

Public Notice of Special Meeting

The Board of Trustees Copperas Cove Independent School District

A Special Meeting of the Board of Trustees of Copperas Cove Independent School District will be held Thursday, August 29, 2024, beginning at 6:30 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

If, during the course of the meeting, the Board may lawfully conduct a closed meeting as to all or part of any item on the agenda, then, in accordance with applicable law, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). The Board shall not conduct a closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given. Before any closed meeting is conducted, the presiding officer will publicly identify the section or sections of the Open Meetings Act or other applicable law authorizing the closed meeting. All final votes, actions, or decisions regarding any matter deliberated in a closed meeting shall only be taken in open meeting for which proper notice has been given. [See BEC(LEGAL)]

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

1. Call to Order
2. Open Forum
3. Consider and Take Action on Proposed Final Budget Amendment for the 2023-2024 Fiscal Year
4. Consider and Take Action on the Adoption of the Proposed Budget for the 2024 - 2025 Fiscal Year
5. Consider and Take Action on a Resolution to Set the Tax Rate for the Copperas Cove Independent School District Tax Year 2024
6. Consider and Take Action to Adopt a Resolution for the Commitment of Fund Balance for the 2024 - 2025 Fiscal Year
7. Consider and Take Action on the Reconditioning of Football Helmets for High School and Junior High Football (Certo Sports - \$25,685.68 - Budgeted Funds)
8. Consider and Take Action on Election Services Contracts with Coryell and Bell Counties
9. Adjourn

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on:

Monday, August 26, 2024 at 4:00 p.m.

For the Board of Trustees



Board of Trustees

Date of Meeting

Item Type

Item Name

District Goal

Summary
(Purpose/
Objective)

Fiscal Impact

Administrative
Recommendation

Attachments

Contact Person

E-Mail Address



Final 2023-2024 Budget Amendment

General Operating
Budget

Proposed Increase -
Decrease

Proposed Amended
Budget

Revenue

	Local Revenue (Property Tax, Investment			
5700	Interest, Misc. Other)	\$ 17,023,000	\$ 1,622,241	\$ 18,645,241
5800	State Revenue	\$ 65,068,809	\$ 1,630,454	\$ 66,699,263
5900	Federal Revenue (Impact Aid, SHARS)	\$ 1,500,000	\$ 13,651,908	\$ 15,151,908
	Total Revenue Budget	\$83,591,809.00	\$ 13,426,953	\$ 100,496,411

Appropriations

11	Instructional	\$ 54,966,456	\$ (2,394,710)	\$ 52,571,746
12	Instructional Resources and Media Services	\$ 1,217,636	\$ 30,439	\$ 1,248,075
13	Curriculum & Staff Development	\$ 346,277	\$ (33,549)	\$ 312,728
21	Instructional Leadership	\$ 2,030,645	\$ (7,201)	\$ 2,023,444
23	School Leadership	\$ 4,318,735	\$ (113,320)	\$ 4,205,415
31	Guidance, Counseling & Evaluation	\$ 2,819,063	\$ (73,992)	\$ 2,745,071
32	Social Work Services	\$ 273,095	\$ (645)	\$ 272,450
33	Health Services	\$ 763,250	\$ 34,407	\$ 797,657
34	Student Transportation	\$ 3,418,401	\$ 271,152	\$ 3,689,553
35	Child Nutrition	\$ 30,000	\$ (26,520)	\$ 3,480
36	Extra-Curricular Activities	\$ 2,810,372	\$ (14,994)	\$ 2,795,378
41	General Administration	\$ 2,598,669	\$ (174,104)	\$ 2,424,565
51	Plant Maintenance & Operation	\$ 9,269,304	\$ (341,565)	\$ 8,927,739
52	Security & Monitoring Services	\$ 1,749,569	\$ (148,221)	\$ 1,601,348
53	Data Processing Services	\$ 3,192,363	\$ (173,094)	\$ 3,019,269
61	Community Services	\$ 10,300	\$ -	\$ 10,300
81	Facilities Acquisition & Construction		\$ 14,562	\$ 14,562
99	Other Intergovernmental Charges	\$ 362,600	\$ 30,510	\$ 393,110
	Total Appropriations Budget	\$ 90,176,735	\$ (3,120,845)	\$ 87,055,890

Anticipated Fund Balance

\$ 13,440,521

Approved:

Dr. Joseph Burns, Superintendent

Date

Approved:

