

**HILL COUNTY  
PUBLIC INFORMATION REQUEST FORM**

It is the policy of Hill County to respond to requests for information in accordance with the Texas Public Information Act, Chapter 552, Texas Government Code. In accordance with the Act, each Department Head is the Public Information Officer for his or her department. To expedite production of documents responsive to your Public Information Request (PIR), please direct your request to the appropriate department.

You are also informed that the Public Information Act does not require a governmental entity to do research, create records, or answer questions. It requires the production for inspection and copying of existing records not protected by law.

TO: Hill County Commissioners' Court

(Name of Department or Title of Department Head)

**I AM REQUESTING THE FOLLOWING INFORMATION: 1) A copy of all contract documents pertaining to the Energy Saving Performance Contract (ESPC) awarded to McKinstry. Include the following exhibits: A, B, C, D and the M&V Plan. Including the change orders to the contract and the services provided by McKinstry. 2) Copy of the electric bills for the meters used in the energy audit and the ESID numbers for the meters and accounts from January 2016 to the most recent bill received by the county. 3) Copy of the bid documents for the project including construction drawings plans and specifications developed by the architect and engineering of record. Include all bids received from contractors that were solicited to bid on the project. 4) Bid documents for the chiller replacement project for the courthouse and copies of all bids received from contractors solicited for pricing.**

I prefer that any documents responsive to my request be mailed to me at the address indicated below. I agree to pay any charges due for reproduction of documents and postage.

If possible, I prefer that documents be sent to me by e-mail at the address indicated below.

SIGNATURE: 

DATE: April 7<sup>th</sup>, 2026

NAME: Jeff Mashburn

TIME: 9:00 A. M.

CONTACT INFORMATION: 254-659-0315 Email: jeffm.tca@yahoo.com

(Telephone number and/or E-Mail Address)

3336 FM 934 Itasca, 76055

(Mailing Address)

**PLEASE PRINT ALL REQUESTED INFORMATION CLEARLY**

PIR Received by Ailou Tanner Department

Date of Receipt: 4-7-2026 Time: 11:08

Person Receiving PIR: Ailou Tanner

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TO: HILL COUNTY COMMISSIONERS COURT  
(Name of Department or Title of Department Head)

I AM REQUESTING THE FOLLOWING INFORMATION:

- 1) Copy of the proposal to replace chillers from McKinstry Essenting LLC
- 2) Copy of contract with McKinstry for chiller replacements signed by Judge Lewis on Feb. 16, 2023
- 3) Copy of RFP & RFP for solicitation of the chiller replacement project.
- 4) Copy of the Capital lease purchase agreement for the chiller project with Southside Bank

I prefer that any documents responsive to my request be mailed to me at the address indicated below. I agree to pay any charges due for reproduction of documents and postage.

If possible, I prefer that documents be sent to me by e-mail at the address indicated below.

SIGNATURE: [Signature] DATE: 6/24/2024

NAME: Jeff Mashburn TIME: 4:25 P. M.

CONTACT INFORMATION: jellm.tea@yahoo.com  
(Telephone number and/or E-Mail Address)

(Mailing Address)

PLEASE PRINT ALL REQUESTED INFORMATION CLEARLY

PIR Received by \_\_\_\_\_ Department

Date of Receipt: \_\_\_\_\_ Time: \_\_\_\_\_

Person Receiving PIR: \_\_\_\_\_

# Request for Supplemental Documentation Supporting the Public Request Submitted on April 7<sup>th</sup>, 2026, to the Hill County Courthouse and County Clerk's Office

Overview Regarding Public Information Request for the McKinstry ESPC Contract and Change Order(s) and Courthouse Chiller Replacement Contract Approved by the Hill County Commissioner's Court

## **Chronological Timeline**

June 4, 2019 - Agenda item 4.

- Request for Historical Usage Information (Energy Bills McKinstry)

August 20, 2019- Agenda items 6 and 7

- Discuss a neutral budget facilities improvement project
- Letter of Intent to proceed with IGA

November 26, 2019- Agenda items 4 and 5

- Approval of McKinstry Contract
- Approval of Finance Contract for ESPC Contract

January 28, 2020- Agenda item 3.

- First Change Order to McKinstry ESPC Contract

February 25, 2020- Agenda item 7.

