



## **CITY OF HAWK COVE**

**Judy Fowler Complex  
1585 Maria Street  
Hawk Cove, Texas 75474  
903-447-5330**

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**P.O. Box 1600  
Quinlan, Texas 75474**

June 29 2026

### **NOTICE OF TERMINATION OF EMPLOYMENT**

Mr. James Mullis

Dear Mr. Mullis:

This letter confirms that your employment with the City of Hawk Cove is terminated, effective immediately.

The City has determined that immediate changes in the administration, operation, maintenance, and management of its wastewater system and related public works functions are necessary to protect the City's public infrastructure, regulatory compliance obligations, contractual obligations, operational continuity, and the health, safety, and welfare of its citizens.

Accordingly, your employment as Wastewater System Operator and Public Works Director is terminated effective immediately.

This employment action is based upon the City's operational determination that continuation of your employment is no longer in the City's best interests. The City will continue reviewing operational records, regulatory matters, and related information as part of its ongoing administrative responsibilities. This letter is not intended to constitute a complete statement of all matters known to or being reviewed by the City.

You are directed to immediately cease performing any duties or representing yourself as an employee, agent, representative, operator, or spokesperson of the City of Hawk Cove. You are further directed not to access, enter upon, operate, manipulate, modify, or otherwise interact with any City wastewater facility, lift station, public works facility or infrastructure, City computer

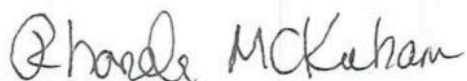
system, or City-owned equipment except with the prior written authorization of the City Administrator.

You are further directed to return all City property and execute the accompanying inventory and property-return certification before leaving City premises.

Questions concerning final compensation, benefits, or future communications should be directed to the City Administrator.

The City appreciates your prior service and wishes you well in your future endeavors.

Sincerely,

A handwritten signature in black ink that reads "Rhonda McKeehan". The signature is written in a cursive, flowing style.

Rhonda McKeehan,  
City Administrator  
City of Hawk Cove, Texas  
[hawkcovepolice@hotmail.com](mailto:hawkcovepolice@hotmail.com)



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P.O. Box 1600  
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DATE: 6/29/24

### EMPLOYEE INVENTORY CHECKLIST

#### Inventory Sheet:

| Item                                                                                                                                | Returned                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Tractor, keys and attachments                                                                                                       | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            |
| Truck/Trailers                                                                                                                      | <input type="checkbox"/> will bring back gm trailer on                                                      |
| Hand, power and maintenance tools, including but not limited to mowers, rakes, drills, shovels, sanders, or any other similar items | <input type="checkbox"/>                                                                                    |
| <b>Keys</b>                                                                                                                         |                                                                                                             |
| Gates: lift stations (7), plant, storage and out buildings                                                                          | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| City Hall                                                                                                                           | <input checked="" type="checkbox"/>                                                                         |
| Testing equipment                                                                                                                   | <input checked="" type="checkbox"/> ph & D.O + calibration liquids                                          |
| Sampling equipment                                                                                                                  | <input type="checkbox"/> N/A                                                                                |
| Manuals                                                                                                                             | <input checked="" type="checkbox"/> lift station logs                                                       |
| Passwords                                                                                                                           | <input type="checkbox"/> N/A                                                                                |

| Item                                                                                            | Returned                                                                     |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Alarm codes                                                                                     | <input type="checkbox"/> N/A                                                 |
| Software credentials                                                                            | <input type="checkbox"/> Call Quality Septic & change phone #<br>to Septlink |
| Vendor contacts                                                                                 | <input type="checkbox"/> N/A                                                 |
| All records in your possession<br>relating to City maintenance<br>and/or wastewater operations. | <input checked="" type="checkbox"/>                                          |
| Phone                                                                                           | <input type="checkbox"/> N/A                                                 |
| Radios                                                                                          | <input type="checkbox"/> N/A                                                 |
| Laptops / Tablets                                                                               | <input type="checkbox"/> N/A                                                 |
| Fuel cards                                                                                      | <input type="checkbox"/> N/A                                                 |
| Credit cards                                                                                    | <input type="checkbox"/> N/A                                                 |
| Uniforms                                                                                        | <input type="checkbox"/> N/A                                                 |

**Electronic Access:**

|                                                                       |                                                            |
|-----------------------------------------------------------------------|------------------------------------------------------------|
| Disable emails                                                        | <input type="checkbox"/> N/A                               |
| Change passwords (computer,<br>laptops, email, soc. Media             | <input type="checkbox"/> will delete pw fb page            |
| Revoke remote accesses                                                | <input type="checkbox"/> will call Quality Septic & change |
| Change cloud credentials                                              | <input type="checkbox"/> N/A                               |
| Change alarm codes                                                    | <input type="checkbox"/> N/A                               |
| Personal cloud storage or backup<br>locations containing City records | <input type="checkbox"/> N/A                               |

The undersigned acknowledges and certifies that, as of the date and time of execution below:

1. I have returned to the City of Hawk Cove, Texas, all City-owned or City-controlled property, equipment, vehicles, keys, key cards, access devices, passwords, security codes, documents, records, manuals, permits, reports, logbooks, electronic files, storage media, software, computer equipment, telephones, radios, tools, testing equipment, sampling equipment, credit or fuel cards, identification, uniforms, and all other tangible or intangible property, information, or materials that are in my possession, custody, or control, or to which I have access, arising from or relating in any way to my employment, duties, responsibilities, or service as Wastewater System Operator, Public Works Director, or in any other capacity with the City.
2. I have disclosed all usernames, passwords, access credentials, security codes, alarm codes, remote-access methods, cloud-storage locations, electronic accounts, and other means by which City information, records, systems, equipment, facilities, or infrastructure may be accessed or controlled.
3. Except as specifically identified in writing below, I do not possess, control, or have access to any additional City property, records, information, or electronic data.
4. If I subsequently discover, locate, recover, or otherwise come into possession, custody, or control of any City property, records, information, electronic data, or access credentials not returned today, I will promptly notify the City Administrator and immediately surrender such items to the City.

I understand that City records and property remain the property of the City of Hawk Cove and that this certification is made for the purpose of confirming the return and protection of City property and records.

SIGNED THIS 29<sup>th</sup> day of June, 2020, at 9:17 a.m.:

City of Hawk Cove, Texas

Employee Signature [Signature] By [Signature]  
Printed Name JAMES MURKINS Its Angela Massey