

STATE OF TEXAS

COUNTY OF GAINES

THE HONORABLE COMMISSIONERS' COURT OF GAINES COUNTY MET IN A REGULAR MEETING ON JANUARY 12, 2015 AT 10:00 A.M. THE COUNTY JUDGE TOM N. KEYES PRESIDING AND THE FOLLOWING MEMBERS OF THE COURT IN ATTENDANCE.

DANNY YOCOM
CRAIG BELT
BLAIR THARP
BIZ HOUSTON

COMMISSIONER PRECINCT #1
COMMISSIONER PRECINCT #2
COMMISSIONER PRECINCT #3
COMMISSIONER PRECINCT #4

VICKI PHILLIPS

COUNTY CLERK

Court observed a moment of silence followed by the opening invocation given by Judge Keyes. Judge Keyes led the pledge to flags. The meeting was called to order at 10:00 a.m.

1. Discuss routine administrative items: take action needed
 - a. Last month's minutes
 - b. Payroll
 - c. Budget amendments and fund transfers
 - d. Accounts payable
 - e. Auditor's report
 - f. Officer's report

Commissioner Houston made a motion to accept and approve the routine administrative items as presented. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)

2. Consider approving tournament requests for golf course; take action as appropriate

Kyle Monk, Golf Professional, presented a proposed tournament schedule for February through September 2015. Commissioner Belt made a motion to approve the tournament schedule as presented. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)

3. Consider appointing Presiding Officer Pro-tem; take action as appropriate

Commissioner Houston made a motion to appoint Commissioner Danny Yocom, Precinct 1, as Presiding Officer Pro-tem. The motion was seconded by Commissioner Tharp. The motion carried unanimously.

4. Consider approving gifts and surplus for the Library; take action as appropriate

Jane Bering, County Librarian, presented a list of gifts to the library and one wireless router as surplus. Commissioner Belt made a motion approving the gifts and surplus as presented. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)

5. Consider approving changes to the County Handbook; take action as appropriate

Michael Lord, County Treasurer, presented new wording for the County Handbook regarding payment of CDL physicals. All Gaines County employees required to have a physical/certification to maintain their CDL license will be entitled to reimbursement equal to Gaines County's insurance co-pay for an in-network doctor visit. Employees may use any provider they choose to perform this physical, however only the County co-pay in force at the time will be reimbursed. Commissioner Belt made a motion to approve changes to the County Handbook. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)

6. Consider request from District Attorney for transcription fees from capitol defense line; take action as appropriate
Rick Dollahan, County Auditor, stated District Attorney, Michael Munk has requested use of capitol defense line for transcription fees. It was discussed that the capitol defense line is to be used for capitol murder defense with death penalty associated. Commissioner Belt made a motion to deny the request for payment of transcription fees from the capitol defense fund. The motion was seconded by Commissioner Houston. The motion carried unanimously.
7. Consider approving County declaring surplus equipment; take action as appropriate
Commissioner Yocom requested Unit #1202, a 140M Cat motor grader Serial #B9D02195 from Precinct 1 be declared as surplus. This unit will be traded in on a new motor grader. Commissioner Yocom made a motion to approve the surplus equipment declaration. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)
8. Consider approving a buy board purchase for Precinct 1 and Precinct 2; take action as appropriate
Commissioner Yocom, Precinct 1, requested approval for a buy board purchase of a motor grader. Commissioner Belt, Precinct 2, requested approval for a buy board purchase of a Broce broom. Commissioner Yocom made a motion to approve both buy board purchases. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)
9. Consider approving reassigning of office at Seagraves annex and minor remodeling; take action as appropriate
Calvin Sellers, Justice of the Peace Precinct 2, requested an office formerly assigned to the Sheriff's office be reassigned to the Justice of the Peace office, some minor remodeling was also requested. Commissioner Yocom made a motion to approve the reassignment and remodeling to be paid out of the building repair line. The motion was seconded by Commissioner Belt. The motion carried unanimously.
10. Consider approving transferring cell phone allowance for Memorial Cemetery; take action as appropriate
Commissioner Belt requested transferring cell phone allowance for Memorial Cemetery from retired employee James Wright to Elvoy Thomason. Commissioner Belt made a motion to approve the cell phone allowance transfer. The motion was seconded by Commissioner Tharp. The motion carried unanimously.
11. Open bids for the Road Repair Bid for Precincts 3 and 4 under the TxDOT Transportation Infrastructure Fund Grant; take action as appropriate
One bid was received from Black Jack Energy Services entering bids on two projects: County Road 331 at \$1,758,810.37 and County Road 442 at \$525,025.47. Court agreed for Mr. Smith with GrantWorks to take the bid for evaluation and present to the Court at a later date. No bids were received for County Roads 306,405,418 or 421.
12. Consider current subdivision application(s); take action as appropriate
Commissioner Tharp made a motion to approve the preliminary first reading on West Wind Estates for Scott Nolan, in Precinct 3. The motion was seconded by Commissioner Houston. The motion carried unanimously.
13. Consider current road crossing request(s); take action as appropriate
 - a. Commissioner Belt, Precinct 2, made a motion to approve a road crossing request from Hess Corporation to cross County Road 208 with three separate crossings running North/South beneath County Road 208 for a gas pipeline. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)
 - b. Commissioner Tharp, Precinct 3, made a motion to approve two road crossing requests from XTO Energy to cross County Road 311 with 3" fiberglass pipe and 4" fiberglass pipe. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)

