



September 1, 2015

Jennifer Essary  
Montague County  
PO Box 56  
Montague, TX 76251-0056

Re: Montague County – Workers’ Compensation Program Renewal Questionnaire

Thank you for participating in TAC Risk Management Pool’s Workers’ Compensation Program. As we prepare your January 1, 2016 renewal, there are a few questions we need you to answer so that we can provide you the most comprehensive and cost effective Workers’ Compensation Coverage possible. To ensure that we have up-to-date information, please fill out each tab of the attached questionnaire completely and make any changes directly to the document. You can also provide supplemental sheets as necessary. Please note that omitted information may result in an exclusion from coverage.

*The Interlocal Participation Agreement, Section 4. Annual Contribution, 4.01 requires that the member timely submit to the Pool documentation necessary for the Pool to properly underwrite the renewal.*

**Please complete the Workers’ Compensation Renewal Questionnaire and return it and any supplemental documents by September 30, 2015:**

- Estimated Payroll – Please use the Estimated Payroll tab in the Excel worksheet to update your payroll and employee count by classification. This tab includes your 2015 estimated payroll plus a 2% increase. If you do not return the worksheet with updated payroll information, your renewal will be processed with the 2015 estimated payroll plus 2% as listed in the worksheet.
- Optional Coverages – This tab is used to report your decisions regarding optional coverage for certain categories of personnel and volunteers. Please note the instructions regarding how to report payroll for optional coverages.
- Employee Concentration – This tab is to report the number of employees working within each of your buildings.
- Aircraft and Pilot – This tab only needs to be completed if you own or lease an aircraft or if you employ any pilots.

Ms. Jennifer Essary  
August 22, 2015  
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- Watercraft Info- This tab only needs to be completed if you own, lease or charter any watercraft over 26'.

If you need help completing the **Workers' Compensation Renewal Questionnaire**, please contact me at 800-456-5974 or [kathiel@county.org](mailto:kathiel@county.org). Please complete the worksheets in the attached Excel workbook, save the document, and submit the completed workbook by replying to the email with the workbook attached.

We value your membership in the TAC Risk Management Pool and look forward to another successful year! Please do not hesitate to contact me if you would like to discuss your coverage options.

Sincerely,



Kathie Lopez  
Member Services Representative



# TEXAS ASSOCIATION *of* COUNTIES RISK MANAGEMENT POOL

## WORKERS' COMPENSATION COST WORKSHEET

Policy Period: January 01, 2016 - January 01, 2017

Member Name: Montague County

Contract No.: 1690

### ALLIANCE ELECTION FORM

- I authorize participation in the Political Subdivision Workers' Compensation Alliance.
- I elect not to participate in the Political Subdivision Workers' Compensation Alliance.

*[Signature]*  
Signature of Pool Coordinator

County Auditor  
Title

9/14/15  
Date of Signature

Please Remit to:  
Texas Association of Counties Risk Management Pool  
P.O. Box 2131  
Austin, TX 78768



## Workers' Compensation Renewal Questionnaire

### Member Name: Montague County

Coverage Period: January 1, 2016 through January 1, 2017

Thank you for participating in the TAC Risk Management Pool's Workers' Compensation program. As we prepare your renewal, there are a few questions we need you to answer so that we can provide you the most comprehensive and cost effective coverage possible. Pursuant to the Interlocal Participation Agreement, Section 4. Annual Contribution, 4.01 requires that the member timely submit to the Pool documentation necessary for the Pool to properly underwrite the renewal. To ensure that we have up-to-date information, please fill out each page completely and make any changes directly to this document. You can also provide supplemental sheets as necessary. NOTE: Omitted information may result in an exclusion from coverage.

We value your membership in the TAC Risk Management Pool and look forward to another successful year! If you have any questions or need help completing the Renewal Questionnaire, please contact your Member Services Representative (listed below) at 800-456-5974.

Member Service Representative: Ms. Kathie Lopez, AU

Email: [kathiel@county.org](mailto:kathiel@county.org)

### Pool Coordinator

Our records indicate that the Member has designated the individual below as the Pool Coordinator for this coverage. In accordance with the terms of the Interlocal Participation Agreement, the Pool Coordinator has express authority to represent and to bind the Member, and the Pool will not be required to contact any other individual regarding matters arising from or related to this Agreement. If the Member wishes to change or update the Pool Coordinator information, please make the necessary changes below.

