

1. **RECOGNITION OF MINUTES:** Recognize the minutes from the September 23, 2019 Potter County Commissioners' Court.

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The minutes from the September 23, 2019 Potter County Commissioners' Court Regular meeting were so recognized.

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2. **BUDGET AMENDMENTS:** To consider and act upon budget amendments for the fiscal year 2019-2020.

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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

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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 September 18 to October 9, 2019. [Hood]

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Judge Tanner referenced Vouchers checks Nos. 187663-187970 and wire transfers #1293-1303 in the total amount of \$4,020,825.77.

MOTION was made by Commissioner Vaughn: As noted by the County Judge, I move to approve of checks and wire transfers in the amount of \$4,020,825.77.

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

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

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The Insurance Fund Report was so recognized.

See Documentation

Kay Holland, Potter County Human Resources Director, gave an Aetna Insurance update.

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5. **IT UPDATE:** To hear a report on the current status of IT projects. [Andrews]

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David Blankenship and Tyler Andrews, Andrews and Associates, gave an IT project status report to Commissioners' Court.

6. **LEC CONSTRUCTION FUNDS:** To consider and act upon transferring funds remaining from the LEC construction project to the Interest & Sinking Fund to be used for payments on the debt. [Hood]
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MOTION was made by Commissioner Vaughn: I move to approve transferring funds remaining from the LEC construction project to the Interest & Sinking Fund and to be used for payments on the debt for the LEC.

SECOND was made by Commissioner Church.

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

NOES: None.

Motion carried by 5-0 vote.

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7. **NEIGHBORHOOD PLANNING:** To recognize the financial report for the Neighborhood Planning projects for the quarter ended 6-30-19. [Murguia]
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Commissioner Murguia gave a Neighborhood Planning project update. The Neighborhood Planning Report was so recognized by Commissioners' Court.

See Documentation

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8. **ODYSSEY SOFTWARE:** To consider and act upon migrating the Odyssey software from an enterprise environment to a SaaS environment and to request a budget adjustment of \$91,000 from designated funds in the Capital Projects fund to Software Maintenance. Funds Budgeted. [Smith]
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Julie Smith, Potter County Clerk, gave an explanation to Commissioners' Court. David Blankenship and Tyler Andrews, Andrews and Associates, spoke before Commissioners' Court.

MOTION was made by Commissioner Murguia: I make a motion that we approve migrating the Odyssey software from an enterprise environment to a SaaS environment, funds to come from Capital Projects fund in the amount of \$91,000.

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

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9. **COUNTY CLERK:** To consider and act upon the purchase of Granicus Peak Agenda Management software. Funds budgeted. (Smith)
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Julie Smith, Potter County Clerk, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Kelly: I'll move to approve the Granicus Peak Agenda Management software with funds already budgeted.

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

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10. **PABTU:** To consider and act upon the approval of the Randall County memorandum of understanding (MOU) with the Panhandle Automobile Theft & Burglary Unit. (Sims)
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Randall Sims, 47<sup>th</sup> District Attorney, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Murguia: I make a motion that we approve the Randall County Memorandum of Understanding with the Panhandle Automobile Theft & Burglary Unit.

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

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11. **TAX ABATEMENT GUIDELINES.** To consider and act upon proposed guidelines for assessment and approval of requests for tax abatements for economic development. [Fowler]
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MOTION was made by Commissioner Murguia: I make a motion that we approve the proposed guidelines for the tax abatements for economic development subject to the addition of reporting requirements back to the Court.

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

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12. **POLICY MANUAL.** To consider and act upon a proposed amendment to the vacation leave provisions of the Potter County Policy and Procedure Manual, clarifying and superseding amendments approved on 07-22-19. [Tanner]
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MOTION was made by Judge Tanner: My recommendation is to add additional 3 days for service from 20-24 years then after 25 to beyond is another 2 days for a total of 5 days additional vacation days. (Effective October 1, 2019)

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. **EQUIPMENT PURCHASE (Road & Bridge):** To consider and act upon the approval to purchase the following items, funds budgeted: [Ysaguirre, Lonning]

- a. 2019 Caterpillar 930M Wheel Loader from Warren Cat. Purchased under Buy Board contract, total purchase amount \$185,132.63.
- b. Broce Broom RCT-350 from Bee Equipment Sales. Purchased under Buy Board contract, total purchase amount \$62,128.00.

