



# Lipscomb County

Dori Roots, County Judge  
Lipscomb, Texas 79056  
P.O. Box 69  
(806) 862-4131  
FAX (806) 862-2603  
[dori.roots@co.lipscomb.tx.us](mailto:dori.roots@co.lipscomb.tx.us)

## COMMISSIONERS

Juan M. Cantu  
Precinct One  
Merle Miller  
Precinct Two  
Scotty Schilling  
Precinct Three  
Dan Cockrell  
Precinct Four

## NOTICE

A MEETING OF THE COMMISSIONERS COURT OF LIPSCOMB COUNTY, TEXAS, WILL BE HELD AT THE **WOLF CREEK HERITAGE MUSEUM AT 13310 HWY 305, LIPSCOMB, TX ON MONDAY, THE 12<sup>TH</sup> DAY OF FEBRUARY, 2024 AT 9:00 A.M.** AND THE FOLLOWING AGENDA WILL BE CONSIDERED:

FILED  
AT 1:20 O'CLOCK PM

FEB 08 2024

Kim Blau  
COUNTY AND DISTRICT CLERK  
LIPSCOMB COUNTY, TEXAS

- 1) CALL MEETING TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) OPENING PRAYER
- 4) PUBLIC COMMENTS
- 5) CONSIDERATION OF THE MINUTES OF THE PREVIOUS MEETING
- 6) APPROVE PANHANDLE REGIONAL HOUSING FINANCIAL CORPORATION  
- DIANA/REX HOOVER
- 7) CONSIDERATION OF BUDGET AMENDMENTS
- 8) CONSIDERATION OF LEGAL CLAIMS AND READABLES FOR THE COUNTY
- 9) REVIEW OF JUSTICE OF THE PEACE REPORTS
- 10) HEAR FROM SHERIFF TY LANE
- 11) APPROVE THE CONTINUATION BOND FOR OBIE CALLAHAN AND SHERI WORTHINGTON
- 12) APPROVE RESOLUTION FOR SENATE BILL 22
- 13) CONSIDER INSTALLING SPEED LIMIT RADAR SIGNS
- 14) REVIEW OF TREASURER REPORT
- 15) APPROVE ORDER FOR DISBURSEMENT OF SALARIES, ROUTINE OFFICE EXPENSES, SAVNS  
INVOICES, EQUIPMENT AND REPAIRS
- 16) APPROVE THE RENEWAL OF THE AFFORDABLE CARE ACT REPORTING CONTRACT
- 17) APPROVE UPDATES TO THE LIPSCOMB COUNTY EMPLOYEE HANDBOOK
- 18) REPORT FROM COUNTY EXTENSION AGENT
- 19) REVIEW CURRENT DAMAGE IN THE BASEMENT, CIVIL ENGINEER
- 20) CONSIDER ACCEPTING BIDS TO REPAIR THE ROOF DAMAGE ON COUNTY BUILDINGS
- 21) CONSIDER ACCEPTING BIDS TO INSTALL ROOF ACCESS INSIDE THE COURTHOUSE
- 22) ENTER INTO EXECUTIVE SESSION TO CONSIDER PERSONNEL MATTERS, REAL PROPERTY
  - A. Pursuant to the authority granted under government code chapter 555.074 the Commissioner's Court will convene in closed session to discuss the above agenda item.
- 23) RETURN TO OPEN SESSION
- 24) APPROVE A JOINT RESOLUTION FOR JOINT PRIMARY
- 25) APPROVE ORDER OF APPOINTMENT FOR PRESIDING ELECTION JUDGE
- 26) APPROVE THE 2024 INDIGENT DEFENSE GRANT PROGRAM
- 27) REVIEW OF PERSONNEL CHANGES
- 28) REPORT FROM JUDGE
- 29) CONSIDER SERVICE AGREEMENT FOR THE ELEVATOR
- 30) APPROVE THE CIRA AGREEMENT FOR 2024
- 31) APPROVE APPOINTMENT OF WILLIAM PEIL TO THE WOLF CREEK HERITAGE MUSEUM BOARD OF DIRECTORS
- 32) CONSIDER BURN BAN
- 33) UPDATE ON COUNTY ROADS
- 34) MATTERS OF MUTUAL CONCERN

IT IS CERTIFIED BY THE UNDERSIGNED THAT THIS NOTICE IS BEING POSTED IN THE OFFICE OF THE COUNTY CLERK, A PLACE CONVENIENT TO THE PUBLIC, IN THE COUNTY COURTHOUSE FOR AT LEAST 72 HOURS PRIOR TO THE DAY OF THE MEETING.

EXECUTED THIS 8<sup>TH</sup> DAY OF FEBRUARY, 2024.

COUNTY JUDGE



**COMMISSIONERS' COURT MINUTES FOR FEBRUARY 12, 2024**

BE IT REMEMBERED on the 12th day of February 2024, the Commissioners' Court of Lipscomb County, Texas convened for their regular session at 9:03 A.M. at the Wolf Creek Heritage Museum a special meeting place of the court in Lipscomb, Texas opening the meeting with the pledge of allegiance and invocation given by Dori Roots, County Judge with the following members present:

Honorable Dori Roots, County Judge; Juan Cantu, Commissioner of Precinct #1; Merle Miller, Commissioner of Precinct #2; Scotty Schilling, Commissioner of Precinct #3; Dan Cockrell, Commissioner of Precinct #4; Kimberly Long, County Treasurer, Kim Blau, County Clerk.

Also present was: Nancy Shepherd, Justice of the Peace, Gailan Winegarner, Tax Assessor/Collector, Ty Lane, Sheriff, Jerry Parvin, Mary Lynn Miller, Diana Hoover and Mark Howard.

**PUBLIC COMMENTS:**

None at this time.

**CONSIDERATION OF THE MINUTES OF THE PREVIOUS MEETING:**

Scotty Schilling made a motion to approve the minutes for the January 8, 2024 Commissioners' Court Meeting. Merle Miller seconded the motion and the vote carried unanimously.

**APPROVE PANHANDLE REGIONAL HOUSING FINANCIAL CORPORATION GENERAL CERTIFICATE - DIANA/REX HOOVER:**

Juan Cantu made a motion to approve Panhandle Regional Housing Financial Corporation General Certificate. Merle Miller seconded the motion and it carried by a unanimous vote.

**CONSIDERATION OF BUDGET AMENDMENTS:**

None at this time.

