

STATE OF TEXAS  
COUNTY OF COLLIN

COMMISSIONERS' COURT  
MEETING MINUTES  
MAY 7, 2018

On Monday, May 7, 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 Cheryl Williams, Precinct 2  
Commissioner John Thomas, Precinct 3  
Commissioner Duncan Webb, Precinct 4

Commissioner Fletcher led the Invocation.  
Commissioner Williams led the Pledge of Allegiance.  
Commissioner Thomas 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 recessed the meeting at 2:30 p.m. The meeting was reconvened and immediately recessed into Executive Session at 2:31 p.m. Judge Self reconvened the meeting at 2:45 p.m. and adjourned the meeting at 2:46 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 2:30 p.m. and adjourned the meeting at 2:30 p.m.

President Self called to order the meeting of the Collin County Toll Road Authority at 2:30 p.m. and adjourned the meeting at 2:31 p.m.

President Self called to order the meeting of the Collin County Housing Finance Corporation at 2:31 p.m. and adjourned the meeting at 2:31 p.m.

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

1. AI-44858 Personnel Appointments, Human Resources.

**FYI NOTIFICATION**

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

**2. Notification of budget adjustment(s)/amendment(s):**

a. **AI-44826** \$3,000 to reduce the budget for the District Attorney's Victim Assistance Coordinator Program for FY 2018, Auditor.

b. **AI-44787** \$14,345 to purchase a Plate Hunter with software, hardware and installation utilizing the Drug Forfeiture Fund, Sheriff.

c. **AI-44823** \$27,256 to reduce the budget for the Sheriff's Office Crime Victim Advocate Program for FY 2018, Auditor.

3. **AI-44741** P-Card Disbursements, Auditor.

4. **AI-44831** Donation of \$5,520 to the Collin County Council on Family Violence to cover the cost of printing Crime Victim Assistance Brochures utilizing the District Attorney State Forfeiture Fund and budget amendment for same, District Attorney.

5. **AI-44817** Sole Source Designations, Purchasing.

6. **AI-44811** Voluntary Terminations, Human Resources.

7. **AI-44812** Turnover, Human Resources.

Judge Self said the turnover rate is improving since the County made significant investments in salary and benefits this past year. (Time: 2:00 p.m.)

8. **AI-44745** County overtime for the pay period ended April 22, 2018, Human Resources.

Judge Self noted the County is in a relatively steady state for open positions in the Sheriff's Office and Public Works. (Time: 2:00 p.m.)

**2. Public Comments.**

**3. Presentation/Recognition:**

a. **AI-44723** Proclamation designating May 2018 as Motorcycle Safety and Awareness Month in Collin County, Commissioner, Precinct 1.

Commissioner Fletcher presented a proclamation designating May 2018 as Motorcycle Safety and Awareness Month to members of local motorcycle clubs. (Time: 1:33 p.m.)

Judge Self introduced Joshua James, M.D., who came forward to present the annual Project Access Presentation and Financial Reports for the Health Care Foundation. Project Access-Collin County is dedicated to improving the health of our community by creating access to necessary medical care and services for those most in need. The majority of patients come from McKinney and Plano. There was a significant drop in the number of new patients in 2017 due to the Presbyterian Hospitals backing out of the program. The Collin County Indigent Healthcare Program enrollments average 30 patients per year. Some of the reasons patients are removed from the program include: they have withdrawn from their primary care physicians, they have acquired other coverage, or are non-compliant meaning they are not following through with the physician's plans and medications. Enrollments expire after being in the program for one year.

Physician volunteers have remained steady and recruitment will continue. Hospital partners include the Baylor Medical Centers, the Heart Hospital Baylor Plano and HCA Medical City Plano. They will also be partnering with Parkland Hospital for more complex care such as cancer treatments and transplant services. There is very good support from the ancillary partners and clinics who provide imaging and labs. Patient care values from October 1, 2016 through September 30, 2017 total just over half a million dollars. If these patients had required an emergency room visit, the costs to the County would have been significantly higher. The focus in 2018 will be to continue to improve access for patients, increase physician volunteers and partners, use Patient Navigator to decrease compliance issues and empower patients so they can participate in their own healthcare and overall well-being.