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MOTION was made by Commissioner Church: I move we approve the purchase of these items listed by the Road and Bridge and the Judge.

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

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14. **EQUIPMENT PURCHASE (Fire/Rescue):** To consider and act upon the approval to purchase the following items, funds to come from CAD: [Fitzpatrick]

- a. M2 Freightliner Pumper Fire truck from Daco Fire Equipment. Purchased under HGAACBuy contract, total purchase amount \$319,101.00.
- b. 55 ReTrack helmets (\$18,810.00), 55 Gore Hoods (\$5,115.00), 55 Commander Leather gloves (\$4,345.00), 16 Versapro Coats with name lettering (5,888.00), 16 Verapro Pants (\$6,080.00), and 16 42" length suspenders (\$1,440.00). All equipment purchased from Daco Fire Equipment. Purchased under Buy Board contract, total purchase amount \$49,388.00.
- c. 55 Globe Boots (\$27,280.00), 55 Globe Gxtreme Jackets (\$66275.00), 55 Globe Gxtreme Pant (\$49390.00), and 490 Scotchlite letters (\$1,200.50). All equipment purchased from Casco Industries. Purchased under sole source, total purchase amount \$144,145.50.

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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 purchasing the Fire Rescue items as presented to the Court, funds to come from CAD.

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

15. **FORMAL BID 1189-19 ELECTRICAL MAINTENANCE:** To consider and act upon awarding Formal Bid 1189-19 to the lowest and best respondent Moore Electric. [Wade, Lonning]

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Nicholas Wade, Potter County Facilities Maintenance Director, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Vaughn: I move to approve awarding Formal Bid 1189-19 to the lowest and best respondent Moore Electric.

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

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16. **UN-SOLD AUCTION ITEMS:** To consider and act upon allowing the Purchasing Department to donate or dispose of un-sold auction items. [Lonning]

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MOTION was made by Commissioner Murguia: I make a motion that we approve allowing Purchasing to donate or dispense of un-sold auction items and to take any items for recycling.

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

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17. **REQUEST FOR QUALIFICATION 1188-19 457 PLAN ADVISER:** To consider and act upon awarding RFQ 1188-19 457 Plan Adviser to the highest qualified respondent deemed by the committee. [Lonning]

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MOTION was made by Commissioner Murguia: I make a motion to approve RFQ 1188-19 457 Plan Adviser to Amarillo National Bank as recommended by the Committee.

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

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18. **DETENTION CENTER BOILER REPAIR:** To consider and act upon the replacement of the boiler vent pipe in the detention center. Work to be performed by Allen's Tri-State Mechanical, total repair \$14,143.00. Funds budgeted. [Capt. Giles, Lonning]

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Chris Lonning, Potter County Purchasing Agent, informed the Court that the total repair amount should be \$14,134.00 instead of \$14,143.00.

Lt. Scott Giles, Potter County Sheriff's Office, gave an explanation to Commissioners' Court.

MOTION was made by Commissioner Vaughn: I move to approve the replacement of the boiler vent pipe in the detention center. Work to be performed by Allen's Tri-State Mechanical, total repair \$14,134.00, and funds are budgeted.

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

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

A. **ROAD AND BRIDGE:**

1. The employment of Kenney Mayhue as Maintenance Tech as a replacement for Seth Morgan effective September 30, 2019.  
[Reavis] See Documentation
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MOTION was made by Commissioner Kelly: I so move.

SECOND was made by Commissioner Murguia.

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

NOES: None.

Motion carried by 5-0 vote.

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

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No Potter County Projects report was given.

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21. **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 529 (85 female; 0 Childress/Other) 85% felonies and 8% misdemeanors was given by Judge Tanner.

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

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Chris Lonning, Potter County Purchasing Agent, informed Commissioners' Court of an insurance claim involving a Sheriff's department vehicle.

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

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No executive session was held.

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

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TIRZ #1; PRAD Appointee

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County Judge Nancy Tanner adjourned the Potter County Commissioners' Court until 9:00 a.m., Monday, October 28, 2019, in the Potter County Commissioners' Courtroom at 500 S. Fillmore, Room 106, Amarillo, Texas.

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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 14<sup>th</sup> day of October, 2019.

Julie Smith, Potter County Clerk

By: Stephnie Menke, Deputy