

**NOTICE OF MEETING
COMMISSIONERS COURT OF UPSHUR COUNTY, TEXAS
TUESDAY, MARCH 31, 1998, 9:00 AM, SPECIAL SESSION
UPSHUR COUNTY COURTHOUSE, THIRD FLOOR**

AGENDA

1. Approve the minutes of previous meetings.
2. Consider any budget amendments and take appropriate action.
3. Consider approval of accounts payable and take appropriate action.
4. Consider approval of any payroll changes and take action.
5. Accept payroll register for March.
6. Hear annual audit report from Patillo, Brown and Hill.
7. Consider paying for a seal for County Surveyor, Joe Cox.
8. Hear from Tim Cone on the legal aspects of home inspection by Insurance Board certified inspectors. This is item #9 tabled from 3-23-98 agenda.
9. Hear Billy Rogers concerning reserve deputy.
10. Consider request to allow the Sheriffs' office to get Internet service.
11. Consider and accept for recording offers made on property for right of way on FM 1845.
12. Approve applications for use of Upshur County roads and right of way.



Charles L. Still
County Judge

FILED
REX A. SHAW
COUNTY CLERK
98 MAR 27 PM 2:05
UPSHUR COUNTY, TX.
BY _____
DEPUTY

UPSHUR COUNTY COMMISSIONERS COURT

3-31-1998

COMMISSIONERS COURT MET IN SPECIAL SESSION. ALL MEMBERS PRESENT.

1. MOTION BY TOMMY STANLEY SECONDED BY GADDIS LINDSEY TO APPROVE MINUTES OF PREVIOUS MEETING DATED 3-23-1998. MOTION CARRIED.
2. MOTION BY GADDIS LINDSEY SECONDED BY KENNY THOMPSON TO APPROVE ALL BUDGET AMENDMENTS AS PRESENTED BY COUNTY AUDITOR. MOTION CARRIED. COPY ATTACHED.
3. MOTION BY TOMMY STANLEY SECONDED BY RICK JACKSON TO APPROVE PAYMENT OF ACCOUNTS PAYABLE. MOTION CARRIED. COPY ATTACHED.
4. MOTION BY KENNY THOMPSON SECONDED BY RICK JACKSON TO APPROVE THE FOLLOWING PAYROLL CHANGES:

GERALD TIMMONS-DUE TO PROMOTION
BOBBY DRIGGERS-DUE TO DEMOTION

MOTION CARRIED. COPY ATTACHED.
5. MOTION BY TOMMY STANLEY SECONDED BY RICK JACKSON TO APPROVE ACCEPTING THE PAYROLL REGISTER FOR THE MONTH OF MARCH. MOTION CARRIED. COPY ATTACHED.
6. MOTION BY KENNY THOMPSON SECONDED BY RICK JACKSON TO APPROVE ACCEPTING AND RECORDING ANNUAL AUDIT REPORT FROM PATTILLO, BROWN AND HILL. MOTION CARRIED. COPY ATTACHED.
7. NO ACTION TAKEN ON AGENDA ITEM CONCERNING PAYING FOR A SEAL FOR COUNTY SURVEYOR, JOE COX.
8. MOTION BY KENNY THOMPSON SECONDED BY TOMMY STANLEY TO TABLE AGENDA ITEM CONCERNING LEGAL ASPECTS OF HOME INSPECTIONS BY INSURANCE BOARD CERTIFIED INSPECTORS. MOTION CARRIED.
9. MOTION BY GADDIS LINDSEY SECONDED BY TOMMY STANLEY TO APPROVE CHANGING STATUS OF RESERVE DEPUTY LEE FULLER TO FULL TIME. MOTION CARRIED.
10. MOTION BY KENNY THOMPSON SECONDED BY RICK JACKSON TO ALLOW SHERIFF'S OFFICE TO GET INTERNET SERVICES. MOTION CARRIED.
11. MOTION BY TOMMY STANLEY SECONDED KENNY THOMPSON TO ACCEPT AND RECORD COPIES OF OFFERS MADE ON PROPERTY FOR RIGHT

OF WAY ON FM 1845.

12. MOTION BY GADDIS LINDSEY SECONDED BY RICK JACKSON TO APPROVE THE FOLLOWING SPECIAL ROAD USE AGREEMENT CONTRACTS, PERMIT APPLICATIONS AND APPLICATION FOR FILLING ABANDONED WELLS:

PERMIT APPLICATION FOR USE OF UPSHUR COUNTY RIGHT OF WAY SUBMITTED BY AMOCO PRODUCTION TO BORE UNDER ROW OF DAVIS ROAD.

PERMIT APPLICATION SUBMITTED BY ELIZABETH PARKER TO PLACE A CULVERT IN ROW OF FIR ROAD.

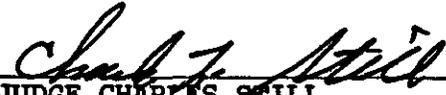
SPECIAL ROAD USE AGREEMENT SUBMITTED BY BORSERS LOGGING TO HAUL LOGS ON LEMON ROAD.

MOTION CARRIED ON ALL THE ABOVE. COPIES OF ALL ATTACHED.

MOTION BY RICK JACKSON SECONDED BY TOMMY STANLEY TO ADJOURN. MOTION CARRIED.

ATTENDANCE SHEET PLACED INTO MINUTES FOR RECORDING PURPOSES ONLY.

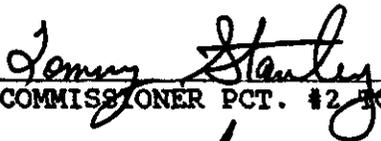
APPROVED THIS 13th DAY OF APRIL, 1998.



JUDGE CHARLES STILL



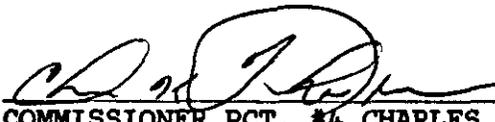
COMMISSIONER PCT. #1 GADDIS LINDSEY



COMMISSIONER PCT. #2 TOMMY STANLEY



COMMISSIONER PCT. #3 RICK JACKSON



COMMISSIONER PCT. #4 CHARLES K. THOMPSON

ATTEST:

COUNTY CLERK AND EX-OFFICIO CLERK
OF THE COMMISSIONERS' COURT OF
UPSHUR COUNTY, TEXAS

UPSHUR COUNTY
BUDGET AMENDMENTS

The following budget amendments were approved on this the 31ST
day of MARCH, 1998.

Charles Still
Charles Still, County Judge

Gaddis Lindsey
Gaddis Lindsey, Comm. Pct. 1

Tommy Stanley
Tommy Stanley, Comm. Pct. 2

Rick Jackson
Rick Jackson, Comm. Pct. 3

Charles K. Thompson
Charles K. Thompson, Comm. Pct. 4

FILED
REX A. SHAW
COUNTY CLERK
98 APR 13 AM 11:25
UPSHUR COUNTY, TX.
BY _____
OFFICE

BUDGET AMENDMENT

LINE ITEM TRANSFER:

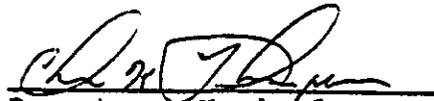
Date: 3-31-98

Honorable Commissioners Court of Upshur County:

Submitted for your consideration are the following line-item transfers:

From:	<u>FUND</u>	<u>DEPT.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
	18	614	3340	1000
			5650	5807
To:	18	614	3240	1000
		560	5600	5807

Reason:


Department Head Pct 4 R+B

Attest - County Clerk

BUDGET AMENDMENT

LINE ITEM TRANSFER:

Date: 3-31-98

Honorable Commissioners Court of Upshur County:

Submitted for your consideration are the following line-item transfers:

From:	<u>FUND</u>	<u>DEPT.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
	10	575	4520	9.73
To:				
	10	575	3010	9.73

Reason:

[Signature]
Department Head *gen. Prod.*

Attest - County Clerk

BUDGET AMENDMENT

LINE ITEM TRANSFER:

Date: 3-31-98

Honorable Commissioners Court of Upshur County:

Submitted for your consideration are the following line-item transfers:

From:	<u>FUND</u>	<u>DEPT.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
	10	426	4015	1000
To:	10	426	4135	1000

Reason: *Commitment Savings*

Charles E. Smith
Department Head *Co. Ct.*

Attest - County Clerk

BUDGET AMENDMENT

LINE ITEM TRANSFER:

Date: 3.31.98

Honorable Commissioners Court of Upshur County:

Submitted for your consideration are the following line-item transfers:

From:	<u>FUND</u>	<u>DEPT.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
	10	650	4495	50.00
To:	10	650	4502	50.00

Reason:

