

STATE OF TEXAS
COUNTY OF COLLIN

COMMISSIONERS' COURT
MEETING MINUTES
DECEMBER 18, 2017

On Monday, December 18, 2017, the Commissioners' Court of Collin County, Texas, met in Regular Session in the Commissioners' Courtroom, Jack Hatchell Collin County Administration Building, 4th Floor, 2300 Bloomdale Road, City of McKinney, Texas, with the following members present, and participating, to wit:

Judge Keith Self
Commissioner Susan Fletcher, Precinct 1
Commissioner Cheryl Williams, Precinct 2
Commissioner John Thomas, Precinct 3
Commissioner Duncan Webb, Precinct 4

Commissioner Webb led the Invocation.
Judge Self led the Pledge of Allegiance.
Commissioner Fletcher led the Pledge of Allegiance to the Texas Flag.

Judge Self called to order the meeting of the Collin County Commissioners' Court at 1:30 p.m. and adjourned the meeting at 3:10 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 3:10 p.m. and adjourned the meeting at 3:10 p.m.

President Self called to order the meeting of the Collin County Toll Road Authority at 3:10 p.m. and adjourned the meeting at 3:10 p.m.

DECISIONS MANDATED BY LEGAL ENTITIES OUTSIDE OF COMMISSIONERS COURT AUTHORITY:

1. AI-44210 Engagement Letter with Pattillo, Brown & Hill, L.L.P. to perform the Community Supervision and Corrections Department annual audit for FY2017, Auditor.
2. AI-44204 Engagement Letter with Pattillo, Brown & Hill, L.L.P. to perform the Juvenile Probation annual audit for FY2017, Auditor.
3. AI-44237 Personnel Changes, Human Resources.

FYI NOTIFICATION

1. AI-34688 Outstanding Agenda Items, Commissioners Court.

2. Public Comments.

3. Presentation/Recognition:

- a. **AI-44171** Sheriff Skinner to present Life Saving Awards, Sheriff.

Sheriff Jim Skinner came forward to present Life Saving Awards to Lt. Jarrod Jeffcoat and Deputy Rodney Tackett whose prompt actions and humanitarian regard for their fellow man saved the lives of two people. (Time: 1:35 p.m.)

b. Service Pins, Human Resources.

4. Consent agenda to approve: Judge Self pulled items 4g1 and 4h1 and then asked for comments on the consent agenda. Commissioner Fletcher pulled item 4e6, and Commissioner Webb pulled items 4e7, 4g1 and 4j2 a - e. With no further comments, a motion was made to approve the remainder of the consent agenda. (Time: 1:37 p.m.)

Motion by: Commissioner Cheryl Williams

Second by: Commissioner Susan Fletcher

Vote: 5 - 0 Passed

- a. **AI-44155** Disbursements for the period ending December 12, 2017, Auditor.

COURT ORDER NO. 2017-1011-12-18

- b. **AI-44162** Indigent Defense Disbursements, Auditor.

COURT ORDER NO. 2017-1012-12-18

- c. **AI-44133** Tax refunds totaling \$239,396.18, Tax Assessor/Collector.

COURT ORDER NO. 2017-1013-12-18

d. Advertisement(s):

1. **AI-44201** Minimum Security Shower Pan Installation (IFB No. 2018-063), Construction & Projects.

COURT ORDER NO. 2017-1014-12-18

e. Award(s):

1. **AI-44149** Insurance, Stop Loss Medical and Pharmacy (RFP No. 2017-365), Human Resources.

COURT ORDER NO. 2017-1015-12-18

2. **AI-44232** Hardware Maintenance: IBM Intel Server and Storage (Contract No. 2018-062) to Sirius Computer Solutions, Inc., Information Technology.

COURT ORDER NO. 2017-1016-12-18

3. **AI-44117** Local Voice, Long Distance and Internet Services (Contract No. 2018-084) to AT&T Corp. and approval to upgrade the internet from 100M to 1000M (1G), Information Technology.

COURT ORDER NO. 2017-1017-12-18

4. **AI-44225** Software, Tableau (Contract No. 2018-023) to Carahsoft Technology Corporation and approval of a budget amendment in the amount of \$50,462 for same, Information Technology.