14. 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

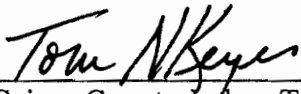
- a. Jane Bering, County Librarian, reviewed the Gaines County Library System website, presenting a brochure to each Court member. (see attached)
- b. Jane Bering, County Librarian, told the Court about the Gale Database, providing legal forms to the public. Bering has provided an organizational card to the County Clerk's office for customers to use in accessing the legal forms they need.
- c. Commissioner Yocom stated there are issues with the public using the dumpster at the Loop Community Building. The dumpster will be changed to a locked type.
- d. Judge Keyes stated he will be compiling a list of possible capital projects for the next 5-10 years, making the prioritization of the projects part of the budgeting process each year. Judge Keyes invited the Court to add to the list.
- e. Court welcomed Judge Keyes back.

15. Adjourn

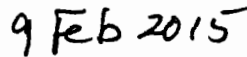
Commissioner Belt made a motion to adjourn. The motion was seconded by Commissioner Tharp. The motion carried unanimously.

The meeting adjourned at 10:39 a.m.

Minutes signed and approved:



By: Gaines County Judge: Tom N. Keyes



Date

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Minutes signed and approved:



By: Gaines County Judge: Tom N. Keyes

9 Feb 2015

Date

STATE OF TEXAS

COUNTY OF GAINES

THE HONORABLE COMMISSIONERS' COURT OF GAINES COUNTY MET IN A REGULAR MEETING ON JANUARY 26, 2015 AT 10:00 A.M. THE COUNTY JUDGE TOM N. KEYES PRESIDING AND THE FOLLOWING MEMBERS OF THE COURT IN ATTENDANCE.

DANNY YOCOM	COMMISSIONER PRECINCT #1
CRAIG BELT	COMMISSIONER PRECINCT #2
BLAIR THARP	COMMISSIONER PRECINCT #3
<u>BIZ HOUSTON</u>	<u>COMMISSIONER PRECINCT #4</u>

<u>VICKI PHILLIPS</u>	<u>COUNTY CLERK</u>
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Court observed a moment of silence followed by the opening invocation given by Commissioner Yocom. Judge Keyes led the pledge to flags. The meeting was called to order at 10:00 a.m.

1. Discuss routine administrative items; take action needed

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

Commissioner Yocom made a motion to accept and approve the routine administrative items as presented. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)

2. Consider approving long range plans for the library for the West Texas Library System; take action as appropriate

Tabled

3. Consider approving a resolution for recommendation for online voter registration; take action as appropriate

Patricia Roberson, Elections Administrator, presented a resolution for online voter registration. Roberson requested the Court to adopt the resolution urging the Texas Legislature to authorize Texans to have the option to register to vote by electronic means. Commissioner Tharp made a motion to approve the resolution as presented. The motion was seconded by Commissioner Houston. The motion carried unanimously. (see attached)

4. Consider approving transfer of equipment from the Sheriff's office to 911 addressing; take action as appropriate

Commissioner Tharp requested the transfer of Unit #S77, a 2008 Chevrolet pickup, from the Sheriff's office to 911 addressing. The current 911 addressing vehicle, Unit #E-74, a 2001 Chevrolet pickup will be put on GovDeals. Commissioner Belt made a motion to approve the transfer and declaring Unit #E-74 as surplus. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)

5. Consider declaring surplus equipment; take action as appropriate

- a. Commissioner Tharp made a motion for Precinct 3 and Precinct 4, declaring Unit #1033 and Unit #4055 as surplus to be traded in and Unit #3112 to go to the Golf Course. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)
- b. Commissioner Tharp made a motion declaring two motor graders as surplus, Unit #3114 and Unit #3917, to be traded in. The motion was seconded by Commissioner Houston. The motion carried unanimously. (see attached)
- c. Sharon Taylor, District Clerk, provided a list of equipment to be considered as surplus. Commissioner Belt made a motion to declare the list of equipment as surplus.

