Cox, Johnathan Summers, Tom Derryberry, Steve Mallory, and Eunice Ditterline.

Everyone pledged allegiance to the American Flag.

Everyone pledged allegiance to the Texas Flag.

No one spoke under Open Forum

Chris Wade gave the Volunteer Fire Department Report. Chris stated that everything is routine as usual. Had one structure fire, one vehicle accident and have a BBQ on August 31, 2019.

Next order of business: Discuss and possibly approve Comp Time Policy. Denita stated the Council did not need to change the Comp Time Policy that is in the Employee's Policy Handbook. If the Council wants to change it, they can do that when the Council goes over the Employee's Policy Handbook. Randall made the motion to pay all employees comp time they have on the books and start over. Tom second, motion passed.

Next order of business: Discuss and possibly approve for Ray Vann Ass. For Project Management services for the Downtown Revitalization Program Grant. Pam made the motion, Randall second, motion passed.

Next order of business: Discuss and possibly approve the names to put on Department Credit Cards. Tom made the motion for department heads to be put on the Department Credit Cards, Pam second. (Waunesa, Chris, Daryl & Julie)

Next order of business: Discuss and possibly approve a bad debt list of Customer that are deceased and on the past due list. Randall made a motion to approve a bad list of account numbers 84,111,217,242.265,309,430,573,574,617,673,686,784,791,827,854, and 856. Denita second, motion carried.

Next order of business: Discuss and possibly approve Special Called Meeting July 25, 2019 minutes. Randall made the motion, Stacey second, motion passed.

#### Executive Session

Next order of business: Discuss and possibly approve appointing Daryl Cheney as Public Works Director. Mayor Guzman asked Daryl if he want in open forum or in closed session. Daryl chose for it to be in open session. Denita wanted to know what was the job description for a Public Work Director. She understood that all Public Works Director was suppose to do was sat in an office. Waunesa stated she had a job description the City of Zavalla's Public Work Director, but she did not have it with her. Tom asked Daryl if they were keeping a daily log. Daryl said yes. Tom made the motion to table until the Council could look at the job description. Stacey second, motion passed. Randall abstained.

#### STAFF REPORTS

Chief Chris Wade read his report. Mayor Guzman asked Chris how the ticket writers were working. Chis said it was different, we have to get all the bugs worked out. Chris said he was giving the car to the School when School started. October 1, 2019 was National Night Out. The Police Department has a new reserve his name is William Barnett.

Daryl stated that a man approached him about Cleaning the pone. Everyone he had talked to about cleaning out the sew ponds said it would cost close to \$200,000. The guy he talked to had an enzyme that would help clean the sewer ponds. Having problems with the duck weeds. Denita asked Daryl if this chemical was TCEQ approve. Daryl said the man said it was. Daryl said is he was going to send this man some dimension of the ponds. Then the man was going to tell him how much chemicals, the City needed. Daryl said right now all the wells are doing right. Usage is about right. Been trying to patch a few roads.

Caleb said he is doing a waste water class and will take a waste water test soon.

Waunesa read Aimee's Court report stating how much money was collected for the month of July, 2019.

Waunesa read Joy's notes on what she has been doing in the Water Department. The SWMOR Report, helping Daryl with the DMR waste water report. Sent in TCEQ agreed order. Did the open records request from TCEQ.

Waunesa handed out the 2020 Proposed Budget and Budget Calendar. Told how the generator for the Water Wells won't be in till the middle of September 2019. She had imported some ticket for the ticket writers. There were bugs in the system, but they would be worked out.

Working on the 2018 Audit, it needs to be finished before the City can submit the grant for the Downtown Revitalization Program Grant. Joy is talking to two companies about the call out system.

#### COUNCIL REPORTS

Randall/Nothing

Stacey stated we are spending a lot of money on maintenance. Stacey wanted to know how many chain saws has the City bought. Daryl said two. Stacey asked if the City did maintenance on two different lawn mower and two different places. Daryl said yes. Stacey stated she wanted to the spending policy on the agenda and that it should have been on this agenda.