COURT ORDER NO. 2017-1018-12-18

5. **AI-44198** Earth Moving and Heavy Machinery (Contract No. 2018-025) to Holt Cat, LTD., Public Works.

COURT ORDER NO. 2017-1019-12-18

6. **AI-44203** Inmate Telephone System (RFP No. 2017-121) and further authorize the Purchasing Agent to finalize and execute the Inmate Telephone Services Agreement, Sheriff.

Commissioner Fletcher pulled this item so she could recuse herself from the vote. With no further comments, a motion was made to approve the item. (Time: 1:37 p.m.)

Motion by: Commissioner Cheryl Williams

Second by: Commissioner Duncan Webb

Vote: 4 – 0 Passed

Abstained: Commissioner Susan Fletcher

COURT ORDER NO. 2017-1020-12-18

7. **AI-44229** Services, Prisoner Transport (IFB No. 2017-223) to US Corrections, LLC, Sheriff.

Commissioner Webb pulled this item because there is a substantial increase in cost. The cost has gone up more than 50% in one year, and the Commissioner would like to get more than one bid. Michalyn Rains, Purchasing, explained the non-responsiveness of another vendor was due to a County requirement that they provide a satisfactory audit rating from the Federal Motor Carrier Safety Administration, and they could not provide it. The Commissioner suggested checking to see if the other vendor is trying to get the missing certification. With no further comments, a motion was made to approve the item. (Time: 1:39 p.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 5 – 0 Passed

COURT ORDER NO. 2017-1021-12-18

8. **AI-44160** Supplies: Jail Kitchen Non-Food (IFB No. 2017-241) to various vendors, Sheriff.

COURT ORDER NO. 2017-1022-12-18

f. Agreement(s):

1. **AI-44211** Engagement Letter with Pattillo, Brown & Hill, L.L.P. to perform the annual audit for FY2017 for the CAFR (Comprehensive Annual Financial Report), Auditor.

COURT ORDER NO. 2017-1023-12-18

2. **AI-44180** Lease Agreement with RDNPLN, LLC (Frisco Printing & Graphics Center) for property located at 8585 John Wesley Drive, Suite 200, Frisco, Texas for a period of three (3) years beginning January 1, 2018 through and including December 31, 2020, Construction & Projects.

COURT ORDER NO. 2017-1024-12-18

3. **AI-44231** Interlocal Jail Services Agreement with the Community ISD effective through and including September 30, 2018, Sheriff.

COURT ORDER NO. 2017-1025-12-18

4. **AI-44148** Interlocal Jail Services Agreement with the Baylor Scott & White Public Safety Office effective through and including September 30, 2018, Sheriff.

COURT ORDER NO. 2017-1026-12-18

5. Interlocal Agreement(s) for Library Services to be paid in quarterly installments, Budget:

a. **AI-44215** City of Celina for the Celina Public Library.

COURT ORDER NO. 2017-1027-12-18

b. **AI-44216** City of Melissa for the Melissa Public Library.

COURT ORDER NO. 2017-1028-12-18

c. **AI-44217** City of Princeton for the Princeton Community Library.

COURT ORDER NO. 2017-1029-12-18

d. **AI-44218** Town of Prosper for the Prosper Community Library.

COURT ORDER NO. 2017-1030-12-18

e. **AI-44219** City of Wylie for the Rita & Truett Smith Public Library.

COURT ORDER NO. 2017-1031-12-18

g. Amendment(s):

1. **AI-44150** No. 6 to Insurance, Long Term Care (RFP No. 07710-09) with Unum Life Insurance Company of America to extend the contract for one (1) year through and including December 31, 2018 and further authorize the Purchasing Agent to finalize and execute same, Human Resources.

Judge Self pulled this to ask about the increase in cost and the status of long term care. Cynthia Jacobson, Human Resources, said this is a policy the County has had for twelve years with no increases during that time. The current carrier has said they will not bid on this if it is put out for bid. The increase to the County is 77% which totals \$120,000. The entire cost to the County is under \$250,000, and this is a great cost considering the amount of benefit that is being provided. The rate was never increased over the past twelve years, so this equates to a 5% increase each year for those twelve years. Government employees with pensions are not eligible to receive Medicaid for a long-term disability. Therefore, not having this coverage would detrimentally impact employees. With no further discussion, a motion was made to approve the item. (Time: 1:44 p.m.)