AS for JM
Department Head Library

Attest - County Clerk

UPSHUR COUNTY		ACCOUNTS PAYABLE SYSTEM				09 Apr 1998
		Approved Disbursements ALL Checking Accounts				
THE SOFTWARE GROUP, INC		Disbursements Made from 03/31/98 thru 04/10/98				PAGE 2
Check #	HC Date	Vendor	Check Amount	Invoice Amt	Invoice Description	
				\$55.41	PCT#2-ACCT#GH04012/MARCH 10'98 BILLING	
76765-APCA	03/31/98	ACCU CHEM LABORATORIES	\$788.50	\$351.00 \$437.50	CCP-CUST#U985/PROFILES CCP-CUST#U985/#190947,191873,193316	
76766-APCA	03/31/98	AMERICAN HERITAGE LIFE INSUR	\$390.65	\$390.65	CASE#47939 MARCH '98 PAYROLL DEDUCTIONS	
76767-APCA	03/31/98	AT & T INFORMATION SYSTEMS	\$23.83	\$23.83	SUP-ACCT#0142860638001/MARCH 15'98 BILLING	
76768-APCA	03/31/98	BURBA'S COMPUTER ENTERPRISES	\$50.00	\$50.00	JUV PROB-(2)hrs LABDR	
76769-APCA	03/31/98	BUTANE GAS & ELECT	\$100.00	\$100.00	D A-YOLONDA HOPKINS KING/HOT CK.RESTITUTION	
76770-APCA	03/31/98	CARDLYN PERRY	\$372.19	\$372.19	JP#2-REIMBURSE/CLERK SCHOOL@AUSTIN	
76771-APCA	03/31/98	CENTRAL UNITED LIFE INSURANC	\$1,023.64	\$1,023.64	GROUP#4269/MARCH '98 PAYROLL DEDUCTIONS	
76772-APCA	03/31/98	CHEROKEE COUNTY	\$676.00	\$288.00 \$388.00	CO CT-MI#20,336/JAMES IRA PAGE CO CT-MI#20,379/ROBERT ALLEN BRADFORD	
76773-APCA	03/31/98	CHRISTI OGDEN	\$291.06	\$291.06	SUP-REIMBURSE/924mi@ 315ea 3/98	
76774-APCA	03/31/98	CITY OF GILMER	\$1,449.47	\$15.00 \$141.04 \$47.33 \$15.00 \$15.00	ROCK BLDG-ACCT#130345000/MARCH 19'98 BILLING CO CTH-ACCT#130274000/MARCH 19'98 BILLING CO TAX-ACCT#12051000/MARCH 19'98 BILLING 911-ACCT#010076090/MARCH 19'98 BILLING PORTER BLDG-ACCT#120171000/MARCH 19'98 BILLING	
				\$1,215.90	J CTR-ACCT#010067500/MARCH 19'98 BILLING	
76775-APCA	03/31/98	CMCA	\$53.40	\$53.40	JUV PROB-ELECT.SURVILLIANCE 1/98-2/98	
76776-APCA	03/31/98	CO TREASURER ASSOC OF TEXAS	\$80.00	\$80.00	CO TREAS-1998 DUES/M.HARRIS,L.TUEL,K.STEELMAN,P.COPPERGE	
76777-APCA	03/31/98	DRENNAN GARAGE	\$25.00	\$25.00	JUV PROB-CHECK FRONT END	
76778-APCA	03/31/98	EAST TEXAS INSURANCE AGENCY	\$50.00	\$50.00	CO S-#274699/JAMES L BEASLEY (RESERVE DEPUTY '98)	
76779-APCA	03/31/98	EAST TEXAS MEDICAL CENTER	\$519.44	\$519.44	IND-GLEN R CROSS/MEDICAL 2/12&13/98	
76780-APCA	03/31/98	EMMA SMITH	\$32.04	\$32.04	CO LIB-REIMBURSE/83mi@ 315ea, MEAL (MARSHALL WORKSHOP)	
76781-APCA	03/31/98	FRANKIE HAMBERLIN	\$205.34	\$205.34	D CLK-REIMBURSE LODGING, MEALS, MICA&M CONE	
76782-APCA	03/31/98	GDCADA	\$25.00	\$25.00	SUP-SASSI TRAINING/C OGDEN	
76783-APCA	03/31/98	GENERAL TELEPHONE COMPANY	\$3,682.22	\$35.42 \$3,645.80	TELE COMM-ACCT#903 625-9970/MAR 13/98 BILLING TELE COMM-#843-3C83/MARCH 13'98 BILLING	

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UPSHUR COUNTY

ACCOUNTS PAYABLE SYSTEM

09 Apr 1998

Approved Disbursements
All Checking Accounts

THE SOFTWARE GROUP, INC

Disbursements Made from 03/31/98 thru 04/10/98

PAGE

Check #	HC Date	Vendor	Check Amount	Invoice Amt	Invoice Descriptions
76784-APCA	03/31/98	GILMER CABLE TV CO., INC.	\$432.80	\$11.50 \$421.00	COMPUTER-ACCT#19303/APRIL '98 DATA LINK NON DEPT-ACCT#15446/APRIL '98 RADIO REPEATER
76785-APCA	03/31/98	GILMER FURNITURE/UHAUL	\$285.91	\$285.91	D.A-LISA PETTY/HOT CK RESTITUTION
76786-APCA	03/31/98	GOVERNING	\$30.00	\$15.00 \$15.00	CO. A-#GQVA358309/1998 COMM. CT-#GQVA340054/1998
76787-APCA	03/31/98	GOVERNMENT RECORDS SERVICES	\$6,638.59	\$6,638.59	CO CLK-CUST#19116/MICRO FILMING&INDEXING
76788-APCA	03/31/98	J T ABRON	\$252.00	\$252.00	PCT#2-(42)loads SAND@6.00per load
76789-APCA	03/31/98	JAMES DeCUIR	\$5.92	\$5.92	CO. S-REIMBURSE/MEAL RADAR SCHOOL IN DEN
76790-APCA	03/31/98	JAN WILLIAMS	\$7.74	\$7.74	CO LIB-REIMBURSE/MEAL@QUITMAN NETLS MEETING
76791-APCA	03/31/98	JOHN DEERE CREDIT	\$1,489.09	\$1,489.09	PCT#2-INV#154200/ACCT#999994161/JD WHEEL LOADER FINAL PAYMENT
76792-APCA	03/31/98	JOHN DEERE CREDIT	\$853.40	\$853.40	PCT#2-INV#152342/ACCT#999994161/TRACTOR BACKHOE(3'98)
76793-APCA	03/31/98	KARMEN STEELMAN	\$9.38	\$9.38	COMPUTER-REIMBURSE 29.8mi@ 315ea(PICK UP MONITORS)
76794-APCA	03/31/98	KRISTI PHILLIPS	\$174.45	\$174.45	SUP-REIMBURSE/528.8mi@ 315ea; MEAL 3/98
76795-APCA	03/31/98	LISA PETTY	\$3.60	\$3.60	D.A-OVERPAYMENT OF HOT CHECK
76796-APCA	03/31/98	LOCK DOC INC.	\$621.00	\$621.00	JAIL CONST-INV#55293/DEAD BOLTS(ADDED SECURITY TO AJIL SITE)
76797-APCA	03/31/98	MARION COUNTY DISTRICT CLERK	\$9.00	\$9.00	CAUSE#4124/MARION COUNTY FINE(PAID WRONG TO UPSHUR COUNTY)
76798-APCA	03/31/98	MATTHEW BENDER & CO., INC	\$165.01	\$165.01	D.A-ACCT#84056000/FEB 28'98 STATEMENT
76799-APCA	03/31/98	MURRAY JORDAN	\$140.00	\$140.00	CO. S-REIMBURSE/NARCOTIC PURCHASE(INVESTIGATION)
76800-APCA	03/31/98	NANCY THOMPSON	\$24.39	\$24.39	CO LIB-REIMBURSE/62mi@ 315ea; MEAL(NELTS@QUITM AN)
76801-APCA	03/31/98	NATIONAL FAMILY CARE	\$334.00	\$334.00	ID#3152 MARCH '98 PAYROLL DEDUCTIONS
76802-APCA	03/31/98	NATIONWIDE GOURMETT	\$350.00	\$350.00	D.A-WILLIAM E. SMITH/HOT CK RESTITUTION
76803-APCA	03/31/98	OTIS ELEVATOR COMPANY	\$184.59	\$184.59	TY78748E498/ELEVATOR MAINT 4/1-30/98
76804-APCA	03/31/98	PATTILLO, BROWN & HILL, L L P	\$8,950.00	\$1,250.00 \$800.00	SUP-ACCT#1-14447/CSC ANNUAL AUDIT FY97 JUV PROB-ACCT#1-14447 ANNUAL JUV ADUIT FY97

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UPSHUR COUNTY

ACCOUNTS PAYABLE SYSTEM

09 Apr 1998

Approved Disbursements
ALL Checking Accounts

THE SOFTWARE GROUP, INC

Disbursements Made from 03/31/98 thru 04/10/98

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Check #	HC Date	Vendor	Check Amount	Invoice Amt	Invoice Descriptions
				\$6,800 00	NON DEPT-ACCT#1-14447 UPSHUR COUNTY ANNUAL AUDIT FY97
76805-APCA	03/31/98	PEGGY GILES	\$5 57	\$5 57	CO LIB-REIMBURSE/MEAL@MARSHALL WORKSHOP
76806-APCA	03/31/98	R & J PAWN	\$40 62	\$40 62	D A-PENNI CRAIG/HOT CK RESTITUTION
76807-APCA	03/31/98	R D CROSS	\$20 00	\$20 00	CO S-REIMBURSE/MEALS(PICK UP NEW CAR@PORT NECHES)
76808-APCA	03/31/98	REX SHAW	\$204 80	\$204 80	CO CLK-REIMBURSE/LOADING, MEALS, MILEAGE DIFF(A&M CONF)
76809-APCA	03/31/98	ROBERT HILL	\$2,500 00	\$2,500 00	PCT#4-(1)'81 CHEV 1 TON TRUCK #23010035861092618
76810-APCA	03/31/98	ROLAN CORLEY	\$55 00	\$55 00	CONST#3-REIMBURSE/NAT NARCOTIC DETECTOR DOG ASSOC(SAMATHA)
76811-APCA	03/31/98	SHARON WATER SUPPLY CORP	\$15 98	\$15 98	PCT#4-ACCT#1133/MARCH 25'98 BILLING
76812-APCA	03/31/98	SHEPARD'S	\$85 48	\$85 48	D A-ACCT#1200000339/FEB 28'98 BILLING
76813-APCA	03/31/98	SOUTHWESTERN ELECTRIC POWER	\$774 81	\$3 23 \$73 61 \$513 71 \$103 30 \$80 96	CO LDG-ACCT#62646989/115 SIMPSON ST CO LIB-ACCT#4036699/MARCH 18'98 BILLING CO LIB-ACCT#666859/MARCH 18'98 BILLING ROCK BLDG-ACCT#3596699/MARCH 18'98 BILLING ROCK BLDG-ACCT#406819/MARCH 18'98 BILLING
76814-APCA	03/31/98	SPRINT	\$2 17	\$2 17	TELE COM-CUST#131782320/MAR 18/98 BILLING
76815-APCA	03/31/98	TAC PROPERTY&CASUALTY	\$25 00	\$25 00	NON DEPT-#2300/ADD VERMEET BRUSH CHIPPER#VRK151BV1001430
76816-APCA	03/31/98	TEXAS COMMISSION ON ALCOHOL	\$250 00	\$250 00	CCP-CERTIFICATES, SUPPLIES
76817-APCA	03/31/98	THE GILMER MIRROR	\$47 10	\$47 10	CO S-NOTICE OF ASRAY 3/11/98
76818-APCA	03/31/98	TODD PARISH	\$13 90	\$13 90	SOLID WASTE-REIMBURSE/PHOTO PRECESSING
76819-APCA	03/31/98	AMERICAN TRAVELLERS LIFE	\$217 95	\$217 95	GOGRP K-44 MARCH '98 PAYROLL DEDUCTIONS
76820-APCA	03/31/98	UPSHUR COUNTY ADULT PROBATIO	\$412 49	\$412 49	D A-PARTIAL PAYMENT/CT ROOM TV
76821-APCA	03/31/98	UPSHUR COUNTY LITERACY PRDGR	\$10 00	\$10 00	SUP-WRAT ADMINISTRATION/K SADLER 3/9/98
76822-APCA	03/31/98	UPSHUR RURAL ELECTRIC	\$116 94	\$116 94	D A-CINDY STARR/HOT CK RESTITUTION
76823-APCA	03/31/98	UPSHUR-RURAL ELECTRIC COOP	\$71 49	\$71 49	PCT#2-ACCT#4118652391396012/SERVICE 02/17/98-3/18/98

