

1. **RECOGNITION OF MINUTES:** Recognize the minutes from the January 25, 2016, 10:00 a.m. and 5:30 p.m. Potter County Commissioners' Court meetings.

The minutes from the January 25, 2016, 10:00 a.m. and 5:30 p.m. Commissioners' Court meetings were so recognized.

2. **VOUCHERS:** To consider and act upon the approval of the payment of vouchers processed by the County Auditor's office for the period of January 20, 2016 through February 3, 2016. [Hood]

Judge Tanner referenced Vouchers checks Nos. 166980-167184 and wire Nos. 666-677 in the total amount of \$5,018,851.23.

MOTION was made by Commissioner Church: I move we approve the Vouchers as presented.

SECOND for discussion was made by Commissioner Murguia.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

3. **TAX OFFICE:** To consider and act upon tax refunds for over-payment of taxes. [Aylor, Hood]

Sherri Aylor, Tax Assessor-Collector, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Murguia: I make a motion that we accept the refund of the over-payment of taxes and proof.

SECOND was made by Commissioner Vaughn.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

4. **DISTRICT CLERK:** To recognize the required 20 hours of continuing education for 2015 as prescribed in the §51.605 of the Texas Government Code. [Woodburn]

The District Clerk's continuing education hours for 2015 were so recognized.

See Documentation

5. **COUNTY CLERK:** To recognize the required 20 hours of continuing education for 2015 as prescribed in the §51.605 of the Texas Government Code. [Smith]

The County Clerk's continuing education hours for 2015 were so recognized.

See Documentation

6. **INSURANCE REPORT:** To recognize the insurance fund report. [Holland]

The insurance fund report was so recognized.

See Documentation

7. **EMPLOYEE COMPENSATORY TIME:** To hear a report of the employee compensatory time and to take any action necessary. [Holland, Tanner, Murguia]

Kay Holland, Human Resources Director, gave a report to Commissioners' Court.

Chief Richard Lake, Fire/Rescue, spoke before Commissioners' Court.

No action was taken on this item.

See Documentation

8. **TIME CLOCK POLICY:** To consider and act upon adopting a revision of Potter County Policy and Procedure Manual 2.02, regarding time clock policy and meal breaks. [Kemp]

Kay Holland, Human Resources Director, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Murguia: I make a motion that we approve adopting a revision of Potter County Policy and Procedure Manual 2.02, regarding time clock policy and meal breaks.

SECOND was made by Commissioner Kelly.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

9. **COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT – ADMINISTRATION:** To consider and act upon adopting a revised administration agreement between the County and Potter-Randall-Armstrong CSCD. [Kemp]

MOTION was made by Commissioner Vaughn: I make a motion that we adopt a revised administration agreement between the County and Potter-Randall-Armstrong CSCD, and approve that with the recommended deletion of the second sentence in Section 1A.

SECOND was made by Commissioner Murguia.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

10. **RESOLUTION: VICTIM ASSISTANCE PROGRAM:** To consider and act upon authorizing Judge Tanner to execute an application for federal assistance to be submitted to the Office of the Governor Criminal Justice Division for the continuation of the Victim Assistance Program of Potter County. [Loveday]
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Brenda Loveday, Victim Assistance, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Church: I move that we authorize Judge Tanner to execute an application for federal assistance to be submitted to the Office of the Governor Criminal Justice Division for the continuation of the Victim Assistance Program here in Potter County.

SECOND was made by Commissioner Kelly.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

11. **RESOLUTION: CJD BODY-WORN CAMERA GRANT PROGRAM:** To consider and act upon the grant resolution to the Governor's Criminal Justice Division and designate the County Judge to act as the County's authorized representative. [Thomas]
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Sheriff Thomas gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Kelly: I would so move.

SECOND was made by Commissioner Vaughn.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

12. **RESOLUTION:** To consider and act upon the 181st Drug Court Resolution, to approve the Director of Potter, Randall, and Armstrong Counties CSCD to serve as the grantee's authorized official and to approve the submission of the grant application for 2017. [CSCD, 181st District Court]
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Terry Easterling, Director of CSCD, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Church: I move we approve the Drug Court Resolution as presented.