Joan Manning, Board President

Date



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FY 2024-2025 Proposed Budget	General Operating Fund	Debt Service Fund
Estimated Revenue		
Maintenance & Operations Taxes	\$ 14,959,803	
Debt Service Interest & Sinking Taxes		\$ 1,859,150
State Aid	\$ 63,185,853	\$ 524,779
Other Local Revenue	\$ 1,535,000	
Federal Revenue (SHARS, Impact Aid)	\$ 1,000,000	
Grant Revenue (Title I, II, III, LASO, AYPYN)	\$ 6,075,610	
Total Revenue	\$ 86,756,266	\$ 2,383,929
Estimated Appropriations		
11 Instructional	\$ 51,870,045	
12 Instructional Resources & Media Services	\$ 1,292,312	
13 Curriculum & Staff Development	\$ 351,136	
21 Instructional Leadership	\$ 3,874,766	
23 School Leadership	\$ 4,413,209	
31 Guidance, Counseling & Evaluation	\$ 3,175,487	
32 Social Work Services	\$ 274,691	
33 Health Services	\$ 809,451	
34 Student Transportation	\$ 3,416,793	
35 Child Nutrition Services	\$ 30,000	
36 Extracurricular Student Activities	\$ 2,808,906	
41 General Administration	\$ 2,748,136	
51 Plant Maintenance & Operations	\$ 9,411,695	
52 Security & Monitoring Services	\$ 1,396,755	
53 Data Processing Services	\$ 3,154,938	
61 Community Services	\$ 10,300	
71 Debt Service	\$ -	\$ 1,859,150
81 Facilities Acquisition & Construction		
99 Other Intergovernmental Costs	\$ 362,600	
Total Estimated Appropriations	\$ 89,401,220	\$ 1,859,150
Estimated Fund Balance Draw	\$ (2,644,954)	
Budgeted Expenditure for legally-required newspaper notices:		
Object code - 6491 (public notices)		\$ 22,000
Budgeted Expenditure for lobbying activities:		
Object code - 6214		\$ 750

**Child Nutrition
Services Fund**

\$ 79,000
\$ 625,000
\$ 4,246,983

\$ 4,951,072

\$ 4,926,072

\$ 25,000

\$ 4,951,072

\$ -



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**Resolution of the Board to Set Tax Rate
For Copperas Cove Independent School District for the Tax Year 2024**

Date: August 29, 2024

On this date, we, the Board of Trustees of the Copperas Cove Independent School District, hereby levy or se the tax rate on \$100 valuation for the District for the tax year 2024 at a total tax rate of \$0.777703, to be assessed and collected by the duly specified assessor and collector as follows:

- \$0.757500 for the purpose of maintenance and operations, and
 - \$0.020203 for the purpose of payment of principal and interest on debts.
- Such taxes are to be assessed and collected by the tax officials designated by the District.

Signed:

Joan Manning, CCISD Board President

Date

Attest:

Mike Wilburn, CCISD Board Secretary

Date



Board of Trustees

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STATE OF TEXAS COUNTY OF CORYELL

RESOLUTION

The Board of Trustees of the Copperas Cove Independent School District being convened in Regular Meeting Session at its regular meeting place within the boundaries of the Copperas Cove Independent School District on the 29th day of August, 2024, with a quorum present in the persons of:

Joan Manning
Inez Faison
Mike Wilburn
Ann Davis
John Gallen
Heather Copeland
Jeff Gores

Trustees being absent: _____

WHEREAS Trustee _____ introduced the following order, moved its adoption, and the motion having been seconded by Trustee _____ was duly put and carried, said Order reading as follows:

IT IS HERE BY RESOLVED, ordered, and directed that the Copperas Cove Independent School District commit the following additional portions of its General Fund unassigned fund balance for the 2023-2024 fiscal year.

BE IT RESOLVED that \$28,000,000 of the General Fund Balance be designated to the Unassigned Fund Balance to insure an adequate amount of funds are available to pay for four (4) months of general operating expenditures.

BE IT RESOLVED that \$10,000,000 of the General Fund Balance be committed for emergency repairs related to possible large-scale facility damage due to wind, hail, fire, etc.

BE IT RESOLVED that \$10,000,000 of the General Fund Balance be committed for the purchase of land for possible future expansion.

BE IT RESOLVED that \$14,862,618 of the General Fund Balance be committed for future facility construction or renovation.

Joan Manning, President
Copperas Cove ISD Board President

Attest:

Mike Wilburn, Secretary
Copperas Cove ISD Board Trustee



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E-Mail Address



Certor Sports, Distribution Center
 9400 Bradford Rd, Plainfield IN 46168
 www.certorsports.com

Phone: 800.426.9784
Fax: 217.324.2732
Email: customerservice@certorsports.com

Remittance Address
 Schutt Sports, LLC PO Box 88315 Milwaukee, WI 53288-8315

SALES ORDER NUMBER 2583048		DATE INVOICED 07/16/24	
PACKING SLIP NUMBER 1		DATE SHIPPED 07/16/24	
CUSTOMER PURCHASE ORDER NUMBER 24002877			SOURCE 2
SHIPPED VIA FedEx Ground		PPD X	COL
PAYMENT TERMS NET 30		TAX 0	TAX CODE

BILL TO	26128 COPPERAS COVE HIGH SCHOOL 408 S MAIN ST. COPPERAS COVE TX 76522 US	SHIP TO	26128 COPPERAS COVE HIGH SCHOOL 408 S MAIN ST. COPPERAS COVE TX 76522 US
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LINE	PRODUCT / DESCRIPTION	QTY ORDERED	QTY SHIPPED	QTY B.O.	UNIT PRICE	EXTENDED PRICE	NET PRICE
001	R0001 RECON SCHUTT VARSITYHELMETS	36	36		50.00000	\$1,800.00	1,800.00
002	R0024 RECON RIDDELL VARSITYHELMETS	78	78		50.00000	\$3,900.00	3,900.00
003	PAINT RECON PAINT	114	114		16.50000	\$1,881.00	1,881.00
004	R0023 RECON INTERNAL PARTS	63	63		37.53000	\$2,364.39	2,364.39
005	JAWPADS RECON JAW PADS	45	45		9.50000	\$427.50	427.50
Chg	RS27 Recon-FG Redip Recon-FG Redip	78				1,131.00	
Chg	RS28 Recon-Riddell Jaw pads Recon- Riddell Jaw Pads	128				4,864.00	
Chg	RS29 Recon-Riddell Parts Recon-Riddell Parts	58				2,777.04	
Chg	REJ Recon-Rejected Recon-Rejected	1				5.00	
Chg	SFT FREIGHT FREIGHT	115				1,150.00	

* All invoices not paid within terms of invoice are PAST DUE and subject to a FINANCE CHARGE at a monthly rate of 1.5%, which is an ANNUAL PERCENTAGE RATE of 18%. Discrepancies with any shipment MUST be reported within 10 days of invoice date. Schutt Sports will not be responsible for any claim thereafter.

