

STATE OF TEXAS

COUNTY OF GAINES

THE HONORABLE COMMISSIONERS' COURT OF GAINES COUNTY MET IN A REGULAR MEETING ON JULY 7, 2021 AT 9:00 A.M. THE COUNTY JUDGE TOM N. KEYES PRESIDING AND THE FOLLOWING MEMBERS OF THE COURT IN ATTENDANCE.

BRIAN ROSSON	COMMISSIONER PRECINCT #1
CRAIG BELT	COMMISSIONER PRECINCT #2
DAVID MURPHREE	COMMISSIONER PRECINCT #3
<u>BIZ HOUSTON</u>	<u>COMMISSIONER PRECINCT #4</u>

<u>TERRI BERRY</u>	<u>COUNTY CLERK</u>
--------------------	---------------------

**Teleconference:**

In recognition of the public health emergency presented by the pending coronavirus-19 (“COVID-19”) pandemic, and pursuant to an emergency order issued by the Governor of the State of Texas to temporarily suspend certain provisions of TOMA in view of said emergency, a quorum of the Commissioners Court will hold this meeting by telephonic conference call. **Members of the public may call in to this meeting by telephone by calling 1-346-248-7799 and entering the Meeting ID No. 938 956 816**

Members of the public who desire to make public comment during the meeting must register by e-mailing their identity to the following Gaines County (“County”) representative one (1) hour before the meeting start time on the day of the posted meeting: Benette McDonald, Administrative Assistant, Commissioners Court at [benette.mcdonald@co.gaines.tx.us](mailto:benette.mcdonald@co.gaines.tx.us).

This meeting will be recorded, and the audio recording will be available on the County’s internet website after the meeting. A copy of the agenda packet for the meeting will be available on the County’s internet website at the time of the meeting at [www.co.gaines.tx.us](http://www.co.gaines.tx.us).

During this meeting, the Commissioners Court reserves the right to conduct an executive session/closed meeting session for any purpose authorized by Chapter 551 of the Texas Government Code or other authority, including without limitation sections 551.071 and 551.129, Texas Government Code (consultation with attorney).

**9:00 A.M. Regular Meeting**

1. Call to order, prayer, pledge

The Judge called the meeting to order with a prayer and the pledges of allegiance.

2. Public Comments – limited to items on the agenda

None

3. Discuss routine administrative items: take action as appropriate;

- a. Payroll
- b. Budget amendments and fund transfers
- c. Accounts payable
- d. Auditor’s report
- e. Officer’s report

Commissioner Belt made a motion at approve the routine administrative items as presented. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

4. Meet with Morgan Guffey concerning the Riding Club proposed rodeo July 16 & 17; take action as appropriate

Morgan Guffey, Riding Club, requested help in funding 4 porta potties to be used for the rodeo. Commissioner Belt made a motion to approve funding the Riding Club for porta potties. Commissioner Murphree seconded the motion. Motion carried unanimously.

5. Meet with the Gaines County Treasurer to discuss and consider action on CY 2021-2022 Health Insurance Renewal and Benefits Confirmation; take action as appropriate

Commissioner Rosson made a motion to approve the required increase in employee health insurance of \$114,632.64 as presented by Michael Lord, Treasurer. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

Commissioner Belt made a motion to approve the required increase in employee retirement of \$133,897.02 as presented by Michael Lord, Treasurer. Commissioner Houston seconded the motion. Motion carried unanimously. (see attached)

6. Meet with the Gaines County Treasurer to discuss and consider action on CY 2021-2022 Ameritas Dental Insurance Renewal and Benefits Confirmation; take action as appropriate

Commissioner Rosson made a motion to approve the required increase of the employee dental insurance of \$2,499.48 as presented by Michael Lord, Treasurer. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

7. Meet with Erin Snodgrass with Agri-Life Ext. Office to receive update on 4-H programs; take action as appropriate

This item is table until further information is given.

