

State of Texas	§	Court Order
Collin County	§	2024-445-05-13
Commissioners Court	§	

An order of the Commissioners Court approving the filing of the April 15, 2024 minutes.

On Monday, April 15, 2024, 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 Chris Hill
Commissioner Susan Fletcher, Precinct 1
Commissioner Cheryl Williams, Precinct 2
Commissioner Duncan Webb, Precinct 4

Absent: Commissioner Darrell Hale, Precinct 3

Commissioner Fletcher led the Invocation.
Commissioner Williams led the Pledge of Allegiance.
Judge Hill led the Pledge of Allegiance to the Texas Flag.

Judge Hill called to order the meeting of the Collin County Commissioners Court at 1:30 p.m. The meeting was adjourned at 2:44 p.m.

President Hill called to order the meeting of the Collin County Health Care Foundation at 2:44.m. and adjourned the meeting at 2:44 p.m.

DECISIONS MANDATED BY LEGAL ENTITIES OUTSIDE OF COMMISSIONERS COURT AUTHORITY:

1. AI-55805 Personnel Appointments, Human Resources.
2. AI-55806 Personnel Changes, Human Resources.

FYI NOTIFICATION:

1. AI-55762 Intra-County account transfers transmitted March 22, 2024, Auditor.
2. AI-55781 FY2023 CSCD Annual Financial Report, Auditor.

3. AI-55782 FY2023 Juvenile Probation Annual Financial Report, Auditor.

4. AI-55779 P-Card Disbursements, Auditor.

5. AI-55741 Change Order No. 1 to Construction: Building automation System Upgrades (IFB No. 2022-292) with Heat Transfer Solutions, Inc. to add line items to the contract in the amount of \$7,550, Facilities.

6. AI-55743 Addendum No. 1 and No. 2 to CSCD CSS Case Management Software (RFP No. 2023-400) to make various changes to the Request for Proposal, Purchasing.

7. AI-55788 Addendum No. 1 and No. 2 to Services, Cafeteria Management for the Courthouse (RFP No. 2024-114) to make various changes to the Request for Proposal, Purchasing.

COMMISSIONERS COURT BUSINESS:

Public comments related to an item on the Agenda.

1. **Consent Agenda Items:** Judge Hill pulled item 113 for discussion. With no further comments, a motion was made to approve the consent agenda. (Time: 1:31 p.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 4-0: Passed

a. AI-55756 Disbursements for the period ending April 9, 2024, Auditor.

COURT ORDER NO. 2024-369-04-15

b. AI-55757 Indigent Defense Disbursements, Auditor.

COURT ORDER NO. 2024-370-04-15

c. AI-55785 Tax refunds totaling \$247,418.61, Tax Assessor-Collector.

COURT ORDER NO. 2024-371-04-15

d. **Award(s):**

1. AI-55759 911 Dispatch Generator Purchase (Coop Contract No. 2024-149) to Waukesha-Pearce Industries, LLC through BuyBoard Cooperative Contract No. 698-23, Construction & Projects.

COURT ORDER NO. 2024-372-04-15

2. AI-55784 Imperva Software Maintenance FY2024 (Coop Quote No. 2024-273) to ePlus Technology, Inc. through TIPS Contract No. 230105, Information Technology.

COURT ORDER NO. 2024-373-04-15

3. AI-55772 Vehicle, Constable 3 (Contract No. 2024-239) to Silsbee Ford Inc. through TIPS Contract No. 210907, Public Works.

COURT ORDER NO. 2024-374-04-15

4. AI-55726 Supplemental Janitorial Supplies (Coop Quote No. 2024-223) to various vendors through Buyboard Contract No. 649-21, Purchasing.

COURT ORDER NO. 2024-375-04-15

e. Agreement(s):

1. AI-55769 Construction Agreement with Falkenberg Construction Co., Inc. (Contract No. 2024-115) for the Myers Park Show Barn, Purchasing.

