

**MINUTES OF THE COMMISSIONERS COURT  
SPECIAL SESSION  
NOVEMBER 7, 2016**

BE IT REMEMBERED, that on the 7<sup>th</sup> day of November, 2016 A.D. at 10:07 a.m., the Honorable Commissioners Court of Wichita County, Texas met in a special session at the Courthouse in Wichita Falls, Texas pursuant to adjourning November 4, 2016, with the following members present:

Honorable Woodrow W. Gossom, Jr., County Judge  
Commissioner Ray Gonzalez, Precinct No. 1  
Commissioner Lee Harvey, Precinct No. 2  
Commissioner Barry Mahler, Precinct No. 3  
Commissioner Jeff Watts, Precinct No. 4

Invocation by Chief Deputy Derek Meador, Wichita County Sheriff's Office

Pledge of Allegiance

Pledge to the Texas Flag

Presentation of Award and Certificate of Appreciation to Deborah Stevens, Wichita County Auditor, on 25 years of service to the County.

Motion made by Commissioner Mahler and seconded by Commissioner Gonzalez to approve and authorize the following consent agenda items 16.11.672 through 16.11.687:

16.11.672 To approve and ratify the minutes for the October 31, 2016 special session and the November 4, 2016 work session.

16.11.673 To approve and ratify County Judge's signature on a termination letter cancelling renewal for GlobalTel. A copy of the letter is attached hereto as Exhibit "A".

16.11.674 To authorize County Judge to sign Memorandum of Understanding between Texas A & M AgriLife Extension Service and Wichita County pertaining to Information Technology Services. A copy of the MOU is attached hereto as Exhibit "B".

16.11.675 To adopt Proclamation Honoring the Mexican-American Veterans Association of Wichita Falls.

16.11.676 To authorize County Judge to sign Certificate of Substantial Completion for Job No. 16780.00, Wichita County Sprague Annex Shower Renovations Project. A copy of the certificate is attached hereto as Exhibit "C".

16.11.677 To authorize County Judge to sign Change Order #2 for Job No. 16780.00, Wichita County Sprague Annex Jail Shower Project, to reduce contract cost from \$164,617.00 to \$144,617.00. A copy of the change order is attached hereto as Exhibit "D".

16.11.678 To amend Court Order 16.10.620, dated October 17, 2016, to read as follows:

To authorize Wichita County Sheriff to sign the QueTel Technical Support Agreement for the Evidence System and Evidence Management and authorize payment to QueTel in the amount of \$4,876.00 to be paid by transfer from 100.560.3602, Food and Food Supplies, to the appropriate line as determined by the County Auditor.

16.11.679 To authorize transfer of \$2,034.74 from 100.560.3602, Gas & Diesel, to line(s) as determined by the County Auditor to cover the increase of quote for accessories for six (6) 2016 Tahoes for the Sheriff's Office that were leased from First Bank.

16.11.680 To recognize the expense and proceeds from the First Bank Lease Agreement #4000018392 in the amount of \$291,561.90 as an unanticipated revenue source that was not included in the original budget for 2016. County Auditor further recommends that this increase be recognized as revenue in the 2016 budget and therefore available for appropriation. This formal budget amendment will increase both revenues and expenditures by \$291,561.90, the amount of the lease agreement.

16.11.681 To accept the Drug Enforcement Division 3<sup>rd</sup> Quarter Report for year 2016.

16.11.682 To recognize as an unanticipated revenue source the proceeds from:

1. Limited Tax Note Series 2016 and establish Fund 404 – LTN Series 2016 Projects
  - a. The LTN was not included in the original budget for 2016.
  - b. County Auditor recommends that this increase be recognized as revenue in the 2016 budget and therefore available for appropriation.
  - c. A formal budget amendment will increase both revenues and expenditures by \$4,050,000, the proceeds from the LTN.
2. Finance Contract with Pilgrim Bank and establish Fund 403 – Tyler Tech Software Acquisition
  - a. The Finance Contract was not included in the original budget for 2016.
  - b. County Auditor recommends that this increase be recognized as revenue in the 2016 budget and therefore available for appropriation.

A formal budget amendment will increase both revenues and expenditures by \$3,000,000, the proceeds from the Finance Contract.

16.11.683 To authorize repairs and maintenance costs for vehicles originally purchased through Sheriff and Criminal District Attorney Forfeiture Funds to be paid from the related General Fund departmental budget (CDA – 428 and 429; Sheriff 560 and 561).

16.11.684 To authorize increase in maximum contribution amount for Flexible Spending Account for medical expenses from \$2,550 to \$2,600 in accordance with IRS changes.

16.11.685 To authorize an additional Eagle software license with view only access for the Auditor's Office. The license costs \$1,480 annually and will be paid from Fund 403.8301.XXXX.