8. Consider approving replacing floor in Seminole Senior Citizens building; take action as appropriate

Commissioner Belt made a motion to approve replacing the floor at the Seminole Senior Citizens building by 4T Industry in the amount of \$7,650.00. Commissioner Murphree seconded the motion. Motion carried unanimously. (see attached)

9. Consider approving a request to use the Civic Building for a professional wrestling show; take action as appropriate

Commissioner Belt made a motion to approve the use of the Civic Building for a professional wrestling show as the company has met all requirements by the court. Commissioner Rosson seconded the motion. Motion carried unanimously.

10. Consider approving transfer of dump truck from Prect. 2 to the park; take action as appropriate

Commissioner Belt made a motion to transfer a 2000 dump truck Unit #2147 from Precinct 2 to the Gaines County Park. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

11. Consider the sale of a building owned by the County in Seagraves; take action as appropriate

Commissioner Rosson made a motion ton authorize the sale of the old SPS building in Seagraves owned by the county once an appraisal has been done. Commissioner Belt seconded the motion. Motion carried unanimously.

12. Consider approving replacement of current blinds in the courthouse; take action as appropriate

- a. Consider approving subdivision application(s),
- b. Take note of known exceptions,
- c. Consider any requests for variances

None

15. Consider current road crossing request(s); take action as appropriate,

Commissioner Rosson made as motion to approve a road crossing on CR's 134, 109, 130, 128-A from Poka Lambro Telephone Cooperative. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

16. Discuss any other items pertaining to County Business; for information purposes only, no action may be taken on these items except to schedule them for a future agenda

Commissioner Murphree asked the Judge if he had any information regarding adding lights to the South walking park. Judge Keyes stated at this time he had no paperwork regarding this issue but would make inquiries regarding the lights.

17. Budget workshop – the following items provide a framework for discussions, but should not be considered to limit discussions that may arise

- a. Departmental budget requests

Judge Keyes requested increase in traveling and schools

District Clerk- request part time personal to fulltime

Tax Assessor- increase in schools

Auditor- phone allowance for Kayla Pipkin

Buildings- replace old A/C units at Chamber, old SPS building Seagraves, old Seagraves Library, phone allowance for Norma Tarango

Elections- increase to cover half of part time employee salary and Licensing & Service for voting equipment

Golf Course- purchase sandtrap machine due to old one worn out (take out of funds for this year)

- b. Annual policies and/or procedures

Longevity for employees

(SEE ATTACHED FOR ALL BUDGET ITEMS)

18. Adjourn;

19. Commissioner Belt made a motion for the meeting to adjourn. Commissioner Rosson seconded the motion. Motion carried unanimously.

Meeting Adjourned at 10:47a.m.

I, Terri Berry, Gaines County Clerk, attest that the foregoing is a true and accurate accounting of the Commissioners Court's authorized proceedings for July 7, 2021.



STATE OF TEXAS

COUNTY OF GAINES

THE HONORABLE COMMISSIONERS' COURT OF GAINES COUNTY MET IN A REGULAR MEETING ON JULY 21, 2021 AT 9:00 A.M. THE COUNTY JUDGE TOM N. KEYES PRESIDING AND THE FOLLOWING MEMBERS OF THE COURT IN ATTENDANCE.

BRIAN ROSSON	COMMISSIONER PRECINCT #1
CRAIG BELT	COMMISSIONER PRECINCT #2
DAVID MURPHREE	COMMISSIONER PRECINCT #3
BIZ HOUSTON	COMMISSIONER PRECINCT #4

---

TERRI BERRY	COUNTY CLERK
-------------	--------------

---

**Teleconference:**

In recognition of the public health emergency presented by the pending coronavirus-19 (“COVID-19”) pandemic, and pursuant to an emergency order issued by the Governor of the State of Texas to temporarily suspend certain provisions of TOMA in view of said emergency, a quorum of the Commissioners Court will hold this meeting by telephonic conference call. **Members of the public may call in to this meeting by telephone by calling 1-346-248-7799 and entering the Meeting ID No. 938 956 816**

Members of the public who desire to make public comment during the meeting must register by e-mailing their identity to the following Gaines County (“County”) representative one (1) hour before the meeting start time on the day of the posted meeting: Benette McDonald, Administrative Assistant, Commissioners Court at [benette.mcdonald@co.gaines.tx.us](mailto:benette.mcdonald@co.gaines.tx.us).