Motion by: Judge Keith Self
Second by: Commissioner Duncan Webb
Vote: 5 – 0 Passed

COURT ORDER NO. 2017-1032-12-18

h. Ratification of the County Judge's prior approval:

1. **AI-44260** Outdoor Burn Ban in the unincorporated areas of Collin County, Fire Marshal.

Judge Self explained he had signed a Burn Ban on the 13th of December. Since the atmospheric conditions have changed since then, the Fire Marshal has recommended the Court not approve this item. A motion was made to rescind the Burn Ban as of December 18, 2017. (Time: 1:45 p.m.)

Motion by: Judge Keith Self
Second by: Commissioner Cheryl Williams
Vote: 5 – 0 Passed

COURT ORDER NO. 2017-1033-12-18

i. Budget adjustment(s)/amendment(s):

1. **AI-44200** \$332 for the purchase of two (2) Adobe Pro licenses and two (2) licenses for encryption software utilizing the Justice of the Peace Court Technology Fund, Justice of the Peace, Precinct 1.

COURT ORDER NO. 2017-1034-12-18

j. Receive and File, Auditor:

1. **AI-44220** Monthly Financial Reports for September 2017.

COURT ORDER NO. 2017-1035-12-18

2. Final Audit Result(s):

- a. **AI-44224** Constable, Precinct 1 (1st and 2nd Quarter FY2016).

COURT ORDER NO. 2017-1036-12-18

- b. **AI-44226** Constable, Precinct 2 (3rd and 4th Quarter FY2016).

COURT ORDER NO. 2017-1037-12-18

- c. **AI-44228** County Clerk (1st, 2nd, 3rd and 4th Quarter FY2016).

COURT ORDER NO. 2017-1038-12-18

- d. **AI-44222** Justice of the Peace, Precinct 3-1 (1st and 2nd Quarter FY2016).

COURT ORDER NO. 2017-1039-12-18

- e. **AI-44223** Justice of the Peace, Precinct 4 (1st and 2nd Quarter FY2016).

COURT ORDER NO. 2017-1040-12-18

Commissioner Webb pulled these items to commend Constables Shane Williams and Gary Edwards, Stacey Kemp, County Clerk, and Justices of the Peace Chuck Ruckel and Mike Yarbrough for their clean audits. With no further comments, a motion was made to approve the items. (Time: 1:45 p.m.)

Motion by: Commissioner Duncan Webb
Second by: Commissioner Susan Fletcher
Vote: 5 – 0 Passed

k. Miscellaneous

1. **AI-44206** Acknowledgment of the issuance of the New Hope Cultural Education Facilities Finance Corporation, Education Revenue Bonds (Legacy Preparatory Charter Academy Series 2017A and Series 2017B Bonds), Administrative Services.

COURT ORDER NO. 2017-1041-12-18

2. **AI-44197** Amend the FY 2018 Fee Schedule to update fees collected by the County Clerk, County Clerk.

COURT ORDER NO. 2017-1042-12-18

3. **AI-44139** Recognize the designation of the County Court at Law No. 7 as a Misdemeanor DWI/Drug Court as of January 1, 2018 and budget amendment in the amount of \$31,137.50 to establish the budget for same, County Court at Law 7.

COURT ORDER NO. 2017-1043-12-18

4. **AI-44238** Personnel Appointments, Human Resources.

COURT ORDER NO. 2017-1044-12-18

5. **AI-44239** Personnel Changes, Human Resources.

COURT ORDER NO. 2017-1045-12-18

GENERAL DISCUSSION

5. **AI-44227** Passport and Felony Collection Departments revenues collected for FY2017, District Clerk.

Lynne Finley, District Clerk, came forward to review the Passport and Felony Collection Departments revenues for FY2017. Passport revenues are up 7.4% from FY2016. This is a reflection of having more staff and allowing citizens to come in without an appointment.

Ms. Finley has three felony collection officers. Since January there have been new laws put in place for the Collection Improvement Program which require a lot of additional contact with defendants. The revenues in FY2017 have decreased from FY2016 by \$48,000 which Ms. Finley believes is a direct result of the requirements of the Collection Improvement Program and the shortage of manpower. In November, they started using Everbridge, a mass notification system, to make first and second collection calls. Within 15 minutes of using Everbridge, over two dozen calls were returned. However, there was not enough staff to answer all the calls.

