



Gwinda Jones  
Erath County Clerk  
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February 15, 2018

Matt Underwood  
Stephenville I.S.D.  
2655 West Overhill  
Stephenville, TX 76401

Dear Mr. Underwood,

Erath County has purchased new voting equipment from Election Systems & Software (ES&S) at a cost of over \$400,000.00, plus annual maintenance fees. As I am sure you were expecting, our rental fee will be increased. The fee has not been determined at this time. To be fair to the entities I contract with to conduct their elections, the new rental fee will not go into effect until your next budget year. I will send you an updated contract with the new fees in the near future.

For the 2018 May Election Stephenville ISD will be charged the previous rental fee of \$1500.00 but will have an added mail services fee. ES&S will provide mail ballots and mailing services to process mail ballots. The fee for the service is \$350.00, plus \$2.56 per ballot packet processed. The \$350.00 fee will be split by all entities holding an election on Election Day and the \$2.56 fee per mailed ballot will be split by entities sharing the mailed ballot.

I have made several changes to the contract. One of them is a change to the "Duties And Services Of Contracting Officer" section of the previous contract - Publish and Post Notice of Election. I am removing "Publish and Post Notice of Election" as a duty I will be responsible for. The school will now be responsible for Publishing and Posting the Notice of Election.

You have requested me to have early voting at one or more of your campuses and possibly do an evening function due to the Bond Election. I am unable to do that. We will be preparing for the Runoff election while holding your election. We start early voting for the Primary Runoff Election May 14<sup>th</sup>. When the state moved the Primary Runoff Election to May, they recommended that City and Schools change the term of their trustees/council members so that the election could be held on odd years because of the burden two May elections placed on county clerks and election administrators. Most county clerks and election administrators required the

cities and schools to make the change. Dr. Floyd and the city came to me that first year and asked me if there was any way I would try to make it work so they did not have to go to odd year elections. I agreed to try it. We survived that first year and have continued to make it work, but it is a big undertaking. This year we will be adding new voting equipment into the mix. I am sorry but having additional early voting polling places is not something I will be able to do for you.

I have enclosed an Election Services Contract for the May 2018 Election. Please review it for any needed changes. If no changes are required, return the signed contract and I will have it placed on the Commissioner's Court Agenda for approval.

As always, I am happy to provide this service for your school and our community.

Sincerely,

Gwinda Jones