**CONSIDERATION OF LEGAL CLAIMS AND READABLES FOR THE COUNTY:**

The following legal claims and readables were presented for payment, to-wit:

**LIPSCOMB COUNTY TEXAS**  
**Check Register**  
**Bank: 10-GENERAL FUND**

<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>CHECK DATE</u>	<u>PAYEE</u>
5194	634.54	01/24/2024	000131-XCEL ENERGY
5195	337.86	01/24/2024	000155-WEST TEXAS GAS, INC.
5196	832.67	01/24/2024	001667-AMA TECHTEL COMM - AMA
5197	58.30	01/24/2024	002497-SEVENTH CRT OF APPEALS-CLK
5198	113.99	01/24/2024	3440-PTCI
5199	1,936.68	01/24/2024	3527-TEXAS STATE COMPTROLLER OF PUBLIC I
5200	105,301.68	01/29/2024	000181-LIPSCOMB COUNTY PAYROLL ACCOUNT
5201	350.00	02/12/2024	003112-AMY TAYLOR CSR
5202	292.95	02/12/2024	002044-AT&T MOBILITY
5203	227.05	02/12/2024	000012-BARTLETT'S ACE HARDWARE
5204	136.38	02/12/2024	002566-BOOKER TIRE CENTER, INC
5205	66.90	02/12/2024	002795-CHRISTINE DUNN
5206	417.88	02/12/2024	003088-CINTAS CORPORATION
5207	8,408.67	02/12/2024	003185-CITIBANK
5208	98.66	02/12/2024	000031-CITY OF FOLLETT
5209	95.00	02/12/2024	000032-CITY OF HIGGINS
5210	625.58	02/12/2024	3404-CS HEAT & AIR, LLC
5211	2,495.22	02/12/2024	002518-DELO'S
5212	353.09	02/12/2024	3457-DORI ANN ROOTS
5213	169.74	02/12/2024	000045-DUTCH'S WELDING
5214	3,668.02	02/12/2024	000423-EQUITY EXCHANGE
5215	35.00	02/12/2024	003144-ERNEST MILLER
5216	125.85	02/12/2024	000052-FOLLETT FOOD MARKET
5217	279.92	02/12/2024	000057-FRONK OIL CO., INC.
5218	194.30	02/12/2024	002258-GAILAN WINEGARNER
5219	1,670.00	02/12/2024	000078-HART INTERCIVIC, INC.
5220	100.00	02/12/2024	3489-HELFFENBEIN TIRE & ALIGNMENT
5221	1,176.00	02/12/2024	000077-HIGH PLAINS FOOD BANK
5222	391.00	02/12/2024	003214-HUGH BARTON
5223	1,075.00	02/12/2024	000130-J.R. SPRAGUE
5224	110.00	02/12/2024	000837-JAYSON WADE WINN
5225	214.16	02/12/2024	3598-JUANITA ROCKWELL
5226	5,000.00	02/12/2024	002776-KERRIGAN TECHNOLOGY SERVICES
5227	98.85	02/12/2024	000459-KIM BLAU
5228	46.71	02/12/2024	003074-KIMBERLY LONG
5229	62.47	02/12/2024	003332-KOLOGIK LLC
5230	160.00	02/12/2024	3600-L&L FARMS
5231	12,535.31	02/12/2024	003357-LEE ROBERTS THE DIESEL DOCTOR, LLC
5232	5,069.44	02/12/2024	000090-LEMON, SHEARER, PHILLIPS
5233	400.00	02/12/2024	002480-LEXISNEXIS RISK SOLUTIONS
5234	92.44	02/12/2024	58-LINDE GAS&EQUIPMENT
5235	1,346.00	02/12/2024	002449-LOCAL GOVERNMENT SOLUTIONS, LP
5236	247.63	02/12/2024	000318-LOCKE SUPPLY CO.
5237	391.00	02/12/2024	000397-MEX BARTON
5238	206.00	02/12/2024	003007-MILLER PAPER
5239	147.93	02/12/2024	000367-MILLER SUPPLY & CONSTRUCTION CO.
5240	90.27	02/12/2024	000103-MOTOR PARTS OF PERRYTON, INC.
5241	26.80	02/12/2024	3408-NANCY SHEPHERD
5242	6,504.73	02/12/2024	000105-NORTH PLAINS ELECTRIC COOP
5243	62.43	02/12/2024	000313-NORTHWEST BEARING INC.
5244	62.78	02/12/2024	002561-O'REILLY AUTO PARTS
5245	2,200.00	02/12/2024	002138-OPEN RANGE ENGINEERING SERVICES, I
5246	503.00	02/12/2024	001536-PERDUE, BRANDON, FIELDER & MOTT
5247	586.63	02/12/2024	001445-PERFORMANCE EQUIPMENT, INC.
5248	695.14	02/12/2024	000235-PERRYTON OFFICE SUPPLY
5249	30.00	02/12/2024	000564-PIT STOP TIRE & SERVICE CENTER
5250	2,020.00	02/12/2024	000115-PITNEY BOWES INC
5251	34.72	02/12/2024	3450-RAELENE COPELAND
5252	565.90	02/12/2024	001793-S&SMAGNETO
5253	2,200.00	02/12/2024	000121-SCHAFFER SERVICES
5254	382.00	02/12/2024	000100-SECURITY INSURANCE AGENCY
5255	223.00	02/12/2024	003354-SEWARD CO WASTE MANAGEMENT
5256	1,240.00	02/12/2024	002053-SOUTHWEST DATA SOLUTIONS LLC
5257	187.35	02/12/2024	000128-SPC OFFICE PRODUCTS
5258	234.87	02/12/2024	003375-STAPLES BUSINESS ADVANTAGE
5259	300.00	02/12/2024	000244-TAAO
5260	1,645.55	02/12/2024	000035-TAC CIRA
5261	2,050.00	02/12/2024	002677-TAYLOR DANE HARRIS
5262	2,298.00	02/12/2024	002935-TECHSOFT, INC.
5263	5,268.00	02/12/2024	000140-TEXAS ASSOCIATION OF COUNTIES
5264	200.00	02/12/2024	001317-TEXAS ASSOCIATION OF COUNTIES
5265	665.00	02/12/2024	001298-TEXAS ASSOCIATION OF COUNTIES
5266	478.13	02/12/2024	000142-THE BOOKER NEWS
5267	91.60	02/12/2024	000147-TOWN OF DARROUZETT
5268	84.44	02/12/2024	000160-WELDON PARTS INC.
5269	85.95	02/12/2024	000160-WELDON PARTS INC.
5270	446.61	02/12/2024	3549-WESTERN EQUIPMENT
5271	7,430.80	02/12/2024	003116-WHOLESALE FUELS, INC.
5272	38.75	02/12/2024	000161-XEROX CORPORATION
5273	220.00	02/12/2024	002776-KERRIGAN TECHNOLOGY SERVICES

**TOTAL: 196,948.32**

Dan Cockrell made a motion to approve the legal claims and readables as presented with corrections. Merle Miller seconded the motion and the vote carried unanimously.

REVIEW OF JUSTICE OF THE PEACE REPORTS:

The total collected by the Justice of the Peace for January was \$1,085.00 with \$399.90 for the county.