SUBTOTAL	20,299.93
TAX	
DEPOSIT	0.00
DISCOUNT	0.00



TOTAL IF PAID WITHIN TERMS	20,299.93
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Customer Copy

All amounts shown in US CURRENCY



Certor Sports, Distribution Center
 9400 Bradford Rd, Plainfield IN 46168
 www.certorsports.com

Phone: 800.426.9784
Fax: 217.324.2732
Email: customerservice@certorsports.com

Remittance Address
 Schutt Sports, LLC PO Box 88315 Milwaukee, WI 53288-8315

SALES ORDER NUMBER 2583043	DATE INVOICED 07/16/24
PACKING SLIP NUMBER 1	DATE SHIPPED 07/16/24
CUSTOMER PURCHASE ORDER NUMBER 24002878	SOURCE 2
SHIPPED VIA FedEx Ground	PPD X
PAYMENT TERMS NET 30	TAX 0
	TAX CODE

BILL TO	26128 COPPERAS COVE HIGH SCHOOL 408 S MAIN ST. COPPERAS COVE TX 76522 US	SHIP TO	26128 COPPERAS COVE JR HIGH SCHOOL 702 Joe Lombardi Way COPPERAS COVE TX 76522 US
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LINE	PRODUCT / DESCRIPTION	QTY ORDERED	QTY SHIPPED	QTY B.O.	UNIT PRICE	EXTENDED PRICE	NET PRICE
001	R0002 RECON SCHUTT YOUTHHELMETS	82	82		50.00000	\$4,100.00	4,100.00
002	JAWPADS RECON JAW PADS	125	125		3.57000	\$446.25	446.25
Chg	RS27 Recon-FG Redip Recon-FG Redip	1				19.50	
Chg	SFT FREIGHT FREIGHT	82				820.00	

* All invoices not paid within terms of invoice are PAST DUE and subject to a FINANCE CHARGE at a monthly rate of 1.5%, which is an ANNUAL PERCENTAGE RATE of 18%. Discrepancies with any shipment MUST be reported within 10 days of invoice date. Schutt Sports will not be responsible for any claim thereafter.

SUBTOTAL 5,385.75
TAX
DEPOSIT 0.00
DISCOUNT 0.00



TOTAL IF PAID WITHIN TERMS 5,385.75

Customer Copy

All amounts shown in US CURRENCY

PO DATE
06/04/2024



PURCHASE ORDER NUMBER
1812401490

SHIP DATE : 05/29/2024
 FISCAL YEAR : 2023-2024
 ENTERED BY : ST HISAR000
 ORIGINAL REQ # : 0000106974

PRINTED 06/04/2024

408 S Main Street, Copperas Cove, Texas 76522
 Phone: 254-547-1227 Web: www.ccisd.com

VENDOR:
 CITIBANK, N.A.
 PO BOX 78025
 PHOENIX, AZ 85062

SHIP TO:
 CCISD ATHLETICS DEPARTMENT
 525 S 25TH STREET
 COPPERAS COVE, TX 76522

ATTN: SARAH ST HILAIRE

Contract Nbr: CREDIT CARD DISTRICT CREDIT PURCHASES

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		FOOTBALL HELMETS AUGUST	16500.00000	16,500.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		199 E 36 6249 03 001 0 91 181	8,500.00	
		199 E 36 6249 03 041 0 91 181	4,000.00	
		199 E 36 6249 03 042 0 91 181	4,000.00	
CONFIRM: CAMPUS/DEPT WILL SEND PO & ATTACHMT				
			PAGE TOTAL	16,500.00
			TOTAL	16,500.00

TAX ID 74-6000564
 SIGN BELOW WHEN ORDER IS COMPLETE

PURCHASE APPROVED BY:

Vendor Instructions

1. No Back Orders
2. Show PO number on all Invoices
3. All shipments must be freight paid
4. CCISD is exempt from sales tax
5. No liability assumed for purchases not included on this PO
6. REMIT INVOICES to PO Box 1239 Copperas Cove TX 76522 OR invoices@ccisd.com



Board of Trustees

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Recommendation

Attachments

Contact Person

E-Mail Address



Bell County
The Office of Elections Administration
Dr. Desi Roberts, Elections Administrator

550 E. 2nd Ave
P.O. Box 1629
Belton, Texas 76513
254.933.5774
Fax 254.933.6754
Elections@BellCounty.Texas.gov
Voter.Registration@BellCounty.Texas.gov

ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

THIS Agreement and Contract for Election Services (Contract) for the **General Election** is made by and between the **Bell County Elections Administrator** (Elections Administrator) and political subdivisions (Participating Authority or Participating Authorities, namely Copperas Cove ISD) located entirely inside the boundaries of Bell County.