COURT ORDER NO. 2024-376-04-15

2. AI-55770 Architectural Services Agreement with Louis Kent Spurgin d/b/a Spurgin & Associates Architects (Contract No. 2024-203) for design and consultation renovations of the first floor for Juvenile Probation, Purchasing.

COURT ORDER NO. 2024-377-04-15

3. AI-55771 Engineering Services Agreement with LJA Engineering, Inc. (Contract No. 2024-231) for consultation for the Collin County Storm Water Program Permit Renewal Term 4, Purchasing.

COURT ORDER NO. 2024-378-04-15

4. AI-55790 Interlocal Cooperation Contract for Failure to Appear Program (Contract No. 2024-281) with the Department of Public Safety, Purchasing.

COURT ORDER NO. 2024-379-04-15

5. AI-55767 Consulting Services Agreement with Dr. Marcy Calnan related to the development of educational content for the I.G.N.I.T.E Program utilizing Commissary Funds not to exceed \$49,855, Sheriff.

f. Amendment(s):

1. AI-55749 No. 17 to P25 Trunked Radio System Replacement (Contract No. 2016-020) with Motorola Solutions, Inc. to make various support service and maintenance changes to the contract, and further authorize the Purchasing Agent to finalize and execute same, Sheriff.

COURT ORDER NO. 2024-381-04-15

g. Change Order(s):

1. AI-55797 No. 3 to Construction: Collin County Adult Detention Facility, Phase 2 Addition, CUP (IFB No. 2022-299) with Sedalco, Inc. to make various changes to the contract, and further authorize the Purchasing Agent to finalize and execute same, Construction & Projects.

COURT ORDER NO. 2024-382-04-15

h. Contract Renewal(s):

1. AI-55731 Assistance to Obtain Federal Financial Participation for SCAAP Funding (Contract No. 2021-220) with Justice Benefits, Inc. to extend the contract for one (1) year through and including May 7, 2025, Sheriff.

COURT ORDER NO. 2024-383-04-15

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

1. AI-55750 \$1,524.20 for the purchase of Website Accessibility Software for county websites, Information Technology.

COURT ORDER NO. 2024-384-04-15

2. AI-55761 \$7,200 for consulting services from Simpat Tech, LLC to evaluate the Juvenile Case Management System, Information Technology.

COURT ORDER NO. 2024-385-04-15

j. Receive and File, Auditor:

1. AI-55742 County Clerk (FY2020).

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

1. AI-55773 March 18, 2024.

COURT ORDER NO. 2024-387-04-15

2. AI-55776 March 25, 2024.

COURT ORDER NO. 2024-388-04-15

l. Miscellaneous:

1. AI-55764 Computer and Internet Use Policy, Information Technology.

COURT ORDER NO. 2024-389-04-15

2. AI-55778 Acceptance of Ford Fleet Network Dealer Credits in the amount of \$2,053 to be used for service and parts, Public Works.

COURT ORDER NO. 2024-390-04-15

3. AI-55747 Accept the donation of a certified electronic storage device K-9 from Operation Underground Railroad, Sheriff.

Judge Hill asked Jim Skinner, County Sheriff, if certain hours of the week need to be given to the dog handler outside of their normal business hours to care for the dog. Sheriff Skinner said the hours spent caring for the dog would already be a part of the handler's regular schedule. Cynthia Jacobson, Human Resources, confirmed any time spent with the dog, such as training, feeding, and veterinarian visits, would be considered county time. Sheriff Skinner explained to the Court this dog's sole purpose would be to detect hidden electronics which requires very little time for training. (Time: 1:36p.m.)

Motion by: Judge Chris Hill

Second by: Commissioner Susan Fletcher

Vote: 4-0: Passed

COURT ORDER NO. 2024-391-04-15

4. AI-55768 Grant application for the FY 2025-2026 Law Enforcement Mental Health and Wellness Act Grant through the Department of Justice Community Oriented Policing Services, Sheriff.