HEAR FROM SHERIFF TY LANE:

Sheriff Ty Lane reported they had received 88 calls in the period covering January 15, 2024 - February 11, 2024. Sheriff Lane reported that they are starting to work on Senior Skip Day.

APPROVE THE CONTINUATION BOND FOR OBIE CALLAHAN AND SHERI WORTHINGTON:

Juan Cantu made a motion to approve the Continuation Bonds for Obie Callahan and Sheri Worthington. Scotty Schilling seconded the motion and it carried unanimously.

APPROVE RESOLUTION FOR SENATE BILL 22:

Dan Cockrell made a motion to approve a Resolution for Senate Bill 22. Juan Cantu seconded the motion and it carried unanimously.



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**COMMISSIONERS**

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Precinct One
- Merle Miller  
Precinct Two
- Scotty Schilling  
Precinct Three
- Dan Cockrell  
Precinct Four

RESOLUTION

WHEREAS The Lipscomb County Commissioner's Court finds it in the best interest of the citizens of Lipscomb County to apply for the funding made available by Senate Bill 22; and

WHEREAS The Lipscomb County Commissioner's Court agrees that in the event of loss or misuse of these funds, Lipscomb County Commissioner's Court funds will be returned to the State in full.

WHEREAS The Lipscomb County Commissioner's Court designates the Lipscomb County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of Lipscomb County.

NOW THEREFORE, BE IT RESOLVED that Lipscomb County Commissioner's Court approves submission of the grant application and acceptance of the fund should they be awarded regarding Senate Bill 22.

Signed by: Dori Roots  
Dori Roots, Lipscomb County Judge

Passed and approved in Lipscomb County Commissioner's Court this 12<sup>th</sup> day of February, 2024.



CONSIDER INSTALLING SPEED LIMIT RADAR SIGNS:

Sheriff Lane told the Court he was still waiting State approval on installation for speed limit radar signs.

REVIEW OF TREASURER REPORT:

TREASURER'S REPORT  
Jan-24

	Beginning Balance	DEBITS W/Drawls	CREDITS Deposits	INTEREST RATE	INTEREST EARNED	TOTALS
<u>LIPSCOMB COUNTY</u>						
<u>GENERAL ACCOUNT---I</u>						
OCT	\$1,390,895.47	\$608,245.88	\$1,335,246.22	5.74%	\$7,010.11	\$2,124,905.92
NOV	\$2,124,905.92	\$324,434.36	\$1,430,551.27	5.74%	\$13,704.60	\$3,244,727.43
DEC	\$3,244,727.43	\$461,863.42	\$277,081.39	5.67%	\$14,998.98	\$3,074,944.38
JAN	\$3,074,944.38	\$328,449.75	\$1,322,817.37	5.62%	\$14,205.06	\$4,083,517.06
<u>CERT OF DEPOSIT #1--HAPPY STATE BANK</u>						
OCT	\$569,931.20			4.52%	\$2,599.82	\$572,531.02
NOV	\$572,531.02			4.52%	\$2,698.74	\$575,229.76
DEC	\$575,229.76			5.50%	\$2,623.99	\$577,853.75
JAN	\$577,853.75			5.50%	\$2,698.58	\$580,552.33
<u>CERT OF DEPOSIT #2--HAPPY STATE BANK</u>						
OCT	\$572,644.42			4.52%	\$2,612.20	\$575,256.62
NOV	\$575,256.62			4.52%	\$2,711.59	\$577,968.21
DEC	\$577,968.21			5.50%	\$2,636.49	\$580,604.70
JAN	\$580,604.70			5.50%	\$2,711.42	\$583,316.12
<u>ICS MMDA--HAPPY STATE BANK</u>						
OCT	\$1,402,232.05	\$0.00		5.74%	\$6,665.51	\$1,408,897.56
NOV	\$1,408,897.56	\$0.00	\$188,984.25	5.74%	\$6,460.41	\$1,604,342.22
DEC	\$1,604,342.22	\$0.00		5.67%	\$7,527.12	\$1,611,869.34
JAN	\$1,611,869.34	\$0.00		5.62%	\$7,505.45	\$1,619,374.79
<u>SHERIFF COMMISSARY--HAPPY STATE BANK</u>						
OCT	\$738.58	\$0.00	\$13.47	5.74%	\$5.08	\$757.13
NOV	\$757.13	\$0.00		5.74%	\$3.46	\$760.59
DEC	\$760.59	\$0.00		5.67%	\$3.57	\$764.16
JAN	\$764.16	\$0.00	\$390.00	5.62%	\$4.79	\$1,158.95
<u>SHERIFF ESCROW--HAPPY STATE BANK</u>						
OCT	\$10.59			5.74%	\$0.05	\$10.64
NOV	\$10.64			5.74%	\$0.05	\$10.69
DEC	\$10.69			5.67%	\$6.43	\$17.12
JAN	\$17.12			5.62%	\$0.08	\$17.20
<u>INSURANCE ACCOUNT--HAPPY STATE BANK</u>						
OCT	\$6,737.50	\$47,974.22	\$55,349.51	5.74%	\$154.81	\$14,267.60
NOV	\$14,267.60	\$50,084.19	\$46,488.18	5.66%	\$105.62	\$10,777.21
DEC	\$10,777.22	\$49,123.46	\$46,422.34	5.66%	\$150.94	\$8,227.04
JAN	\$8,227.04	\$51,273.16	\$48,754.84	5.62%	\$154.70	\$5,863.42
<u>PROBATION--HAPPY STATE BANK</u>						
OCT	\$87,445.83	\$13,372.46	\$5,023.00	5.74%	\$398.40	\$79,494.77
NOV	\$79,494.77	\$13,486.61	\$6,188.00	5.74%	\$340.30	\$72,536.46
DEC	\$72,536.46	\$19,043.97	\$21,286.00	5.67%	\$372.44	\$75,150.93
JAN	\$75,150.93	\$13,280.18	\$4,932.00	5.62%	\$333.53	\$67,136.28

**PROBATION--ADM---HAPPY STATE BANK**

OCT	\$51,690.25	\$559.99	\$567.00	5.74%	\$245.14	\$51,942.40
NOV	\$51,942.40	\$559.99	\$2,025.00	5.74%	-\$240.90	\$53,648.31
DEC	\$53,648.31	\$559.99		5.67%	\$250.73	\$53,339.05
JAN	\$53,339.05	\$559.99		5.62%	\$247.24	\$53,026.30

**AP CLEARING--HAPPY STATE BANK**

OCT	\$7,822.75			5.74%	\$54.05	\$7,876.80
NOV	\$7,876.80			5.74%	\$52.16	\$7,928.96
DEC	\$7,928.96			5.67%	\$53.84	\$7,982.80
JAN	\$7,982.80			5.62%	\$53.69	\$8,036.49

