

STATE OF TEXAS

COUNTY OF GAINES

THE HONORABLE COMMISSIONERS' COURT OF GAINES COUNTY MET IN A REGULAR MEETING ON SEPTEMBER 14, 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 Judge Keyes, who then 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
- g. Surplus/Salvage (non-capital)

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. Meet with the Golf Professional, Kyle Monk to discuss update of POS software; take action as appropriate

Kyle Monk, Golf Pro, requested to update the Point Of Sale software to provide online bill pay and online tee times. Commissioner Belt made a motion to approve the software update at an additional \$70.00 per month fee. The motion was seconded by Commissioner Tharp. The motion carried unanimously.

3. Consider new fee schedule for District Clerk; take action as appropriate

Sharon Taylor, District Clerk, presented changes to current fees and additions of new District Clerk fees. Commissioner Belt made a motion to approve fees as presented. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)

4. Consider approving Professional Services Procurement Policy in conjunction with Texas Department of Agriculture grant program; take action as appropriate

Kay Howard with Loop Water Supply reviewed a step by step formal policy regarding a \$350,000.00 grant requiring implementation of a Procurement of Professional Services Policy. Commissioner Belt made a motion to adopt the policy as presented. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)

5. Meet with Justin Gilmore, AIA of the Level 5 Design Group to discuss a proposal for a second Party House at Gaines County Park and their Facility Needs Analysis Program; take action as appropriate

Mr. Gilmore presented examples of designs for a party house. Gilmore stated a needs analysis on the old party house would run approximately \$0.50 per square foot. Commissioner Yocom made a motion to engage Level 5 Design Group for the new party house and the needs analysis on the old party house. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)

6. Consider approving maintenance agreement for telephone; take action as appropriate  
Scott Shortes, IT Director, requested approval of a Maintenance Agreement for telephones with Cisco. Commissioner Belt made a motion to approve the agreement and authorize Judge Keyes to sign the agreement. The motion was seconded by Commissioner Yocom. The motion carried unanimously.
7. Consider renewing contract with Unifirst; take action as appropriate  
Commissioner Yocom made a motion to table this item for further study. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)
8. Consider approving the purchase of a cell site amplifier; take action as appropriate  
Scott Shortes, IT Director, requested the purchase of a cell site amplifier to be installed at the new jail. Commissioner Tharp made a motion to approve the purchase in the amount of \$3,870.00. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)
9. Consider accepting donation for the golf course; take action as appropriate  
Kyle Monk, Golf Pro, on behalf of Scott Nichols, requested the Court to accept a donation from "The Dove Hunters", a group that comes to GCGC every year since 1981. They would like to donate trees and a plaque to be placed on Hole 13. Commissioner Tharp made a motion to accept the donation. The motion was seconded by Commissioner Belt. The motion carried unanimously.
10. Consider approving final closing of land for Precinct 4; take action as appropriate  
Commissioner Houston made a motion to approve the final closing of land in Precinct 4 for a caliche pit. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)
11. Consider approving request for use of Records Preservation Funds; take action as appropriate  
Vicki Phillips, County Clerk, requested the use of preservation funds to preserve Index books, at an estimated cost of \$79,000.00 from Kofile Preservation. Commissioner Yocom made a motion to authorize the use of Records Preservation Funds for the preservation of books. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)
12. Consider approving contract with DSHS Vital Statistics Unit; take action as appropriate  
This item was tabled for work on the contract.
13. Consider renewing the contracts for residential juvenile services; take action as appropriate
  - a. Commissioner Belt made a motion to approve a Non-Residential Services Contract between Gaines County and Nikki Russell, MA, LPC to provide Individual or Family Psychological Counseling at a rate of \$50.00 per hour. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)
  - b. Commissioner Tharp made a motion to approve a renewal contract with Midland County who operates the Barbara Culver Juvenile Detention Center, at a daily rate of \$110.00 per day, for the detention of children. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)
14. Consider authorizing GrantWorks, Inc. to advertise for bids for aggregate and caliche road materials for the TxDOT TIF grant projects; take action as appropriate  
Commissioner Yocom made a motion authorizing GrantWorks to advertise for aggregate and caliche road materials, with sealed bids to be opened October 13, 2015 at 9:00 a.m. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)
15. Consider authorizing an update to the TxDOT TIF project list; take action as appropriate  
Commissioner Yocom presented roads added to the TIF Project list. Commissioner Yocom made a motion to approve the updated TxDOT TIF Project list as presented. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)