Tom stated he had looked into renting a Sky Saw to rent. The rental is too high. Might could look into renting some other type of equipment. Tom stated he would like to have a Budget Workshop for the roads. He has some ideas he would like to discuss.

Denita asked about the law suit pertaining to the manhole and asked Waunesa if she had talked to the City Attorney and what did he say. Waunesa stated at this time the City Attorney seemed negative about the law suit, where he was not before. Denita stated she would like the Council to think on changing the Attorney for the City. Denita asked about the water lock on Pickard that had be cut. Was there an investigation going on? Chief Wade said yes.

Pam stated she would like for the City to think about getting a City Manager in the future. Pam asked Daryl about a tree that is on the Water Well fence, it has been there for a while. Daryl said he had cut it down, he just has not had time to back and clean it up. It might be an insurance claim.

#### MAYOR REPORT

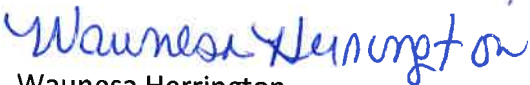
Mayor Guzman said he had talked to a person about opening up a Hardware Store. He had heard of a rumor that the County Judge was wanting to trade buildings with the City and when he called him. The County Judge said he would like to building a new building beside the New City Hall, that would be for the County and the City. This building would be for the Police Department, Sheriff's Office, JP and have a Council Room. Mayor Guzman said he would talk to Ray Vann about a Temple Grant for this project.

Next order of business: Discuss and possibly approve August 2019 bills. Randall made the motion to pay the bills, Tom second, motion passed.

Next order of business: Discuss and possibly approve July 9, 2019 minutes. Randall made the motion to approve, Denita second, motion passed.

Meeting Adjourn at 7:30 p.m.

  
Carlos Guzman  
Mayour

  
Waunesa Herrington  
City Secretary



CITY OF ZAVALLA  
SPECIAL CALLED MEETING  
AUGUST 20, 2019

The City of Zavalla met for a special called meeting on Tuesday, August 20, 2019 immediately following the Public Hearing for the 2020 Proposed Budget at Old City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

Council present were Mayor Guzman, Denita Ross, Tom Ross, Stacey Marshall, and Randall Dykes. Pam Hooks was absent. Employees present were Waunesa Herrington, Chief Chris Wade, James Denby, Caleb Denby, and Daryl Cheney.

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

Jamie Denby gave the invocation.

Everyone pledged allegiances to the American Flag

Everyone pledged allegiances to the Texas Flag

Next order of business: Discuss and possibly appoint Daryl Cheney as Public Works Director.

Stacey would like to have a list of his daily duties.

Stacey: Asked Daryl what he did on a day to day basics.

Daryl: Try to read the wells first thing every morning. Need to read the about the same time every day.

Works at the Sewer Plant. Does the work order on the bulletin board? Meet and talk to different people all the time, about different subjects pertaining to the water and sewer.

Stacey would like to help Daryl organized things. Stacey wanted to know why Joy read the water meters.

Daryl: Joy needs to know where the water meters are. Daryl would like to get Joy and Caleb both with water license that way the City would have 3 people with licenses.

Stacy asked if the water meter were read on Saturdays.

Daryl: Once a while back, right after Jess left.

Tom: What are your plans for the overtime.

Daryl: Taking time off in a timely manner.

Tom: What changes would you like to do.

Daryl: Have better monitoring system for the wells. Fix the GUI so it could run 24/7. Upgrade communication between the wells. On the Sewer, to do more testing on the Sewer and monitor it more. The Sewer has too much dead bacteria. For the roads, would like to see if we can get a motor grader. The roads need a crest before you can take care of them.

Tom: What about the ditches.

Daryl: Clean with a Track Hoe and Back Hoe.

Tom: When you do water sample, do you go to the end of the line? Do you use a lot of water when you flush at a Customer's house? Tom recommended you put a mother in law meter at a Customer's house that you take a sample from.

Daryl: You only let the water run for 5 minutes.