**PAYROLL--HAPPY STATE BANK**

OCT	\$8,483.59	\$266,415.80	\$266,415.80	5.74%	\$308.80	\$8,792.39
NOV	\$8,792.39	\$266,702.93	\$266,702.93	5.74%	\$443.19	\$9,235.58
DEC	\$9,235.58	\$289,480.15	\$289,480.15	5.67%	\$380.76	\$9,616.34
JAN	\$9,616.34	\$270,284.93	\$270,284.90	5.67%	\$349.71	\$9,966.02

**APRA FUND---HAPPY STATE BANK**

OCT	\$0.00	\$0.00		5.74%	\$0.00	\$0.00
NOV	\$0.00	\$0.00		5.74%	\$0.00	\$0.00

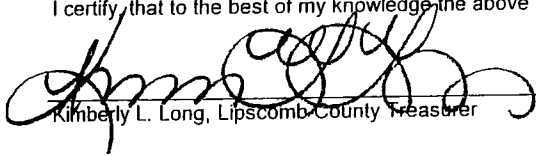
**OPIOID ABATEMENT FUND---HAPPY STATE BANK**

OCT	\$3,273.03			5.74%	\$15.56	\$3,288.59
NOV	\$3,288.59			5.74%	\$15.01	\$3,303.60
DEC	\$3,303.60			5.67%	\$15.50	\$3,319.10
JAN	\$3,319.10			5.62%	\$15.45	\$3,334.55

JANUARY 2024 INTEREST EARNED \$28,698.93

FISCAL YEAR TO DATE INTEREST EARNED FOR FY 2024 **\$102,717.37**

This report is presented in accordance with the Texas Government Code Section 114.021, and I certify that to the best of my knowledge the above is true and correct.

  
 Kimberly L. Long, Lipscomb County Treasurer

**COUNTY FINANCES  
 TREASURER'S REPORT  
 JANUARY 31, 2024**

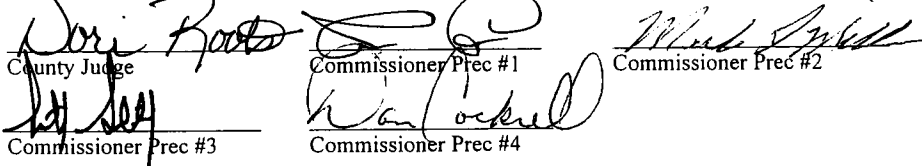
IN THE MATTER OF COUNTY FINANCES IN THE HANDS OF KIMBERLY L. LONG, TREASURER OF LIPSCOMB COUNTY, TEXAS.

COMMISSIONERS' COURT, LIPSCOMB COUNTY, TEXAS met in Regular Session, FEBRUARY 12, 2024.

We the undersigned County Judge and Commissioners in and for Lipscomb County, Texas, hereby certify that we have this date made an examination of and compared the County Treasurer's Monthly Report for the month of JANUARY filed with us on this 12th day of FEBRUARY, 2024 and have found the same to be correct and in due order and that the total of all funds held by the County Treasurer, as well as other assets in her hands is the sum of \$7,015,284.36

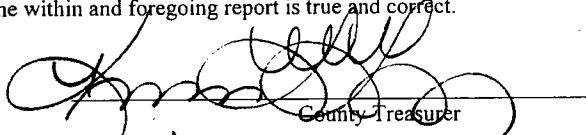
January 31, 2024					
	Beg-Cash	Revenues	Acct/Pay	Payroll/TFR	End Cash
General Fund	3,074,944.38	1,337,022.43	(328,449.75)		4,083,517.06
Cert of Deposit	1,158,458.45	5,409.87			1,163,868.32
Savings Account	1,611,869.34	7,505.45			1,619,374.79
Sheriff Commissary	764.16	394.79			1,158.95
Sheriff Escrow	17.12	0.08			17.20
Insurance Account	8,227.04	48,909.54	(51,273.16)		5,863.42
Probation	75,150.93	5,265.53	(13,280.18)		67,136.28
Probation Adm	53,339.05	247.24	(559.99)		53,026.30
AP Clearing	7,982.79	53.69			8,036.48
Payroll	9,616.34	270,634.61	(131,346.83)	(138,938.10)	9,966.02
ARPA					
Opioid Abatement Fund	3,304.09	15.45			3,319.54
	<b>6,003,673.69</b>	<b>1,675,458.68</b>	<b>(524,909.91)</b>	<b>(138,938.10)</b>	<b>7,015,284.36</b>

WITNESS OUR HANDS, officially, this 12th day of FEBRUARY, 2024 :

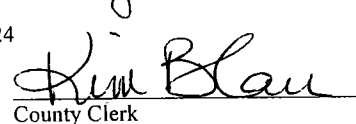
  
 County Judge                      Commissioner Prec #1                      Commissioner Prec #2  
 Commissioner Prec #3                      Commissioner Prec #4

SWORN TO AND SUBSCRIBED BEFORE, County Judge and County Commissioners of said Lipscomb County, each respectively, on the 12th day of FEBRUARY, 2024.

BEFORE ME, the undersigned authority, on this day personally appeared Kimberly L. Long, County Treasurer of Lipscomb County and says that the within and foregoing report is true and correct.

  
 County Treasurer

FILED FOR RECORD THIS 12th day of February 2024, and recorded

12th Day of February, 2024  
  
 County Clerk

APPROVE ORDER FOR DISBURSEMENT OF SALARIES, ROUTINE OFFICE EXPENSES, SAVNS INVOICES, EQUIPMENT AND REPAIRS:

Dan Cockrell made a motion approving the Order for Disbursement of salaries, routine office expenses, SAVNS invoices, equipment and repairs with a threshold of \$5,000.00. Merle Miller seconded the motion and it carried unanimously.



**Lipscomb County**  
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**COMMISSIONERS**

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State of Texas §  
County of Lipscomb §

**Order for Disbursement of Salaries and Routine Office Expenses**

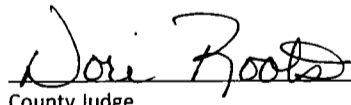
Whereas, Senate Bill 354, 86<sup>th</sup> Legislative Session effective May 31, 2019, provides that county funds previously budgeted for salaries and authorized office expenses may be disbursed as payment for a salary or routine office expenses; and

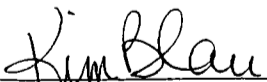
Whereas, the Commissioners Court of Lipscomb County wishes to implement the provisions of this Act:

It is hereby Ordered as follows:

1. County funds previously budgeted for salaries for officers and employees shall be disbursed by the county payroll officer upon submission of all necessary payroll information by the appropriate department head or supervisor;
2. County funds previously budgeted for routine office expenses, utilities, supplies, SAVNS invoices, equipment and repairs shall be disbursed upon submission of a proper voucher.
3. County funds over the amount of \$ 5000 - will need Commissioner's Court approval.

Adopted this 12<sup>th</sup> day of February, 2024 by a vote of 5 ayes and 0 nays.