Candy Blair, Healthcare Services, said assets and income are the sole guidelines for qualifying for services. Project Access receives approximately one thousand referrals a week, but most do not meet the standards to get into the program because they have some income or assets. There is a lot of room for growth since the program could take another 470 patients. Ms. Blair said there has been no negative feedback on Project Access. (Time: 1:46 p.m.)

**b. Service Pins, Human Resources.**

Piper McCraw, 469<sup>th</sup> District Court Judge, presented Shannon Reynolds, Court Coordinator, with her ten-year service pin and Michael Capps, Bailiff, with his fifteen-year service pin. Judge McCraw thanked Ms. Reynolds and Mr. Capps for their hard work and dedication. (Time: 1:32 p.m.)

**4. Consent agenda to approve:** Judge Self pulled items 7 and 8 from FYI Notifications and noted item 4I9 would include the changes sent that morning via email. The Judge then asked for comments on the consent agenda. Commissioner Fletcher pulled check number 474989 under item 4a for recusal. Commissioner Thomas pulled item 4I1 for recusal, and Commissioner Webb pulled items 4h1, 4I6 and 4I9. With no further comments, a motion was made to approve the remainder of the consent agenda. (Time: 1:59 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner John Thomas  
Vote: 5 – 0 Passed

**a. AI-44793** Disbursements for the period ending May 1, 2018, Auditor.  
**COURT ORDER NO. 2018-342-05-07**

A motion was made to approve check 474989 which Commissioner Fletcher had pulled for recusal. (Time: 2:00 p.m.)

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

**COURT ORDER NO. 2018-343-05-07**

**b. AI-44794** Indigent Defense Disbursements, Auditor.  
**COURT ORDER NO. 2018-344-05-07**

**c. AI-44731** Tax refunds totaling \$2,394,249.04, Tax Assessor/Collector.  
**COURT ORDER NO. 2018-345-05-07**

**d. Advertisement(s):**

**1. AI-44828** Vending Services (IFB No. 2018-172), Facilities.  
**COURT ORDER NO. 2018-346-05-07**

**2. AI-44829** Audio Visual For District Clerk's Jury Room (RFP No. 2018-231), Information Technology.  
**COURT ORDER NO. 2018-347-05-07**

**3. AI-44796** Equipment Trailers (IFB No. 2018-143), Public Works.  
**COURT ORDER NO. 2018-348-05-07**

**4. AI-44824** Road Materials, Asphaltic Concrete (IFB No. 2018-173), Public Works.  
**COURT ORDER NO. 2018-349-05-07**

5. **AI-44825** Roads, Crack Sealing Services (IFB No. 2018-190), Public Works.  
**COURT ORDER NO. 2018-350-05-07**

**e. Award(s):**

1. **AI-44790** Construction, Collin County Elections Machine Chargers (IFB No. 2018-169) to KE Industrial, LLC, budget amendment in the amount of \$40,720 and further authorize the Purchasing Agent to finalize and execute the Construction Agreement, Construction & Projects.

**COURT ORDER NO. 2018-351-05-07**

2. **AI-44802** Adobe Enterprise Software (Contract No. 2018-119) to CDW Government LLC, Information Technology.

**COURT ORDER NO. 2018-352-05-07**

3. **AI-44801** Extractor and Scanner for Tax Office (IFB No. 2018-125) to RT Lawrence Corporation and budget amendment in the amount of \$4,895 for same, Tax Assessor/Collector.

**COURT ORDER NO. 2018-353-05-07**

**f. Agreement(s):**

1. **AI-44799** Amended and Restated Lease Agreement with the City of Frisco for property located at 6101 Frisco Square Blvd., Suite 2000, Frisco, Texas, commencing on January 1, 2018 and terminating December 31, 2018, Construction & Projects.

**COURT ORDER NO. 2018-354-05-07**

**g. Amendment(s):**

1. **AI-44766** No. 1 to Insurance, Property, Boiler and Machinery (RFP No. 2017-271) with Arthur J. Gallagher Risk Management Services Inc. to add three (3) Health Care Trust Foundation buildings to the current property insurance policy effective June 6, 2018 through and including September 30, 2018 and further authorize the Purchasing Agent to finalize and execute same, Human Resources.

**COURT ORDER NO. 2018-355-05-07**

**h. Contract Renewal(s):**

1. **AI-44770** Supplies: Plumbing (IFB No. 2016-113) with Johnson Burks Supply Co., Inc. to extend the contract for one (1) year through and including September 30, 2019, Facilities.