Randall made the motion to hire Daryl for the Public Works Director, Tom second. Stacey and Denita voted against Daryl being promoted to Public Works Director. Mayor Carlos Guzman broke the tie and voted for Daryl to be promoted to Public Works Director.

Next order of business: Discuss and possible amend the 2019 Budget. Tom made the motion to amend the 2019 Budget for comp time paid, Randall second, motion passed.

Next order of business: Discuss and possibly approve a plan for the City of Zavalla Roads. The Plan for the City of Zavalla Roads is first mow and clean ditches, crown the roads, then use super patch and a roller. Tom made the motion, Randall second, motion passed.

Meeting Adjourn

A handwritten signature in black ink, appearing to read 'Carlos Guzman', written in a cursive style.

Carlos Guzman  
Mayor

A handwritten signature in black ink, appearing to read 'Waunesa Herrington', written in a cursive style.

Waunesa Herrington  
City Secretary



**CITY OF ZAVALLA  
REGULAR SCHEDULED MEETING OF THE COUNCIL  
TUESDAY, SEPTEMBER 10, 2019 AT 6:00 P.M.**

The City of Zavalla Council met for a regular scheduled meeting on Tuesday, September 10, 2019 at 6 p.m. at the old city hall building located at 838 East Main Street, Zavalla, Texas 75980.

Council present were: Mayor Carlos Guzman, Council Members; Pam Hooks, Denita Ross, Tom Ross, Stacy Marshall. Council Members absent were Randal Dykes.

Employees Present were Aimee Cloutier, Waunesa Herrington, Daryl Cheney, Caleb Denby, Christopher Wade, and James Denby.

Guest present were Loyce Lawance, Carolyn Guzman, Bill Hoppe, Amy London, Debbie Denby, Eunice Ditterline, Steve Mallor, Zane Peavy, Bob Thurber, and Johnathan Summers.

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

Lt. James Denby with the Zavalla Police Department gave the invocation.

The Pledge of Allegiance and the Pledge to the Texas flag were recited.

**Open Forum:** No one spoke under open forum.

**Zavalla Volunteer Fire Department Report:** Fire Chief Chris Wade read the fire department report. He explained they had one structure fire inside the city limits and thanked the workers of the Zavalla Water Department for helping as well as Council Member Tom Ross. They had a BBQ fundraiser and made good profits.

**First Order of Business: Discuss and possibly approve the 2018 Draft Audit:** Councilwoman Denita Ross made the motion to table this item since the auditor wasn't at the meeting to go over the audit, Tom Ross seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly take action to select an Engineering Firm for the 2019-2020 TxCDBG grant project and application:** City Secretary Waunesa Herrington explained they had graded the applications and chose KSA Engineering firm of those scores. Bob with KSA explained what the grant was and the city could get up to \$350,000.00 in grant money but the City of Zavalla would have to match 20% of the funds received. He explained 51% of the funds would have to go towards sidewalks and the remaining 49% could go to roads. Councilman Tom Ross made the motion to accept KSA Engineering firm, Stacy Marshall seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly take action to approve Designation of a City of Zavalla Downtown Revitalization District in Compliance with Texas Department of Agriculture Guidelines for Texas Capital Fund Downtown Revitalization Program (DRP):** Bill Hoppe with Ray Vann and Associates gave some background on the process of the agenda items regarding the grant process. He told the council the grant application would be due October 1, 2019. Councilwoman Pam

Hooks made the motion to not do this particular grant at this time, Tom Ross seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly approve the City of Zavalla Resolution Designating the Downtown Revitalization District and area of Slum or Bight:** Councilwoman Pam Hooks made the motion to not designate a downtown revitalization district and slum or bight, Tom Ross seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly take action to approve City of Zavalla resolution authorizing the submission of a Texas Capitol Fund Downtown Revitalization Program application to the Texas Department of Agriculture:** Council woman Pam Hooks made the motion to not approve a resolution, Tom Ross seconded the motion, all in favor, motion passed.

