

1. **RECOGNITION OF MINUTES:** Recognize the minutes from the July 24, 2017 Potter County Commissioners' Court meeting and Budget Review meetings on July 24 and July 25, 2017.

The minutes from the July 24, 2017 Potter County Commissioners' Court meeting and Budget Review meetings on July 24 and July 25, 2017 were so recognized.

2. **BUDGET AMENDMENT:** To consider and act upon approving a budget amendment for the 2016-2017 fiscal year.

MOTION was made by Commissioner Murguia: I make a motion that we approve the budget amendments as presented.

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

3. **VOUCHERS:** To consider and act upon the approval of the payment of vouchers processed by the County Auditor's office for the period of July 19, 2017 through August 9, 2017. [Hood]

Judge Tanner referenced Vouchers checks Nos. 175951-176389 and wire #935-945 in the total amount of \$3,186,993.71.

MOTION was made by Commissioner Vaughn: I move to approve the Vouchers as noted by the County Judge in the amount of \$3,186,993.71.

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

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

The Insurance Fund Report was so recognized.

See Documentation

5. **GROUP INSURANCE FUNDING:** To consider and act upon a recommendation of the Insurance Advisory Committee to set Group Insurance Funding Levels for FY17-18 to include plan design changes as presented and to authorize County Judge to sign necessary documents. [Insurance Advisory Committee]

Judy Woodard, Potter County Human Resources, and Brian Naiser, TAC, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Murguia: I would make a motion that we decline the recommendation of the Insurance Advisory Committee and keep the insurance the same as current rate.

Motion dies for lack of second.

MOTION was made by Commissioner Church: I would move that we accept the group insurance funding level for the 17-18 to include the change that we increase ER co-pay from \$150 to \$300, savings of \$82,721.08.

SECOND was made by Commissioner Vaughn.

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

NOES: Commissioner Kelly.

Motion carried by 4-1 vote.

See Documentation

6. **SHERIFF AND CONSTABLE FEES:** To consider and act upon setting and approving the Sheriff & Constable Fees for Civil Process Service effective 1/1/2018. [Thomas/Johnson/Smith]
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Constables Darryl Wertz, Pct. 1, Mike Duval, Pct. 3, Georgia Estrada, Pct. 2 and Idella Jackson, Pct. 4, spoke before Commissioner's Court.

MOTION was made by Commissioner Murguia: I make a motion that we approve the Sheriff & Constable Fees for Civil Process Service as presented to the Court.

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

7. **ELECTIONS: November 7, 2017 Special Election**

- a. To issue the Order of Election for the purpose of Authorizing Potter County Assistance District No. 1 for November 7, 2017.
 - b. To consider and accept the Order establishing Early Voting locations, times and judges in the November Special Election.
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Melynn Huntley, Potter County Elections Administrator, gave an explanation to Commissioners' Court.

A. MOTION was made by Commissioner Church: I move we approve the Order of Election for the purpose of Authorizing Potter County Assistance District No. 1.

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

B. MOTION was made by Commissioner Vaughn: I move that we accept the Order Establishing Early Voting Locations, Times and Judges in the November Special Election.

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

8. ELECTIONS: Voting Equipment

a. To consider and accept the contract for new voting equipment.

b. To vote to adopt the Verity Voting System from Hart Intercivic for use in Potter County elections beginning with the November 7, 2017 Special Election.

Melynn Huntley, Potter County Elections Administrator, gave an explanation to Commissioners' Court.

A. MOTION was made by Commissioner Vaughn: I move that we accept the contract for new voting equipment as stated by the Voting Administrator.

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

B. MOTION was made by Commissioner Church: I move we adopt the Verity Voting System from Hart Intercivic for use in Potter County elections beginning November 7, 2017.

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. TEXAS AGRILIFE EXTENSION SERVICE: To hear an update on the extension office by Lizabeth Gresham [Murguia]

Lizabeth Gresham, Texas Agrilife Extension Agent, gave an update to Commissioners' Court.

10. TEXAS AGRILIFE EXTENSION SERVICE: To consider and act upon the modification of the title of the Administrative Assistant to Program Assistant and to move a portion of the salary budget from the Office Manager position to the Program Assistant. [Hicks]

Tina Hicks and Lizabeth Gresham, Texas Agrilife Extension Agents, spoke before Commissioners' Court.

MOTION was made by Commissioner Murguia: I make a motion to approve the modification of the title of the Administrative Assistant to Program Assistant and to move a portion of the salary budget from the Office Manager position to the Program Assistant, all of which is currently budgeted.

SECOND was made by Commissioner Vaughn.

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

NOES: Commissioner Church.

Motion carried by 4-1 vote.