  
\_\_\_\_\_  
County Judge  
Dori Roots

Attest:   
\_\_\_\_\_  
County Clerk  
Kim Blau



**APPROVE THE RENEWAL OF THE AFFORDABLE CARE ACT REPORTING CONTRACT:**

Juan Cantu made a motion to approve renewing the Affordable Care Act Reporting Contract with TAC. Dan Cockrell seconded the motion and it carried by a unanimous vote.

**APPROVE UPDATES TO THE LIPSCOMB COUNTY EMPLOYEE HANDBOOK:**

Juan Cantu made a motion to approve the updates to the employee handbook as presented specifically the CDL Drug and Alcohol Policy, Travel and Reimbursement, and Outside Employment effective when all employees have been presented with updates. Merle Miller seconded the motion and it carried unanimously.

**COUNTY EXTENSION AGENTS:**

J.R.'s major plans for the month of February include: Ft. Worth Stock Show; Work on Career Ladder; and San Angelo Livestock Show.

**REVIEW CURRENT DAMAGE IN THE BASEMENT, CIVIL ENGINEER:**

Tabled at this time.

**CONSIDER ACCEPTING BIDS TO REPAIR THE ROOF DAMAGE ON COUNTY BUILDINGS:**

Roof damage on the county buildings was discussed.

**CONSIDER ACCEPTING BIDS TO INSTALL ROOF ACCESS INSIDE THE COURTHOUSE:**

Installation of roof access was discussed and agreed to move forward so the insurance adjuster can inspect courthouse roof for damage from the July 2023 storm.

**ENTER INTO EXECUTIVE SESSION TO CONSIDER PERSONNEL MATTERS, REAL PROPERTY;**

- A. Pursuant to the authority granted under government code chapter 551.074 the commissioners' court will convene in closed session to discuss the above agenda item.

Merle Miller made a motion to go into Executive Session at 10:46 a.m. to discuss the above agenda items. Juan Cantu seconded the motion and the vote carried unanimously.

**RETURN TO OPEN SESSION:**

Dan Cockrell made a motion to return to open Session at 11:46 a.m. Scotty Schilling seconded the motion and the vote carried unanimously.

No action taken on personnel.

Scotty Schilling made a motion pursue building a case in reference to the basement damage with Open Range Engineering Services PLLC and to have Rudd Palmer Company view the concrete at the southeast corner of the courthouse to confirm the findings of Open Range. Juan Cantu seconded the motion and it carried unanimously.





**Open Range® Engineering Services, PLLC**

(806) 665-1115

P.O. Box 2179

Pampa, TX 79066-2179

January 26, 2024

Ref. ORE24-005

Dori Roberts  
Lipscomb County Judge  
101 S. Main  
P.O. Box 69  
Lipscomb, TX 79056

Subject: Lipscomb County Courthouse Inspection

Dear Judge Roots:

Open Range Engineering Services, PLLC (ORE) was invited to inspect the Lipscomb County Courthouse building in Lipscomb, TX. The purpose of the inspection was to investigate the cause of moisture and water infiltration into the structure and provide possible resolutions and mitigations to the issues. The inspection of the courthouse occurred on January 17, 2024.

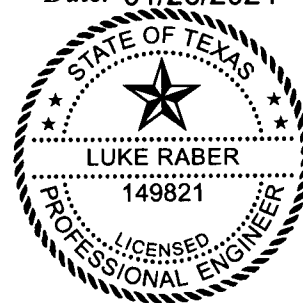
Upon completion of the inspection and evaluation of the courthouse structure and the review of reports and information provided by the county, it was determined that significant amounts of moisture and/or water had infiltrated the lower portions of the structure. This moisture was the cause of several locations of spauling plaster and peeling paint. While attempts had been made, during previous construction projects, to provide sufficient moisture protection, areas of the courthouse building required more efficient and effective waterproofing. The attached report is a summary of the inspection and evaluation of the moisture issues at the courthouse. This was a non-destructive evaluation, all inspections were performed through visual inspection and documented as follows.

We appreciate the opportunity to provide this service for you. If you have any questions, please give me a call.

Sincerely,

Luke L. Raber, PE  
Open Range Engineering Services, PLLC

Date: 01/26/2024



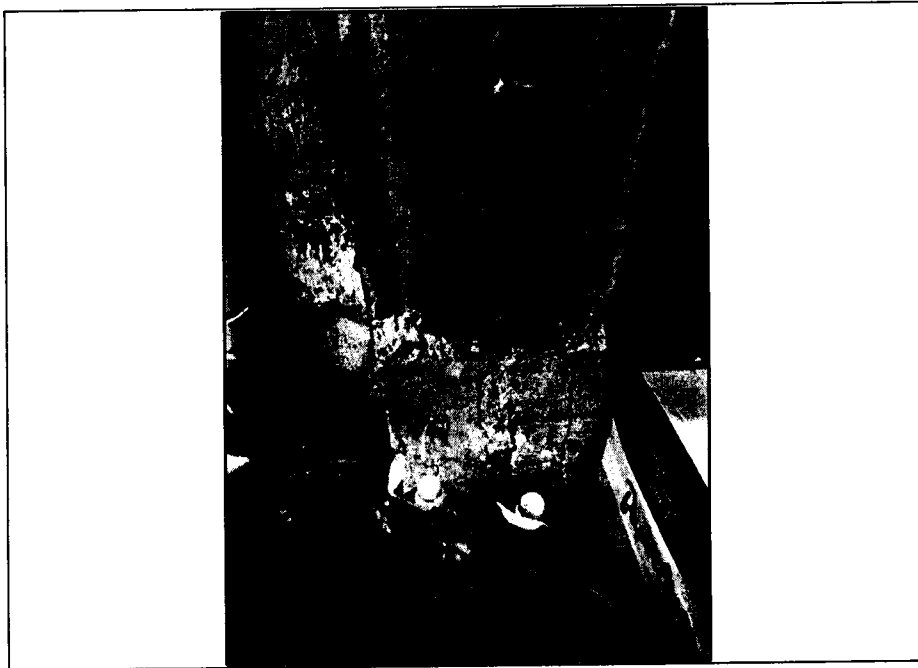
**Summary:**

Open Range Engineering Services, PLLC (ORE) was invited to inspect the Lipscomb County Courthouse building in Lipscomb, TX. The purpose of the inspection was to investigate the cause of moisture and water infiltration into the structure and provide possible resolutions and mitigations to the issues. The inspection of the courthouse occurred on January 17, 2024.

Upon completion of the inspection and evaluation of the courthouse structure and the review of reports and information provided by the county, it was determined that significant amounts of moisture and/or water had infiltrated the lower portions of the structure. This moisture was the cause of several locations of spalling plaster and peeling paint. While attempts had been made, during previous construction projects, to provide sufficient moisture protection, areas of the courthouse building required more efficient and effective waterproofing. The attached report is a summary of the inspection and evaluation of the moisture issues at the courthouse. This was a non-destructive evaluation, all inspections were performed through visual inspection and documented as follows.