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UPSHUR COUNTY

ACCOUNTS PAYABLE SYSTEM

09 Apr 1998

Approved Disbursements

All Checking Accounts

THE SOFTWARE GROUP, INC

Disbursements Made from 03/31/98 thru 04/10/98

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Check #	HC Date	Vendor	Check Amount	Invoice Amt	Invoice Descriptions
76824-APCA	03/31/98	WAL-MART #146	\$252.31	\$97.09	D A-AMY MOODY/HOT CK RESTITUTION
				\$100.54	D A-KEMBERLY CROSS/HOT CK RESTITUTION
				\$32.68	D A-AMIE WUENCH/HOT CK RESTITUTION
				\$72.00	D A-BELYNDA HILLIN/HOT CK RESTITUTION
76825-APCA	03/31/98	WASHBURNE'S FLEET SERVICE	\$3,990.29	\$3,990.29	PCT#3-REPAIR WRECKED TRUCK-PARTS; LABOR
76826-APCA	03/31/98	YOLONDA HOPKINS KING	\$5.00	\$5.00	D A-OVERPAYMENT OF HOT CHECK
76827-APCA	HC 03/31/98	FIRST NATIONAL BANK OF GILME	\$640,033.56	\$640,033.56	CD#29123 PURCHASED@5.70%(13days)TD MATURE 4/13/98
76828-APCA	HC 04/02/98	FIRST NATIONAL BANK OF GILME	\$2,010,000.00	\$280,000.00	CD#28397 PURCHASED@5.70%(11days)TD MATURE 4/13/98
				\$1,730,000.00	CD#28400 PURCHASED@5.70%(39days)TD MATURE 5/11/98
76829-APCA	HC 04/06/98	TAC UNEMPLOYMENT FUND	\$3,155.12	\$3,155.12	ENTITY#2300 1ST QTR PREMIUMS/GTR ENDING 03/31/98
76830-APCA	HC 04/07/98	FIRST NATIONAL BANK GILMER	\$150,000.00	\$150,000.00	CD#29109 PURCHASED@5.63%(128days)TD MATURE 8/13/98
76889-APCA	HC 04/09/98	FIRST NATIONAL BANK GILMER	\$180,000.00	\$180,000.00	CD#76889 PURCHASED@5.63%(50days)TD MATURE 5/29/98
Total for APCA - Accounts Payable Clearing Account			\$3,169,495.00		

76824-APCA
76825-APCA
76826-APCA
76827-APCA
76828-APCA
76829-APCA
76830-APCA
76889-APCA

UPSHUR COUNTY

ACCOUNTS PAYABLE SYSTEM

09 Apr 1998

Approved Disbursements

All Checking Accounts

THE SOFTWARE GROUP, INC

Disbursements Made from 03/31/98 thru 04/10/98

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Check #	HC Date	Vendor	Check Amount	Invoice Amt	Invoice Description
1077-FNB 125 HC	03/31/98	UPSHUR COUNTY INSURANCE ACCO	\$7,234 81	\$7,234 81	125 DEPENDENT INS PREMIUMS IRC/125 3/98 PAYROLL
1078-FNB 125 HC	03/31/98	UPSHUR CO OPERATING ACCOUNT	\$1,867 67	\$1,867 67	125 CANCER/HEART/STROKE PREMIUMS IRC/125 3/98 PAYROLL
1082-FNB 125	04/09/98	CASEY PATE	\$180 00	\$180 00	125 UNREIMBURSED MEDICAL
1083-FNB 125	04/09/98	DERONDA KAYE CAIN	\$64 20	\$64 20	125 UNREIMBURSED MEDICAL
1084-FNB 125	04/09/98	DONA FLIPPO	\$391 35	\$391 35	125 UNREIMBURSED MEDICAL
1085-FNB 125	04/09/98	GADDIS LINDSEY	\$94 95	\$94 95	125 UNREIMBURSED MEDICAL
1086-FNB 125	04/09/98	JAMES CROW, JR.	\$360 00	\$360 00	125 UNREIMBURSED MEDICAL
1087-FNB 125	04/09/98	JUDI MCBRIDE	\$120 00	\$120 00	125 UNREIMBURSED MEDICAL
1088-FNB 125	04/09/98	KAREN EAST	\$205 00	\$205 00	125 UNREIMBURSED MEDICAL
1089-FNB 125	04/09/98	KARMEN STEELMAN	\$248 00	\$248 00	125 UNREIMBURSED MEDICAL
1090-FNB 125	04/09/98	LINDA TUEL	\$700 00	\$700 00	125 UNREIMBURSED MEDICAL
1091-FNB 125	04/09/98	LOUIE ENGLISH	\$120 00	\$120 00	125 UNREIMBURSED MEDICAL
1092-FNB 125	04/09/98	MYRA HARRIS	\$223 89	\$223 89	125 UNREIMBURSED MEDICAL
1093-FNB 125	04/09/98	PATSY FAILS	\$180 00	\$180 00	125 UNREIMBURSED MEDICAL
1094-FNB 125	04/09/98	PEGGY GILES	\$360 00	\$360 00	125 UNREIMBURSED MEDICAL
1095-FNB 125	04/09/98	RENE MORRIS	\$254 70	\$254 70	125 UNREIMBURSED MEDICAL
1096-FNB 125	04/09/98	ROBIN RODENBERG	\$199 44	\$199 44	125 UNREIMBURSED MEDICAL
1097-FNB 125	04/09/98	RONNIE MITCHELL	\$60 00	\$60 00	125 UNREIMBURSED MEDICAL
1098-FNB 125	04/09/98	TOMMY STANLEY	\$40 47	\$40 47	125 UNREIMBURSED MEDICAL
Total for FNB 125 - IRC/125 PLAN			\$12,904 48		

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UPSHUR COUNTY

ACCOUNTS PAYABLE SYSTEM

09 Apr 1998

Approved Disbursements
ALL Checking Accounts

THE SOFTWARE GROUP, INC

Disbursements Made from 03/31/98 thru 04/10/98

PAGE

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Check #	HC Date	Vendor	Check Amount	Invoice Amt	Invoice Descriptions
867-FNB INS	HC 03/31/98	UPSHUR COUNTY INSURANCE CLEA	\$11,207.57	\$9,926.64	3/26/98 PAYMENT REGISTER
				\$1,280.93	3/26/98 PAYMENT REGISTER (STOP LOSS)
868-FNB INS	HC 04/06/98	HEALTHCARE PARTNERS	\$16,567.59	\$16,567.59	GROUP UPSOI MONTHLY COSTS FOR APRIL '98
869-FNB INS	HC 04/06/98	FIRST NATIONAL BANK	\$115,000.00	\$60,000.00	CD#28405 PURCHASED@5 70%(10days) TO MATURE 4/16/98
				\$55,000.00	CD#28406 PURCHASED@5 70%(32days) TO MATURE 5/8/98
870-FNB INS	HC 04/07/98	MANAGED PHARMACY BENEFITS, I	\$3,403.79	\$3,403.79	GROUP #80096; 3/19/98 PAYMENT REGISTER
Total for FNB INS - INSURANCE			\$146,178.95		
Grand Total			\$3,328,578.43		

119 records listed.

FILED
 REX A SHAW
 COUNTY CLERK
 98 APR 13 AM 11:11
 UPSHUR COUNTY, TX
 BY INPUT

Charles L. Still
 COUNTY JUDGE, CHARLES L. STILL

Gladys Lindsey
 COMMISSIONER PCT#1, GLADYS LINDSEY

Tommy Stanley
 COMMISSIONER PCT#2, TOMMY STANLEY

Rick Jackson
 COMMISSIONER PCT#3, RICK JACKSON

Charles A. Thompson
 COMMISSIONER PCT#4, CHARLES A. THOMPSON

UPSHUR COUNTY STATUS/PAYROLL CHANGE REPORT

PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date 4-1-98 Dept 613/Pct#3
 Employee Gerald Simmons
 Social Security No _____ Emp ID# 330

X	CHANGES(S)	FROM	TO
	Grade Step	14,20	19,23
	Rate	\$1825.00/mo	\$2200.00/mo
	Department		
	Position		

REASON(S) FOR THE CHANGE(S)

<input type="checkbox"/> Hired	<input type="checkbox"/> Re-Hired
<input type="checkbox"/> Introductory Period Ended	<input type="checkbox"/> Merit Increase
<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Transfer
<input type="checkbox"/> Longevity Increase	<input type="checkbox"/> Demotion
<input type="checkbox"/> Re-evaluation of Job	<input type="checkbox"/> Retirement
<input type="checkbox"/> Layoff	<input type="checkbox"/> Discharged
<input type="checkbox"/> Leave-of-Absence	<input type="checkbox"/> Other

FILED
 REX A. SHAW
 COUNTY CLERK
 APR 31 AM 10:48
 UPSHUR COUNTY, TX.