Commissioner Webb mistakenly pulled this item. With no further comments, a motion was made to approve the item. (Time: 2:01 p.m.)

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

**COURT ORDER NO. 2018-356-05-07**

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

1. **AI-44804** \$7,239 to reallocate funds for the Spay/Neuter Program, Development Services.

Commissioner Webb meant to pull this item but mistakenly pulled item 4h1. The Commissioner asked why there was an unbudgeted fund balance of \$498.96. Jeff May, Auditor, said it is strictly a timing issue and nothing was overspent. This is an accrual and will be cleared up once the budget amendment is approved. (Time: 2:02 p.m.)

**COURT ORDER NO. 2018-357-05-07**

2. **AI-44807** \$11,490 to cover the cost of a substitute court reporter, Probate Court.

**COURT ORDER NO. 2018-358-05-07**

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

1. **AI-44791** Monthly Financial Reports for January 2018.

**COURT ORDER NO. 2018-359-05-07**

2. **AI-44813** Monthly Financial Reports for February 2018.

**COURT ORDER NO. 2018-360-05-07**

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

1. **AI-44777** April 9, 2018.

**COURT ORDER NO. 2018-361-05-07**

2. **AI-44810** April 16, 2018.

**COURT ORDER NO. 2018-362-05-07**

**I. Miscellaneous**

**1. AI-44789** Utilize education and conference funds for Commissioner John Thomas to attend the North and East Texas Judges and Commissioners Association Annual Conference in Frisco, Texas in compliance with the County's Exiting Elected Official Expenditure Policy, Commissioner, Precinct 3.

A motion was made to approve this item. (Time: 2:02 p.m.)

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

**COURT ORDER NO. 2018-363-05-07**

**2. AI-44818** Final Plat for the Mainali Addition, Engineering.

**COURT ORDER NO. 2018-364-05-07**

**3. AI-44822** Final Plat for the Webzuma Addition, Engineering.

**COURT ORDER NO. 2018-365-05-07**

**4. AI-44815** Re-designation of Private Road 5645 to Country Ranch Road (with associated address updates), GIS/Rural Addressing.

**COURT ORDER NO. 2018-366-05-07**

**5. AI-44814** Re-designation of Private Road 5646 to Stapleton Way (with associated address updates), GIS/Rural Addressing.

**COURT ORDER NO. 2018-367-05-07**

**6. AI-44784** Abandon a portion of County Road 953 in Snavelly Acres subdivision and sell to Mr. Jimmy Copp for the appraised value and associated fees, Public Works.

Commissioner Webb pulled this item to clarify that Mr. Copp will pay the \$1,000 appraisal fee. With no further discussion, a motion was made to approve the item. (Time: 3:04 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2018-368-05-07**

7. **AI-44763** Consent to Assignment and Assumption of Contracts for Services: Body Repair and Painting of Light, Medium and Heavy Duty Vehicles (IFB No. 2015-145) to change the name from JD Ferguson Investments, Inc., DBA Metro Fleet Collision Repair to Collision Repair Unit 3, LLC, DBA Maaco Collision Repair & Auto Painting and further authorize the Purchasing Agent to finalize and execute same, Purchasing.

**COURT ORDER NO. 2018-369-05-07**

8. **AI-44808** Declare the attached list of Collin County property as surplus and authorize the Purchasing Agent to sell via on-line auction per V.T.C.A. Local Government Code 263 and authorize advertising for same, Purchasing.

**COURT ORDER NO. 2018-370-05-07**

9. **AI-44710** Purchase a 15-passenger van and landscape trailer for the SCORE Program utilizing the Commissary Fund, Sheriff.

Commissioner Webb said he is very supportive of the SCORE (Sheriff's Convicted Offender Re-Entry Effort) Program, but there was no discussion regarding this vehicle going on the Repair/Replace List or the Do Not Replace List. If it does end up on the Repair/Replace List, the Commissioner would not use this as precedence setting. Items purchased through Commissary Funds or other funds the Court does not have budgetary control over should be reviewed on a case-by-case basis before going onto the Repair/Replace List. With no further discussion, a motion was made to approve the item which included a change previously made via email. (Time: 2:05 p.m.)

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

**COURT ORDER NO. 2018-371-05-07**

10. **AI-44834** Personnel Appointments, Human Resources.

**COURT ORDER NO. 2018-372-05-07**

11. **AI-44835** Personnel Changes, Human Resources.