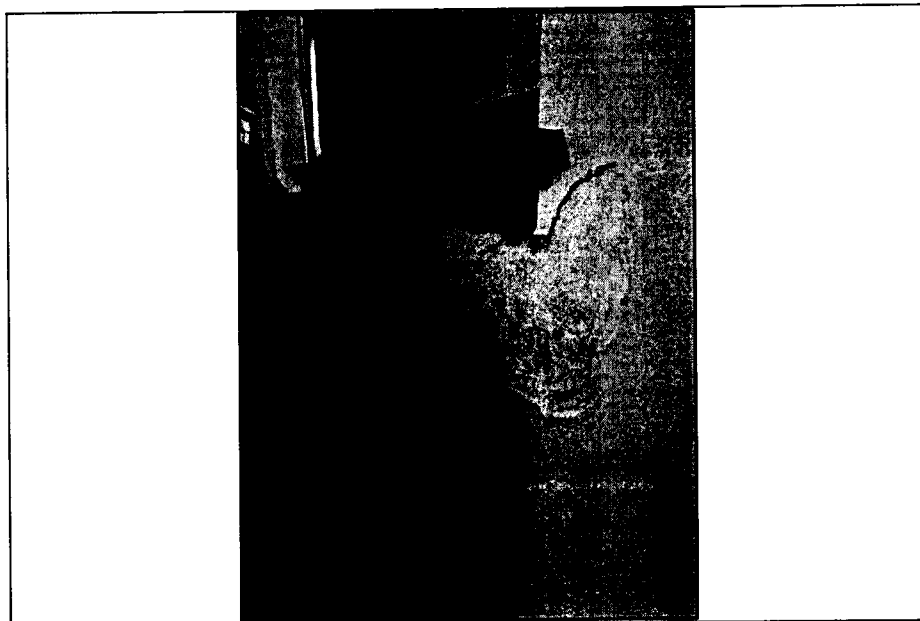
**Observations:**

The primary observations and investigations of the water and moisture issues were found in the basement area of the courthouse structure. The majority of the basement structure was completely finished and used as office space for staff. The unfinished portion of the basement was used as document storage for county documents. Upon investigation of the document storage room, it was found that there were several cold joints in the placement of the concrete wall during the original construction of the courthouse. The cold joint had occurred when a layer of poured concrete had begun to cure before the next layer was placed which caused a seam between concrete layers. While these cold joints did not show active signs of moisture leakage, more prominent cold joints can allow latent moisture content into the room. This low level of moisture infiltration had led to minor surface damage to the interior side of the concrete wall as shown in Figure 1 below. The main structure did not appear to be compromised but further moisture infiltration could potentially lead to further decay of the concrete wall.

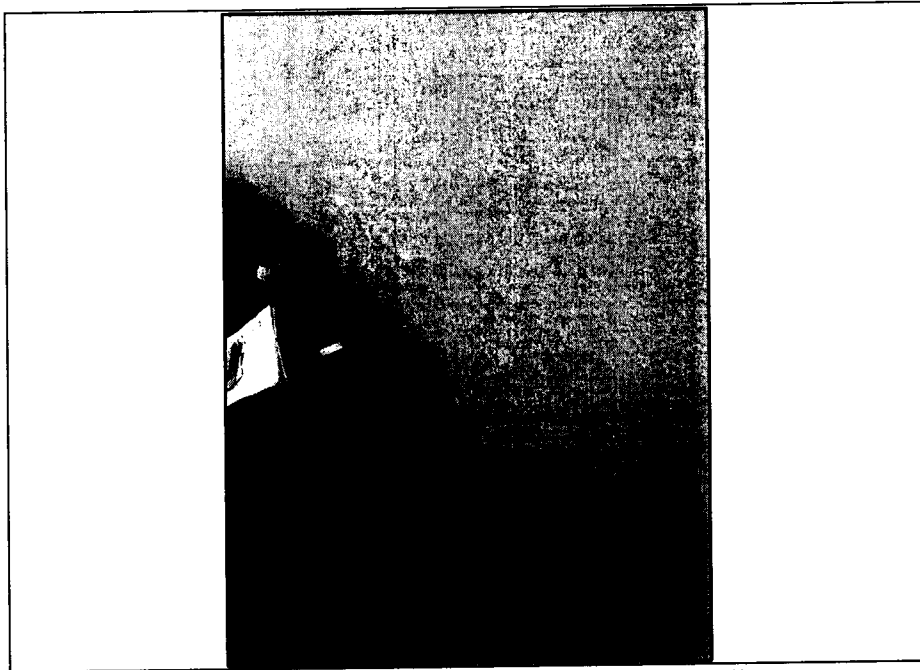


*Figure 1: Spalling concrete wall in document storage room.*

The primary area of concern that was observed in the basement was spalling plaster and peeling paint in several office locations. See Figures 2 and 3. These areas showed active signs of continues moisture trapped behind the wall and adjacent to the building. Moisture readings from a moisture meter showed +/- 80% moisture at the wall. Typical room humidity readings for conditioned spaces in this area should be +/- 30%. High moisture content in the walls had caused the bond between the plaster and the concrete wall to become weak and allowed for the spalling of plaster.



*Figure 2: Spalling plaster and paint in office*



*Figure 3: Bubbling and peeling paint in office.*

Further investigation of pictures that were taken during a recent waterproofing project and an investigation of design drawings for the courthouse, showed that portions of the building foundation did not extend to the basement floor in certain locations. For reference see all inspections reports provided by Arthur Weinman Architects on 11/17/2021 and 12/9/2021. See Figures 4 and 5.



*Figure 4: Foundation gaps (Provided in report from Lipscomb County)*

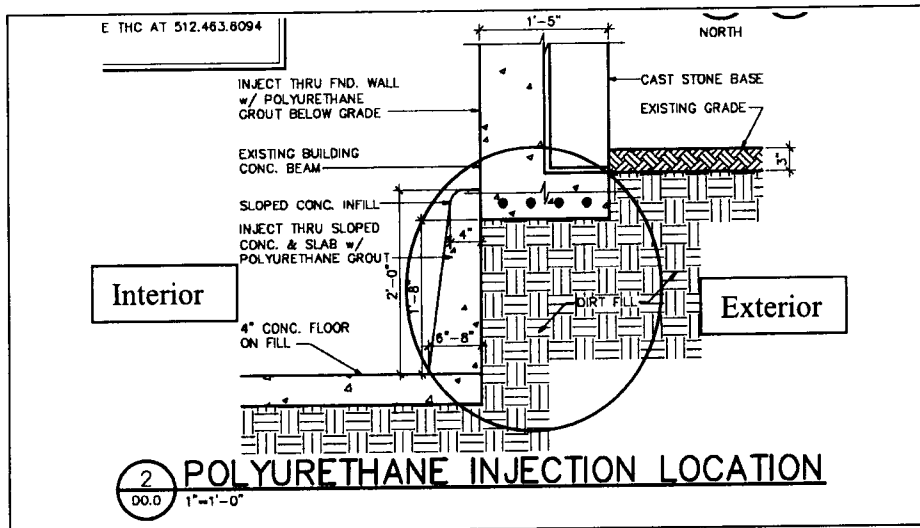


Figure 5: Design drawing from Arthur Weinman Architect showing existing foundation gap.