Comments: Foreman - no introductory period.

Authorized by: [Signature]
 Approved by: [Signature] Date 25 March 98

UPSHUR COUNTY STATUS/PAYROLL CHANGE REPORT

PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date 1-1-98 Dept. 613/Pot #3
 Employee Bobby Driggers
 Social Security No. _____ Emp. ID# 487

CHANGES(S)	FROM	TO
Grade Step	19,23	13,8
Rate	\$2,200.00/mo	\$1,700.00/mo
Department		
Position		

REASON(S) FOR THE CHANGE(S)

<input type="checkbox"/> Hired	<input type="checkbox"/> Re-Hired
<input type="checkbox"/> Introductory Period Ended	<input type="checkbox"/> Mgmt Increase
<input type="checkbox"/> Promotion	<input type="checkbox"/> Transfer
<input type="checkbox"/> Longevity Increase	<input checked="" type="checkbox"/> Demotion
<input type="checkbox"/> Re-evaluation of Job	<input type="checkbox"/> Retirement
<input type="checkbox"/> Layoff	<input type="checkbox"/> Discharged
<input type="checkbox"/> Leave-of-Absence	<input type="checkbox"/> Other

98 MAR 31
 FILED
 REX A. SHAW
 COUNTY CLERK
 10:48 AM

Comments: Heavy Equipment Operator
No probationary (introductory) period

Authorized by: [Signature]
 Approved by: _____ Date 25 March 98

CHECK

- 76560-PCA
- 76561-PCA
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- 76610-PCA
- 76611-PCA

VOL 50 196025

#09
VOL 50 PG 025

CHECK	DATE PRINTED	PAYROLL DATE	Issued to	NET PAY.	DD	STATUS
76560-PCA	03/27/98	03/31/98	STILL, CHARLES L	2,691 64	N	
76561-PCA	03/27/98	03/31/98	CAIN, DERONDA KAYE	1,307 55	N	
76562-PCA	03/27/98	03/31/98	CHILDRESS, JANIS L	928 71		
76563-PCA	03/27/98	03/31/98	MCBRIDE, JUDITH A	915 26		
76564-PCA	03/27/98	03/31/98	MORRIS, ADDIE RENE	1,253 52	N	
76565-PCA	03/27/98	03/31/98	RODENBERG, ROBIN D	620 27	N	
76566-PCA	03/27/98	03/31/98	SHAW, REX AUDENE	1,827 63	N	
76567-PCA	03/27/98	03/31/98	LOYD, DANNY MICHAEL	1,439 90	N	
76568-PCA	03/27/98	03/31/98	LAGRONE, DOYCE DEWAYNE	1,458 33	N	
76569-PCA	03/27/98	03/31/98	PARISH, TODD L	1,428 86		
76570-PCA	03/27/98	03/31/98	STEELMAN, KARMEN CITA	686 22	N	
76571-PCA	03/27/98	03/31/98	LOFTIS, JO ANN	1,189 43	N	
76572-PCA	03/27/98	03/31/98	DRENNAN, DEANNA R	2,375 23		
76573-PCA	03/27/98	03/31/98	ENGLISH, LOUIE M	1,043 44		
76574-PCA	03/27/98	03/31/98	LIBERACKI, JAMES H	133 24		
76575-PCA	03/27/98	03/31/98	ROSS, TERRI LYNN	1,426 06	N	
76576-PCA	03/27/98	03/31/98	BERRY, DEBORAH DENISE	1,138 62	N	
76577-PCA	03/27/98	03/31/98	CHEVALIER, MELISSA K	1,054 08		
76578-PCA	03/27/98	03/31/98	COOK, MELISSA G	386 43		
76579-PCA	03/27/98	03/31/98	HAMBERLIN, FRANKIE M	1,863 06	N	
76580-PCA	03/27/98	03/31/98	HENSON, TEENA	1,087 18		
76581-PCA	03/27/98	03/31/98	PATE, CASEY N	934 29	N	
76582-PCA	03/27/98	03/31/98	RICHARDSON, MARGARET A	1,186 95		
76583-PCA	03/27/98	03/31/98	COSTON, WANDA C	1,515 76		
76584-PCA	03/27/98	03/31/98	MANES, AMNA WYDNE	386 02		
76585-PCA	03/27/98	03/31/98	HOLLINGSWORTH, LAURA L	700 39		
76586-PCA	03/27/98	03/31/98	PERRY, CAROLYN JO	1,259 01	N	
76587-PCA	03/27/98	03/31/98	POTTER, LYLE M JR	1,378 78		
76588-PCA	03/27/98	03/31/98	CROW, JAMES A	1,478 81	N	
76589-PCA	03/27/98	03/31/98	RAY, WILLIAM VALTON	1,289 70	N	
76590-PCA	03/27/98	03/31/98	BRUNSON, MARY DELL	1,373 96	N	
76591-PCA	03/27/98	03/31/98	JONES, CAROLYN SUE	1,473 19	N	
76592-PCA	03/27/98	03/31/98	JONES, EVELYN D	1,461 82	N	
76593-PCA	03/27/98	03/31/98	LINGLE, JOSEPH RICHARD JR	1,783 67	N	
76594-PCA	03/27/98	03/31/98	MOORE, BARBARA L	1,235 41	N	
76595-PCA	03/27/98	03/31/98	NORTON, ANGELA J	2,354 28		
76596-PCA	03/27/98	03/31/98	EAST, KAREN A	1,185 84	N	
76597-PCA	03/27/98	03/31/98	SHEPPERD, BEN C	1,899 00		
76598-PCA	03/27/98	03/31/98	COPPEDGE, PATTI L	837 35		
76599-PCA	03/27/98	03/31/98	EVANS, MINA LEE	424 17		
76600-PCA	03/27/98	03/31/98	HARRIS, MYRA NELL	1,079 76	N	
76601-PCA	03/27/98	03/31/98	TUEL, LINDA LOUISE	1,048 43	N	
76602-PCA	03/27/98	03/31/98	BEAVERS, PHYLLIS	866 24		
76603-PCA	03/27/98	03/31/98	BOWDEN, CLAUDENE	1,135 21	N	
76604-PCA	03/27/98	03/31/98	DAVIS, LAVADA M	1,233 36	N	
76605-PCA	03/27/98	03/31/98	FAILS, PATSY M	1,067 48	N	
76606-PCA	03/27/98	03/31/98	GENTRY, PAULA A	1,106 64		
76607-PCA	03/27/98	03/31/98	HALLMAN, CHRISTIE J	1,279 95	N	
76608-PCA	03/27/98	03/31/98	HOWELL, LUANA GAIL	1,084 33		
76609-PCA	03/27/98	03/31/98	HUTCHINS, WANDA L	1,036 61	N	
76610-PCA	03/27/98	03/31/98	JAMISON HANNAH S	1,025 58		
76611-PCA	03/27/98	03/31/98	MULLINS, STEPHANIE S	1,151 98		

PRINTED IN U.S.A.