This meeting will be recorded, and the audio recording will be available on the County’s internet website after the meeting. A copy of the agenda packet for the meeting will be available on the County’s internet website at the time of the meeting at [www.co.gaines.tx.us](http://www.co.gaines.tx.us).

During this meeting, the Commissioners Court reserves the right to conduct an executive session/closed meeting session for any purpose authorized by Chapter 551 of the Texas Government Code or other authority, including without limitation sections 551.071 and 551.129, Texas Government Code (consultation with attorney).

**9:00 A.M. Regular Meeting**

1. Call to order, prayer, pledge  
Judge Keyes called the meeting to order with a prayer and pledges of allegiance.
2. Public Comment  
None
3. Discuss routine administrative items: take action as appropriate;
  - a. Payroll
  - b. Budget amendments and fund transfers
  - c. Accounts payable

Commissioner Rosson made a motion to approve the routine administrative items as presented. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

4. Consider approving tournament requests; take action as appropriate

Commissioner Rosson made a motion to approve the tournament requests as presented by Shaun McDonald, Golf Pro. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

5. Consider authorizing alternate access points to Gaines County Golf Course; take action as appropriate

Commissioner Murphree stated Artie Giesbrecht had contacted him regard tearing down a portion of the fence that divides the North Subdivision and the Golf Course and allow him to build a brick entrance into the Golf Course. Commissioner Murphree stated there had been an agreement between Artie and the County in 2017 regarding a right of way and accessing the fence. Commissioner Murphree made a motion to authorize Artie Giesbrecht to tear down the said portion of the fence to construct a brick entry way into the Golf Course from the North Subdivision. Commissioner Rosson seconded the motion. Motion carried unanimously.

6. Open bids for Extension Office pickup; take action as appropriate

Commissioner Belt made a motion to approve the bid from Lawrence Hall Chevrolet-Buick-GMC for 2021 Chevrolet pickup in the amount of \$56,288.77 FOR Terry Millican, Extension Office. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

7. Consider going out for bids for a replacement van for the Gaines County Senior Citizens Centers, moving the van currently in use to the Maintenance Department; take action as appropriate

Commissioner Rosson, Precinct 1, made a motion to approve transferring the Senior Citizens van in Seagraves that is currently in his shop to the Senior Citizens in Seminole, therefore transferring Senior Citizens Van in Seminole to the Maintenance Department. Commissioner Belt seconded the motion. Motion carried unanimously.

8. Consider approving contracts with Trane for replacement of air conditioners at the Gaines County Annex (old library) in Seagraves and the Chamber of Commerce building in Seminole; take action as appropriate

Commissioner Belt made a motion to approve the contracts with Trane for replacement of air conditioners at the Old Library (\$12,697.00) and Chamber of Commerce (\$9,970.00) buildings. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

9. Consider going out for a Request for Proposal for replacement of fuel tanks at the Gaines County Airport, to include new tanks, pumps, plumbing, and retention berm; take action as appropriate

Commissioner Murphree made a motion to authorize going out for proposals for replacement of fuel tanks at the Gaines County Airport. Commissioner Rosson seconded the motion. Motion carried unanimously.