Attempts were made to repair these areas shown in Figure 4 with a new concrete foundation to cover up the soil within the foundation gaps. See figure 6 below. From evidence of the moisture damage as mentioned above, there was still a decent amount of water and moisture that had made its way past the new concrete repair and sealant.

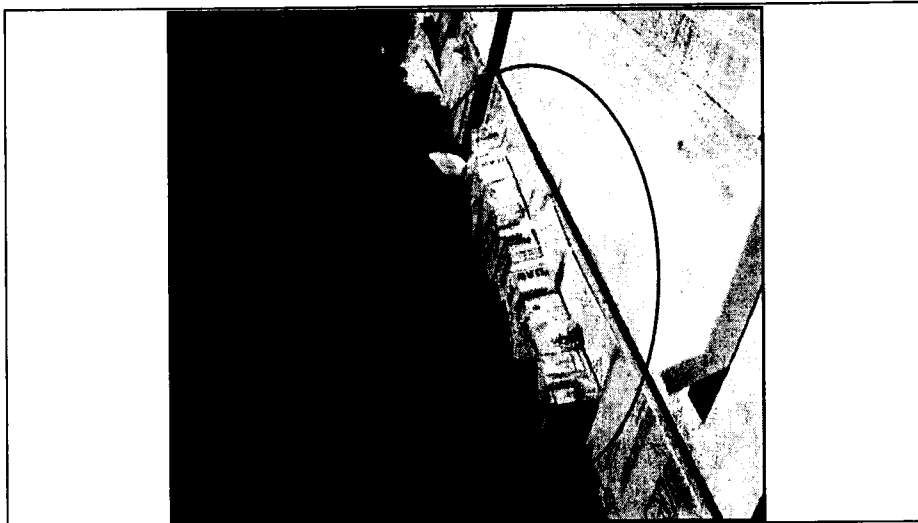


Figure 6: Attempted concrete foundation repair and sealant.  
(Provided in report from Lipscomb County)

One of the leading causes of water infiltration into basements and buildings of this nature can come from poor drainage around the building foundation. However, upon inspection of the exterior of the courthouse, the area around the building had sufficient drainage away from the building. There was one area of landscaping on the northwest corner of the building that appeared to be more level than the rest of the building, however the soil did not appear to be soft or overly saturated from ponding water in this area.

A contributing factor to moisture around the building was the irrigation system. Information from the county staff indicated that the sprinkler system was functioning but was not used with high frequency. However, the proximity of the sprinkler heads to the foundation wall had provided the opportunity for excess moisture around the foundation.

From information provided by the county, a perforated drainage system was installed at the time of the foundation repairs. This type of system was intended to assist with keeping water away from the building foundation. However, if the geo-fabric system was not installed correctly, the perforated drainage pipe could have quickly silted in with the sandy soil found in this area. This would have caused the system to not function as designed and allow moisture to remain trapped at the base of the foundation.

### **Conclusion and Repairs:**

Upon inspection and evaluation of the courthouse basement area and the surrounding grounds, it was determined that a significant amount of moisture was still penetrating the barrier system from the outside. Without excavation and inspection of the existing soil around the building it was difficult to identify the exact locations of moisture infiltration, however, there was a high probability that the infiltration was coming from around the attempted concrete repairs and the attempted exterior sealant of the building foundation.

To repair this issue, the area around the foundation would need to be excavated and the foundation exposed. It is the opinion of Open Range Engineering (ORE) that a more affective polymer sealant be placed over the existing foundation. Construction joints in the concrete foundation should be sealed with an elastomeric caulking sealant to prevent water infiltration around the concrete foundation repairs. Insulation is not required for freeze protection at this depth and the insulation board that was installed around the building had potentially trapped additional water adjacent to the foundation. ORE recommends that if the insulation board is reinstalled after the water proofing has been repaired, the joints of the insulation board should be sealed properly to ensure water does not infiltrate behind the insulation board.

ORE recommends that during the excavation and resealing of the foundation, the perforated drainage system around the building should be verified to be in good working condition and free from debris. ORE can provide suggested installation methods and drawings if the drainage system needs to be replaced.

ORE also advises moving the sprinkler system away from the building foundations. Even though the system is not used with high frequency, it would be beneficial to remove the extra moisture provided by the sprinkler heads so close to the building foundation.

The existing condition of the structure did not pose any immediate safety threats or concerns to occupants and can still be inhabited while repairs are made. However, repairs and mitigations of these issues should be made in a timely manner to prevent further damage to the structure. Repairs should be made by qualified personnel and in accordance with all state and local codes and regulations. ORE is willing to assist with any services required to mitigate these issues and can provide references for qualified contractors to assist with the project as needed.

APPROVE A JOINT RESOLUTION FOR JOINT PRIMARY:

Scotty Schilling made a motion to approve the Joint Resolution and Statistical Information for Joint Primary for the March 5, 2024 Primary Election and if necessary on May 28, 2024. Juan Cantu second the motion and it carried by a unanimous vote.

APPROVE ORDER OF APPOINTMENT FOR PRESIDING ELECTION JUDGE:

Scotty Schilling made a motion to approve the Order Of Appointment For Presiding Election Judge. Juan Cantu seconded the motion and it carried unanimously.

**ORDER OF APPOINTMENT FOR PRESIDING ELECTION JUDGE**

The Commissioners' Court of Lipscomb County does hereby appoint the following presiding judge for the remainder of a one year term which began August 1, 2023.

Precinct

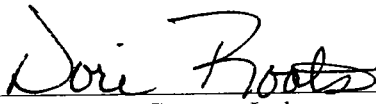
Presiding Judge

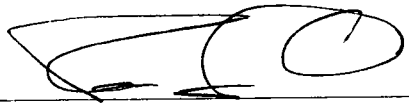
202 Darrouzett, Texas

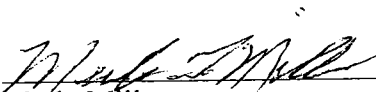
Nancy Wienette

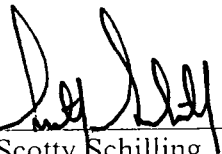
It is hereby directed that this order be filed with the clerk of this court and that a copy be given to the custodian of the election records for said county. The County Clerk is hereby instructed to send notice of appointment to each election judge of their appointment for the remainder of a one year term which began August 1, 2013.