16. Consider accepting RAMP grant; take action as appropriate

Judge Keyes presented the RAMP grant for airport repair, for Court approval. Commissioner Tharp made a motion to approve the RAMP grant as presented. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)

17. Consider adopting calendar dates for Commissioners' Court 2016; take action as appropriate

Judge Keyes presented the Commissioner Court meeting days for 2016 for Court approval. Commissioner Yocom made a motion to approve the list as presented. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)

18. Consider policy changes for County Buildings; take action as appropriate

Judge Keyes requested to insert, individuals renting County building for a fund raiser, will be charged the for profit rate of \$400.00 for a 3 day minimum or \$500.00 for a 4 day rental. The only exception is if the individual is sponsored by a Church or other non profit charitable organization. Commissioner Tharp made a motion to approve the changes to the County building rental policy. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)

19. Discuss potential relocation of Veterans Memorial from GC Park to the South Cemetery grounds; take action as appropriate

Commissioner Tharp made a motion to table this item for further discussions between Commissioner Belt, Commissioner Houston and the Veterans Memorial Board. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)

20. Consider moving funds within the Maintenance budget and authorizing the purchase of a new pickup for the Maintenance Dept.; take action as appropriate

Commissioner Yocom made a motion to authorize the purchase of a new pickup for the Maintenance Department from John Roley's AutoCenter Levelland in the amount of \$36,575.00, less a trade in of \$8,500.00 for a equipment transfer with Precinct 3, for a total purchase price of \$28,075.00. The motion was seconded by Commissioner Belt. The motion carried unanimously. (see attached)

21. Consider approving surplus and equipment transfer; take action as appropriate

Commissioner Yocom made a motion to declare an old maintenance department pickup as surplus equipment, transferring pickup to Precinct 3 for \$8,500.00. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)

22. Consider current subdivision application(s); take action as appropriate

None

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

None

24. 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

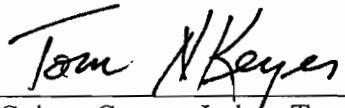
- a. Judge Keyes stated he will visit with City Hall regarding the water treatment facility at City Hall that is no longer in use. Keyes thinks \$25,000.00 might make it operational and a possibility of providing clean water at the golf course, without drilling a well.
- b. Commissioner Yocom mentioned an email from a Commissioner in Galveston County regarding Judiciary having supervisory control of Commissioners Court. Court may want to consider signing a resolution opposing.
- c. Reminder of Ag-Oil Day, Thursday, September 17, 2015.
- d. Reminder of Open House at the new jail on Wednesday, September 16, 2015 from 10:00 a.m. to 6:00 p.m.
- e. There are still issues to be resolved by Sedalco, possibly looking at moving into the new jail on Monday, September 21, 2015.

25. Adjourn

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

The meeting adjourned at 12:17 p.m.

Minutes signed and approved:



By: Gaines County Judge: Tom N. Keyes



Date

STATE OF TEXAS

COUNTY OF GAINES

THE HONORABLE COMMISSIONERS' COURT OF GAINES COUNTY MET IN A REGULAR MEETING ON SEPTEMBER 28, 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
BIZ HOUSTON	COMMISSIONER PRECINCT #4

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VICKI PHILLIPS	COUNTY CLERK
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Court observed a moment of silence followed by the opening invocation given by Judge Keyes, who then 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 Belt made a motion to approve and accept the routine administrative items as presented. The motion was seconded by Commissioner Houston. The motion carried unanimously. (see attached)

2. Meet with AgriLife Extension Agent Michael Clawson concerning the open position; take action as appropriate

Michael Clawson introduced Erin Snodgrass, recommending her to fill the FCS position, beginning October 1, 2015 with state paying full salary during the first month of mentoring. Gaines County's portion of \$10,609.00 would begin November 1, 2015.