This contract is made pursuant to Texas Election Code Sections 31.092 and Chapter 82 for election services to be held on the uniform election date of **November 5, 2024**, and administered by the Bell County Election Department. This contract supersedes any prior contracts and agreements to conduct Joint elections between a Participating Authority and the Bell County Elections Department.

Participating Authorities seeking to utilize Bell County Elections Services shall return this signed contract on or before August 10, 2024, to receive the Political Subdivision November Election 2024 application packet.

When packets are sent, the deadline to return the application packet will be provided. It is imperative to note that the lack of a signed contract constitutes a mutual determination of non participation.

Return all documents to jeannette.compean@bellcounty.texas.gov and desi.roberts@bellcounty.texas.gov. Throughout this period, open accessibility and communication shall be maintained.

RECITALS

WHEREAS, each Participating Authority that plans to hold an election on November 5, 2024;

WHEREAS, Bell County owns its electronic voting systems, the Election System and Software (ES&S) voting system, which includes the DS200 precinct scanner, the DS850 central scanner, and the ExpressVote ballot marking device and has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The Participating Authorities desire to share Bell County's electronic voting system, to compensate Bell County for such use, and to share in certain other expenses connected with General Elections in accordance with the applicable provisions of Chapters 31 and 82 of the Texas Election Code, as amended, and

NOW, THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED as follows:

I. ADMINISTRATION

The Participating Authorities agree to hold an Election with **Bell County** and each other in accordance with Chapter 82 of the Texas Election Code and this Contract. The Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Election as this contract provides. Each Participating Authority agrees to pay the Elections Administrator for equipment, programming, election workers, supplies, services, and administrative costs as provided in this contract.

The Elections Administrator shall serve as the Election Officer for the General Election in coordination with the Participating Authority. The Elections Administrator shall provide updates on services and critical deadlines via email/telephone. The Elections Administrator shall manage the administration of the elections and provide timely information or inquiries from the elections department's Situation Room.

The Elections Administrator will embed the Bell County Public Information Officer to coordinate with the media houses and serve as the liaison for public requests for information. It is agreed that the Elections Administrator may enter into other contracts for election services on terms and conditions *jointly* similar to those outlined in this contract. Section XII of this Contract states that all participant authorities shall equally share election service costs.



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II. LEGAL DOCUMENTS

Each Participating Authority shall forward all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code and/or the Participating Authority's governing body, charter, or ordinances. The Elections Administrator shall prepare and publish all voting equipment testing notices that the Texas Election Code requires.

Election orders should include language that would not necessitate amending the order if any of the Early Voting and/or Election Day polling places change. Preparation of the necessary materials for notices and the official ballot language shall be the responsibility of each Participating Authority, including providing the text in English and Spanish. Each Participating Authority shall validate their own ballot proofs and provide a signed approval form to the Elections Administrator.

III. NONPERFORMANCE

The Elections Administrator will inform each Participating Authority of any problems or deficiencies in their respective performance of obligations under this contract, including but not limited to non-adherence to deadlines for requests for information of each Participating Authority by the Elections Administrator, and may set a reasonable period to cure or obtain adequate assurance that any such problems or deficiencies will be timely addressed and corrected. The Participating Authority's failure to remedy issues or deficiencies related to its obligations, duties, and responsibilities in accordance with all terms and conditions of this Agreement will be considered in any future contracts with the Elections Administrator. Any Participating Authority failing to perform will reimburse the Elections Administrator for additional costs and expenses to Bell County, including all fees associated with interference in conducting the Election.

IV. VOTING LOCATIONS

If applicable, the Elections Administrator shall select and arrange for using and paying for all Election Day voting locations. Effective September 2024, the Bell County Commissioners Court will Officially designate a list of Polling Locations; that list will be made available and in some instances Participating Authorities may have to amend their initial order to reflect any changes. Voting locations shall comply with the accessibility requirements established by Election Code Section 43.034 and the Americans with Disabilities Act (ADA). Remedial Measures shall be implemented to ensure all voting locations are consistent with Title II of the Americans with Disabilities Act of 1990, as amended ("Title II" and "ADA"), 42 U.S.C. §§ 12131-12134, and Title II's implementing regulation, 28 C.F.R. Part 35. The proposed Election Day voting locations may be amended. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for the use of an alternate site.

The Elections Administrator shall notify the Participating Authorities if polling places for November 5, 2024, Election differs from the polling place(s) used by a Participating Authority in its most recent Election. In that case, the Participating Authority agrees to post a notice no later than November 1, 2024, or earlier, at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and listing the Participating Authority's polling place names and addresses in effect for the November 5, 2024 election. This notice shall be written in both English and Spanish languages.

V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

The Elections Administrator shall arrange to train, initially compensate and support all election workers. The Elections Administrator will take the necessary steps to ensure that all election judges appointed for the Election are eligible to serve and meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code and meet any requirements to serve as an Election Worker set forth by the Bell County Commissioners Court. Election workers shall be appointed consistent with Sections 32.051-32.0552, 87.003, and 127.002-127.006 of the Election Code. Any presiding judge or alternate judge vacancy that occurs after such preapproval can be filled by the appointment of a preapproved judge. (Sec. 32.002(c-1)). The county judge may make emergency appointments for the **November 5, 2024**, uniform election, usually at the request of the Elections Administrator.