Pool Coordinator: Ms. Jennifer Essary

Email: [jessarymca@gmail.com](mailto:jessarymca@gmail.com)

Office Phone Number: (940) 894-6090

Fax Number:

Mailing Address: P.O. Box 56

City, State, Zip: Montague, TX 76251

### General Information

Yes or No

1. Do you have operations involving the loading, unloading, repair, or construction of watercraft or vessels, including work performed on barges or docks?	No
2. Do you own, operate, or maintain a railroad, or own, lease, operate, or repair railroad equipment?	No
3. Do you engage in manufacturing, handling, transporting, distributing, or storing explosives or explosive substances (other than gasoline)?	No
4. Do you perform any underground, subaqueous, or tunneling operations?	No
5. Do you provide group transportation for employees to and from the workplace?	No
<i>If Yes:</i>	
* Average number of employees in a vehicle per trip:	
* Maximum number of employees in a vehicle per trip:	
* Average number of daily trips:	
For any "Yes" responses to the questions above, please provide a brief explanation:	

### Unreported Claims

Yes or No

1. Are you, or any officer or employee, aware of, or have knowledge of any circumstance, occurrence, fact or event which is likely to be a basis of a claim, either now or in the future? If yes, please describe:	No
2. Has the situation been reported to TAC Claims Department?	

### Acknowledgement and Acceptance

Member Name: Montague County

Member acknowledges that the information submitted in this questionnaire is true and accurate, including all known potential claims. The information submitted may be used by the Pool in processing the renewal and in assessing the coverage needs of the Member. The questions posed, or any wording of the questionnaire, should not and may not be relied upon by the Member as implying that coverage exists for any particular claim or class of claims. The only coverage provided by the Pool to the Member is as described in the applicable Coverage Document, including any endorsements and the Contribution and Coverage Declaration, issued to a covered Member.

If the Member makes no changes, the Pool will assume the Member is reporting for the same information as in the previous applicable Coverage Period. The Member understands that any failure to fully and accurately answer the questionnaire and any attached documents may result in denial of coverage provided by the Pool.



Signature of County Judge or presiding official of the Political Subdivision

SEP 14 2015

Date



# TEXAS ASSOCIATION of COUNTIES RISK MANAGEMENT POOL

**Please enter the estimated payroll and the number of employees for calendar year 2016 in the highlighted columns.**

Only include payroll for Elected Officials if your Commissioners Court has selected this Optional Coverage. For Optional Coverages, refer to the next tab for instructions on reporting this payroll.

**Member Name: Montague County**  
Coverage Effective Date: 01/01/2016

Rating Class Code	Rating Class Description	Estimated 2015 Payroll	Current Number of Employees	Estimated 2016 Payroll Amount	Estimated 2016 Number of Employees	Notes
74220	Aircraft Ambulance	\$0	0	0		
74180	Aircraft Oper. (Patrol, Ambulan)	\$0	0	0		
74230	Airport	\$0	0	0		
77210	Ambulance	\$0	0	0		
90160	Amusement Park, Exhibition Center	\$0	0	0		
83910	Auto Mechanics	\$0	0	0		
90140	Bldg. Maintenance & Janitors	\$74,632	2	75,321	2	
54030	Carpentry (Noc)	\$0	0	0		
92200	Cemetery Operations	\$0	0	0		
45110	Chemical Analyst/Assayers	\$0	0	0		
88090	Chief Of Commissions & Directors	\$0	0	0		
88100	Clerical	\$1,284,775	35	1,834,979	42	
56060	Co. & Drain Dist. Commissioners	\$212,986	4	217,270	4	
80060	Commodity Dist-Retail Grocery	\$0	0	0		
52030	Concrete Construction-Bridges	\$0	0	0		