COURT ORDER NO. 2024-392-04-15

5. AI-55815 Grant application for the FY 2024 Targeted Violence and Terrorism Prevention Grant through the Department of Homeland Security, Sheriff.

COURT ORDER NO. 2024-393-04-15

6. AI-55804 Personnel Appointments, Human Resources.

COURT ORDER NO. 2024-394-04-15

7. AI-55807 Personnel Changes, Human Resources.

COURT ORDER NO. 2024-395-04-15

2. General Discussion Items:

a. AI-55754 **Public Hearing** - FY2025 Preservation, Restoration and Records Archive Plan, County Clerk.

Stacey Kemp, County Clerk, requested the Court's approval for the Preservation, Restoration and Records Archive Plan. In 2023/2024, the County Clerk's office preserved over 155,000 census records. She said her office is currently working on preserving criminal cases from 1893 – 1950.

Judge Hill opened the public hearing at 1:38 p.m. and asked for comments. Hearing none, Judge Hill closed the public hearing at 1:38 p.m. A motion was made to approve the item. (Time: 1:38 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Cheryl Williams

Vote: 4-0: Passed

COURT ORDER NO. 2024-396-04-15

b. AI-55796 Creation of six (6) full time positions to support District Clerk Passport operations and budget amendment for same, District Clerk.

Michael Gould, District Clerk, said, when he took office in 2023, one of his goals was to reopen the passport office in Collin County. In December 2018, the Dallas Passport Agency closed the Collin County passport office due to an investigation conducted by the Department of State. After the conclusion of the investigation in March of 2019, the passport office was officially shutdown. Because of Mr. Gould and the continuous efforts made by the Dallas Passport Agency, Congressmen Collin Allred, Keith Self and Pat

Fallon, the State sent a letter welcoming Collin County back into the passport acceptance program in February 2024.

Mr. Gould said, when the Dallas Passport office toured the potential Collin County passport facility location, they were blown away and excited about the County's ability to serve surrounding counties, the potential to assist a high volume of people, and the idea of the office being held behind security checkpoints. The expected hours of operation for the passport office would be Monday through Friday, 7:00 a.m. - 4:00 p.m., with one Saturday a year open for a passport fair. The office will start by accepting appointments only which will be scheduled online through the District Clerk's website and will only be offered one month in advance. Mr. Gould said he intends to implement a hybrid walk-up after two months of successful processing with scheduled appointments only. The passport office will provide single and family passport applications, charging for photos, money orders, and will have an ATM (Automated Teller Machine) located in hallway with easy access if needed.

In order to efficiently execute his plan, he is requesting the Courts approval of a Senior Administrator, Lead Clerk, and four passport clerks. With this amount of personnel, he expects his office to process 84 applications per day, which is equivalent to 21,000 applications per year, with an additional 120 applications estimated to be processed on passport fair day. Judge Hill asked Mr. Gould if four clerks have the capacity to handle the anticipated workload or if a fifth clerk would need to be added. Mr. Gould said four well-trained and licensed passport clerks would be able to handle the anticipated capacity. The initial startup costs to open the Collin County passport office is \$272,859 which includes initial personnel, equipment and training. Mr. Gould said, with the help of the Dallas Passport Agency, the office could be operational by June 3, 2024. Commissioner Fletcher asked how vacations, sick days, time off, etc. would work with only four clerks. Mr. Gould said he is planning on cross training previous passport clerks to assist with vacancies when they occur. This plan of action was recommended by the Dallas Passport Agency. Cross training and performing other duties simultaneously leaves too much room for error. He said the accountability is why he chose the pay scale of Deputy Clerk II. Since they are specialized, he would not ask them to take a pay cut to shift to passport clerk. Commissioner Fletcher asked if, in the past, the passport clerks were categorized as a Deputy Clerk I. Cynthia Jacobson, Human Resources, said she recommended the paygrade level 531 which was based on the average pay of seven entities. Commissioner Webb asked Ms. Jacobson if she supports the 4-1-1 structure (four clerks, one lead and one senior administrator). She said she believes there are enough senior administrators given the current structure, but she does not know Mr. Gould's plans. In prior years, there was a supervisor which is one level above a clerk. It was not at the high level of a lead, but she said she understood where Mr. Gould is going in terms of checking and being careful.