The Elections Administrator shall arrange the date, time, and place for the presiding election judges to pick up their election supplies. As outlined in Sec. 32.009 of the Texas Election Code, each presiding election judge and an alternate presiding judge shall be given written notice of their appointment. The election clerks shall be hired in accordance with Sections 32.031, 32.032, and 32.033 of the Texas Elections Code. The notice from the Elections Administrator will include the polling location and the number of election clerks (5) the presiding judge and alternate judge (5) may appoint.



Bell County

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Dr. Desi Roberts, Elections Administrator

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Under Section 127.201(a) of the Texas Election Code, the Elections Administrator, as the general custodian of election records, will compensate at the rate of Elections Clerks a number of Counters to efficiently conduct a Partial Manual Count. Each election Judge and Clerk will receive compensation from Bell County pursuant to Texas Election Code Section 32.091. Additionally, each election presiding and the alternate judge will be compensated (\$12.50) for picking up the election supplies before Election Day and returning (\$12.50) the ballots, supplies, and equipment to the central counting station after the polls close.

On the date of the drafting of this contract, the compensation rates established by Bell County are:

Early Voting – Deputy Early Voting Clerks (\$17 an hour), Clerks (\$15 an hour)

Election Day – Presiding Judge (\$17 an hour), Alternate Judge (\$17 an hour), Clerk (\$15 an hour)

Election judges and clerks who attend the mandatory voting equipment and procedures training shall be compensated at the hourly rates listed above. The Elections Administrator may employ other personnel as necessary for the proper administration of the Election, including such part-time help as is necessary to prepare for the Election, to ensure the timely delivery of supplies during Early Voting and on Election Day, for the efficient tabulation of ballots at the central counting station, and the post-election processes conducted by warehouse personnel. Part-time personnel supporting the Early Voting Ballot Board and/or Central Counting Station on Election Night will be compensated at the hourly rate set by Bell County in accordance with Election Code Sections 88.005, 128.004, and 128.006.

In accordance with Sec. 31.098 of the Texas Election Code, the Elections Administrator is authorized to contract with third persons for election services and supplies. The Elections Administrator will pay the actual cost of such third-person services and supplies and be reimbursed by the Participating Authorities.

VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment, including, but not limited to, Bell County's electronic voting system and equipment, official ballots, sample ballots, voter registration lists, and all forms, signs, maps, and other materials used by the election judges at the voting locations. The Elections Administrator coordinates to ensure the availability of tables and chairs at each polling place. The Elections Administrator shall be responsible for conducting all required testing of the electronic equipment, as required by Chapters 128 and 129 of the Texas Election Code.

Participants shall share voting equipment and supplies to the extent possible. A single ballot containing all the offices or propositions stating measures to be voted on at a particular polling place may be used in a uniformed election. A voter may not be permitted to select a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information as needed. The Elections Administrator shall ensure all voting equipment is programmed with the appropriate ballot styles to conduct a fair election. The Elections Administrator will arrange to transport all voting equipment and signage to the voting sites.

Each Participating Authority shall furnish the Elections Administrator with a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles of offices and text in both English and Spanish languages). The Participating Authorities are required to submit information in a format or template requested by the Elections Office. Each Participating Authority shall proofread and approve the ballot pertaining to that authority's candidates and/or propositions. Each Participating Authority shall also be responsible for proofing and approving the audio recording of the ballot insofar as it pertains to that authority's candidates and/or propositions.

If a Participating Authority identifies an error after approval of their respective ballot proof(s), and any programming and/or audio files require changes, the Participating Authority approving the original ballot and the audio proof will be responsible for the total cost of reprogramming, if required. This will include the cost of reprogramming ballot language and/or audio files for other Participating Authorities as necessary due to software limitations.



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Early Voting by Personal Appearance and/or the use of Vote Centers, Texas Election Code Section 43.008, on Election Day shall be conducted exclusively on Bell County's electronic voting system. The Elections Administrator shall be responsible for the programming, preparation, testing, and delivery of the voting system equipment for the Election as required by the Election Code. The Elections Administrator may conduct criminal background checks for relevant election officials, staff, and temporary workers upon hiring as required by Election Code 129.051(g).

VII. EARLY VOTING

The Participating Authorities agree to conduct Early Voting and appoint the Election Administrator as the Early Voting Clerk per Sections 31.098 and 281.006 of the Texas Election Code. Each Participating Authority agrees to assign the Elections Administrator's permanent county employees as Deputy Early Voting clerks. The Participating Authorities further agree that the Elections Administrator may appoint other Deputy Early Voting clerks to assist in the conduct of Early Voting as necessary and that these additional Deputy Early Voting clerks shall be compensated at an hourly rate set by Bell County pursuant to Section 83.052 of the Texas Election Code. Deputy Early Voting clerks who are permanent Bell County Elections Administration employees may be paid from the election services contract fund for contractual duties performed outside of regular business hours (Sec. 31.100(e), Texas Election Code).

Early Voting by personal appearance will be held at the designated locations, dates, and times. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for the use of an alternate site. The Elections Administrator shall notify the Participating Authorities of any changes from the locations. Any Bell County qualified voter of the Joint Election may vote early by personal appearance at any of the Early Voting locations.