**Next Order of Business: Discuss and possibly take action to adopt a Citizen Participation Plan:** Councilwoman Pam Hooks made the motion to not adopt a Citizen Participation Plan, Tom Ross seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly take action approving the resolution adopting the 2020 Budget:** Councilwoman Pam Hooks made the motion to approve the resolution, Tom Ross seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly take action approving the resolution adopting the 2019/2020 tax rate:** Councilwoman Denita Ross made the motion to approve the resolution, Tom Ross seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly take action on buying/renting equipment to work on the roads:** Councilwoman Pam Hooks made the motion to buy parts to fix tractor, Tom Ross seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly approve installing telephone at the GUI Well:** Councilwoman Pam Hooks made the motion to install a telephone at the GUI well, Tom Ross seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly approve Spending Policy:** Councilwoman Denita Ross passed out a form she typed up to the council. Stacy Marshall made the motion to approve the spending policy handed out by Denita, Tom seconded the motion, all in favor, motion passed and approved.

**Next Order of Business: Discuss and possibly approve Call Out System:** Councilman Tom Ross made the motion to table this item, Denita Ross seconded the motion, all in favor, motion passed and approved.

#### **Staff Reports:**

**Chief Chris Wade with Police Department:** Chief Wade gave the monthly police report. He explained to the council National Night Out would be on October 1<sup>st</sup> at the new city hall.

**Daryl Cheney with Water/Sewer Department:** Daryl explained to the council he was in contact with a Biologist with Texas Parks and Wildlife and they are going to see if they can move the alligators. He said he was looking into the communication wires for the GUI call out system and they have been working on

the bush hog and treating the sewer ponds. He told the council he thought the TTHMS would come back good this time around. He also explained to the council Rural Pipe came and picked up the 60' culverts and they are going to credit the City of Zavalla. Daryl told the Council that William Cooper and a salesman with East Texas Asphalt are going to come down and show him how the road work needs to be done.

**Aimee Cloutier with Municipal Court-** Aimee read out the monthly court report. She said the court may have many dismissals next month due to old citations in the 1999/2004 range. She mentioned these fines and fees were not collectable and they only collect on these maybe one or twice a year.

**Waunesa Herrington/City Secretary-** Waunesa told the council that she has been busy working on the audits. She mentioned they had one woman and two men apply for the positions available through the Workforce program and she is waiting to hear back from them. She said she has also been working on the road grant.

**Council Report:**

**Stacy Marshall-** Stacy asked Daryl Cheney why employee Caleb Denby is building up so much comp time again and wanted to know why. Daryl explained they had water leaks and when Caleb got back from class, they would work on it.

**Tom Ross-** Tom told Waunesa that he appreciated her putting all of the receipts in the council packets. He asked what piece of equipment went to Baskin Outdoors and was informed it was the generator. Tom mentioned he had the saws working great and has put two tanks of fuel through them.

**Denita Ross** Denita said she appreciated everyone doing a good job. She passed out a copy of the agenda policy, showing where it stated that when an item was tabled it was to be put on the next month's agenda. No matter what.

**Pam Hooks-** Pam thanked Waunesa for working so hard on the sidewalk grant and thanked the rest of the City employees.

**Mayor Report:**

**Mayor Carlos Guzman-** Mayor Guzman said he spoke with the City Attorney regarding the lawsuit. Mr. Cassels had to hire a private investigator to serve the papers. He mentioned that there were a couple of houses in town that had been auctioned off.

**Next to Last Order of Business: Discuss and possibly approve August 20, 2019 Public Hearing**

**minutes:** Councilman Tom Ross made the motion to approve the minutes as written, Denita Ross seconded the motion, Pam Hooks abstained, the rest of the council in favor, motion passed and approved.

**Final Order of Business: Discuss and possibly approve August 20, 2019 special called meeting**

**minutes:** Councilman Tom Ross made the motion to approve the minutes as written, Stacy Marshall seconded the motion, Pam Hooks abstained, the rest of the council in favor, motion passed and approved.