CHECK	DATE	PRINTED	PAYROLL	DATE	Issued to	NET PAY.	DD	STATUS
76665-PCA	03/27/98	03/27/98	03/31/98	BURROUS, JAMES MICHAEL	1,492.92			
76666-PCA	03/27/98	03/27/98	03/31/98	GEE, JAMES R	1,236.11			
76667-PCA	03/27/98	03/27/98	03/31/98	GRANT, GLENDA ANN	1,093.60			
76668-PCA	03/27/98	03/27/98	03/31/98	HANCOCK, KATHRYN B	1,285.29			
76669-PCA	03/27/98	03/27/98	03/31/98	HUDGINS, ROYCE L III	1,641.89	N		
76670-PCA	03/27/98	03/27/98	03/31/98	JACKSON, SHANE MICHELLE	1,925.27			
76671-PCA	03/27/98	03/27/98	03/31/98	KELLER, LINDA H	1,952.81			
76672-PCA	03/27/98	03/27/98	03/31/98	MAYFIELD, KENNETH MURL	730.32	N		
76673-PCA	03/27/98	03/27/98	03/31/98	MCCAY, WILLIAM CARTER	1,999.84	N		
76674-PCA	03/27/98	03/27/98	03/31/98	ODDEN, CHRISTI D	1,611.06			
76675-PCA	03/27/98	03/27/98	03/31/98	PHILLIPS, KRISTIE D	1,390.15			
76676-PCA	03/27/98	03/27/98	03/31/98	RAY, JIMMY DARRELL	2,575.97			
76677-PCA	03/27/98	03/27/98	03/31/98	SMITH, TRACY B	581.47			
76678-PCA	03/27/98	03/27/98	03/31/98	SPIVEY, JOHN K	2,103.84			
76679-PCA	03/27/98	03/27/98	03/31/98	WARREN, SHERRY L	1,027.21			
76680-PCA	03/27/98	03/27/98	03/31/98	BETTERTON, ANTHONY B	1,508.62	N		
76681-PCA	03/27/98	03/27/98	03/31/98	EDWARDS, SANDRA D	1,189.62	N		
76682-PCA	03/27/98	03/27/98	03/31/98	MITCHELL, RONNIE GENE	2,294.24	N		
76683-PCA	03/27/98	03/27/98	03/31/98	SMITH, MELINDA L	1,369.28	N		
76684-PCA	03/27/98	03/27/98	03/31/98	VINES, LISA S	1,407.00	N		
76685-PCA	03/27/98	03/27/98	03/31/98	WYLIE, MILTON J	1,741.78	N		
76686-PCA	03/27/98	03/27/98	03/31/98	SMITH, NADRA CITA	1,073.52	N		
76687-PCA	03/27/98	03/27/98	03/31/98	BECK, EARNEST EARL	614.09	N		
76688-PCA	03/27/98	03/27/98	03/31/98	DAVIS, CECIL W SR	1,189.26	N		
76689-PCA	03/27/98	03/27/98	03/31/98	JONES, ELLIS	966.79			
76690-PCA	03/27/98	03/27/98	03/31/98	LINDSEY, GADDIS M	1,445.21	N		
76691-PCA	03/27/98	03/27/98	03/31/98	ROBERTSON, OSCAR	1,022.77	N		
76692-PCA	03/27/98	03/27/98	03/31/98	SMITH, EDDIE J	1,294.61	N		
76693-PCA	03/27/98	03/27/98	03/31/98	STINE, ANTHONY CARL	782.87			
76694-PCA	03/27/98	03/27/98	03/31/98	STOKER, JAMES LOUIS	1,639.79	N		
76695-PCA	03/27/98	03/27/98	03/31/98	WILSON, JAMES R	1,115.07	N		
76696-PCA	03/27/98	03/27/98	03/31/98	CROCKETT, HARRY JAMES	1,180.37	N		
76697-PCA	03/27/98	03/27/98	03/31/98	HARGEST, CHARLES P	788.63	N		
76698-PCA	03/27/98	03/27/98	03/31/98	JEFFERY, DONALD RAY	971.16	N		
76699-PCA	03/27/98	03/27/98	03/31/98	JOHNSON, IVORY GENE	1,542.36	N		
76700-PCA	03/27/98	03/27/98	03/31/98	JONES, LEON	1,012.27			
76701-PCA	03/27/98	03/27/98	03/31/98	NELSON, WILLIAM B	1,130.54			
76702-PCA	03/27/98	03/27/98	03/31/98	PENDARVIS, ABBOTT LYNN	1,535.98	N		
76703-PCA	03/27/98	03/27/98	03/31/98	STANLEY, TOMMY LEE	2,074.69	N		
76704-PCA	03/27/98	03/27/98	03/31/98	YOUNG, JOEY A.	832.11	N		
76705-PCA	03/27/98	03/27/98	03/31/98	DRIGGERS, BOBBY D	1,574.38	N		
76706-PCA	03/27/98	03/27/98	03/31/98	GAGE, PAUL E	1,336.75			
76707-PCA	03/27/98	03/27/98	03/31/98	GLENN, GEORGE R	630.39	N		
76708-PCA	03/27/98	03/27/98	03/31/98	JACKSON, RICK D	2,043.68			
76709-PCA	03/27/98	03/27/98	03/31/98	LATHAM, GARY D	1,178.75	N		
76710-PCA	03/27/98	03/27/98	03/31/98	MILLER, LONNIE E	1,077.00			
76711-PCA	03/27/98	03/27/98	03/31/98	THOMPSON, DANNY R	971.32			
76712-PCA	03/27/98	03/27/98	03/31/98	TIMMONS, GERALD WAYNE	1,302.15	N		
76713-PCA	03/27/98	03/27/98	03/31/98	BALLARD, GERALD WAYNE	1,284.82	N		
76714-PCA	03/27/98	03/27/98	03/31/98	BLACKSTONE, WILLY PAT	1,025.52			
76715-PCA	03/27/98	03/27/98	03/31/98	CAMPBELL, GLENN EDWARD	1,562.20	N		
76716-PCA	03/27/98	03/27/98	03/31/98	DAVIS, GARY W	1,191.09			
76717-PCA	03/27/98	03/27/98	03/31/98	HELPESTILL, EDWIN J	1,190.03			

Upshur County Treasurer
THE SOFTWARE GROUP, INC

PAYROLL / PERSONNEL SYSTEM
CHECK REGISTER FOR CURRENT PAYROLL

27 Mar 1998
PAGE 4

CHECK	DATE PRINTED	PAYROLL DATE	Issued to	NET PAY	DD	STATUS
76718-PCA	03/27/98	03/31/98	RITTER, DON L	1,137.75		
76719-PCA	03/27/98	03/31/98	SHAW, TOM P	1,211.42	N	
76720-PCA	03/27/98	03/31/98	SMITH, MELVIN DON	1,210.89		
76721-PCA	03/27/98	03/31/98	THOMPSON, CHARLES K	2,014.67		
76722-PCA	03/27/98	03/31/98	JOHNSON, GERALD DON	1,347.08	N	
76723-PCA	03/27/98	03/31/98	COOK, JESSICA M	276.11		
76724-PCA	03/27/98	03/31/98	CORN, MISTY D	325.92		
76725-PCA	03/27/98	03/31/98	GILES, PEGGY J	750.95		
76726-PCA	03/27/98	03/31/98	MORRISON, JOYCE FRANCES	1,708.73	N	
76727-PCA	03/27/98	03/31/98	SMITH, EMMA JEAN	1,009.44	N	
76728-PCA	03/27/98	03/31/98	THOMPSON, NANCY K	931.82	N	
76729-PCA	03/27/98	03/31/98	WILLIAMS, JANET C	1,020.72	N	
76730-PCA	03/27/98	03/31/98	ACKER, BRUCE E	548.79		
76731-PCA	03/27/98	03/31/98	CAMPBELL, MARY ROSE	1,271.79	N	
76732-PCA	03/27/98	03/31/98	RICHEY, SUSAN G	548.79		

218,507.23

218,507.23

173 records listed

VO 30 PG 032

VOL 50 PG 629

CHECK #	CHECK DATE	VENDOR NAME	AMOUNT
76735-APCA	03/31/98	UPSHUR COUNTY INSURANCE ACCOUNT	3,198.95
76736-APCA	03/31/98	DIVERSIFIED COLLECTION SERVICES, INC	102.00
76737-APCA	03/31/98	PEBSCO PAYROLL PROCESSING	3,162.56
76738-APCA	03/31/98	FIRST NATIONAL BANK GILMER	46,122.12
76739-APCA	03/31/98	FIRST NATIONAL BANK GILMER	28,631.86
76740-APCA	03/31/98	UPSHUR COUNTY IRC/125	1,554.66
76741-APCA	03/31/98	UPSHUR COUNTY IRC/125	321.50
76742-APCA	03/31/98	UPSHUR COUNTY IRC/125	326.82
76743-APCA	03/31/98	UPSHUR COUNTY IRC/125	217.95
76744-APCA	03/31/98	UPSHUR COUNTY IRC/125	1,001.40
76745-APCA	03/31/98	UPSHUR COUNTY IRC/125	7,234.81
76746-APCA	03/31/98	INTERNAL REVENUE SERVICE	1.93
76747-APCA	03/31/98	ATTORNEY GENERAL OF TEXAS	310.00
76748-APCA	03/31/98	AUSTIN BANK-GILMER	100.00
76749-APCA	03/31/98	EAST TEXAS PROFESSIONAL	3,187.00
76750-APCA	03/31/98	FIRST NATIONAL BANK	860.00
76751-APCA	03/31/98	GILMER NATIONAL BANK	255.00
76752-APCA	03/31/98	GILMER SAVINGS BANK	50.00
76753-APCA	03/31/98	UPSHUR COUNTY INSURANCE ACCOUNT	965.36
76754-APCA	03/31/98	3&O COMMUNICATIONS	300.00
76755-APCA	03/31/98	RHONDA GAIL YOUNG	250.00
76756-APCA	03/31/98	RUBY COOPER, DISTRICT CLERK	215.00
76757-APCA	03/31/98	TEXAS COUNTY & DISTRICT PETIREMENT SYSTE	47,781.49
Total for All Payments -			146,150.41

Charles C. Still
COUNTY JUDGE, CHARLES C. STILL

Gladys Lindsey
COMMISSIONER PCT01, GLADYS LINDSEY

Tommy Stanley
COMMISSIONER PCT02, TOMMY STANLEY

Rick Jackson
COMMISSIONER PCT03, RICK JACKSON

Charles K. Thompson
COMMISSIONER PCT04, CHARLES K. THOMPSON

FILED
REX A SHAW
COUNTY CLERK
98 MAR 31 AM 10:49
UPSHUR COUNTY TX
BY _____
DEPUTY

30 Mar 1998
THE SOFTWARE GROUP, INC

CHECK REGISTER FOR CURRENT PAYROLL

CHECK	DATE PRINTED PAYROLL	DATE	ISSUED TO	NET PAY	DD	STATUS
76760-PCA	03/30/98	03/31/98	STEELMAN, KARMEN C.	19.50		
1 records listed.						

Vol 50 page 30

FILED
REX A. SHAW
COUNTY CLERK
98 MAR 31 AM 10:49
UPSHUR COUNTY, TX.
BY _____
DEPUTY

Charles Z. Still
COUNTY JUDGE, CHARLES Z. STILL

Charles E. Lindsey
COMMISSIONER PCT14, CHARLES E. LINDSEY

Tommy Stanley
COMMISSIONER PCT12, TOMMY STANLEY

Ad J
COMMISSIONER PCT03, AD JACSON

Charles L. Thompson
COMMISSIONER PCT04, CHARLES L. THOMPSON

PATILLO, BROWN & HILL, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Providing Services Since 1923

AMERICAN PLAZA
200 WEST HIGHWAY 6, SUITE 300
P.O. BOX 20725
WACO, TEXAS 76702-0725
(254) 772-4901
FAX (254) 772-4920

FILED
REX A. SHAN
COUNTY CLERK
98 MAR 31 AM 10:50
UPSHUR COUNTY, TX.
DEPUTY

February 6, 1998

Honorable County Judge and
Commissioners
Upshur County, Texas

Gentlemen:

In planning and performing our audit of the financial statements of Upshur County, Texas, for the year ended September 30, 1997, we considered the County's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated February 6, 1998, on the financial statements of Upshur County, Texas.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various County personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Yours truly,

PATILLO, BROWN & HILL, L.L.P.