73800	Drivers	\$0	0
88110	Election Personnel	\$0	0
51900	Electrical Wiring W/In Buildings	\$0	0
86010	Engineers; Surveyors	\$0	0
77040	Firefighters & Drivers	\$0	0
94020	Garbage Collection & Drivers	\$0	0
63190	Gas/Water Main Connection Constr	\$0	0
90600	Golf Course	\$0	0
88280	Homemaker Service	\$0	0
90400	Hospital, All Others	\$0	0
88330	Hospital Professional & Clerical	\$0	0
90330	Housing Authority & Drivers	\$0	0
90320	Housing Authority Mgrs & Empls	\$0	0
45190	Insect Control	\$0	0
87090	Inspectors or Weighers of Merchandise on Vessels or Docks	\$0	0
62290	Irrigation/Drainage Construct.	\$0	0
88120	Jurors	\$0	0
77220	Juvenile Detention Officers	\$0	0
87420	Juv Probation, Collectors, Sales	\$273,758	4 213526 3
75900	Landfill, Garbage Reduction	\$0	0
62190	Landfill Operation & Drivers, Excavation Noc	\$0	0
77200	Law Enforcement	\$1,383,616	35 1332690 32
88200	Law Office	\$0	0
88380	Library/Museum-Prof. & Clerical	\$0	0
88290	Nursing Home Employees	\$0	0
51910	Office Technician	\$0	0

For Juvenile Detention Officers, Refer to class code 077220.



90150	Parking Lots & Drivers	\$0	0	
91020	Parks & Recreation	\$0	0	
82270	Permanent Yard Employees	\$0	0	
88320	Physician Med.Lab. Minor Emer. Clinic	\$0	0	
42990	Printing	\$0	0	
82640	Recycling Or Shredding Workers & Drivers	\$0	0	
90790	Restaurant, Food Preparation	\$0	0	
55060	Road Employees-Paving, Repaving	\$711,023	20 731936	19
91010	Schools - All Other Employees	\$0	0	
75800	Sewage Disposal Plant Operations	\$0	0	
73270	Stevedoring	\$0	0	
80170	Store Clerks	\$0	0	
90610	Swimming Pools	\$0	0	
90190	Toll Bridge Employees	\$0	0	
88310	Vet Hospital & Animal Control	\$0	0	
82920	Warehousing NOC and Driver	\$0	0	
75200	Waterworks Operation & Drivers	\$0	0	
33650	Welder	\$0	0	
88680	Youth & Community Cntr Directors	\$0	0	

Sum: \$3,940,789 100 4405722 102



# TEXAS ASSOCIATION of COUNTIES RISK MANAGEMENT POOL

If you wish to add additional coverages, please make your selection in the form below.

*Please note, Chapter 504 Labor Code requires political subdivisions to have a majority vote to add or remove optional coverages for Volunteers, Elected Officials, Election Workers (non-employees) or Jurors.*

**Member Name: Montague County**

### Current Optional Coverages Elected

Elected Officials

## OPTIONAL COVERAGE CHANGES ONLY

### 1. ELECTED OFFICIALS

Does your governing body desire this coverage?

If yes, include the estimated payroll of all elected officials on the payroll tab, based on the job responsibility of the elected official. x000D  
if no, do not report the estimated payroll of any elected official.

Enter Yes or No:

Yes  No

### 2. VOLUNTEERS

Does your governing body desire this coverage?

If yes, enter the estimated payroll on the payroll tab. Four classifications are available: Volunteers - Firefighters, Volunteers - Law Enforcement, Volunteers - Emergency Medical Personnel, and Volunteers - All Others. You may choose to cover any or all classifications.

Enter Yes or No:

Yes  No

Please note: You can calculate annual salary by using \$5,200 per volunteer, or if you have an auditable record of hours that each volunteer was on duty or participating in sponsored training you may determine the "salary" by multiplying the number of hours by the hourly wage that would have been used if the services had been provided by an employee.

3. JURORS

Does your governing body desire coverage of Jurors?

Enter Yes or No:

If yes, enter the estimated payroll on the payroll tab.

4. ELECTION WORKERS (NON-EMPLOYEES)

Does your governing body desire coverage of election personnel?

Enter Yes or No:

If yes, enter the estimated payroll on the payroll tab.

Please note: Election Personnel refers to temporary or contract personnel paid for service in the conduct of an election. Do not include payroll for county employees. County employed election staff should be reported under Clerical.



# TEXAS ASSOCIATION of COUNTIES RISK MANAGEMENT POOL

Please update your list of locations and the number of employees at each location. Place an X in the 'Remove Location' column if this location is no longer valid. Update the employee counts for all locations. Add new locations at the bottom.