**COURT ORDER NO. 2018-373-05-07**

### **GENERAL DISCUSSION**

5. **AI-44827** **Public Hearing** – Replat of Lots 1BA and 1BB of the Pham Estates Subdivision, Engineering.

Tracy Homfeld, Engineering, came forward to request a Public Hearing for the replat of Lots 1BA and 1BB of the Pham Estates Subdivision.

Judge Self opened the Public Hearing at 2:06 p.m. and asked for public comments. Hearing none, the Judge closed the public hearing at 2:06 p.m. With no further discussion, a motion was made to approve the item. (Time: 2:06 p.m.)

Motion by: Commissioner Cheryl Williams  
Second by: Commissioner Duncan Webb  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2018-374-05-07**

**6. AI-44753 Budget Process Enhancements, Commissioner, Precinct 3.**

Commissioner Thomas presented a PowerPoint presentation on Budget Advancement. The Commissioner emphasized this was not a criticism of Budget or staff. These are just some things that may give better insights, controls, forecasting and could enhance operations.

A typical budget decays as the year goes on. Quarterly 12-month rolling forecasts enable a view one year into the future each quarter when the forecasts are done. This gives a better view into expenses that will hit outside the current budget enabling better planning earlier on especially for IT, Public Works, Facilities and Construction & Projects. The Commissioner also recommended changing the primary responsibility for fiscal year forecasts from Budget to Department Heads and Elected Officials. Better results occur when the person who controls the budget is responsible for the forecast. To help insure a thorough effort is made, a portion of PFP (Pay for Performance) and incentive bonuses is tied to the accuracy of their variance reports and forecasts. A three to five-year forecast of capital projects requires a vision and strategy by the County and should be updated on an annual basis. This will help determine what the future impact will be if a project is cancelled or delayed. FCA (Facility Condition Assessment) software can help with building-related capital expenditures, as well as maintenance and replacement timing. This would be especially helpful for Facilities to help plan for needs.

The next item the Commissioner recommended was staged projects budgeted at the actual start dates. An advantage to budgeting for the actual start date and only the next stage for a staged project is the actual budget cost for the year is more accurate and more money is then available for other projects since the annual budget only includes that year's stage costs. Commissioner Thomas also discussed metrics which would provide more information to the Court to assist in evaluating the efficiency and effectiveness of departments. Lastly, Commissioner Thomas feels the current approval levels for the County Administrator and the Purchasing Director are too low and involves the Court in levels that are counterproductive to efficiency. The current levels could be adjusted to fit the responsibilities and authority of key staff.

Commissioner Thomas would like Mr. Bilyeu and staff to give their opinions to the Court as to what they would like to implement. After a brief discussion, the Court thanked Commissioner Thomas and agreed to explore some of the options. (Time: 2:20 p.m.)

**NO ACTION TAKEN**

**7. AI-44743 2018 County Bond Election, Administrative Services.**

Bill Bilyeu, County Administrator, reminded the Court the amount chosen for the bond election would need to be reduced by approximately \$48 million which already has voter authorization for facilities.

A motion was made to call a bond election in November 2018 with one proposition for \$600 million for LARs (Limited Access Roadways) and another proposition for \$150 million for strategic arterials and city/county thoroughfare projects. The Bond Council will work on the specific language and bring that back to the Court, while the Court will work on the specific criteria that would qualify projects for County funding. Commissioner Webb asked for bond funds for parks and open spaces since his precinct receives no direct benefit from the \$600 million for LARs. Open space and park projects have been approved but there is no bond funding for them currently. Lastly, Commissioner Webb said the \$150 million has to include rehabilitation and rebuilding of current arterials. Collin County has not had a bond authorization in eleven years. Commissioner Thomas added the intention is that the tax rate would not go up through the issuance of the bonds.

With no further discussion, the motion was amended as follows: 1) include a proposition for \$10 million for parks and open spaces; 2) reduce the proposition for strategic arterials and city/county thoroughfare projects to \$140 million and include the rehabilitation and reconstruction option; and 4) a proposition for \$600 million for LARs. (Time: 1:53 p.m.)

