



## MEMORANDUM OF UNDERSTANDING

BETWEEN

POLK COUNTY, TEXAS

AND

STANLEY CROW

**PURPOSE:** This Memorandum of Understanding ("MOU") is to confirm that the Vanity Fair parking lot located at 440 US Highway 59 Loop S, Livingston, Tx 77351, is a Point-of-Distribution ("POD") that may be activated in response to natural and man-made disasters that can affect the social stability of our community without warning. Working closely with the Texas Division of Emergency Management, state provided commodities such as food, ice, water and roofing tarps may be delivered to the POD for distribution to the members of the public affected by the disaster.

### AGENCIES RESPONSIBILITIES:

#### Polk County agrees to:

Provide the location of the POD to the Texas Department of Emergency Management as soon as this MOU has been signed by both parties.

Identify a POD Manager who will serve as the point of contact between Polk County's Office of Emergency Management ("OEM") and Stanley Crow.

Advise Stanley Crow, or his designee, that the County will activate the POD as soon as the need is identified.

Mark off the area designated as the POD with caution ribbon or other identifying means.

Provide the necessary security for the POD during daily operation and periodic patrols during closed periods

Provide for the safe ingress and egress of all vehicles delivering to or distributing supplies from the POD.

Provide the necessary manpower and equipment to offload commodities and manage the POD (i.e., forklifts, pallet jacks, traffic cones, gloves, flashlights)

Provide the necessary port-a-potty facilities for staff working at the POD.

Provide the necessary equipment to maintain sanitary conditions (dumpsters and trash barrels to dispose of all litter from the POD).

Make all reasonable efforts not to damage the Vanity Fair parking lot.

Remove all items delivered to the parking facility after the POD is officially closed by the OEM.

#### Stanley Crowe will:

Provide free access to the Vanity Fair parking lot until deactivation of the POD.

Work with OEM to inspect the parking lot and identify a mutually agreed upon POD size and location.

Inform vendors in the Vanity Fair facility that the POD will be activated.

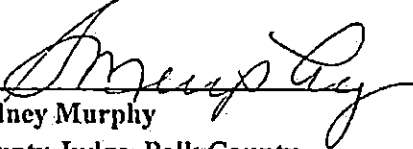
Communicate daily with the POD Manager and advise the Manager of any problems, potential safety issues or other matters of concern.

Inspect the designated POD with an OEM representative upon closure and provide a written notice to the OEM that Polk County has met the conditions of this MOU.

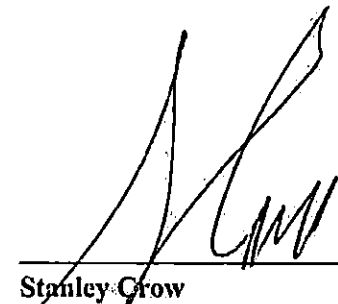
**Tenure:**

This MOU may be terminated by either party with a written notice; otherwise, it will remain in effect for a period of five years from the latest signature date.

Approved by:

  
\_\_\_\_\_  
Sydney Murphy  
County Judge, Polk County

September 22, 2020  
Date

  
\_\_\_\_\_  
Stanley Crow

9-17-2020  
Date