**Member Name: Montague County**

\*Complete this section if a location has 200 or more employees

Policy Effective Date	Structure Identifier	Location Address	Employee Count	Remove Location	Updated Employee Count	Maximum Employees at One Time	Number of Stories	Construction Code	Year Built
01/01/2016	COUNTY BARN PCT 1	8 CAPPS CORNER ROAD, SAINT JO, TX 76265	6						
01/01/2016	JP PRECINCT 2	PELMAN STREET, BOWIE, TX 76230	0	X					
01/01/2016	PCT BARN 4	303 AUSTIN STREET, NOCONA, TX 76255	4						
01/01/2016	PRECINCT 3 OFFICE	HIGHWAY 455 SOUTH, FORESTBURG, TX 76239	5						
<b>Sum:</b>			<b>15</b>						

New Location(s)	
Courthouse	22
Sheriff Department	33
Courthouse Annex	28
Precinct 2 Barn	4
<b>Sum</b>	<b>87</b>

Montague County Raise Calculation Worksheet										
FY 2016										26
		County	Grant/Sup	Total	5%	STEP	SUB TOTAL	# Pos	TOTAL	Payroll \$
County Judge		\$57,030	\$25,200	\$82,230	\$4,111.50		\$86,342	1	\$86,341.50	\$2,351.60
County Judge's Assistant		\$42,580		\$42,580	\$2,129.00		\$44,709	1	\$44,709.00	\$1,719.58
County Commissioners		\$51,731		\$51,731	\$2,586.55		\$54,318	4	\$217,270.20	\$2,089.14
County Clerk		\$50,700		\$50,700	\$2,535.00		\$53,235	1	\$53,235.00	\$2,047.50
County Clerk Chief Deputy		\$39,769		\$39,769	\$1,988.45		\$41,757	1	\$41,757.45	\$1,606.06
County Clerk Deputy		\$35,867		\$35,867	\$1,793.35		\$37,660	3	\$112,981.05	\$1,448.48
Veteran Service Officer		\$46,395		\$46,395	\$2,319.75		\$48,715	1	\$48,714.75	\$1,873.64
VSO Secretary		\$22,880		\$22,880	\$1,144.00		\$24,024	1	\$24,024.00	\$924.00
District Court Coordinador		\$26,432		\$26,432	\$1,321.60		\$27,754	1	\$27,753.60	\$1,067.45
Assist Dist Court Coordinador		\$17,500		\$17,500				1	\$17,500.00	\$673.08
Dist Crt Crt Reporter		\$43,404		\$43,404	\$2,170.20		\$45,574	1	\$45,574.20	\$1,752.85
District Clerk		\$50,700		\$50,700	\$2,535.00		\$53,235	1	\$53,235.00	\$2,047.50
District Clerk Chief Deputy		\$39,769		\$39,769	\$1,988.45		\$41,757	1	\$41,757.45	\$1,606.06
District Clerk Deputy		\$35,867		\$35,867	\$1,793.35		\$37,660	2	\$75,320.70	\$1,448.48
District Clerk Secretary		\$22,880		\$22,880	\$1,144.00		\$24,024	1	\$24,024.00	\$924.00
Justice Of The Peace #1		\$50,700		\$50,700	\$2,535.00		\$53,235	1	\$53,235.00	\$2,047.50
Justice Of The Peace #1 Chief Clerk		\$35,867		\$35,867	\$1,793.35		\$37,660	1	\$37,660.35	\$1,448.48
Justice Of The Peace #2		\$50,700		\$50,700	\$2,535.00		\$53,235	1	\$53,235.00	\$2,047.50
Justice Of The Peace #2 Chief Clerk		\$35,867		\$35,867	\$1,793.35		\$37,660	1	\$37,660.35	\$1,448.48
County Attorney		\$60,692	\$23,333	\$84,025	\$4,201.25		\$88,226	1	\$88,226.25	\$2,495.89
County Attorney Secretary		\$42,667		\$42,667	\$2,133.35		\$44,800	1	\$44,800.35	\$1,723.09
Assistant District Attorney		\$78,719	\$5,000	\$83,719	\$3,935.95		\$87,655	1	\$87,654.95	\$3,371.34
District Attorney Victim Witness Coord		\$41,551	\$10,000	\$51,551	\$2,077.55		\$53,629	1	\$53,628.55	\$1,678