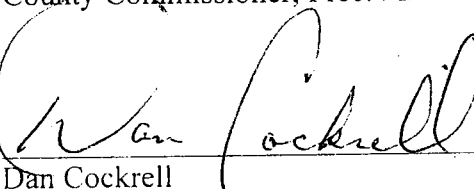
Dated this the 12th day of February, 2024.

  
\_\_\_\_\_  
Dori Roots, County Judge

  
\_\_\_\_\_  
Juan Cantu  
County Commissioner, Prec. #1

  
\_\_\_\_\_  
Merle Miller  
County Commissioner, Prec. #2

  
\_\_\_\_\_  
Scotty Schilling  
County Commissioner, Prec. #3

  
\_\_\_\_\_  
Dan Cockrell  
County Commissioner, Prec. #4

CONSIDER BURN BAN:

Merle Miller made a motion to initiate a burn ban effective February 12, 2024 for 90 days. Scotty Schilling seconded the motion and it carried unanimously.



**Lipscomb County**

Dori Roots, County Judge  
Lipscomb, Texas 79056  
P.O. Box 69  
(806) 862-4131  
FAX (806) 862-2603  
[dori.roots@co.lipscomb.tx.us](mailto:dori.roots@co.lipscomb.tx.us)

**COMMISSIONERS**

- Juan M. Cantu  
Precinct One
- Merle Miller  
Precinct Two
- Scotty Schilling  
Precinct Three
- Dan Cockrell  
Precinct Four

STATE OF TEXAS  
COUNTY OF LIPSCOMB

X  
X

**ORDER PROHIBITING OUTDOOR BURNING**

**WHEREAS**, the Commissioners Court finds that circumstances present in all or part of the unincorporated area of the county create a public safety hazard that would be exacerbated by outdoor burning:

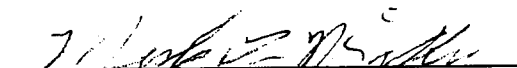
**IT IS HERBEY ORDERED** by the Commissioners Court of Lipscomb County that all outdoor burning is prohibited in the unincorporated area of Lipscomb County for **90 days** from the date of adoption of this Order, unless the restrictions are terminated earlier based on a determination made by the Texas Forest Service or this Court. This Order is adopted pursuant to Local Government Code 352.081, and other applicable statutes. This Order does not prohibit outdoor burning activities related to public health and safety that are authorized by the Texas Commission on Environmental Quality for: (1) firefighter training; (2) public utility, natural gas pipeline or mining operations; (3) planting or harvesting of agricultural crops; or, (4) burns that are conducted by a prescribed burn manager certified under Section 153.048, Natural Resources Code, and meet the standards of Section 153.047, Natural Resources Code.

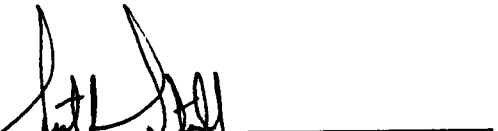
In accordance with Local Government Code 352.081(h), a violation of this Order is a Class C misdemeanor, punishable by a fine not to exceed \$500.00.

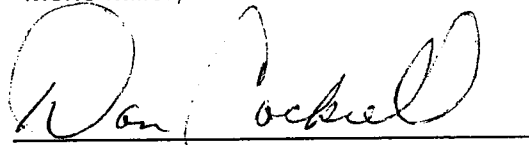
Adopted this 12<sup>TH</sup> DAY OF FEBRUARY, 2024 by a vote of 5 ayes and 0 nays.

  
Dori Roots, Lipscomb County Judge

  
Juan Cantu, Commissioner PCT 1

  
Merle Miller, Commissioner PCT 2

  
Scotty Schilling, Commissioner PCT 3

  
Dan Cockrell, Commissioner PCT 4





**APPROVE THE 2024 INDIGENT DEFENSE GRANT PROGRAM:**

Juan Cantu made a motion to approve the 2024 Indigent Defense Grant Program. Scotty Schilling seconded the motion and it carried by a unanimous vote.

**2024 Lipscomb County Resolution  
Indigent Defense Grant Program**

WHEREAS, under the provisions of the Texas Government Code Section 79.037 and Texas Administrative Code Chapter 173, counties are eligible to receive grants from the Texas Indigent Defense Commission to provide improvements in indigent defense services in the county; and

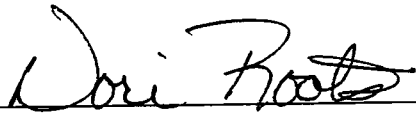
WHEREAS, this grant program will assist the county in the implementation and the improvement of the indigent criminal defense services in this county; and

WHEREAS, Lipscomb County Commissioners Court has agreed that in the event of loss or misuse of the funds, Lipscomb County Commissioners assures that the funds will be returned in full to the Texas Indigent Defense Commission.

NOW THEREFORE, BE IT RESOLVED and ordered that the County Judge of this county is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Indigent Defense Formula Grant Program and all other necessary documents to accept said grant; and

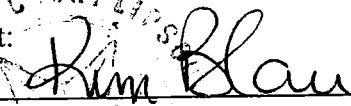
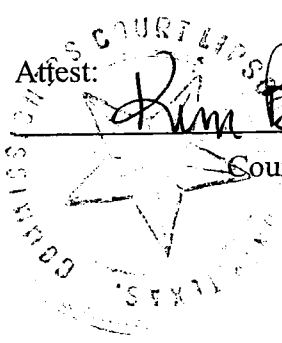
BE IT FURTHER RESOLVED that the County Treasurer is designated as the Financial Officer for this grant.

Adopted this 12<sup>th</sup> day of February, 2023.



Dori Roots  
County Judge

Attest:

  
\_\_\_\_\_  
County Clerk

**REVIEW OF PERSONNEL CHANGES:**

None at this time.

**REPORT FROM JUDGE:**

Judge Roots informed the court that it is time to repaint the windows and is looking into that project along with some window inserts to help with the drafts. Judge Roots also talked to the court about a resolution in support of Governor Abbott stance on border security.

**CONSIDER SERVICE AGREEMENT FOR THE ELEVATOR:**

Service agreements for the elevator were discussed.

**APPROVE THE CIRA AGREEMENT FOR 2024:**

Juan Cantu made a motion to approve the CIRA Agreement with TAC for 2024. Dan Cockrell seconded the motion and it carried unanimously.

**APPROVE APPOINTMENT OF WILLIAM PEIL TO THE WOLF CREEK HERITAGE MUSEUM BOARD OF DIRECTORS:**

Merle Miller made a motion to appoint William Peil to the Wolf Creek Heritage Museum Board of Directors. Scotty Schilling seconded the motion and it carried by a unanimous vote.