The Commissioners expressed their gratitude toward Mr. Gould's efforts in reopening the Collin County Passport Office and limiting the amount of taxpayer dollars required. They said these types of requests are

generally discussed during the annual Budget Workshop. Commissioner Webb asked Monica Arris, Budget Director, if Mr. Gould had any excess monies in the budget to help fund the passport office. Ms. Arris said there were no funds available to use towards the opening of the passport office. Mr. Gould said he is willing to cut additional funds in order to get the office up and running, but it would not be enough to cover the total cost. Judge Hill said he appreciates what Mr. Gould has done with this program, and he is thrilled the State Department is going to allow us to provide this service to our constituents again. The Court's consensus is to plan to further the discussion for the passport office in this year's Budget Workshop. Judge Hill asked Mr. Gould to continue to work the political side with the Dallas Passport Agency, and let them know we will be ready to launch according to that plan. Mr. Gould said he would communicate the next steps to them. (Time: 2:23 p.m.)

NO ACTION

c. AI-55774 FY 2023 Annual Comprehensive Financial Report, Auditor.

Chris Pruitt, Pattillo, Brown, & Hill, said the Annual Comprehensive Financial Report is divided into an introductory section, a financial section and a statistical section. Regarding the introductory section, Collin County received a Certificate of Achievement Award for Excellence in Financial Reporting for the 45th year in a row. The responsibility lies with the County's management for the financial segments, and his responsibility is to express an opinion on the financials. Mr. Pruitt explained his opinions are unmodified and clean which means a third party can rely upon the financial statements being free of mistakes. This is the highest opinion they can give. For the financial section, Mr. Pruitt said the County's general fund is just shy of \$200 million, which, in relation to the yearly expenditures, is very healthy and leaves the general fund in excellent shape. In regards to budget, Mr. Pruitt said expenditures came in at \$54 million less than anticipated which is good and shows conservative budgeting. The statistical section is not audited because it displays ten years of trend data. However, the audit was only performed for this year and, therefore, did not have enough data to support a true audit of this section.

Commissioner Webb said he is very pleased with this year's audit, and Judge Hill thanked Linda Riggs, County Auditor, and her staff for all of their hard work. (Time: 2:27p.m.)

NO ACTION

d. AI-55780 FY 2023 Single Audit Financial Report, Auditor. (Time: 2:27p.m.)

Chris Pruitt, Pattillo, Brown, & Hill, said, due to the County receiving more than \$750,000 in federal awards, it is a required to have a state-mandated single audit preformed. There are two reports that need to be issued in conjunction with the single audit. The first report is a Government Auditing Standards Letter. Based on the report, the County has received a clean opinion. Mr. Pruitt said there is also a report which discusses internal control of financial reporting and compliance just for the grants. This report

received a clean opinion as well, and the County is compliant with those grants. The County received \$16.2 million in federal funding and \$4.3 million in state funding. (Time 2:27 p.m.)

NO ACTION

e. AI-55709 Regional Transportation Council monthly update, Commissioner, Precinct 4.

Commissioner Webb updated the Court on the recent RTC (Regional Transportation Council) monthly meeting. On April 4, 2024, the U.S. Secretary of Transportation presented the region with \$80 million in grants to do four caps. The rest of the meeting was focused on approving five additional grant applications for more grants. Commissioner Webb said there is more money out there now than ever before. The RTC is starting the process of Mobility 2050 since federal law requires another mobility plan in place. Mobility 2050 is huge for Collin County due to the large number of projects. If the projects are not placed into the plan, they cannot be legally funded. (Time: 2:34p.m.)