10. Consider approval of the Fixed Base Operator contract and authorizing the County Judge to sign the contract on behalf of Gaines County, take action as appropriate

Commissioner Murphree made a motion to approve the Fixed Base Operator contract and authorize Judge Keyes to sign said contract. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

Commissioner Rosson made a motion authorizing to pay the adjustment of \$10, regarding the error in sending Precinct 1 a 2 wheel drive pickup (\$28,423.62) in error, a 4 wheel drive (\$28,433.62) was to be the original order. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

13. Consider authorizing the County Judge to sign an invoice to cover cost over runs in the project to replace flooring in the Mental Health and the South Plains Public Health Departments; take action as appropriate

Commissioner Rosson made a motion to authorize Judge Keyes to sign an invoice to cover the cost over runs to replace flooring in the South Plains Public Health Department for \$3,000.00, which is half the cost per agreement with 4T Industry. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

14. Discussion and potential action regarding all issues deemed necessary or desired at this time by the Commissioners Court for the County response to the pending COVID-19 emergency, including:

- a. consider amending and approving a declaration of a disaster, as authorized by law, due to a public health emergency;
- b. consider amending and approving policies and operating procedures for controlling public access (including the limitation of public access) to the Gaines County Courthouse and all other buildings, structures, offices, or properties owned, leased, or operated by the County;
- c. consider amending and approving policies and operating procedures (including public health protocols) for the protection of the public, County employees, and County officials;
- d. consider amending and approving policies and operating procedures for protecting County infrastructure (including public health measures and procedures designed to clean and make safer properties, buildings, structures, business offices and work spaces);
- e. consider amending and approving policies and operating procedures for the provision of on-going essential or desired services of the County and other public offices and agencies, including without limitation the continued work and functioning of the (i) Commissioners Court, (ii) the County's local court, financial, tax, and administrative systems, including without limitation the District Court, County Court, Justice of the Peace Courts District Attorney, County Attorney, District Clerk, County Clerk, County Sheriff's Department and County Jail, Texas Department of Public Safety, County Treasurer, County Tax Assessor-Collector, County Auditor, Adult and Juvenile Probation Departments, Veterans Services Officer, County library system, County museums, (iii) the County public road system and airport, and (iv) the County emergency management system, including fire, ambulance, and local law enforcement service and coordination; and
- f. consider amending and approving employment policies and procedures for the County's employees and officials.

Commissioner Belt made a motion to approve the Disaster Declaration #25 and Order #21-0721-01 with no changes which will be effective at 12:01a.m., July 22, 2021 - 11:59p.m., August 18, 2021. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

15. Consider approving subdivision application(s), take note of known exceptions, consider any requests for variances; take action as appropriate

18. Budget workshop – the following items provide a framework for discussions, but should not be considered to limit discussions on other budget issues that may arise

a. Consider going out for bids to re-roof the Courthouse

Judge Keyes stated Nick Castillo, Maintenance, stated the roof was under warranty. A representative from Andrus Brothers Roofing was in attendance and stated the issues relating to the roof repair were not covered under the warranty. He stated the hail damage should be covered under the County insurance. Nick Castillo stated he had contacted the insurance company and the adjustor would be coming to look at the roof damage.

Commissioner Murphree made a motion to approve a cost of living raise of 1.5% for county employees. Commissioner Rosson seconded the motion. Motion carried unanimously.

Commissioner Rosson made a motion to approve the part time employee, Stephen Gelhaus, in the District Clerks office from a part time to a full time employee. Commissioner Belt seconded the motion. Motion carried unanimously.

Esmeralda Felan, Auditor, stated she would be sending out the “spending” letter for this year’s budget soon.

19. Adjourn;

Commissioner Belt made a motion to adjourn the meeting. Commissioner Rosson seconded the motion. Motion carried unanimously.

Meet adjourned at 11:00a.m.

I, Terri Berry, Gaines County Clerk, attest that the foregoing is a true and accurate accounting of the Commissioners Court’s authorized proceedings for July 21, 2021.



*Terri Berry*

Terri Berry, County Clerk  
Clerk of Commissioner’s Court  
Gaines County, Texas

