

STATE OF TEXAS

COMMISSIONERS' COURT  
MEETING MINUTES  
MARCH 19, 2018

COUNTY OF COLLIN

On Monday, March 19, 2018, 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 John Thomas, Precinct 3  
Commissioner Duncan Webb, Precinct 4

Absent: Commissioner Cheryl Williams, Precinct 2

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

1. Judge Self called to order the meeting of the Collin County Commissioners' Court at 1:30 p.m. and adjourned the meeting at 2:27 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 2:28 p.m. and adjourned the meeting at 2:28 p.m.

President Self called to order the meeting of the Collin County Toll Road Authority at 2:28 p.m. and adjourned the meeting at 2:28 p.m.

**DECISIONS MANDATED BY LEGAL ENTITIES OUTSIDE OF COMMISSIONERS COURT AUTHORITY:**

1. AI-44630 Personnel Appointments, Human Resources.

**FYI NOTIFICATION**

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

2. AI-44547 County overtime for the pay period ended March 11, 2018, Human Resources.

2. **Public Comments.**

**3. Presentation/Recognition.**

**4. Consent agenda to approve:** Judge Self pulled item 4j5 and then asked for comments on the consent agenda. Commissioner Webb pulled items 4h1a-d, 4j1-3 and 4j6. Commissioner Thomas pulled item 4f1. With no further comments, a motion was made to approve the remainder of the consent agenda. (Time: 1:32 p.m.)

Motion by: Commissioner Susan Fletcher  
Second by: Commissioner Duncan Webb  
Vote: 4 - 0 Passed

a. **AI-44594** Disbursements for the period ending March 13, 2018, Auditor.  
**COURT ORDER NO. 2018-237-03-19**

b. **AI-44595** Indigent Defense Disbursements, Auditor.  
**COURT ORDER NO. 2018-238-03-19**

c. **AI-44559** Tax refunds totaling \$2,159,898.51, Tax Assessor/Collector.  
**COURT ORDER NO. 2018-239-03-19**

**d. Advertisement(s):**

1. **AI-44613** Construction, Collin County Justice Center, Upgrade Pneumatic to Electronic Actuators (IFB No. 2018-162), Construction & Projects.  
**COURT ORDER NO. 2018-240-03-19**

**e. Agreement(s):**

1. **AI-44570** Cooperative Purchasing Agreement with the City of Lavon and further authorize the Purchasing Agent to finalize and execute same, Purchasing.  
**COURT ORDER NO. 2018-241-03-19**

2. **AI-44605** Interlocal Agreement with the Anna Fire Department for Dispatch Services effective through and including September 30, 2018, Sheriff.  
**COURT ORDER NO. 2018-242-03-19**

3. **AI-44606** Interlocal Agreement with the Melissa Fire Department for Dispatch Services effective through and including September 30, 2018, Sheriff.  
**COURT ORDER NO. 2018-243-03-19**

**f. Amendment(s):**

**1. AI-44573** No. 4 to Software and Implementation Services for an ERP Financial System (RFP No. 2015-192) with Tyler Technologies, Inc. to delete 42 implementation days from the contract and add conversion services for project ledger history and further authorize the Purchasing Agent to finalize and execute same, Information Technology.

Commissioner Thomas pulled this item to say the Chief Information Officer has decided to wait to do the implementation of the history until after go live. Jeff May, Auditor, agreed this would be appropriate assuming the timing is before the next budget session begins. The Commissioner said this was a prudent decision and has his support. With no further comments, a motion was made to approve the item. (Time: 1:33 p.m.)

Motion by: Commissioner John Thomas  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 0 Passed

**COURT ORDER NO. 2018-244-03-19**

**2. AI-44607** No. 6 to P25 Trunked Radio System Replacement (Contract No. 2016-020) with Motorola Solutions, Inc. to make various changes to the contract and further authorize the Purchasing Agent to finalize and execute same, Sheriff.

**COURT ORDER NO. 2018-245-03-19**

**g. Change Order(s):**

**1. AI-44597** No. 2 to Supplies: Veterinary and Animal Care (IFB No. 2017-074) with C. Specialties, Inc. to add Item No. 175, Small Live Animal Trap, Tomahawk T608NC to the contract and further authorize the Purchasing Agent to finalize and execute same, Development Services.

**COURT ORDER NO. 2018-246-03-19**

**2. AI-44598** No. 2 to Supplies: Veterinary and Animal Care (IFB No. 2017-074) with Midwest Veterinary Supply, Inc. to add various items to the contract and further authorize the Purchasing Agent to finalize and execute same, Development Services.

**COURT ORDER NO. 2018-247-03-19**

**3. AI-44599** No. 2 to Supplies: Veterinary and Animal Care (IFB No. 2017-074) with NAO Global Health LLC to add various items to the contract and further authorize the Purchasing Agent to finalize and execute same, Development Services.