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

  
\_\_\_\_\_  
Mayor Carlos Guzman

10-16-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Waunesa Herrington

10-16-19  
\_\_\_\_\_  
Date



CITY OF ZAVALLA  
REGULARY CALLED MEETING  
OCTOBER 8, 2019

The City of Zavalla met for a regular called meeting on October 8, 2019 at 6:00 p.m. at the Old Zavalla City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

Council present were Mayor Guzman, Pam Hooks, Denita Ross, Tom Ross, Stacey Marshall and Randall Dykes. Employees present were Waunesa Herrington, Caleb Denby, Evan Wayman, James Denby and Chief Chris Wade. Guest present were Barney Stringer, Debbie Denby, Loyce Lawrence, Carolyn Guzman, J. P. Hopkins, Jonathan Summers, Jess Huff, Kim Johnson, Alix Ingram and Morrie Apodaca.

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

J. P. Hopkins gave the invocation.

Everyone pledged allegiance to the American Flag.

Everyone pledged allegiance to the Texas Flag.

No one spoke under open forum.

Next order of business: Discuss and possibly approve the Sub-Division of Barney Stringer's property this will presented by Morrie L Apodaca with Goodwin, Lasiter & Strong.

Tom made the motion, Randall second, motion passed. As long as the legal language was put in the minutes. Below is the language Morrie L Apodaca sent.

1. If at any time the lease ceases or becomes null and void and the cell tower (entity) ceases to renew its lease, as per the lease agreement the cell tower company has first option to buy. If this is carried out then no residence shall be built, set or placed upon the property describes as Reserve A (lease area).
2. Should the cell tower refuse first right, then it is of the request of the Stringers that Richard and Loretta Brunk receive Reserve A (the lease area tract) as a gift to the Brunks.
3. Should the Brunks wish not to receive Reserve A (lease area), for any reason, then the current of the Tract West of the Lease are (Lot 1 of this plat) will have first option to buy only after the conditions above are met. Re-platting shall become necessary if Reserve A is combined with this addition to form only one lot, to adequately provide enough area for the minimum square footage for residential requirements or consolidated into one tract as required by the City of Zavalla to meet the specifications at that time.

Next order of business: Discuss and possibly approve the 2018 Audit. Kim gave a hand out to the Council and explained it to the Council. Told the Council they needed to stay within the budget. When the City received a grant the City of Zavalla needed to amend their budget. Tom made the motion to accept the audit, Randall second, motion passed.

Next order of business: Discuss and possibly approve some type of action on Ernest Perkins Account, account #962. Tom made the motion adjust Ernest Perkins water account like the City of Zavalla had adjusted other water accounts when they had a high water, and to allow Ernest Perkins to set up a pay out agreement for the balance due after the adjustment. Randall second, Pam and Stacey abstained, motion passed.

Next order of business: Discuss and possibly approve a call out system. Randall made the motion to table, Tom second, motion passed.

Next order of business: Discuss and possibly approve taking bids to sell the Merry-Go-Round from the City Park or to go out for bids to fix the Merry-Go-Round. Denita made the motion to put the Merry-Go-Round up for bid, Tom second, motion passed.

Next order of business: Discuss and possibly approve going out for bids to purchase a new tractor and bush hog. Pam made the motion to purchase a tractor and bush hog, Randall second, motion failed. Stacey, Tom and Denita did not want to purchase a tractor and bush hog.

Next order of business: Discuss Quarterly Reports: Waunesa explained that she would like to discuss the quarterly reports next month because she had not received the monthly bank statements yet and she thought that might change some of the figures. Tom made the motion to put it on the agenda next month and have it on the agenda so you can take action, Randall second, motion passed.

Next order of business: Discuss and possibly approve taking bids to sell City's small Ford Tractor and small bush hog. Tom stated he would like to see a breakdown on what it cost to fix the small Ford Tractor and go out for bids. Tom made the motion to table this item, Stacy second, motion passed.

Next order of business: Discuss and possibly approve City Council and Mayor taking a drug test on a yearly basis. Tom made the motion, Randall second, motion passed.

Next order of business: Discuss and possibly approve August 13, 2019 regular meeting minutes. Denita made a motion to approve, Stacey second, motion passed.