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11. **BUSHLAND SCHOOL'S OFFER TO PROVIDE SOME FUNDING FOR WIDENING SIMMONS ROAD:** To consider and act upon any decision needed in regards to Bushland ISD offer to help fund this road project. [Church]

No action was taken on this item.

See Documentation

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12. **LGC POTTER COUNTY MEMBERSHIP:** To consider and act upon the appointment of a new member to LGC from Commissioners Court. [Church]

No action was taken on this item.

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13. **NATIONAL PROCUREMENT INSTITUTE:** To recognize that the Potter County Purchasing Department has earned the 2017 Annual Achievement of Excellence in Procurement Award. [Tanner]

The Potter County Purchasing Department was so recognized.

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14. **DEPARTMENT HEADS:** To recognize the change in overseeing of department heads that report to commissioners' court changing Judge Tanner to Collections and Commissioner Murguia to IT. [Tanner]

The change in overseeing of Department Heads is so recognized.

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15. **POTTER COUNTY BURN BAN:** To hear a report from Richard Lake on the burn ban and to take any action necessary. [Lake]

The Potter County Burn Ban is lifted as recommended by Chief Richard Lake, Potter County Fire Rescue.
See Documentation

16. **COMMUNICATIONS TOWER:** To consider and act upon acceptance of the vendor bid by CommTech for erecting a communications tower at the County Extension office in order to supply them with a faster and more reliable network connection in the amount of \$25,043.02. Funding to be determined. [Purrington, Shelton]
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Brandon Purrington, Potter County Information Technology Director, and Tina Hicks, Texas Agrilife Extension Agent, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Vaughn: I move to accept the vendor bid by CommTech for erecting a communications tower at the County Extension office in order to supply them with a faster and more reliable network connection in the amount of \$25,043.02, electrical to come out of contingency as well, and cost to be determined.

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

17. **CRMWA EASEMENT.** To consider and act upon a proposal from the Canadian River Municipal Water Authority to purchase a pipeline easement across county property. [Tanner, CRMWA representatives]
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Scott Honeyfield, Parkhill, Smith & Cooper, Kent Satterwhite, CRMWA, and Chad Pernell, CRMWA, spoke before Commissioners' Court.

MOTION was made by Commissioner Church: I move that we accept the Canadian River Municipal Water Authority's proposal to purchase a pipeline easement across our county property.

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

18. **AUTHORIZATION FOR TCEQ COMPLIANCE.** To consider authorization required by the Texas Commission on Environmental Quality for discharge of treated effluent at the Love's Travel Stop # 200 expansion project. [Church, Bryce Canady, P.E. [Murfee Engineering]
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Bryce Canady and David Malish, Murfee Engineering, and Jonathan Harpman, Love's Travel Stop, gave an explanation to Commissioner' Court.

MOTION was made by Commissioner Church: I move that we authorize the requirement as stated by the Texas Commission on Environmental Quality for discharge of treated effluent at the Love's Travel Stop # 250.

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

19. **SCHOOL RESOURCE OFFICER FOR BUSHLAND.** To consider approval of Sheriff hiring a temporary second School Resource Officer for Bushland ISD, at BISD expense, subject to BISD board approval. [Coffee]
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Sheriff Thomas and Captain John Coffee, Potter County Sheriff's office, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Vaughn: I move to hiring the temporary second School Resource Officer for Bushland ISD, at BISD expense, subject to BISD board approval.

SECOND was made by Commissioner Church.

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

NOES: None.

Motion carried by 5-0 vote.

20. **RENEWAL OF LAND USE LICENSE.** To approve renewal of a land use license for Fire Department water storage at 13511 Indian Hill Road. [Lake, Fitzpatrick]
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Chief Richard Lake, Potter County Fire Rescue, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Murguia: I make a motion that we approve the land use license for Fire Department water storage at 13511 Indian Hill Road.

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

21. **LAW ENFORCEMENT CENTER.** To consider and act upon proposed contracts with Advanced Communications, Inc. for access control, security cameras, and cable installations for the Law Enforcement Center (funds budgeted). [Purrington, Shelton, Fowler]
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Brandon Purrington, Potter County Information Technology Director, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Vaughn: I move to approve the contract with Advanced Communications, Inc. for access control, security cameras, and cable installations for the Law Enforcement Center, funds budgeted in the amount of \$98,607.00.

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

22. **TAX INCREMENT REINVESTMENT ZONE (TIRZ) #2:** To provide an update on the Tax Increment Reinvestment Zone (TIRZ) #2 – East Gateway TIRZ. [Murguia]
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Commissioner Murguia gave an update on the Tax Increment Reinvestment Zone (TIRZ) #2 – East Gateway TIRZ.

23. **NEIGHBORHOOD PLANNING:** To receive the quarterly report from the City of Amarillo regarding County funds contributed to the Neighborhood projects.
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Kerry Hood, Potter County Auditor, gave the quarterly report from the City of Amarillo regarding County funds contributed to the Neighborhood projects.

