

**Kenneth Liggett**

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**From:** Eric Magee [e.magee@allison-bass.com]  
**Sent:** Monday, January 13, 2014 5:02 PM  
**To:** ccjudge@claycountytexas.com  
**Cc:** a.beard@allison-bass.com; r.bass@allison-bass.com; James Allison; Stephenie Chisholm  
**Subject:** Clay County - CETRZ  
**Attachments:** Annual Road Report.pdf; List of Projects.pdf; Selecting and Sizing a CETRZ.pdf

Judge Liggett,

As we discussed, Clay County conducted the public hearing on December 23, 2013, and the notice for the public hearing was published in the December 9, 2013, edition of the newspaper. Please provide our office with a copy of the newspaper posting and/or a publisher's affidavit from the newspaper with an actual copy of the notice attached. The County should now begin preparing the following: (1) a Road Condition Report; (2) a List of Projects to be funded by the grant; and (3) One or more CETRZ zones.

The Road Condition Report must be filed in the minutes of the Commissioners Court and filed with the Grand Jury. *See* Tex. Trans. Code §§256.104(a) and 251.018. Please find enclosed for your review a sample Annual Road Report. If you need assistance concerning the Road Condition Report, please do not hesitate to contact me or send me a draft of your Report prior to filing it in the minutes of the Commissioners Court and with the Grand Jury.

Additionally, TxDOT has prepared a sample SB 1747 Prioritized Project List for the grant application. *See* attached List of Projects Form. The TxDOT form is straight forward and requires the County to: (1) Identify the project information (roadway name, project limits -segment to be repaired, scope/type of work); (2) Existing Roadway (type of facility & existing surface); (3) Implementation schedule; (4) Estimate of Costs; and (5) Funding Source. Please contact me if you need assistance concerning the Prioritized Project List form.

Finally, the Commissioners Court must wait at least 30 days after the public hearing before creating the CETRZ. Please find enclosed a guide to assist you in select and sizing the CETRZ. It is my understanding that the Commissioners Court meeting (30 days after the public hearing) to adopt the Order Creating the CETRZ is scheduled for January 27, 2013. I will prepare a draft Order concerning the Creation of the CETRZ and forward to you prior to the meeting. As you begin to identify the CETRZ boundaries, please send me copies of any maps, appraisal district parcels, county road information and other related documents so that I can assist you in preparing the documents for the creation of the CETRZ.

Please do not hesitate to contact me with any questions.

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