As Early Voting Clerk, the Elections Administrator shall receive applications for Early Voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for Early Voting ballots to be voted by mail received by the Participating Authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing. The address of the Early Voting Clerk is as follows:

Mailing Address

Early Voting Clerk
Bell County Elections Department
P.O. Box 1629
Belton, Texas 76513

Physical Location

Early Voting Clerk
550 East 2nd Avenue
Belton, Texas 76513

General Election November 2024:

Early Voting: October 21 – November 1)

Election Day: November 5, 2024

After the first day of Early Voting, the Elections Administrator shall post on the Bell County Elections Office webpage the Early Voting turnout by Early Voting polling location by day and a cumulative final Early Voting turnout report following the close of Early Voting.

VIII. EARLY VOTING BALLOT BOARD

Bell County shall appoint an Early Voting Ballot Board (EVBB) to process Early Voting results from the General Election. In coordination with the Elections Administrator, the Presiding and Alternate Judges shall appoint no more than thirty (30) members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the Early Voting ballots.



Bell County
The Office of Elections Administration
Dr. Desi Roberts, Elections Administrator

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Belton, Texas 76513
254.933.5774
Fax 254.933.6754
Elections@BellCounty.Texas.gov
Voter.Registration@BellCounty.Texas.gov

IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator will take the necessary steps to establish and operate the central counting station to receive and tabulate the voted ballots per the provisions of the Texas Election Code and this contract. The Counting Station Manager or an approved representative shall deliver timely cumulative reports of the election results as precincts report.

The Counting Station Manager shall be responsible for releasing unofficial cumulative totals and center returns from the Election to the participants, candidates, press, and public by distributing electronic copies at the central counting station and by posting to the Bell County Elections Office webpage. To ensure the accuracy of reported election returns, results printed on the tapes produced by Bell County's voting equipment will not be released to the Participating Authorities at any individual polling locations.

Election Night Returns: The Elections Administrator intends to publish the Early Voting Results immediately after 7 pm. and all other results in 30-40 minutes intervals beginning at 8 pm. until completion.

The Elections Administrator will prepare the unofficial canvass reports that are necessary for compliance with Election Code Section 68.004 after all precincts have been counted and will deliver a copy of the unofficial canvass to each Participating Authority as soon as possible after all returns have been tabulated. Each Participating Authority shall be responsible for the official canvass of its respective Election after the postings of the official results. The Election's official canvass shall be consistent with Chapter 67 of the Texas election Code.

The Elections Administrator will prepare the electronic results reports for uploading to the Secretary of State as Section 68.018 of the Election Code requires. Each Participating Authority agrees to upload these reports. The Elections Administrator shall conduct the post-election manual recount required by Section 128.201 of the Texas Election Code unless the Secretary of State grants a waiver. Pursuant to Section 127.201(a), a Partial Manual Count shall be conducted with applicable notification and provides copies of the manual recount to the Secretary of State's Office.

X. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE BELL COUNTY

The Elections Administrator will only consider conducting elections in territories within Bell County.

XI. RUNOFF ELECTIONS

Each Participating Authority shall have the option of extending the terms of this contract through its runoff election, if applicable. In the event of such runoff election, the terms of this contract shall automatically extend unless the Participating Authority notifies the Elections Administrator in writing within three business days of the original Election. Participating Authority shall keep the number of Early Voting locations and/or Election Day voting locations in a runoff election. If necessary, any voting changes made by a Participating Authority between the original Election and the runoff election shall be submitted by the authority making the change to the United States Department of Justice for the pre-clearance required by the Federal Voting Rights Act of 1965, as amended. Each Participating Authority agrees to order any runoff election(s) at its meeting to canvass the votes from the November 7, 2023, election and to conduct its drawing for ballot positions at or immediately following such meeting to expedite preparations for its runoff election. Each Participating Authority eligible to hold runoff elections after November 7, 2023, Election Date agrees that the date of a necessary runoff election shall be held in accordance with the Election Code. **Charges.** Considering the joint election services Participating Authority will share expenses.

XII. EXPENSES

1. Share of Election Costs. Each Participating Authority's share of election costs will be (i) a base fee of \$1,000.00, (ii) plus an equal share of the total of all costs incurred by the Elections Administrator in connection with the administration of elections of other entities held at the same time as the Election.



Bell County

The Office of Elections Administration

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2. The sum of the base charges from all Participating Authorities will be subtracted from all costs before allocating the outstanding costs to each Participating Authority.
3. Each Participating Authority's share of the outstanding (allocated) costs will be determined by dividing the total cost by the number of Participating Authorities. An itemized cost list is the basis for the final Total Cost report/invoice, which will be submitted to each Participating Authority after the Election.
4. The result will be a charge to the Participating Authority of \$1,000.00 plus the Participating Authority's allocated share of county-wide election costs not covered by the sum of all base fees received.
5. Each Participating Authority's share of the staffing fee for election workers will be cost-sharing between all entities.
 - Per Texas Election Code Section 123.032(d), the following cost for sharing the county-owned tabulation machine: \$5,000.00 DS850 Central Count scanner to cover the duration of the Election.
 - a) Administrative Fee. Each Participating Authority agrees to pay the Bell County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs, less the staffing agency fee, in accordance with Section 31.100(d) of the Texas Election Code.
 - b) Technical Support. The Elections Administrator will contract with the elections equipment vendor to provide onsite support and consultation for Election Day at an estimated \$5000.
6. Other charges may include but are not limited to printing fees and postage for ballot-by-mail kits.
7. The Elections Administrator will explore innovative ways to consolidate efforts/supplies/support intended to lower the overall cost of the election service and pass the savings on to the Participating Authorities.