Next order of business: Discuss and possibly approve September 5, 2019 Budget Workshop minutes. Tom made a motion to approve the minutes, Randall second, motion passed.

Next order of business: Discuss and possibly approve September 10, 2019 minutes. Tom made the motion to approve, Denita second, motion passed.

Next order of business; Discuss and possibly approve October 2019 bills. Randall made the motion to pay the bills, Tom second, motion passed.

## STAFF REPORTS

Caleb stated the Utility Department has been working on the roads. They have been working on the GUI everything is coming along. Caleb stated he was taking off on Friday to help with his comp time.

Chief Chris Wade read his monthly report. Chris said National Night Out went well and he appreciated all the help he received from everyone.

Waunesa read Aimee's Court Report and the Food Pantry Report. Waunesa stated she had been working on the Audits and the Generator Grant.

#### Council Reports

Randall stated National Night Out was great, he would like to do something like that again soon.

Stacy stated the National Night Out was awesome and good.

Tom stated National Night Out was great. Need to come together as a community. Tom said he was going to help the water department once a month.


Denita said National Night Out was good, but next we need to put Carolyn in the light and where the activity was going on.

#### Mayor Report

Carlos thank everyone for all the work they do and National Night Out was great.

Stacey stated there was something she wanted to discuss, but would wait till next month and put it on the agenda.

MEETING ADJOURN



Carlos Guzman  
Mayor



Waunesa Herrington  
City Secretary



CITY OF ZAVALLA  
REGULAR CALLED MEETING  
NOVEMBER 12, 2019

The City of Zavalla met for a regular called meeting on November 12, 2019 at 6:00 p.m. at the Old Zavalla City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

Council present were Mayor Guzman, Pam Hooks, Denita Ross, Tom Ross, Stacey Marshall and Randall Dykes. Employees present were Daryl Cheney, Waunesa Herrington, Chief Chris Wade, Caleb Denby, Evan Wayman and Joy Yarbrough. Guest present were Sarah Summers, Reverend Summers, J P Hopkins, Patricia Bain, Roger Hardy, Johnathan Summers, Aley Ingram, Stephen Gallery, and Eunice Ditterline.

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

Mayor convene into executive session under 551.71 consultation with City Attorney. Went into executive session at 6:01p.m. reconvene meeting at 6:04 p.m.

Mayor Guzman welcome the guest.

J. P. Hopkins gave the invocation.

Pledged Allegiance to the American Flag

Pledged Allegiance to the Texas Flag

OPEN FORUM

Roger Harding talked to the Council about putting an ATM machine in Zavalla.

Chris Wade gave the Zavalla Volunteer Fire Department Report. Chris stated that it had been a slow month. Next month they were going to the Trail of Lights at the Ross's.

Next order of business: Discuss and possibly approve installing a sewer pump & tank for Patricia Bain, her property is located on FM 2109. Patricia explain how her sewer was giving her problems. They dug up the sewer from the house to the main line and the problem was the main sewer line is higher than the sewer line going to her house. She stated they have had the property for years, they just decided to use it. Daryl stated that the City could install the sewer pump inside her current septic tank and run a line from her septic tank to the main sewer line of the City's. Patricia made the comment there was one located on the property, but she would have to locate it. Randall made the motion for the City to install a sewer pump inside Patricia Bain's septic tank, but Patricia would need to buy the sewer pump and have to get an Electrician to hook it up. Tom second, motion passed.

Next order of business: Discuss and possibly approve Call-Out system. Randall made the motion to go with Call One Now for 20,000 calls, Stacey second, motion passed.

Next order of business: Discuss and possibly approve taking bids to sell the City's small Ford Tractor and small bush hog. Tom looked at the bid it would cost to fix the tractor and stated as small of a tractor as it was and as old as it is, the tractor is not worth fixing. Tom made the motion to go out for bids on the small tractor to sell the tractor and keep the small bush hog. Randall second, motion passed.

Next order of business; Discuss and possibly approve RV Ordinance. Tom made the motion to table, Denita second, motion passed.