James C. Curry, CPA, CGFM

JCC/eec
Attachment

COMMENTS AND SUGGESTIONS
FOR THE YEAR ENDED
SEPTEMBER 30, 1997

SEGREGATION OF DUTIES

During our review of internal controls over the various offices of the County, we noted, while each department operates efficiently with the personnel assigned to the department, some departments have not segregated various duties within the department. While in a lot of instances, the size of an office staff can make segregating duties such as receiving funds, depositing funds, reconciling funds and reporting funds difficult, we urge the various department heads to review their operations on a continuing basis in order to determine if some of these duties could be segregated. By segregating these duties, control over the assets of the office is enhanced.

YEAR 2000

As the year 2000 approaches, we recommend that the County prepare for the potential problems to come. While the use of the two-digit date field has been cost-effective to date, the typical organization stands to face several problems at the turn of the century. The Year 2000 Rule states that four-digit year elements will be used for the purposes of electronic data interchange in any recorded form among state agencies, institutions of higher education and the public. We suggest that the County establish a plan to recognize and act on the possibility of uncertainty and numerous questions regarding the conversion to the new format. The plan may include the establishment of a project team consisting of operational and technical staff that would be responsible for conducting an initial assessment of all information technology systems and facilities. Executive leadership will also be required in order to stress the importance of the information acquired and the actions to be taken.

NEW HIRE REPORTING PROGRAM

The Employer New Hire Reporting (ENHR) program was enacted by the Texas Legislature in 1993 to help the state in locating noncustodial parents who owe child support and help detect fraud in other public assistance areas. The program requires, on a voluntary basis, that information on W-4s for all new hires be provided to the state. However, in October of 1998, it will be mandatory to provide this information.

Thus, we recommend that the County take all appropriate measures necessary to be in compliance prior to October 1998. All information and forms are available at our offices.

CASH DRAWERS

While performing our audit of the County's fee offices, we noted that the County Clerk's office has each employee operating out of the same cash drawer. We suggest each person collecting cash have his or her own cash drawer with a removable money tray that can be covered and locked or some other method of limiting access to that person and one other person such as the head teller or elected official. These drawers should be balanced daily to identify any discrepancies on a timely basis. Currently, when these funds are stored over night, several people have access. This procedure would protect the person responsible for the funds as well as others from false accusation in the event of a shortage since only two people would have access to the funds.

SUBSIDIARY LEDGERS

Detail reports of subsidiary ledgers did not agree with their respective accounts on the general ledger. The detail subsidiary ledgers should be a complete list of each individual balance that comprises the total on the general ledger. We recommend that the County determine any differences and adjust accounts accordingly. Once adjusted, these should be reconciled on a timely basis each month.

BANK RECONCILIATIONS

Bank reconciliations were not performed on a timely basis for the District Clerk, County Clerk, Justice of the Peace #1, Justice of the Peace #3, and Justice of the Peace #4 bank accounts. Timely bank reconciliations will provide management with improved information about the County's cash position and needs at any point in time. By performing a reconciliation on a timely monthly basis, the County will also be able to find and correct errors or irregularities, whether intentional or unintentional, on a timely basis. We recommend the County perform a monthly reconciliation of each bank account on a timely basis.

CHECKBOOK SECURITY

During our review, we noted that the Tax Assessor/Collector's and the County Clerk's offices left their checkbooks in an unsecured area. We recommend that these items be kept in a secured area. By keeping these items secure, these offices will help prevent unauthorized use of the checkbooks.

VOL 50 PG 634

CLOSING OF BANK ACCOUNTS

The County still has several accounts still open from a prior depository. To ensure that cash is being handled in an appropriate manner and to safeguard assets we recommend these accounts be closed as soon as possible and balances be transferred to their respective accounts at the County's current depository.

* * * * *

We appreciate the opportunity to be of service to Upshur County, Texas. If you should have any questions or require further information, please do not hesitate to call.



FILED
REX A. SHAW
COUNTY CLERK

98 MAR 31 AM 10:49

UPSHUR COUNTY, TX.

BY _____
DEPUTY

March 20, 1998

Certified Mail:
No. P 412 094 946

Parcel No. 6
Control 1763-001-06
Highway FM 1845
Upshur County

Mr. and Mrs. Edward E. Stricklin
Rt. 1, Box 882
Gilmer, Texas 75644

RE: Purchase of your property at FM 1845, being 0.714 of an acre of land, more or less, being all that that certain called 0.708 of an acre tract of land in the William King Survey, Abstract No. 264, in Upshur County, Texas.

Dear Mr. and Mrs. Stricklin:

The Commissioners' Court of Upshur County has authorized me to make a final offer of \$21,195.00 for the 0.714 of an acre of land to be acquired for right of way purposes for the widening of Farm to Market Road No. 1845 in Upshur County, Texas.

If this offer is not accepted within ten (10) days from the date hereof, condemnation proceedings will be initiated for the acquisition of the 0.714 of an acre tract for right of way purposes. Thereafter, the Court will appoint three disinterested freeholders to serve as Special Commissioners, a date will be set for a hearing, and you will be notified of the time and place set for the hearing at which the Special Commissioners will hear the evidence presented and arrive at an award which will be filed with the Court. The Commissioners' Court of Upshur County may then deposit the amount of the award with the Court, at which time the Commissioners' Court of Upshur County will be entitled to take possession of the property involved. After the deposit is made, you may withdraw your share of the award. If either you or the Commissioners' Court of Upshur County is dissatisfied with the amount of the award, objections may be filed within the time prescribed by law, and the case subsequently tried before the Court as in other civil cases.

Sincerely,
Charles M. Thompson
Charles M. Thompson
Project Negotiator

ROW ACQUISITION SERVICES, INC.
P. O. BOX 5441
TEXARKANA, TEXAS 75505

MR. & MRS. EDWARD E. STRICKLIN
RT. 1, BOX 882
GILMER, TEXAS 75644

P 412 094 946

US Postal Service
Receipt for Certified Mail
No Insurance Coverage Provided.
Do not use for International Mail (See reverse)

Sent to	
MR & MRS EDWARD E STRICKLIN	
Street & Number	
RT 1, Box 882	
Post Office, State, & ZIP Code	
GILMER, TEXAS 75644	
Postage	\$
Certified Fee	
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	
Return Receipt Showing to Whom, Date & Addressee's Address	
TOTAL Postage & Fees	\$
Postmark or Date	

PS Form 3800, April 1995

CERTIFIED

P 412 094 946

MAIL

SENDER:

- Complete items 1 and/or 2 for additional services
- Complete items 3 and 4a & b
- Print your name and address on the reverse of this form so that we can return this card to you
- Attach this form to the front of the mailpiece, or on the back if space does not permit
- Write Return Receipt Requested on the mailpiece below the article number
- The Return Receipt will show to whom the article was delivered and the date delivered

I also wish to receive the following services (for an extra fee)

- 1 Addressee's Address
 - 2 Restricted Delivery
- Consult postmaster for fee

3. Article Addressed to
 MR. & MRS. EDWARD E. STRICKLIN
 RT. 1, Box 282
 GILMER, TEXAS 75644

4a Article Number
 P 412 094 946

4b Service Type
 Registered Insured
 Certified COD
 Express Mail Return Receipt for Merchandise

7. Date of Delivery

5 Signature (Addressee)

6 Signature (Agent)

8 Addressee's Address (Only if requested and fee is paid)

PS Form 3811, December 1991 USGPO 1992 307-530

DOMESTIC RETURN RECEIPT

Thank you for using Return Receipt Service

UNITED STATES POSTAL SERVICE

Official Business



PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, \$300



Print your name, address and ZIP Code here

ROW Acquisition Services, Inc.
P.O. Box 5441
Texarkana, TX 75505

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Vol 50 pg 637



FILED
REX A. SHAW
COUNTY CLERK

98 MAR 31 AM 10:48

UPSHUR COUNTY, TX.

BY _____
DEPUTY

March 20, 1998

Certified Mail:
No. P 412 094 947

Parcel No. 14
Control 1763-001-06
Highway FM 1845
Upshur County

Mr. and Mrs. Edward E. Stricklin
Rt. 1, Box 882
Gilmer, Texas 75644

RE: Purchase of your property at FM 1845, being 6.586 acres of land, more or less, out of and a part of two certain tracts of land, a 28.05 acre tract and a 26.313 acre tract, in the William King Survey, Abstract No. 264, in Upshur County, Texas.

Dear Mr. and Mrs. Stricklin:

The Commissioners' Court of Upshur County has authorized me to make a final offer of \$13,325.00 for the 6.586 acres of land to be acquired for right of way purposes for the widening of Farm to Market Road No. 1845 in Upshur County, Texas.

If this offer is not accepted within ten (10) days from the date hereof, condemnation proceedings will be initiated for the acquisition of the 6.586 acre tract for right of way purposes. Thereafter, the Court will appoint three disinterested freeholders to serve as Special Commissioners, a date will be set for a hearing, and you will be notified of the time and place set for the hearing at which the Special Commissioners will hear the evidence presented and arrive at an award which will be filed with the Court. The Commissioners' Court of Upshur County may then deposit the amount of the award with the Court, at which time the Commissioners' Court of Upshur County will be entitled to take possession of the property involved. After the deposit is made, you may withdraw your share of the award. If either you or the Commissioners' Court of Upshur County is dissatisfied with the amount of the award, objections may be filed within the time prescribed by law, and the case subsequently tried before the Court as in other civil cases.

Sincerely,

Charles M. Thompson
Charles M. Thompson
Project Negotiator



March 20, 1998

Certified Mail:
No. P 412 094 947

Parcel No. 14TE
Control 1763-001-06
Highway FM 1845
Upshur County

Mr. and Mrs. Edward E. Stricklin
Rt. 1, Box 882
Gilmer, Texas 75644

RE: Purchase Temporary Easement at FM 1845, being 0.443 of an acre of land, more or less, out of and a part that certain 28.05 acre tract of land in the William King Survey, Abstract No. 264, in Upshur County, Texas.