**COURT ORDER NO. 2018-248-03-19**

**h. Receive and File, Auditor:**

**1. Final Audit Result(s):**

- a. AI-44618 Justice of the Peace, Precinct 1 (1st, 2nd, 3rd and 4th Quarter FY2016).  
**COURT ORDER NO. 2018-249-03-19**
- b. AI-44620 District Attorney (3rd and 4th Quarter FY2016).  
**COURT ORDER NO. 2018-250-03-19**
- c. AI-44624 Engineering (1st, 2nd, 3rd and 4th Quarter FY2017).  
**COURT ORDER NO. 2018-251-03-19**
- d. AI-44619 Fire Marshal (1st, 2nd, 3rd and 4th Quarter FY2017).

Commissioner Webb pulled items 4h1a through 4h1d to commend Judge Paul Raleeh, Justice of the Peace Precinct 1; Greg Willis, District Attorney; Clarence Daugherty, Engineering and Jason Browning, Fire Marshal for their clean audits. With no further comments a motion was made to approve the items. (Time: 1:34 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 0 Passed

**COURT ORDER NO. 2018-252-03-19**

**i. Filing of the Minute(s), County Clerk:**

- 1. AI-44611 February 26, 2018.  
**COURT ORDER NO. 2018-253-03-19**
- 2. AI-44622 March 5, 2018.  
**COURT ORDER NO. 2018-254-03-19**

**j. Miscellaneous**

- 1. AI-44454 Final Plat for Liberty Square (Lots 1-14, Block A and Lots 1-23, Block B), Engineering.  
**COURT ORDER NO. 2018-255-03-19**
- 2. AI-44616 Final Plat for Moores Lake Estates Phase 1, Engineering.  
**COURT ORDER NO. 2018-256-03-19**

**3. AI-44615 Final Plat for The Residences at Cottage Hill, Engineering.**

Commissioner Webb pulled items 4j1-3 because they include more residential streets the County is being asked to take on. This will become a major burden, and the Commissioner would like to change the policy. Judge Self asked Clarence Daugherty, Engineering, when the Court could look at the policy, and should that be done before these plats are approved. Mr. Daugherty said the process involved in getting these plats to this point is a 30 to 60 day process. Until the policy is actually changed, the Court cannot stop this since these plats meet the current regulations. Bill Bilyeu, County Administrator, said adopting a new policy would involve public hearings and Planning Board review. Judge Self said the Court needs a new policy. With no further discussion, a motion was made to approve the items. (Time: 1:35 p.m.)

Motion by: Commissioner Susan Fletcher  
Second by: Commissioner John Thomas  
Vote: 3 – 1 Passed  
Nay: Commissioner Duncan Webb

**COURT ORDER NO. 2018-257-03-19**

**4. AI-44507 Amend the Building Maintenance Standardization of Finishes and Equipment to change the Paint Vendor Section from Sherwin Williams Paint Color ie701 Harkins White to Sherwin Williams Paint, to include all paint colors, Facilities.**

**COURT ORDER NO. 2018-258-03-19**

**5. AI-44617 Participation with the City of Princeton in the reconstruction of CR 1219, Public Works.**

Judge Self confirmed with Jon Kleinheksel, Public Works, which portions of the roadway would be concrete and which would be FDR (full-depth reclamation). The Judge was concerned about the FDR portion being destroyed by the equipment and trucks. Mr. Kleinheksel said there are assurances that once the road is concrete, Charley's Concrete will use the concrete portion to FM 982. Commissioner Webb asked Mr. Kleinheksel to get that in writing. With no further discussion, a motion was made to approve the item. (Time: 1:36 p.m.)

Motion by: Judge Keith Self  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 0 Passed

**COURT ORDER NO. 2018-259-03-19**

**6. AI-44614** Consent to Assignment and Assumption of Contracts for Storage and Microfilm Creation (RFP No. 2016-153) to change the name from Progrid, LLC to Iron Mountain Information Management, LLC and further authorize the Purchasing Agent to finalize and execute same, Purchasing.

Commissioner Webb said the Purchasing Department has a form that is used when there is an assignment of a contract. In this case, the vendor has signed their own form, and the Commissioner will not approve it. Michalyn Rains, Purchasing, said many times vendors will send their forms but she will only sign our forms. With no further discussion, a motion was made to approve this with the use of the County's form. (Time: 1:37 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 0 Passed

**COURT ORDER NO. 2018-260-03-19**

**7. AI-44631** Personnel Appointments, Human Resources.

**COURT ORDER NO. 2018-261-03-19**

### **GENERAL DISCUSSION**

**5. AI-44593** Expansion of the CPS Board, CPS.

Terri Green, President of the CPS (Child Protective Services) Board, came forward to ask the Court to expand the Board from eleven members to fifteen. The Bylaws state the Board will consist of not less than seven and not more than fifteen directors appointed by Commissioners' Court. The Board currently has ten directors and one pending. It is a small Board with a lot of business to transact, and there are issues meeting their quorum which is a simple majority. This is a handicap for the foster families they serve. Ms. Green said they would also like to groom new individuals to allow them the opportunity to serve as officers. All of the directors are volunteers so there would be no cost to increase the number of Board members.