Next order of business: Discuss and possibly approve Quarterly Reports Randall made the motion to accept the quarterly reports, Tom second, motion passed. Pam abstained. Tom stated he would like a time slot in January 2020 meeting to discuss the quarterly reports and 2019 Budget.

Next order of business: Discuss and possibly approve for Bother Dan Summers to receive support to hold a local Thanksgiving Dinner. Tom made the motion due to legal reasons, no action to be taken at this time, Randall second, motion passed.

Next order of business. Discuss and possibly approve Elite National to inspect the City of Zavalla's water tanks. Daryl explained how the tanks need to be inspected by TCEQ rules. The City needs to look inside the elevated water tank. The City of Zavalla does not have the equipment to do. Tom made the motion to get Elite National to inspect the City's water tanks, Randall second, motion passed.

Next order of business: Discuss and possibly approve October 8, 2019 minutes. Stacey made the motion to accept, Randall second, motion passed.

Next order of business: Discuss and possibly approve paying November 2019 bills. Randall made the motion to pay the bills, Tom second, motion carried.

#### STAFF REPORTS

Chief Chris Wade read his report and said everything is routine.

Daryl said the Water Department has really been busy changing out water meters. They fixed a major water leak out on HWY 69. County offered for the City to use their boom mower, but they have been too busy to mow. Two Work Force Employees are working out goods. Fixing water leak on First Street tomorrow. Daryl had look into different options on mowing. He got a bid on the fixing the mower they have now it was \$7,000 and another is coming out to look at it and give another bid. Tractor is doing great. He needs an Engineer Study for the Sewer Plant. TCEQ came out and did an inspection. The Sewer Plant Department has two alleged violations, if they are not address, the City of Zavalla will be fined. One is a pump and the other is the Sewer Plant needs an Engineer Study on the Sewer Plant. Waunesa explained how Megan Mitchell had a big water leak, her mail had returned, Waunesa called the number on file, no one answered so she had the Water Department turn the Water off, until Megan Mitchell can fix the leak. It is a big leak. Waunesa told that the City of Zavalla received 200 yards of rip rap from the State. The County haul it for the City, the County charged the City 20 yards of rip rap for transporting the material for the City. The generators are installed and filed the papers to get FEMA to pay their portion on the generators that were installed. Waunesa stated that Ray Vann had called and left a message stating the City of Zavalla was rated #20. The TCDBG approved 11 in 19, they normally approve half the first year, Ray thinking they will do 22 grants so in 20 the City of Zavalla should be approved for the Water Grant they applied for. Waunesa stated she received an email from the Texas Development Water Board on the Water Tank loan the City had applied. We are going to the next step.

#### COUNCIL REPORTS

Randall stated that on Halloween night give out candy and it was great. Gave out more candy than ever and hopes it gets bigger. We are hoping to be able to do Hot Dogs next year.

Pam wanted to Thank everyone for the good work they are doing.

Denita asked Waunesa about the bills and was concerned about the Office Depot bill. She asked Daryl if he had taught the boys how to patch the holes in the roads. Denita said she had a statement to make to



all City Employees. She would like for all City Employees to show the City Council as much respect as they show the Mayor.

Tom told Daryl he needs to put a hard hat policy into place. Need to have safety glasses and hard hats on. Tom stated the road going to the Fire Department needs fixing. Tom told Daryl you guys are doing a great job and he is glad that Daryl is doing good after getting hit in the head.

Stacey asked to go into Executive Session with only the Department Heads. Went into executive session at 8:00 p.m. and reconvene at 8:10 p.m.

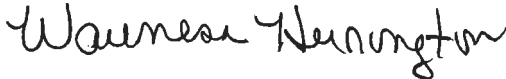
#### MAYOR REPORT

Mayor Guzman stated he had called the Cell Tower people about putting a cell tower in the City Limits of Zavalla and they have not called back. He had been talking to some about putting a drive thru grocery in the Zavalla, but they say the numbers are just not there. Mayor Guzman would like to Thank everyone for their good work.

MEETING ADJOURN AT 8:20 p.m.