NO ACTION

3. Executive Session Items:

The Court did not recess into Executive Session.

Public Comments not related to an item on the Agenda.

Debbie Lindstrom, representing Citizens Defending Freedom, shared information found in the April 3, 2024 article published by Votebeat, a non-profit news organization reporting on voting access and election administration. This article discussed the stability of Votec Corp, a California-based company, that asked Texas counties who use their services to pay tens of thousands of dollars in surcharges to help the company stay afloat. Votec sent a request for additional funds to multiple counties in Texas including Collin County. According to the article, Collin County's surcharge is more than \$40,000.

Ms. Lindstrom said she spoke with Collin County Elections Administrator, Bruce Sherbet, at the recent logic and accuracy test held on Friday, April 12th and was told Collin County would not be paying the surcharge. Ms. Lindstrom expressed concern over the possibility of Collin County paying this surcharge with funds that were not budgeted and requested feedback on this matter.

Judge Hill confirmed Collin County received the invoice from Votec for the surcharge mentioned in the Votebeat article and stated Collin County would not be paying the invoice. (Time 2:37pm)

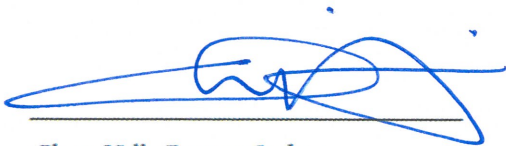
Mike Grilz said he was concerned over the recent injustices known as "lawfare" which is the use of legal systems to restrict the human and constitutional rights of citizens. Examples of this included interference with the 2024 presidential election, harsh sentences for J6 attendees and more. He said these events

resulted from stolen elections. He stated the upcoming election in 7 months is likely the most important election of our lifetimes and therefore pleaded for increased election security. (Time 2:41pm)

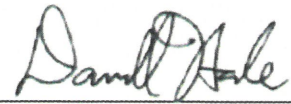
Chuck Reynolds, McKinney, said there are many threats to the security of the current election process in Collin County which include proprietary software, out-of-date security protocols, and the use of USB memory sticks. He stated two additional areas of concern include the use of Ballot Marking Devices (BMDs) and the use of ballot tabulators.

Mr. Reynolds said BMDs posed a significant risk to election security as the BMDs cannot determine a voter's intent when making their selections, and 50-90% of voters do not verify the accuracy of their selections on the paper ballot after being submitted through a BMD. Hand-marked paper ballots would preserve the voters' intent and eliminate the risks to election security that result from a BMD translating voter selections. Mr. Reynolds said the use of ballot tabulators used for vote counting and election reporting rely on "translations" of voter selections. He said election security depends on eliminating the use of "translations" or having a means to verify voter selections. (Time 2:44pm)

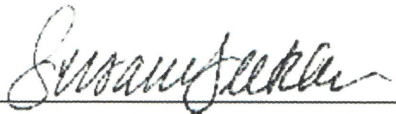
There being no further business of the Court, Judge Hill adjourned the meeting at 2:44 p.m.



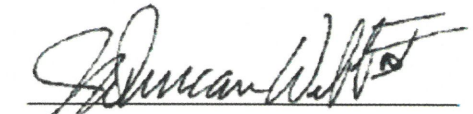
Chris Hill, County Judge



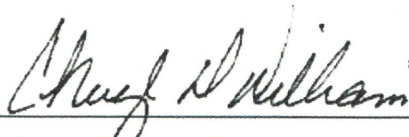
Darrell Hale, Commissioner, Pct 3



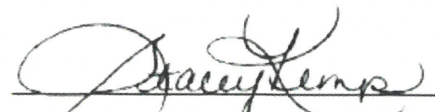
Susan Fletcher, Commissioner, Pct 1



Duncan Webb, Commissioner, Pct 4



Cheryl Williams, Commissioner, Pct 2



ATTEST: Stacey Kemp, County Clerk