Commissioner Belt made a motion to approve Erin Snodgrass to fill the FCS position. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)

3. Consider approving contract for Indigent Defense for District Court; take action as appropriate

Judge Keyes presented and reviewed the Indigent Defense contract with Arthur Aguilar Jr., stating the 2016 contract for all 4 Counties is \$75,000.00. Gaines County's portion is 23% for a total amount of \$17,572.50. Commissioner Houston made a motion to approve the contract as presented. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)

4. Consider authorizing an update to the TxDOT TIF project list; take action as appropriate  
Commissioner Belt requested an amendment to the TxDOT TIF project list, to include CR208. Commissioner Belt made a motion to approve the updated project list as presented. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)

5. Consider approving Sheriff's forfeiture fund report; take action as appropriate

Ronny Pipkin, Sheriff, reported Forfeiture Funds in the amount of \$5,806.56 as shown in the 2016 budget. Commissioner Tharp made a motion to approve the fund report as presented. The motion was seconded by Commissioner Belt. The motion carried unanimously.

6. Consider approving SAVN contract; take action as appropriate  
Commissioner Belt made a motion to approve the annual SAVN contract as presented. The motion was seconded by Commissioner Houston. The motion carried unanimously. (see attached)
7. Consider approving the County's matching amount for TxDOT Grant for the Airport runway and taxi way exit lights and signage project; take action as appropriate  
Judge Keyes stated while bids were opened last week, the State has come back requesting LED lights be added. Gaines County's share is \$9,100.00. Commissioner Houston made a motion to approve the County's match on the LED lighting. The motion was seconded by Commissioner Tharp. The motion carried unanimously. (see attached)
8. Consider renewing the contracts for residential juvenile services; take action as appropriate  
Judge Keyes presented the annual renewal contracts for detention services, secure residential services and non-secure residential services with Randall County, operating the Youth Center of the High Plains and the Next Step Home. Commissioner Tharp made a motion to approve the contracts as presented. The motion was seconded by Commissioner Houston. The motion carried unanimously. (see attached)
9. Consider approving the solicitation of professional services in conjunction with the 2015 TxCDBG grant from the Texas Department of Agriculture. Request approval for request for proposals for grant administration and engineering services; take action as appropriate  
Commissioner Yocom made a motion to approve request for proposals for both grant administration and engineering services, to be opened October 26<sup>th</sup> at 9:00 a.m. The motion was seconded by Commissioner Tharp. The motion carried unanimously.
10. Consider accepting a gift of an old ambulance from the City to replace MC10 mobile command vehicle; take action as appropriate  
Robert Barrett requested Court accept a gift of an old ambulance from the City of Seminole to replace MC10 mobile command vehicle. Commissioner Belt made a motion to accept the gift from the City of Seminole. The motion was seconded by Commissioner Tharp. The motion carried unanimously.
11. Consider approving subdivision application(s);  
Commissioner Yocom made a motion to approve the first preliminary reading of Five Point Subdivision in Precinct 1. The owners are Martin & Sarah Klassen. The motion was seconded by Commissioner Belt. The motion carried unanimously.
12. Consider approving road crossing request(s);  
Commissioner Tharp made a motion to approve a road crossing request, in Precinct 3, from Elk Meadows Resources LLC to cross CR324 with a 8" pipeline. The motion was seconded by Commissioner Yocom. The motion carried unanimously. (see attached)
13. 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 a contract with West Texas Centers will be presented at the next meeting, to provide psychiatric services on site inside the County jail.
  - b. Judge Keyes and some Commissioners will be in San Marcos for meetings next week.
  - c. Bids will be opened October 13<sup>th</sup> for gravel and caliche for the TxDOT TIF project. Commissioner Yocom suggested advertising for bids for regular maintenance and gravel needs, to be placed on the agenda.
14. Adjourn  
Commissioner Belt made a motion to adjourn. The motion was seconded by Commissioner Tharp. The motion carried unanimously.

The meeting adjourned at 10:43 a.m.

Minutes signed and approved:



By: Gaines County Judge: Tom N. Keyes



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Date