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

**COURT ORDER NO. 2018-375-05-07**

**8. Board/Committee Appointments, Commissioners Court:**

**a. AI-44836 Bail Bond Board.**

Commissioner Fletcher has been serving on this Board but, due to other conflicts, has had difficulty getting to the meetings. Staff looked at the statute and determined the Board member did not need to be a member of the Court. The Commissioner recommended Ted Puchacz, a navy veteran with senior executive level positions in several software development companies. Mr. Puchacz has the capacity, the time, and is interested in serving on the Board.

Commissioner Williams said this is Judge Self's position on the Board, and the Board member is representing the Judge. Judge Self said he appreciates Mr. Puchacz's willingness to serve, but he would be more comfortable with someone attached to the County. The Judge asked Commissioner Fletcher if she would accept Commissioner Williams to serve on the Board. Commissioner Fletcher had no issues with this. With no further discussion, a motion was made to appoint Cheryl Williams to the Bail Bond Board. (Time: 2:24 p.m.)

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

**COURT ORDER NO. 2018-376-05-07**

**b. AI-44849 Child Protective Services Board.**

A motion was made to appoint Ginger Herrick to the CPS (Child Protective Services) Board. (Time: 2:24 p.m.)

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

**COURT ORDER NO. 2018-377-05-07**

**c. AI-44844 LifePath Systems Board.**

A motion was made to appoint Melvin Thathiah and Anthony Henderson to the LifePath Systems Board. (Time: 2:25 p.m.)

**COURT ORDER NO. 2018-378-05-07**

**9. AI-38983 North Central Texas Council of Governments (NCTCOG) Executive Board monthly update, County Judge.**

Judge Self asked the Board for a recap of the RTR (Regional Toll Revenue) funds. He received it in gross numbers but would like it by projects so he can tell citizens how the toll dollars from the Sam Rayburn Tollway are being used. The Judge said this bond election will essentially be replacing the almost one billion dollars from the NTTA (North Texas Tollway Authority).

The next item of interest was the approval of a \$400,000 contract with Digital Sandbox which is enhanced solutions to integrate real-time data feeds, GIS (Geographical Information Systems) overlays, events, incidents and mobile field reports using an intuitive mapping interface. These new capabilities will ensure responders have a dynamic common operating picture and better situational awareness to prioritize threats and hazards and accelerate decision making abilities. The Judge said this is wonderful

for First Responders, but there are people behind everything and this is getting very close to Big Brother. As former military, Judge Self said this should be watched.

Lastly, Judge Self showed slides of population estimates from COG (Council of Governments) which showed Collin County added in one year 37,200 people which is a 4% increase. Dallas County added 26,800 and Tarrant County added 23,000 which is just over 1% for both counties. This is why this bond election for roads is so important. Frisco and McKinney are ranked third and fourth in the 2017-2018 Absolute Change showing the fastest growing cities. Four of the top ten are in Collin County. For population growth from 2010 – 2018, Collin County has three cities in the top five. (Time: 2:30 p.m.)

**NO ACTION TAKEN**

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

Judge Self recessed the meeting at 2:30 p.m. and called to order the meeting of the Collin County Health Care Foundation followed by the meeting of the Collin County Toll Road Authority at 2:31 p.m. and finally the Collin County Housing Finance Corporation at 2:31 p.m. Judge Self reconvened the meeting at 2:31 p.m.

### **EXECUTIVE SESSION**

Judge Self recessed the meeting into Executive Session at 2:31 p.m. under Paragraph 551.071, Legal of the Local Government Code, to discuss the EEOC conciliation agreement proposal relating to Ronald Welch.

#### **Legal (551.071)**

**AI-44135** EEOC conciliation agreement proposal relating to Ronald Welch, Human Resources.

Judge Self reconvened Commissioners' Court at 2:44 p.m. With no further discussion, a motion was made to approve the conciliation agreement with the EEOC relating to Ronald Welch. (Time: 2:45 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2018-379-05-07**

There being no further business of the Court, Judge Self adjourned the meeting at 2:46 p.m.



*Keith Self*

Keith Self, County Judge

*Susan Fletcher*

Susan Fletcher, Commissioner, Pct. 1

*Cheryl Williams*

Cheryl Williams, Commissioner, Pct. 2

*John B. Thomas*

John B. Thomas, Commissioner, Pct. 3

*Duncan Webb*

Duncan Webb, Commissioner, Pct. 4

ATTEST:

*Stacey Kemp*

Stacey Kemp, Ex-Officio Clerk  
Commissioners Court  
Collin County, TEXAS