Commissioner Thomas asked if additional staff were hired, would enough revenues be generated to cover the cost of the employee and bring more revenue to the County. Ms. Finley said both a passport clerk and felony collection agent would pay for themselves and generate revenue for the County. However, she does not have the space for another passport clerk especially in the Plano office. (Time: 1:50 p.m.)

NO ACTION TAKEN

6. **AI-44158** FY 2018 reclassifications and retitles, Human Resources.

Cynthia Jacobson, Human Resources, said the FY2018 reclassifications and retitles had been submitted for the Court's approval. A motion was made to approve those that were recommended by Human Resources. (Time: 1:52 p.m.)

Motion by: Commissioner Susan Fletcher
Second by: Commissioner Cheryl Williams
Vote: 5 – 0 Passed

Commissioner Fletcher then asked to hear from IT and the Sheriff's Office regarding the reclassifications and retitles that were not recommended by Human Resources. Ms. Jacobson said some were not recommended because they did not meet the criteria from a compensation standpoint. HR primarily looks at what a job does and the numbers associated with it. For comparisons, jobs need a 75% match in duties and a range of 10% from the minimum and maximum salary ranges. Commissioner Thomas suggested looking at the impact of narrowing the 10% range.

Caren Skipworth, IT, came forward to discuss the reasoning behind the reclassification request for the Audio/Visual Administrator position. Of approximately 25 applications received, only 3 were qualified. However, they were not qualified within the scope of the very specific types of things done in the County. There has been a rapid growth in audio/visual technology, and Ms. Skipworth explained the requirements and complexity of this position. The last person in this position left the County for a job with the City of Plano which included a \$25,000 salary increase. A lengthy discussion ensued. With no further discussion, a motion was made to support a movement of one pay grade for the Audio/Visual Administrator and will include the automatic increase in January. (Time: 2:17 p.m.)

Motion by: Judge Keith Self
Second by: Commissioner Susan Fletcher
Vote: 5 – 0 Passed

COURT ORDER NO. 2017-1046-12-18

Sheriff Skinner came forward to discuss three reclassifications that were not approved by Human Resources: payroll specialist, administrative secretary and secretary. The first is the administrative secretary position which the Sheriff is asking to have reclassified to an office administrator. HR did not approve this because of the reporting structure. An office administrator reports to either an elected official or a department head. This employee reports to the Jail Administrator. There are five division captains and 316 employees that report to the Jail Administrator. The Sheriff would like the job classification to be consistent with the volume of work required for this job.

Next is the secretary position that reports to the Jail Case Coordinator where there are six employees. This secretary also does the work for Transfer which has 50 employees and Admissions with 52 employees. The Sheriff would like to reclassify this position to an administrative secretary and move it directly under the Administrative Release Captain. This position meets the job qualifications of not only the secretary position but also the administrative secretary position with the exception of processing timesheets, issuing permits, filing cases and assisting in internal affairs investigations. The Sheriff said the reclassification requests are a matter of aligning the job description with the actual duties. There was a lengthy discussion regarding job descriptions and secretarial positions.

Sheriff Skinner said he would revisit the request for the payroll specialist reclassification during the next budget session. With no further discussion, a motion was made to approve the reclassification of the administrative secretarial position. (Time: 2:53 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Cheryl Williams

Vote: 2 – 3 Failed

Nay: Judge Keith Self and Commissioners Thomas and Webb

7. AI-44241 Board/Committee Appointments, Commissioners Court:

a. Historical Commission.

A motion was made to reappoint Alfredo Arias and Clyde Kerley to the Historical Commission. (Time: 2:54 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Judge Keith Self

Vote: 5 – 0 Passed

b. LifePath Systems Board.

Commissioner Webb made a motion to reappoint Rick Crawford to the LifePath Board. Commissioner Fletcher made a motion to reappoint Ernest Myers and Dona Watson to the LifePath Systems Board. (Time: 2:54 p.m.)

Motions by: Commissioners Susan Fletcher and Duncan Webb

Second by: Judge Keith Self

Vote: 5 – 0 Passed

c. Myers Park Advisory Board.

Judge Self made a motion to reappoint Chris Kern to the Myers Park Advisory Board. (Time: 2:54 p.m.)