The Elections Administrator shall deposit all funds payable under this contract into the appropriate fund(s) within the Bell County treasury in accordance with Election Code Section 31.100.

XIII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any Participating Authority may withdraw from this contract and the Election should it determine a cancellation of its Election is in accordance with Sections 2.051 - 2.053 of the Texas Election Code. Official written notification (ordinance canceling the election) should be forwarded to the Election Administrator within 48 hours.

XIV. RECORDS OF THE ELECTION

The Elections Administrator is appointed Joint custodian of the voted ballots and all Election records as authorized by Acts 2009, 81st Leg., R.S., Ch. 465 (S.B. 281), Sec. 2, eff. September 1, 2009, or Sec. 66.001. JOINT CUSTODIAN OF ELECTION RECORDS. Access to the election records shall be available to each Participating Authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the Office of the Elections Administrator or at an alternate facility to store County records. The Elections Administrator shall ensure that the records are maintained orderly so that the records are clearly identifiable and retrievable.

Records of the Election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the Election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each Participating Authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation, or open records request which may be filed with the Participating Authority.



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XV. RECOUNTS OR CONTESTED ELECTION

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting Participating Authority agrees that any recount shall take place at the offices of the Elections Administrator or a location approved by the Elections Administrator.
The Elections Administrator shall serve as Recount Supervisor, and the Participating Authority's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator. In the event of a contested election, the expenses of a new election ordered by a court of competent jurisdiction or Participating Authority will be paid for by the Participating Authority in accordance with Texas Election Code 221.014. The Elections Administrator agrees to provide advisory services to each Participating Authority as necessary to conduct a proper recount.

XVI. MISCELLANEOUS PROVISIONS

The Elections Administrator shall file copies of this document with the Bell County Treasurer and the Bell County Auditor in accordance with Section 31.099 of the Texas Election Code.

Nothing in this Contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.

This contract shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Bell County, Texas.

If one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof. This contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and other entities with local jurisdiction.

The waiver by any party of a breach of any provision of this contract shall not operate as or be construed as a waiver of any subsequent breach.

Any amendments to this contract shall be of no effect unless in writing and signed by all parties hereto. Participating Authority agrees to act in good faith in the performance of this agreement and shall immediately contact and notify the Elections Administrator of any potential problems or issues relevant to the subject matter of this contract.

XVII. COST ESTIMATES AND PAYMENT OF FUNDS

The total *estimated* cost for November 5, 2024, Election will be determined after the final number of whom the Participating Authorities will be and the Contracts are fully executed. The Elections Administrator may provide each Participating Authority with an unofficial cost estimate. Each Participating Authority's portion will be divided evenly in a cost-sharing approach. As soon as reasonably possible after the Election, the Elections Administrator will submit an itemized invoice to each Participating Authority based on the actual expenses.

The exact amount of each Participating Authority's cost under the terms of this contract shall be calculated after the Election (or runoff election, if applicable). A final invoice from the Elections Administrator will be provided with the payable amount. Each Participating Authority shall pay within 45 days of receiving the invoice from the Elections Administrator.



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XVIII. SIGNATURE PAGE

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2024.

ELECTIONS ADMINISTRATOR:

Dr. Desi Roberts,
Elections Administrator
Bell County, Texas
desi.roberts@bellcounty.texas.gov

WITNESS BY MY HAND THIS THE 9th DAY OF August, 2024.

PARTICIPATING AUTHORITY:

Name of Participating Authority: Copperas Cove ISD
By: Dr. Joe Burns
Printed Name: Dr. Joe Burns
Official Capacity: Superintendent

November 5, 2024
Joint General Election
Contract for Election Services
Copperas Cove ISD

November 5, 2024
Joint General and Special Elections

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I.....Duties and Services of Contracting Officer
II..... Duties and Services of School District
III..... General Provisions

**THE STATE OF TEXAS
COUNTY OF CORYELL
COPPERAS COVE ISD**

**CONTRACT FOR
§
ELECTION SERVICES**

BY THE TERMS OF THIS CONTRACT made and entered into by and between the COPPERAS COVE ISD, hereinafter referred to as the "SCHOOL," and Justin Carothers, Tax Assessor Collector of Coryell County, Texas, hereinafter referred to as "CONTRACTING OFFICER," pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the School's November 5, 2024 Joint General and Special Elections.

THIS AGREEMENT is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

I. DUTIES AND SERVICES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The Contracting Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Counting Station and judge of the Early Voting Balloting Board.

a. The Contracting Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his or her appointment. The Contracting Officer will determine the number of clerks to work in the Central Counting Station and the number of clerks to work on the balloting board.

b. Election judges will be trained by the contracting officer.

c. The Contracting Officer shall compensate each election judge and worker. Each judge shall receive \$10.00 per hour for services rendered. Each alternate judge and clerk shall receive \$10.00 per hour for services rendered.