See Documentation

24. **CHILLER MAINTENANCE:** To consider and act upon approving an agreement for chiller maintenance at the County Courthouse with TD Industries in the amount of \$9,082.00 from National IPA #R150501-TX-15160. Funds currently budgeted. [Shelton, Wade]
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MOTION was made by Commissioner Church: I move that the Court approve an agreement for chiller maintenance at the County Courthouse with TD Industries in the amount of \$9,082.00.

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

25. **HAZMAT TRAILER:** To consider and act upon approving the purchase of a replacement cargo trailer for Fire Rescue with Young's Trailer Sales, Inc. in the amount of \$11,425.00 and to approve a transfer of funds from the Non-Capital account to the Capital Equipment account. [Shelton, Lake]
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Chief Richard Lake, Potter County Fire Rescue, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Vaughn: I make a motion to approve the purchase of a replacement cargo trailer for Fire Rescue with Young's Trailer Sales, Inc. in the amount of \$11,425.00 and to approve a transfer of funds from the Non-Capital account to the Capital Equipment account.

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

26. **REPLACEMENT SCBA:** To consider and act upon approving the purchase of an AVON Delt-Air SCBA 4500 PSI and Cylinder for Fire Rescue with Panhandle Breathing Air Systems in the amount of \$8,570.00 and to approve transfer funds from the Awards & Recognition account to the Capital Equipment account. [Shelton, Lake]
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Chief Richard Lake, Potter County Fire Rescue, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Church: I move that we approve the purchase of the Delt-Air SCBA 4500 PSI and Cylinder for Fire Rescue with Panhandle Breathing Air Systems in the amount of \$8,570.00 and to approve transfer funds from the Awards & Recognition account to the Capital Equipment account.

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

27. **BUDGET FOR FISCAL YEAR 2017-18:**

- a. To discuss the proposed budget for Fiscal Year 2017-18, and take any action necessary.
 - b. To announce Monday, August 28, 2017 @ 9:00 a.m. as the date for the public hearing on the budget.
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A. Discussion was held in regards to the proposed budget for Fiscal Year 2017-18.

See Documentation

See Proposed Budget

MOTION was made by Commissioner Vaughn: I move that we incorporate a 1% COLA (across the board) and maintain the current insurance balance as we approved today, and keep the current tax rate.

SECOND for discussion was made by Commissioner Church.

Commissioner Vaughn withdrew the MOTION.

MOTION was made by Commissioner Church: I will move that we give a 1% COLA and increase the total tax rate to .67000, which is 4.51%, MNO .62773, I&S .04227.

SECOND for discussion was made by Commissioner Vaughn.

AYES: Commissioners Church, Vaughn and Judge Tanner.

NOES: Commissioners Murguia and Kelly.

Motion carried by 3-2 vote.

MOTION was made by Commissioner Murguia: I make a motion that we approve the Potter County Records Preservation, Restoration and Archive Plan for 2017, as presented by the District Clerk.

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

B. Judge Tanner announced that the first public hearing on the 2017-18 Potter County budget will be Monday, August 28, 2017 at 9:00 a.m. in the regularly scheduled Commissioners' Court meeting.

28. **EMPLOYMENT ITEMS:** To consider and act upon the following employment items:

A. Road and Bridge:

1. The employment of Bryon Campbell as a summer mower as a replacement for Troy Brown effective July 31, 2017.
See Documentation
2. The resignation of Colby Shaef as summer mower effective August 14, 2017. [Ysaguirre] See Documentation

B. Elections:

1. The change in employment for Monica Amador back to 20 hours per week beginning August 16, 2017. [Huntley]
See Documentation

C. Facilities and Maintenance:

1. The employment of Coey David Daniel as groundskeeper 1 as a replacement for Quinton Stewart effective August 16, 2017.
See Documentation

MOTION was made by Commissioner Murguia: I make a motion that we approve the employment items as presented.

SECOND was made by Commissioner Kelly.

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

NOES: None.

Motion carried by 5-0 vote.

29. **POTTER COUNTY PROJECTS:** To hear a report on various Potter County Projects and to take any action necessary. [Head]

No Potter County Projects report was given.

30. **JAIL REPORT:** To hear a report on the Potter County Detention Center and to take any action necessary.

Jail population of 566 (89 females; 0 Childress) 87% felonies and 10% misdemeanors was given by Judge Tanner.

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

No County insurance items were presented.

32. **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.

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

No agenda items were given.

County Judge Nancy Tanner adjourned the Potter County Commissioners' Court until 9:00 a.m., Monday, August 28, 2017, 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 14th day of August, 2017.

Julie Smith, Potter County Clerk

By: Stephnie Menke, Deputy