Carlos Guzman  
Mayor



Waunesa Herrington  
City Secretary

CITY OF ZAVALLA  
REGULAR CALLED MEETING OF THE COUNCIL  
DECEMBER 10, 2019

The Zavalla City Council met in regular session on December 10, 2019 at 6:00 p.m. at the Zavalla City Hall/Police Station located at 838 E. Main Street, Zavalla, Texas 75980.

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

Council present were Mayor Pro-Teem Denita Ross, Tom Ross, Pam Hooks and Stacey Marshall. Mayor Carlos Guzman and Randall Dykes were absent. Employees present were Waunesa Herrington, Chief Chris Wade and Caleb Denby. Guess present were Amy Landan, J. P. Hopkins, Johnathan Summers, Steve Mallor, Eunice Ditterling and Roger Harding.

J. P. Hopkins gave the invocation.

No one spoke under open forum.

Chris Wade gave the Zavalla Volunteer Fire Department Report. Chris said everything was going well. The Fire Department will be having the trail of lights as the Ross's.

Next order of business: Discuss RV Ordinance. Tom wanted to know what the City wanted out of the RV Ordinance. Pam said she wanted everyone to have the same options to install an RV Park. Pam stated she would like to know if Ray Harris was given anything pertaining to an RV Ordinance before he started his RV Park. Waunesa the RV Ordinance that was in there is just an example, the Council needs to look and mark out what they don't like and add what they want. Chris gave the Council a copy of the City of Hudson's RV Ordinance for them to look at.

Next order of business: Discuss and possibly approve installing ATM Machine. Roger Harding explained to the Council how he thought an ATM Machine would be an income to the City of Zavalla and Zavalla City Hall would be a good location for an ATM and that he had never installed an ATM Machine that did not make money. Waunesa asked how did it cost. Roger said \$8400.00. Roger stated that he gave the City Secretary a copy of the processing agreement for the City to get their attorney to look at. Tom made the motion to not to move forward with installing an ATM Machine in City Hall, Stacey second, motion carried.

Next order of business: Discuss and possibly approve selling vault in City Hall Building located at 242 E. Main Street. Tom made the motion not to sell, Denita second, motion carried.

Agenda Item A workshop for Employee Policy Handbook (Mayor Guzman has posted a workshop to be held on January 7, 2020.

Next order of business: Discuss and possibly approve November 2019 minutes. Stacey made the motion to approve, Denita second, motion passed.

Next order of business: Discuss and possibly approve December 2019 bills. Denita made the motion to pay the bill, Tom second, motion passed.

## STAFF REPORTS

Waunesa said the Christmas Parade was Saturday and everyone was Welcome and anyone that wanted help hand out fruit could.

Chief Chris Wade read his report and said everything was going well. They had some mandated classes they were going to have to go to. Troopers were coming to help with the parade and all side roads would be closed during the paraded. Cody had some comp time built up and he made him take some time off.

Caleb stated they got the water leak on North First Street fix. Denita asked him had he seen the alligator lately. Caleb said no.

Brother J. P. Hopkins gave a report on the Food Bank. He stated they gave out less food for the year. That shows people are working. The is produce gave out at the First Baptist Church every month.

## Council Reports

Stacey stated that she was told the reason no one has seen the alligator is because it is cold and they are hiding. She had talked to the Game Warden about the alligator and he had some recommendations if the City could not get the Biologist to come back. The City of Zavalla could get with Texas Parks and Wild Life and get a permit to hunt the alligators and maybe raffle off an alligator hunt.

Tom would like to thank the road crew for fixing the road to the fire department. He would like to invite everyone to the Parade of Lights.

Pam stated that someone had asked her if the City could put a cable up at the back of the City Park.

Chris stated the City would have to make sure, the City was not blocking an easement. Tom wanted to know why the City would have to spend money fixing the cable across the back of the City Park, when it would not benefit the City none. Pam stated someone asked her to mention it and she did. Pam asked about the Christmas Lights.

Denita thank everyone and she would like a little more patrol on her road.

Meeting Adjourn



Denita Ross  
Mayor Pro-Tem

Waunesa Herrington  
City Secretary