Dear Mr. and Mrs. Stricklin:

The Commissioners' Court of Upshur County has authorized me to make a final offer of \$135.00 for the Temporary Easement containing 0.443 of an acre of land to be acquired for right of way purposes for the widening of Farm to Market Road No. 1845 in Upshur County, Texas.

If this offer is not accepted within ten (10) days from the date hereof, condemnation proceedings will be initiated for the acquisition of the 0.443 of an acre tract Temporary Easement for right of way purposes. Thereafter, the Court will appoint three disinterested freeholders to serve as Special Commissioners, a date will be set for a hearing, and you will be notified of the time and place set for the hearing at which the Special Commissioners will hear the evidence presented and arrive at an award which will be filed with the Court. The Commissioners' Court of Upshur County may then deposit the amount of the award with the Court, at which time the Commissioners' Court of Upshur County will be entitled to take possession of the property involved. After the deposit is made, you may withdraw your share of the award. If either you or the Commissioners' Court of Upshur County is dissatisfied with the amount of the award, objections may be filed within the time prescribed by law, and the case subsequently tried before the Court as in other civil cases.

Sincerely,

Charles M. Thompson
Charles M. Thompson
Project Negotiator

VOL. 50 PG 640

ROW ACQUISITION SERVICES, INC.
P. O. BOX 5441
TEXARKANA, TEXAS 75505

MR. & MRS. EDWARD E. STRICKLIN
RT. 1, BOX 882
GILMER, TEXAS 75644

P 412 094 947

US Postal Service
Receipt for Certified Mail
No Insurance Coverage Provided
Do not use for International Mail (See reverse)

Sent to	
MR & MRS EDWARD E STRICKLIN	
Street & Number	
RT 1, Box 882	
Post Office Name & ZIP Code	
GILMER, TEXAS 75644	
Postage	\$
Certified Fee	
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	
Postage & Fees	\$
TOTAL POSTAGE & FEES	\$

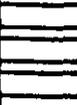
PS Form 3800 April 1977

P 412 094 947

EXPOSE ADHESIVE REMOVE TO EXPOSE ADHESIVE RE
REMOVE TO EXPOSE ADHESIVE REMOVE TO EXPOSE
EXPOSE ADHESIVE REMOVE TO EXPOSE ADHESIVE RE
REMOVE TO EXPOSE ADHESIVE REMOVE TO EXPOSE



PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE \$300



UNITED STATES POSTAL SERVICE

Official business

Print your name, address and ZIP Code here
• ROW Acquisition Services, Inc.
P.O. Box 5441
Texarkana, TX 75505

Is your RETURN ADDRESS completed on the reverse side?

PS Form 3811, December 1991 - U.S.A.P.O. 1992 307-530 DOMESTIC RETURN RECEIPT

SENDER:

- Complete items 1 and/or 2 for additional services.
- Complete items 3, and 4a & b.
- Print your name and address on the reverse of this form so that we can return this card to you.
- Attach this form to the front of the mailpiece, or on the back if space does not permit.
- Write "Return Receipt Requested" on the mailpiece below the article number.
- The Return Receipt will show to whom the article was delivered and the date delivered.

3. Article Addressed to:
Mr. & Mrs. EDWARD E. STRICKLIN
RT. 1, Box 882
GILMER, TEXAS 75644

4a. Article Number
P 412 094 947

4b. Service Type
 Registered
 Certified
 Express Mail
 Insured
 COD
 Return Receipt for Merchandise

7. Date of Delivery

8. Addressee's Address (Only if requested and fee is paid)

5. Signature (Addressee)

6. Signature (Agent)

I also wish to receive the following services (for an extra fee):
1. Addressee's Address
2. Restricted Delivery
Consult postmaster for fee

Thank you for using Return Receipt Service.

EXPOSE ADHESIVE REMOVE TO EXPOSE ADHESIVE RE
REMOVE TO EXPOSE ADHESIVE REMOVE TO EXPOSE
EXPOSE ADHESIVE REMOVE TO EXPOSE ADHESIVE RE
REMOVE TO EXPOSE ADHESIVE REMOVE TO EXPOSE

FILED
FILED
COUNTY CLERK

PERMIT APPLICATION FOR USE OF UPSHUR COUNTY RIGHT OF WAY

98 MAR 31 AM 10:48

TO: THE UPSHUR COUNTY COMMISSIONERS COURT
COUNTY OF UPSHUR
GILMER, TEXAS

UPSHUR COUNTY, TX.

BY _____ DEPUTY

PRECINCT 1

DATE 3/23/98

Formal notice is hereby given that Amoco Production Company

whose principal address is 2800 Stanolind St.
P. O. Box 9460, Longview, Tx. 75608

does propose to place a proposed 3" natural gas pipeline

within the ROW of County Road Davis Road

as follows: bore under said road about 60' East of its South terminus and Howard Mudd's property line and just East of Amoco's access road into the Vida Smart Gas Unit, Wells 4, 5, & 6, William King Survey A-264.

The location and description of th proposed lines or appertenances is more fully shown by three (3) copies of drawings attached to this application

All work will be as directed by the County Commissioner or his designate in full accordance with Upshur County Road and Bridge Department policies and specifications

Proposed construction will begin, if approved, on or after 27th day of March, 1998.