DA Legal Secretary		\$33,600	\$3,000	\$36,600	\$1,680.00		\$38,280	1	\$38,280.00	\$1,356.92
District Attorney Investigator		\$43,347	\$27,500	\$70,847	\$3,542.35		\$74,389	1	\$74,389.35	\$1,803.44
Election Administrator		\$43,890		\$43,890	\$2,194.50		\$46,085	1	\$46,084.50	\$1,772.48
County Auditor		\$75,507		\$75,507	\$3,775.35		\$79,282	1	\$79,282.35	\$3,049.32
County Treasurer		\$50,700		\$50,700	\$2,535.00		\$53,235	1	\$53,235.00	\$2,047.50
County Treasurer Chief Deputy		\$39,769		\$39,769	\$1,988.45		\$41,757	1	\$41,757.45	\$1,606.06
Tax Assessor/Collector		\$50,700		\$50,700	\$2,535.00		\$53,235	1	\$53,235.00	\$2,047.50
Tax Assessor/Collector Chief Deputy		\$39,769		\$39,769	\$1,988.45		\$41,757	1	\$41,757.45	\$1,606.06
Tax Assessor/Collector Deputy		\$35,867		\$35,867	\$1,793.35		\$37,660	3	\$112,981.05	\$1,448.48
Custodian		\$35,867		\$35,867	\$1,793.35		\$37,660	2	\$75,320.70	\$1,448.48
Sewer Plant Custodian		\$12,500		\$12,500	\$0.00		\$12,500			\$480.77
IT Director		\$52,000		\$52,000	\$2,600.00		\$54,600	1	\$54,600.00	\$2,100.00
Constable #1		\$37,247		\$37,247	\$1,862.35		\$39,109	1	\$39,109.35	\$1,504.21
Constable #2		\$37,247		\$37,247	\$1,862.35		\$39,109	1	\$39,109.35	\$1,504.21
Sheriff		\$55,965	\$1,500	\$57,465	\$2,798.25		\$60,263	1	\$60,263.25	\$2,317.82
Chief Deputy Sheriff		\$47,494	\$1,000	\$48,494	\$2,374.70	1618	\$52,487	1	\$52,486.70	\$2,018.72
Deputy Sheriff		\$36,989		\$36,989	\$1,849.45		\$38,838	6	\$233,030.70	\$18.67
Deputy Sheriff Sergeant		\$44,742		\$44,742	\$2,237.10		\$46,979	3	\$140,937.30	\$22.59
Sheriff Office Coordinator		\$35,867		\$35,867	\$1,793.35		\$37,660	1	\$37,660.35	\$1,448.48
Chief Jailer		\$46,497		\$46,497	\$2,324.85	1618	\$50,440	1	\$50,439.85	\$1,939.99
Chief Deputy Jailer		\$37,152		\$37,152	\$1,857.60		\$39,010	2	\$78,019.20	\$18.75
Jailer		\$35,867		\$35,867	\$1,793.35		\$37,660	15	\$564,905.25	\$18.11
Emergency Management Coord.		\$16,563		\$16,563	\$828.15		\$17,391	1	\$17,391.15	\$668.89
Highway Patrol Secretary		\$35,867		\$35,867	\$1,793.35		\$37,660	1	\$37,660.35	\$1,448.48
County Agent		\$14,459		\$14,459	\$722.95		\$15,182	1	\$15,181.95	\$583.92
Demonstration Agent		\$14,459		\$14,459	\$722.95		\$15,182	1	\$15,181.95	\$583.92
Extension Service Secretary		\$35,867		\$35,867	\$1,793.35		\$37,660	1	\$37,660.35	\$1,448.48
Road Foreman		\$39,769		\$39,769	\$1,988.45		\$41,757	4	\$167,029.80	\$1,606.06
Road Hand		\$35,867		\$35,867	\$1,793.35		\$37,660	15	\$564,905.25	\$1,448.48
Juv Probation								3	\$213,526.00	
FY 15		\$4,012,090.00	4,533		Increase for FY 16		\$406,129.65	103	\$4,418,219.65	
					ss/med/ret	22.01%	89,389.14			
					Total		\$495,518.79			
									Health Insurance	9550
Road Hands										
R&B 1	5			Life Ins		Health	755.6		Social Security	6.2
R&B 2	3		0.187	BT		Dental	29.74		Retirement	14.36
R&B 3	4		0.03	BAD&D		Life	4.34		Medicare	1.45
R&B 4	3		0.217	Total		Total	789.68		Total	22.01
	15		4.34	x 20		x 12	9476.2			