Motion by: Judge Keith Self

Second by: Commissioner Susan Fletcher

Vote: 5 – 0 Passed

d. Planning Board.

Judge Self made a motion to reappoint George Z. Marshall to the Planning Board.
(Time: 2:54 p.m.)

Motion by: Judge Keith Self
Second by: Commissioner Susan Fletcher
Vote: 5 – 0 Passed

COURT ORDER NO. 2017-1047-12-18

8. AI-44257 McKinney National Airport Master Plan update, County Judge.

Judge Self updated the Court on the McKinney National Airport Master Plan. Some of the recommendations from the consultant include extending the existing 7,000 foot runway by 1,500 feet to the south and adding an ultimate runway of 7,500 feet. There is a future commercial passenger terminal planned east of the runway. The cost of the short term goals for the project totals approximately \$124 million with almost \$65 million going towards acquiring over 400 acres of land. The problem is TxDOT (Texas Department of Transportation) Aviation does not pay to land bank. It's eligible for repayment later, but this will need to be paid upfront and could take years to be reimbursed. The McKinney City Council will determine whether or not to accept this plan.

Judge Self considers the airport the single most strategic asset in the County for the future. It is up to the city to protect the future of the airport by buying the required land. Commissioner Webb said the land for the roadway to the east also needs to be acquired.

Commissioner Thomas said, after discussions with the Towns of Fairview and New Hope, there are concerns about the noise levels, and it is very important that the noise be mitigated. New technology can minimize the noise, and the Commissioner would like the master plan to include this along with restricting the hours of operation.

Commissioner Webb said this is the economic engine that can really change things. Projections show DFW will double in size and require an additional airport. The question is will it be in Collin, Grayson or Denton County. (Time: 3:00 p.m.)

NO ACTION TAKEN

9. AI-33858 RTC monthly update, Commissioner, Precinct 4.

Commissioner Webb updated the Court on the latest RTC (Regional Transportation Council) meeting. The first item of interest was regarding the US75 Technology lanes. The administrative hurdles imposed by the (FHA) Federal Highway Administration has proven to be very challenging, and the administration has not been supportive of this concept. Therefore, the RTC is asking our local delegation at the federal level to sponsor a bill to approve a conversion of the HOV (High Occupancy Vehicle) lane back to a shoulder to be used as a fifth lane during peak periods. There is precedence for this type of legislation.

The RTC has asked Congressmen Sam Johnson and Pete Sessions to take this bill forward to override the FHA and basically take the highway department out of the equation.

The next item was Big Projects. IH635 East has become a discussion item with the Texas Transportation Commission which pulled all funding for this project as the result of a letter from the Lt. Governor. The RTC approved of sending a letter to the Commission, Governor and Lt. Governor pointing out the impact of not allowing the RTC and locals an option on how to fund the differential which is over \$1 billion. This amount is going up at a rate of \$5 million per month. The Commissioner fears that all the dollars allocated to DFW will ultimately go into this project, and that the region is being put at a disadvantage. The RTC will call attention to the fact that over \$700 million is being collected each year from the State of Texas in the federal gas tax that is then being allocated to other states. Texas is one of the few donor states in the country, and we give the most.

Another item was an air quality update for DFW which showed the region went down again to 79ppb (Parts per Billion). The standard is 75ppb, and the region's high was 83ppb. (Time: 3:10 p.m.)

NO ACTION TAKEN

10. Possible future agenda items by Commissioners Court without discussion.

Commissioner Webb added the current inmate telephone contract on future agenda items. Commissioner Thomas added the impact of narrowing the 10% job class ranges, and Commissioner Fletcher added the secretary study. (Time: 3:10 p.m.)

EXECUTIVE SESSION

The Court did not recess into Executive Session. There being no further business of the Court, Judge Self adjourned the meeting at 3:10 p.m.



Keith Self

Keith Self, County Judge

Susan Fletcher

Susan Fletcher, Commissioner, Pct. 1

Cheryl Williams

Cheryl Williams, Commissioner, Pct. 2

John D. Thomas

John D. Thomas, Commissioner, Pct. 3

Not Present

Duncan Webb, Commissioner, Pct. 4

ATTEST:

Stacey Kemp

Stacey Kemp, Ex-Officio Clerk
Commissioners Court
Collin County, T E X A S