- Second Change order to McKinstry ESPC contract.

February 14, 2023- Agenda item 3.

- Discussion/Action regarding a contract with McKinstry for the chiller replacement for the courthouse.

June 25, 2024- Agenda items 7 and 8.

- Change order for chiller replacement at courthouse.
  - Original Contract- \$453,401.00
  - Change Order-001- \$23, 825.20

## **Documents Requested Per This Public Information Request**

### **1. Copies of Meeting Minutes, Engineered and Bid Documents**

- a. Copies of all meeting minutes from discussions by the Hill County Commissioner's Court regarding any proposed needs of upgrades for the Courthouse mechanical systems.
- b. Provide copies of all correspondence with architects and mechanical engineers that developed the scope of work and bid documents for the proposed project.
- c. Copies of all public notices published in local media outlets and local newspapers to solicit bids for the contract and work executed at the Hill County Courthouse and Chilled Water Plant
- d. Copies of all bid documents and bids submitted by contractors for the project as required to meet the competitive bid requirements of Texas Government Code 252.021 and 252.0215.

### **2. ESPC Contract Documents-Contract Number 203808-003**

- a. Provide a copy of the original contract with signatures of elected officials that approved the project.
- b. Provide a copy of Exhibits A, B, C, D, and the M&V contract.
- c. Provide a copy of Change orders 1, 2 and 3 of the original contract.

### **3. ESPC Contract Financing Documents-Contract Number 203808-003**

- a. Provide a copy of the lease purchase agreement and contract set up to finance the project.
- b. Provide copies of the terms and conditions of the lease purchase agreement and contract.
- c. Provide copies of each payment made to the lease purchase agreement contract and account.
- d. Provide a copy of the transaction record document (checkbook register)
- e. Provide copies of the amendments to the lease purchase agreement made for each change order.

#### **4. Energy Bills and Records**

- a. Provide copies of the electric bills for the chiller plant serving the Courthouse from January 2016 to the last bill received as of the request. The meter must be an approved revenue meter per the Public Utility Commission (PUC). The bills and invoice must list the ESID number, Account number and address location of the meter. Provide copies of the checks written to the utility provider for each monthly bill.
- b. Provide copies of the electric bills for meter dedicated and serving the air distribution system serving the Courthouse. The meter and bills that record the energy use only serving the air-conditioning system components. Do not include energy use for lighting, computer loads and general-purpose loads. The bills and invoice must list the ESID number, Account number and address location of the meter. The meter must be an approved revenue meter per the Public Utility Commission (PUC). Provide copies of the checks written to the utility provider for each monthly bill.

#### **Chiller Replacement Project- Hill County Courthouse**

#### **5. Copies of Meeting Minutes, Engineered and Bid Documents**

- a. Copies of all meeting minutes from discussions by the Hill County Commissioner's Court regarding the chiller replacement project for the courthouse.
- b. Provide copies of all correspondence with architects and mechanical engineers that developed the scope of work and bid documents for the chiller replacement project.
- c. Copies of all public notices published in local media outlets and newspapers to solicit bids for the contract and work executed for the chiller replacement project for the Hill County Courthouse.
- d. Copies of all bid documents and bids submitted by contractors for the project as required to meet the competitive bid requirements of Texas Government Code 252.021 and 252.0215.

Please provide all documents listed above no later than fourteen business days from the date this public request has been received. This public request document and all responses received from the Hill County Commissioner's Court are public record and will be used as exhibits for cases being brought forth by taxpayers regarding complaints filed relating to fraud and corruption as it relates to public funds.

The cooperation and quick response to this request is greatly appreciated by the taxpayers of Hill County who expect and demand the highest standard of ethics, morals and transparency regarding their tax money and being treated fairly as required by the laws governing the State of Texas.

If there are any questions, please feel free to contact me anytime. The requested information may be submitted electronically, electronic media (USB Drives) or in print version.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Mashburn". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jeff Mashburn  
3336 FM 934  
Itasca, Texas 76055  
Cell: 254-659-0315  
Email: [jeffm.tca@yahoo.com](mailto:jeffm.tca@yahoo.com)

cc:  
Attorney General of Texas-Ken Paxton  
US Justice Department-Northern District of Texas  
Federal Bureau of Investigation- Dallas, Texas