The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)

6. Consider approving purchase of equipment for Precinct 3 and Precinct 4; take action as appropriate

Commissioner Tharp requested Court approval of a joint purchase between Precinct 3 and Precinct 4 of a new backhoe and a motor grader (for Precinct 3) to be purchased through the buy board with trade in of Unit #3114 and Unit #3917. Commissioner Tharp made a motion to approve the purchase as presented. The motion was seconded by Commissioner Houston. The motion carried unanimously. (see attached)

7. Consider and award construction bid for the TIF road re-build project, Precinct 3 and Precinct 4 and authorize GrantWorks to prepare contract documents; take action as appropriate

Gary Smith with GrantWorks reviewed the bid received from Black Jack Energy Services for TIF project on County Road 331 at \$1,758,810.37 and County Road 422 at \$525,025.47. Commissioner Tharp made a motion to award the contract to Black Jack Energy Services and to authorize GrantWorks to prepare the contract documents. The motion was seconded by Commissioner Houston. The motion carried unanimously. (see attached)

8. Consider a change order for the TIF construction project in order to add additional scope to the work, at the unit price bid; take action as appropriate

Gary Smith with GrantWorks stated there is approximately \$497,000.00 left in the budget for Precinct 3 and Precinct 4 TIF project. This item was tabled for further discussion and study.

9. Consider approving all or some of the resolutions recommended by the County Judges and Commissioners' Association passed at the annual meeting; take action as appropriate

Judge Keyes presented and reviewed resolutions recommended by County Judges and Commissioners' Association. Commissioner Belt made a motion to accept the resolutions as presented. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)

10. Discuss and consider an exception to employee regulation concerning allowing a adult to provide driving relief for Terry Millican on long 4-H road trips; take action as appropriate

Terry Millican requested an exception to County policy of only County employees driving County vehicles, requesting non employees, including spouses, as relief drivers as a safety measure on long trips. Millican also requested clarification on taking County vehicle out of the County. Following checking with the insurance company, Commissioner Belt made a motion to allow non employees, including spouses, as relief drivers for safety purposes. The motion was seconded by Commissioner Tharp. The motion carried unanimously.

11. Consider a request from District Attorney to adjust a salary line in his budget using funds from his reserves; take action as appropriate

Michael Munk, District Attorney, requested the second assistant salary position be increased from \$57,000.00 to \$87,820.00 to be funded from unused salary lines and reserves. The candidate being considered has 20 years experience, deserving a higher salary than someone fresh out of law school. Commissioner Tharp made a motion to approve the salary adjustment of the second assistant position. The motion was seconded by Commissioner Houston. The motion carried unanimously. (see attached)

12. Consider approving subdivision application(s)

Commissioner Belt, Precinct 2, made a motion to approve the final reading on Lots 1 through 38 Country View Estates subdivision located in the West part of the N/2 of Section 310 Block G CCSD & RGNG. The owner is Benny Bergen. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)

13. Consider approving road crossing request(s)

Commissioner Tharp, Precinct 3, made a motion to approve a road crossing request from Triumph Exploration Inc. to cross County Road 341 with a 16" pipeline. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)

14. 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

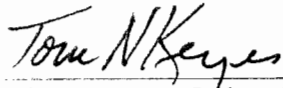
- a. Judge Keyes stated he will be out of town next week for new Judges training.
- b. Commissioner Houston stated he had talked to Dustin Jackson at TxDOT regarding the roadside park on the Andrews highway. Houston said they could not reach an agreement, so the County will no longer maintain that roadside park.
- c. Rick Dollahan, County Auditor, suggested adding a line under routine administrative items on the agenda for routine disposition of non-capital surplus or salvage equipment.
- d. Precinct 1 and Precinct 2 will have a safety meeting Thursday morning conducted by Robert Barrett.
- e. There will be a briefing at the Fire Department tomorrow evening at 5:00 p.m. conducted by Hess Corporation for a drill next month over poison gas leaks inside the City limits.

15. Adjourn

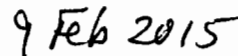
Commissioner Belt made a motion to adjourn. The motion was seconded by Commissioner Tharp. The motion carried unanimously.

The meeting was adjourned at 11:00 a.m.

Minutes signed and approved:



By: Gaines County Judge: Tom N. Keyes



Date