SECOND was made by Commissioner Murguia.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

13. **PROHIBITION ON OUTDOOR BURNING BAN:** To consider and act upon prohibiting outdoor fires in the unincorporated areas of the county for a period not to exceed ninety (90) days. [Lake]
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Chief Richard Lake, Fire/Rescue, spoke before Commissioners' Court.

MOTION was made by Commissioner Vaughn: I move that we approve the prohibiting outdoor fires in the unincorporated areas of the County for a period not to exceed ninety (90) days.

SECOND was made by Commissioner Church.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

14. **PRAIRIE WEST ESTATES UNIT #10B – ACCEPTANCE OF ROADS:** To consider and act upon accepting certain new roads in Prairie West Estates Unit #10B for county maintenance. [Ysaguirre]
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Donnie Reavis, Road and Bridge, was present before Commissioners' Court.

MOTION was made by Commissioner Church: I move that we accept certain roads listed in our material in the Prairie West Estates Unit #10B for County maintenance.

SECOND was made by Commissioner Vaughn.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

15. **ROAD AND BRIDGE DEPARTMENT – POLICY ON INSTALLATION OF CULVERTS AND PROTECTION OF COUNTY RIGHT OF WAY:** To consider and act upon adopting a policy regarding the installation of culverts in the unincorporated areas of the county and to prevent obstruction in the county right of way. [Ysaguirre, Church]
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Donnie Reavis, Road and Bridge, was present before Commissioners' Court.

MOTION was made by Commissioner Church: I move the adopting of a policy regarding the installation of culverts in the unincorporated areas of the County and to prevent obstruction in the County right-of-way.

SECOND was made by Commissioner Murguia.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

16. **LOCAL GOVERNMENT CORPORATON:** To provide an update on the Local Government Corporation. [Murguia, Kelly]
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A Local Government Corporation update was given by Commissioner Kelly.

17. **CHILLER MAINTENANCE:** To consider and act upon approving an agreement for chiller maintenance at the County Courts Building with TD Industries in the amount of \$15,470.00 (quarterly payments of \$3,867.50) from TCPN cooperative Contract #R150501-TX-9066. Effective February 1, 2016 through January 31, 2017. Funds currently budgeted. [Shelton, Ward]
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Nick Ward, Facilities Maintenance, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Murguia: I make a motion that we approve the agreement for chiller maintenance at the County Courts Building with TD Industries in the amount of \$15,470.00 from TCPN cooperative Contract.

SECOND was made by Commissioner Church.

AYES: Commissioners Kelly, Murguia, Church, Vaughn and Judge Tanner.

NOES: None.

Motion carried by 5-0 vote.

See Documentation

18. **POTTER COUNTY PROJECTS:** To hear a report on various Potter County Projects and to take any action necessary. [Head]
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No projects report was given.

19. **JAIL REPORT:** To hear a report on the Potter County Detention Center and to take any action necessary.
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Jail population of 505 (73 female; 0 Randall; 0 Childress) 81% felonies; 12% misdemeanors was given by Judge Tanner.

20. **COUNTY INSURANCE ITEMS:** To consider and act upon any insurance claims, accidents, etc. against the County.

No insurance items were presented.

21. **EXECUTIVE SESSION:** To hold an executive session, if necessary, on the above agenda items as allowed by Chapter 551, Texas Government Code.

No executive session was held.

22. **AGENDA ITEMS:** To receive agenda items for the next Commissioners' Court.

No agenda items were given.

Commissioner Murguia announced Government Day which will be held on Monday, April 11, 2016.

Judge Tanner opened the floor for Public Comment. Those coming forward include:

Steve Pair, 1930 S. Harrison

County Judge Nancy Tanner adjourned the Potter County Commissioners' Court until 9:00 a.m., Monday, February 22, 2016, in the Potter County Commissioners' Courtroom at 500 S. Fillmore, Room 106, Amarillo, Texas.

I attest that the above proceedings are the true and correct notes/minutes taken in my capacity as ex-official for the Commissioners' Court of Potter County.

Signed this the 8th day of February, 2016.

Julie Smith, Potter County Clerk

By: Stephnie Menke, Deputy