16.11.686 To authorize the following:

- a) Transfer software acquisition loan proceeds to newly established Fund 403, Tyler Technologies Software Acquisition.
- b) Transfer all qualifying costs incurred to date and in the future to Fund 403 to the appropriate departments:
  - a. Eagle (Records Software)
  - b. Odyssey (Justice System Software)
  - c. Munis (Financial System Software)
- c) Authorize any overtime, incurred by non-exempt employees, that is related to training or software implementation, to be charged to the appropriate departments in Fund 403.
  - a. Overtime must be incurred through the TimeClocks+ system or reported on a paper form that has been approved by the County Auditor.
  - b. Paper forms must show all hours working and non-working hours for the pay period broken down by major task with all Tyler software project hours clearly delineated.
  - c. Overtime related to any Tyler software project must first be approved as to form by the Auditor's Office.
  - d. Overtime hours related to any Tyler software project must be approved by the IT Director or his designee.

Qualified overtime hours will be paid in the first pay period following approval by both the Auditor's Office and the IT Director or his designee.

16.11.687 To authorize the following:

- a) Transfer Limited Note Series 2016 proceeds to newly established Fund 404, 2016 Limited Note Projects.
- b) Transfer all qualifying costs, for projects approved by Commissioners Court, both incurred to date and in the future, to Fund 404.
- c) The County Auditor will establish separate departments for each specific project.
- d) Projects described in the Limited Tax Note document include:
  - i. Acquisition of telecommunications equipment – may be multiple projects.
  - ii. Acquisition of County vehicles – may be multiple projects.
  - iii. Acquisition of land.
  - iv. Construction of new facilities – may be multiple projects.
  - v. Renovation of existing facilities – may be multiple projects.
  - vi. Alarm system for County buildings.
- d) Authorize any overtime, incurred by non-exempt employees, that is related to any of the projects listed above, to be charged to the appropriate departments in Fund 404.
  - i. Overtime must be incurred through the TimeClocks+ system or reported on a paper form that has been approved by the County Auditor.
  - ii. Paper forms must show all hours working and non-working hours for the pay period broken down by major task with the specific project hours clearly delineated.
  - iii. Overtime related to any LTN related project must first be approved as to form by the Auditor’s Office.
  - iv. Overtime hours related to any LTN related project must be approved by the Commissioners Court or its named designee.

Qualified overtime hours will be paid in the first pay period following approval by both the Auditor’s Office and the Commissioners Court or its designee.

Motion carried unanimously.

16.11.688 Motion made by Commissioner Mahler and seconded by Commissioner Watts to approve the emergency and regular bills for payment.

Motion carried unanimously.

16.11.689 Motion made by Commissioner Harvey and seconded by Commissioner Watts to accept the Hazard Mitigation Grant Program Grant, DR-4223, Memorial Day Floods (CFDA) 97-039 and to authorize County Judge to sign award letter as Designated Sub-recipient Agent. A copy of the letter is attached hereto as Exhibit “E”.

Motion carried unanimously.

16.11.690 Motion made by Commissioner Watts and seconded by Commissioner Mahler to authorize IT Department to purchase Blue Moon Technologies SWG-14600-A2 iBoss Secure Web Gateway Appliance for a cost of \$3,500.00 and SWG-14600-3S iBoss Secure Web Gateway 3-year subscription for a cost of \$14,400.00 to replace Forcepoint (formerly Websense) Triton Enterprise Web Security Gateway, for a total cost, with shipping, of \$17,979.95 to be funded from Department 412 with appropriate line to be determined by the County Auditor.

Motion carried unanimously.

16.11.691 Motion made by Commissioner Harvey and seconded by Commissioner Watts to approve the purchase of 2016 Safety Awards to be presented to eligible employees from Precincts #1 and #4, Road & Bridge Sections, at the November 17, 2016 Safety Awards Breakfast with cost of all awards to be paid from the appropriate fund as determined by the County Auditor for 2016 Safety Awards, Road & Bridge:

Embroidered Carhartt Insulated Clothing (5 years accident free)	1 @ up to \$110.00
Embroidered Carhartt Insulated Clothing (10 years accident free)	1 @ up to \$120.00
Embroidered Carhartt Insulated Clothing (20 years accident free)	1 @ up to \$120.00
<b>TOTAL</b>	<b>up to \$350.00</b>

Motion carried unanimously.

16.11.692 Motion made by Commissioner Watts and seconded by Commissioner Harvey to approve the land lease agreement with ASCO, pending legal review. A copy of the agreement is attached hereto as Exhibit "F".

Motion carried unanimously.

Jail work orders were reviewed and discussed with no action taken.

Court recessed at 10:49 a.m. and went into a work session at 1:35 p.m. for general discussions on personnel policies and briefing from Penny Miller on Wichita County Personnel Policy Manual.

Court recessed at 2:39 p.m. and went back into a work session for general discussions with Jeffrey Miller and Rick Morris from Terracon regarding energy grants.

With no further action to be taken, Commissioners Court was adjourned at 4:12 p.m. and will meet in a work session at 1:30 p.m. on Thursday, November 10, 2016 in the Commissioners Courtroom.

ATTEST:

\_\_\_\_\_, Deputy  
LORI BOHANNON, COUNTY CLERK

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WOODROW W. GOSSOM, JR., COUNTY JUDGE  
WICHITA COUNTY, TEXAS