NAME: Lynn Taylor
Lynn Taylor

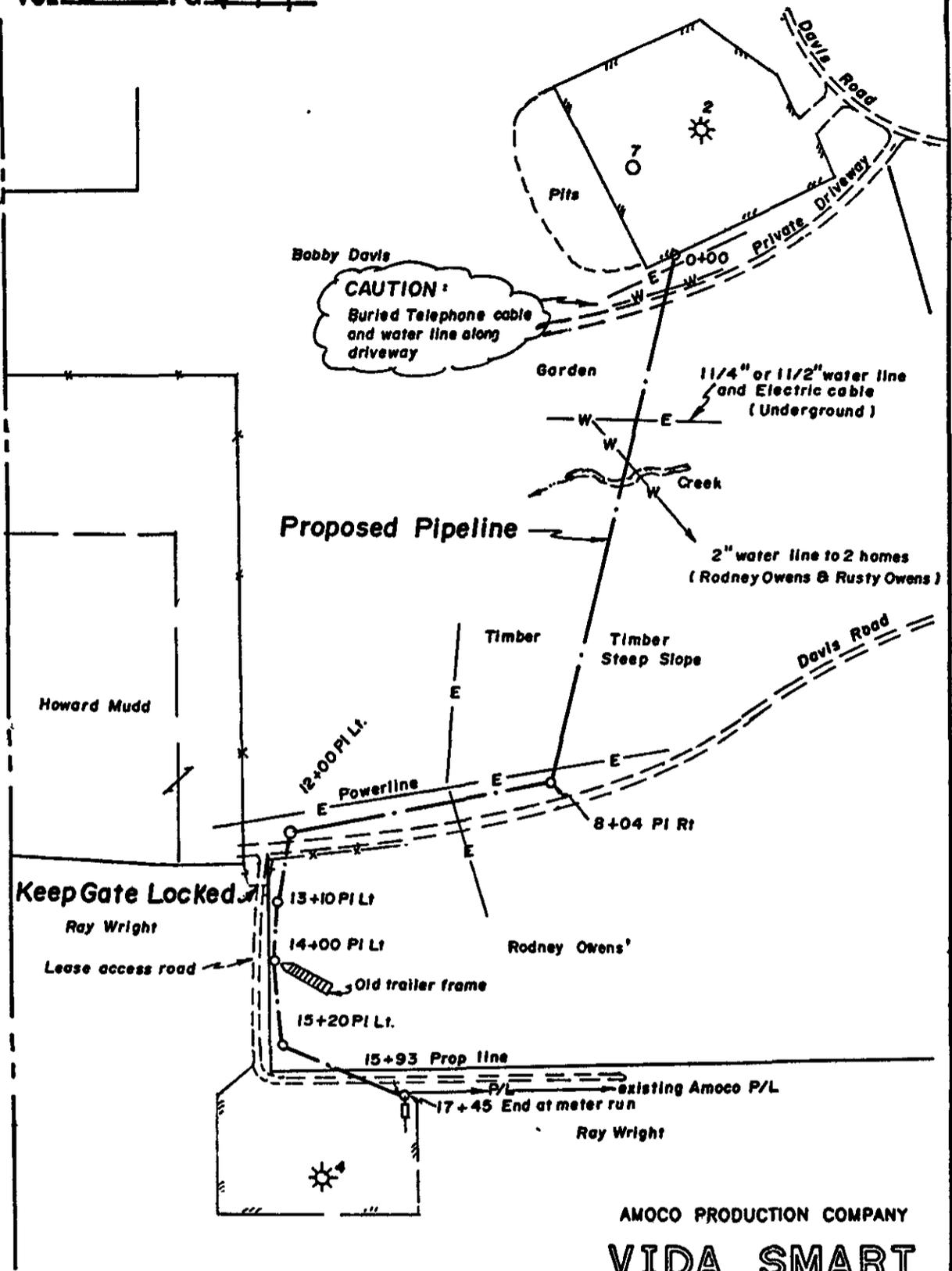
TITLE: Landowner Relations

ADDRESS P. O. Box 9460
Longview, Texas 75608

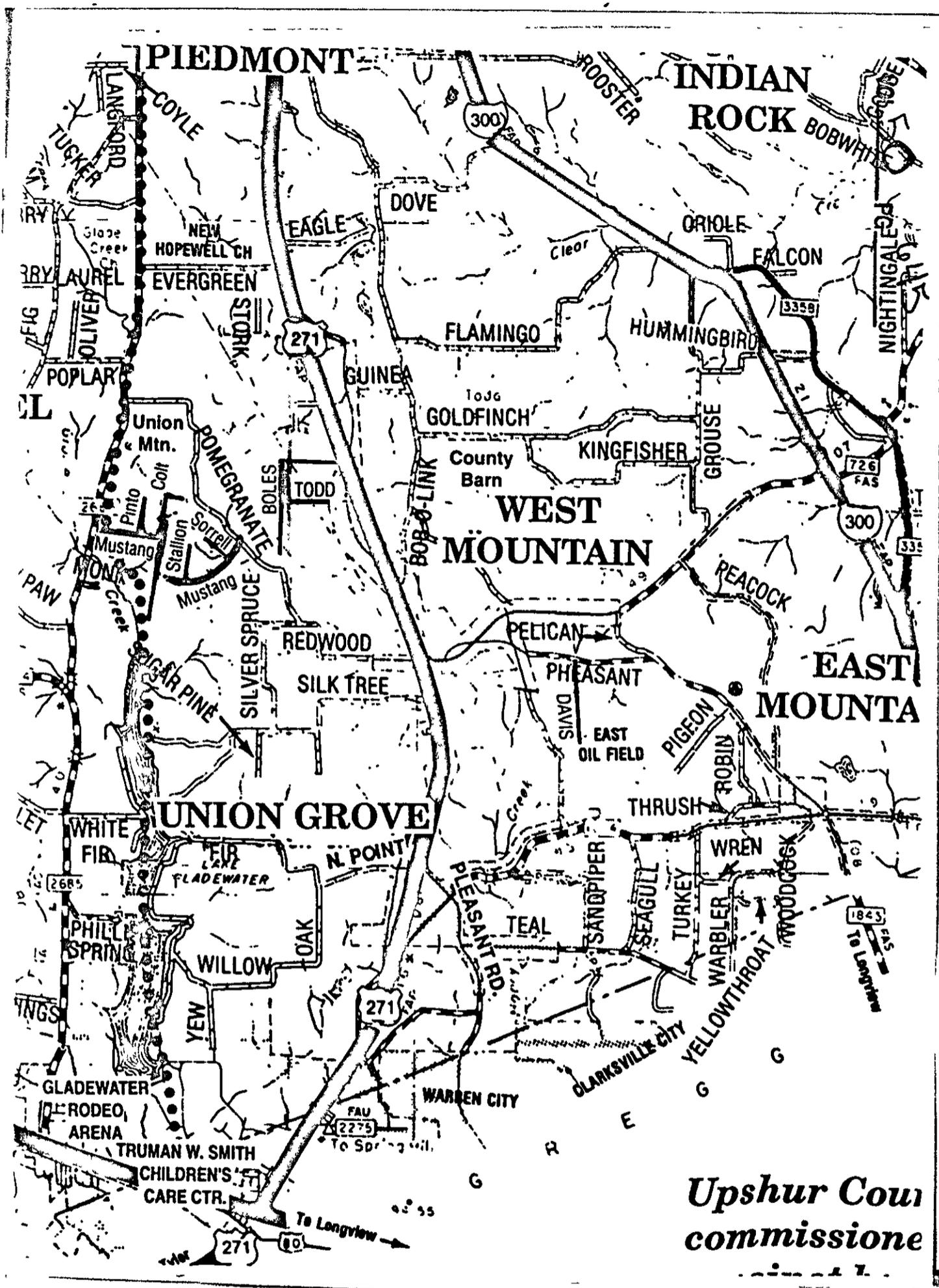
Chas B. Bell
Gadde Indray
Tommy Stambaugh
Chas B. Bell



SCALE
1" = 200'



AMOCO PRODUCTION COMPANY
**VIDA SMART
 GAS UNIT**
 Out of the William King A-264 Survey
 Upshur County, Texas



PERMIT APPLICATION FOR USE OF UPSHUR COUNTY RIGHT OF WAY

TO: THE UPSHUR COUNTY COMMISSIONERS COURT
COUNTY OF UPSHUR
GILMER, TEXAS

PRECINCT 1

tel 845 828 3
720-0088

DATE 3-25-98

Formal notice is hereby given that Elizabeth Parker whose principal address is Helenia tx does hereby propose to place a Culvert within the ROW of County Road F.R.

The location and description of the proposed lines or appurtenances is more fully shown by three (3) copies of drawings attached to the application. Proposed construction will begin, if approved, on or after the _____ day of _____, 19____.

I, _____, hereby attest that I have read the conditions set forth in this application and understand its contents. NAME _____ TITLE _____

FILED
REX A. SHAW
COUNTY CLERK
98 MAR 31 AM 9:48
UPSUR COUNTY TX.
DEPUTY

APPROVAL OF PERMIT APPLICATION

The Upshur County Commissioners Court offers no objection to the location on the right of way of your proposed _____ as shown by accompanying drawings and notice dated _____, except as noted below:

It is expressly understood that the Upshur County Commissioners Court does not purport, hereby, to grant any right, claim, title, or easement in or upon this county road; it is further understood that in the future should for any reason Upshur County need to work, improve, relocate, widen, increase, add to or in any manner change the structure of this right of way, this appurtenance, if affected, will be moved under the direction of the Upshur County Commissioners Court representative and shall be relocated at the complete expense of the owner within thirty (30) days upon receipt of notice from the Commissioners Court.

All work on the County right of way shall be performed in accordance with the Commissioners Court instructions. The installation shall not damage any part of the roadway and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Specifications for placing this line are as follows:

1. Barricades, warning signs, lights and flagmen when necessary shall be provided by the contractor or owner. One half of the traveled portion of the road must be open at all times.
2. All lines, where practicable, shall be located to cross roadbed at approximately right angles. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.

[Handwritten signatures]

3. Parallel lines will be installed as near the right of way lines as possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the County Commissioners Court.

4. Overhead lines will have minimum clearance of 18 feet above the road surface at the point of crossing.

5. Operations along roadways shall be performed in such a manner that all excavated material be kept off the surface at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface, roadbed, structures or other right of way feature. Any expenditure that is a direct result of this installation will be borne by owner of this line.

6. All lines under roads carrying pressure in excess of 50 psi shall be enclosed in satisfactory casing extending from the right of way line to right of way line. Pipe used for casing may be of any type approved by the County Engineer or Commissioners Court and shall be capable of supporting load of roadbed and traffic and shall be so constructed that there will be no leakage of any matter through casing for its entire length; Inside diameter of casing shall be at least 2 inches greater than the largest diameter of carrier pipe, joints or couplings.

7. All excavations within the right of way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material will be removed from the right of way and the excavation finished flush with surrounding natural ground.

8. All ground lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or borrow ditch. (Any material placed in county right of way by permit will be of a nature or composition that said line can be located with the use of a standard locator device used in locating buried cables and pipe.)

9. Lines crossing under roads and under cross roads within the right of way will be placed by boring. Boring shall extend from crown line to crown line. Gravity flow sewer lines under roadway will be cast iron or equivalent pipe.

10. Where evidence is presented indicating the impracticability of boring or tunnelling, the Commissioners Court may grant permission to cut the surface no wider than 4 inches. In the event a cut is permitted the following conditions will govern: (a) Excavation areas are to be filled and packed with compatible material. (b) The surfacing will be replaced with equivalent quality surfacing.

11. Notice will be given to the precinct Commissioner 48 hours prior to starting construction of the line in his precinct.

12. Where in the opinion of the Commissioners Court it may be necessary to protect losses incurred by damage to the roads, bridges or right of way structures, they may by action of the Court require a surety bond in an amount sufficient to cover any damages.

13. Where, in the opinion of the Commissioners Court, an inspector is necessary, the party receiving permit will bear the cost of the inspection.

APPROVED ON THIS _____ DAY OF _____, 19____

COUNTY JUDGE

COMMISSIONER PCT. 3

COMMISSIONER PCT. 1

COMMISSIONER PCT. 4

COMMISSIONER PCT. 2

SPECIAL ROAD USE AGREEMENT CONTRACT

THE STATE OF TEXAS () KNOW ALL MEN BY THESE PRESENTS
COUNTY OF UPSHUR ()

The undersigned Borsers Logging, hereinafter referred to as First Party, enters into and makes an agreement with Upshur County Commissioner of precinct No. 3, Upshur County, and in order to get material to market it is necessary to use a portion of Upshur County roads located in Precinct No. 3, over which Commissioner has jurisdiction and obligation to maintain in good repair, and both parties being aware of possible damage to said roads as a result of hauling on and over same, enter into the following agreement:

1. First Party agrees to use only that section of (describe exact route, direction and miles in tenths) will be using Lemons Rd.

S. 155

FILED
REX A. SHAW
CLERK
MAR 31 AM 10:48
UPSHUR COUNTY, TX.

2. First Party agrees to use its vehicles in such a manner as not to block or interfere with other traffic on said road, so that said road will be open to travel by the public at all times.

3. First party agrees to grade, maintain and otherwise repair said road, using its own equipment, labor and materials, if any needed, during the duration of time that First Party is removing Logs from its lands located in Precinct No. 3, Upshur County.

4. First Party agrees to put said road back into the same condition as it was prior to the commencement of hauling operations on the part of First Party.

5. First Party agrees to POST SURETY BOND in the amount of \$ to Upshur County Commissioner's Court to insure performance of agreement.

6. Nothing herein shall be construed as a waiver by the Commissioner of the authority granted him by Article 6716, V.A.C.S., but the rights and authority granted the Commissioner by the terms of Article 6716, V.A.C.S., are expressly reserved by the Commissioner in the event First Party fails to abide by the conditions above set forth.

Randall L Broadha
First Party Signature

Rt 2 Box 228
Street or Box

Jobquin, Tx 75954
City, State and Zip Code

409 554 1398
Telephone

Carl Bragg
Timber Tract

3-25-98
Date Signed

C. L. Still
County Judge

Gadner F. M. Day
Commissioner 1

Tommy Steuber
Commissioner 2

Commissioner 3

Commissioner 4

Date Signed

Permit issued for a period not to exceed 90 days.