Commissioner Thomas said members who are not achieving attendance should step down and suggested decreasing the number of members to meet the quorum. Judge Self asked if the problem was meeting a quorum or the workload. Ms. Green said the County is growing and there are more needs every month coming before the Board. Commissioner Webb suggested 1) enforcing mandatory attendance; 2) reducing the size of the Board or 3) amending the bylaws to reduce the quorum. A brief discussion ensued regarding the quorum and workload of the CPS Board. With no further discussion, a motion was made to increase the Board to fifteen members based on the workload. (Time: 1:53 p.m.)

Motion by: Commissioner Susan Fletcher  
Second by: Commissioner Duncan Webb  
Vote: 4 – 0 Passed

**COURT ORDER NO. 2018-262-03-19**

**6. AI-44645** Process for handling medical expenses related to law enforcement reserves injured on duty, Human Resources.

Cynthia Jacobson, Human Resources, came forward to ask the Court to approve a policy for handling law enforcement reserves who are injured while performing law enforcement duties. Government Code 614.192(A) requires law enforcement volunteers to be insured or covered by the political subdivision against any injury suffered in the course and scope of performing duties for the political subdivision. This applies to the SO (Sheriff's Office), all Constable Offices, and the Fire Marshal. There are no requirements or limitations on the level of coverage or any premium charges to the individuals.

There are two options for coverage. The first is through workers' compensation which would provide full medical coverage, minimum compensation payments and compensation for any impairment rating. According to the law, reserves are not employees so there is no legal requirement to cover them under workers' compensation. However, it is an option. Collin County is self-insured to \$500,000, has a policy from \$500,000 to \$2 million, and pays for any claims in excess of \$2 million.

Ms. Jacobson then covered three other non-workers' compensation options. The first is a basic policy in which medical expenses incurred from an injury while acting as a reserve would be reviewed by Commissioners' Court. The amount of reimbursement would be determined on a case-by-case basis. The second is a policy with limits where a defined dollar limit is set by the Court. Any individual injured while acting as a reserve would be automatically reimbursed for medical expenses up to this limit. Lastly, a policy with no limits. The amount of medical expenses incurred would be 100% paid no matter how high the dollar amount. These options can have deductibles and copays if desired.

Commissioner Fletcher asked Sheriff Jim Skinner about the duties the reserves perform and how much money is saved by utilizing reserves. The SO reserves have contributed 6,798 man hours for 2017 which equates to \$173,215 in overtime. They work in the Child Advocacy Center, Criminal Investigation section, Patrol Division, Transfer, hospital security, the Fusion Center, and they monitor sex offenders. Since January 1, 2018, the SO reserves have contributed \$45,844 in man hours. Sheriff Skinner said if these men and women are placing their lives on the line and are injured in the line of duty, we have a solemn obligation to cover their medical expenses just as we would for a full-time deputy. The Sheriff said the savings in overtime by using the reserves could be considered in terms of offsetting the premiums.

Constable Sammy Knapp, Precinct 3, said there were 47 man hours donated by reserves to serve as Bailiff for Justice of the Peace, Precinct 3 and 444 hours as patrol serving papers. The volunteers have been an asset and they all carry weapons.

There was a lengthy conversation regarding the County's liability for volunteers and reserves who carry weapons and drive County vehicles. Judge Self proposed setting a maximum coverage amount for law enforcement reserves. Ms. Jacobson said most claims are under \$50,000 and said \$100,000 should cover everything except catastrophic events. If the policy is \$100,000, cases under that amount do not need to get Court approval. Only those cases over \$100,000 would need to come before the Court. With no further discussion, a motion was made for a policy of \$100,000 medical coverage with no deductibles for all law enforcement reserves. (Time: 2:26 p.m.)

Motion by: Commissioner Susan Fletcher  
Second by: Commissioner Duncan Webb  
Vote: 4 – 0 Passed

**COURT ORDER NO. 2018-263-03-19**

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

Equipment for law enforcement reserves, bonding, volunteers, and modification of the subdivision policy were all added to the list of future agenda items. (Time: 2:27 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 2:27 p.m.



*Keith Self*

Keith Self, County Judge



Not Present

Susan Fletcher, Commissioner, Pct. 1

*Cheryl Williams*

Cheryl Williams, Commissioner, Pct. 2

*John D. Thomas*

John D. Thomas, Commissioner, Pct. 3

*Duncan Webb*

Duncan Webb, Commissioner, Pct. 4

ATTEST:

*Stacey Kemp*

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