B. The Contracting Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.

a. The Contracting Officer shall secure election kits which include the legal documentation required to hold an election and all supplies including locks, pens, magic markers, etc.

b. The Contracting Officer shall secure all tables, chairs, and legal documentation required to run the central counting station.

c. The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law. The Election Day list of registered voters shall be arranged in alphabetical order by polling place, in lieu of alphabetic by each precinct in each polling place.

d. The Contracting Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.

1. Equipment includes voting machines, ADA compliance headphones, transfer cases, voting signs and tote boxes.

2. Supplies include smart cards, sample ballots, early voting mail ballots, pens, tape, markers, etc.

C. The Contracting Officer, Justin Carothers, shall be appointed the Early Voting Clerk by the School.

a. The Contracting Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.

b. Early Voting by personal appearance for the School's November 5, 2024, Joint General and Special Elections shall be conducted during the time period and at the locations listed in Exhibit A. All voting by personal appearance on Election Day shall be held in the designated County precincts as shown in Exhibit B.

c. All applications for an Early Voting mail ballot shall be received and processed by the Coryell County Tax Office, P.O. Box 6, Gatesville, TX 76528.

1. Application for mail ballots erroneously mailed to the School shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Officer for proper retention.

2. All Federal Post Card Applicants (FPCA) will be sent a mail ballot. No postage is required.

d. The Contracting Officer shall arrange for the use of all Election Day polling places.

E. The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Justin Carothers. The Tabulation Supervisor shall be Bill Wheelless.

a. The tabulation supervisor shall prepare, test and run the county's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

b. The Public Logic and Accuracy Test of the electronic voting system shall be conducted.

c. Election night reports will be available to the School District at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with law.

d. The Contracting Office shall prepare the unofficial canvass report after all precincts have been counted, and will provide a copy of the unofficial canvass to the School as soon as possible after all returns have been tallied.

e. The Contracting Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months.

1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.

2. The School can obtain the list of registered voters from the Elections Administration Office after this retention period. Pending

any litigation and if the School does not request the lists, the Contracting Officer shall destroy them.

f. The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the School District in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

II. DUTIES AND SERVICES OF THE SCHOOL. The School shall assume the following responsibilities:

A. The School shall prepare the election orders, resolutions, notices, justice department submissions, official canvass and other pertinent documents for adoption by the appropriate office or body. The School assumes the responsibility of posting all notices and likewise promoting the schedules for Early Voting and Election Day.

B. The School shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format.

a. The School District shall deliver to the Contracting Officer as soon as possible, but no later than **August 26, 2024**, the official wording of the School's November 5, 2024, Joint General and Special Elections.

b. The School shall approve the ballot format and audio cards prior to the final printing.

C. The School shall post the publication of election notice by the proper methods with the proper media.

D. The School shall prepare and submit to the U.S. Department of Justice under the Federal Voting Rights Act of 1965, any required submissions on voting changes.

E. The School shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual count this election may require.

F. The School shall pay the Contracting Officer the cost of conducting the election, including the 10% administrative fee, pursuant to the Texas Election Code, Sec. 31.100 within 30 days of the final billing. The Contracting Officer shall place the funds in a “contract fund” as prescribed by Section 31.100 of the Texas Election Code. The Deposit should be delivered within the mandatory time frame to:

Coryell County Tax Assessor Collector
P.O. Box 6
Gatesville, TX 76528

III. GENERAL PROVISIONS.

A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the School’s November 5, 2024, General and Special Elections is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

B. Upon request, the Contracting Officer will provide copies of all invoices and other charges received in the process of running said elections for the School.

C. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Coryell County, Texas.

a. The cost estimate for the runoff will be separate from the General election and should be paid in full after the final invoice is sent following the runoff.

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2024.

Justin Carothers
Tax Assessor Collector
Coryell County, Texas

WITNESS BY MY HAND THIS THE 9th DAY OF August 2024.

Copperas Cove ISD


Contracting Officer

**Contract for Election Services
Oglesby ISD**

Exhibit A

Early voting by personal appearance will be conducted each weekday at:

**800 E. Main St. Suite B Gatesville TX 76528
508 B Cove Terrace Shopping Center, Copperas Cove TX 76522**

Between the hours of:

October 21-25	8 am – 5 pm
October 26	7 am – 7 pm
October 27	11 am – 5 pm
October 28-31	7 am – 7 pm
November 1	7 am – 7 pm

**Contract for Election Services
Oglesby ISD**

Exhibit B

This election will be held under the newly adopted County wide polling place program. A voter may vote at any of the following vote centers. You do not have to vote in the precinct where you live.

(Esta elección se celebrará en el recientemente aprobado todo el Condado programa electoral. Cada elector podrá votar en cualquiera de los siguientes centros votación. Usted no tiene que votar en el recinto electoral en el cual usted vive.)

November 5, 2024 – 7 am – 7 pm

Copperas Cove Civic Center	1206 W Ave B, Copperas Cove
Holy Family Catholic Church	1001 Georgetown Rd, Copperas Cove
Eastside Baptist Church	1202 ML King Jr BLVD, Copperas Cove
Gatesville Civic Center	303 Veterans Memorial Loop, Gatesville
Evant City Hall	598 E Hwy 84, Evant
Flat Community Center	159 CR 334, Flat
Oglesby Community Center	118 Main St, Oglesby
Turnersville Community Center	8115 FM 182, Gatesville