

## MINUTES

On this the 25th day of September, 2023 the Commissioners Court of Jack County, Texas met in Regular Session at 10:05 a.m. beginning with a prayer and the pledge of allegiance to the American flag and Texas flag with the following individuals present:

Brian Keith Umphress	County Judge
Gary Oliver	Commissioner Precinct 1
Kenny Salazar	Commissioner Precinct 2
Henry D. Birdwell Jr.	Commissioner Precinct 3
Terry Ward	Commissioner Precinct 4
Vanessa James	County Clerk
Candace Crow	Auditor's Assistant
Frank Hefner	EMC/IT
Brad Campsey	County Treasurer
Lisa Perry	County Auditor
Kim Dungan	County Auditor Assistant
Scott Simonton	Chief Deputy Jail Division
Suzanne Brooks	Deputy Clerk
Tracie Pippen	District Clerk
Lynn Casteel	Elections Administrator
Trasi Ogle	Deputy Clerk
Sharon Robinson	County Tax Assessor/Collector
Tammy Miller	SO Administrative Assistant
Debra Tillery	Administrative Assistant
Alinda Cox	Family & Consumer Science Agent

The following members of the public were in attendance: Becky Coyle, Randall Ellis, Jackie Ellis, Morgan Ellis, Claire Ellis and Mason Cox.

### PUBLIC FORUM

No members of the public spoke.

### PAYMENT OF ACCOUNTS AND CLAIMS

Judge Umphress made a motion to pay all [accounts and claims](#) submitted for approval. Motion was seconded by Commissioner Birdwell and passed unanimously. (5-0)

### CONSENT AGENDA ITEMS

- (a) Approval of Minutes of Meeting for September 11, 2023;
- (b) Review and Acceptance of Auditor's Monthly [Report](#);
- (c) Approval/Renewal of Performance Bonds and Oaths for the following: Deputy Sheriff David William Vanderkaay;
- (d) Approval of New Performance Blanket Bond for County Clerk's Employees;
- (e) Approval of New/Renewal of Performance Bonds for Appointed County Officials: 1) Lisa Perry, Auditor; 2) Kim Dungan, Assistant Auditor; 3) Candace Crow, Assistant Auditor;
- (f) Approval and signing of [Proclamation](#) declaring National 4-H Week;
- (g) Continuation of Participation in the Texas County & District Retirement System for the Fiscal Years 2023-2024, at the present rate of participation;
- (h) [Annual support](#) of Trout Stocking Program at Fort Richardson State Park (\$997.50);
- (i) Appointment of Pro Tem County Judge for Commissioner's Court for the calendar year 2024;
- (j) Approval of designating the second and fourth Monday's of each month on which Commissioner's Court will convene regular meeting for FY 2024, unless those days fall on a designated holiday;

Extension Agent Alinda Cox spoke about National 4-H Week and several members of Jack County 4-H spoke about their projects.

Commissioner Birdwell made a motion to appoint Commissioner Birdwell Pro Tem County Judge and approve Consent Agenda Items. The motion was seconded by Commissioner Oliver and passed unanimously. (5-0)

TIMED AGENDA ITEMS

**PUBLIC HEARING 10:00 a. m.**

**(a) Public Hearing to consider plan for the County Clerk's [Preservation and Restoration Plan](#), to collect funds under Gov't. Code Section 118.025 for the preservation and restoration of the County Clerk's Records;**

Public Hearing began at 10:26 a.m.

No members of the public addressed the Court.

Public Hearing concluded at 10:29 a.m.

**(b) Action by Court on the same above item 4(a)**

Judge Umphress made a motion to approve the County Clerk's Preservation and Restoration Plan. Commissioner Ward seconded and the motion was unanimous (5-0).

DISCUSSION AND APPROVAL OF MAKING A \$20,000 DONATION TO NORTH TEXAS CHILDREN'S ADVOCACY

Motion was made by Commissioner Ward to donate \$20,000 to North Texas Children's Advocacy. Commissioner Birdwell seconded and the motion passed unanimously (5-0).

DISCUSSION AND APPROVAL TO INCLUDE A MAINTENANCE AGREEMENT WITH RED LINE HEATING AND AIR – SCOTT SIMONTON

Motion was made by Commissioner Oliver to include a maintenance [agreement](#) with Red Line Heating and Air for the Law Enforcement Center. Commissioner Salazar seconded and the motion passed (5-0).

DISCUSSION, APPROVAL AND PAYMENT OF A SECURITY ELECTRONICS AND DETENTION SERVICE AGREEMENT PROGRAM FOR JACK COUNTY JAIL – SCOTT SIMONTON

Motion was made by Judge Umphress to approve the [agreement](#) as presented. Commissioner Salazar seconded and the motion passed (5-0).

DISCUSSION, APPROVAL AND IMPLEMENT NEW CYBER SECURITY POLICY – FRANK HEFNER

Frank Hefner presented the proposed [Cyber Security Policy](#).

Motion was made by Commissioner Birdwell to approve and implement this policy as presented. Motion was seconded by Commissioner Ward and passed unanimously. (5-0)

DISCUSSION OF STATUS OF COUNTY TRANSPORTATION INFRASTRUCTURE FUND (CTIF) GRANT FROM TEXAS DEPARTMENT OF TRANSPORTATION-CANDACE CROW

Candace Crow gave an update.

DISCUSSION AND APPROVAL OF REVISION OF PAYROLL SCHEDULE FOR 2023

Motion was made by Commissioner Birdwell to approve the revision of the payroll schedule for calendar year 2023. Commissioner Salazar seconded and the motion passed (5-0).

DISCUSSION AND APPROVAL OF PAYROLL SCHEDULE FOR 2024

Motion was by Commissioner Birdwell to approve the [payroll schedule](#) for 2024 as presented. Commissioner Salazar seconded and the motion passed (5-0).

SET SALARY SCHEDULES FOR COUNTY EMPLOYEES FOR FY 2023-2024 (OCTOBER 1, 2023 TO SEPTEMBER 30, 2024)

Motion was made by Judge Umphress to approve the schedule of salaries as presented (Version 6). Commissioner Salazar seconded and the motion passed (3-2).

ADOPT TAX RATES TO FUND BUDGET FOR FY 2023-2024

Motion was made by Judge Umphress that property taxes be decreased by the adoption of a Maintenance & Operation Tax Rate of \$0.342044, \$0.00 cents for the debt service per \$100 of evaluation for the 2023-2024 tax year.

Commissioner Birdwell seconded and the motion passed (5-0).

Commissioner Oliver-Yes  
Commissioner Salazar-Yes  
Commissioner Birdwell-Yes  
Commissioner Ward-Yes  
Judge Umphress-Yes

Motion was made by Commissioner Salazar that property taxes be increased by the adoption of a Road & Bridge Tax Rate of \$0.090841 per \$100 of evaluation for the 2023-2024 tax year.

Commissioner Ward seconded and the motion passed (5-0).

Commissioner Oliver-Yes  
Commissioner Salazar-Yes  
Commissioner Birdwell-Yes  
Commissioner Ward-Yes  
Judge Umphress-Yes

Motion was made by Commissioner Birdwell to allow the statutory exemptions in payment of our property taxed for homesteads and discounts for early payment under §11.13 and §31.05 (b) all of the Property Tax Code.

Commissioner Oliver seconded and the motion passed (5-0).

Commissioner Oliver-Yes  
Commissioner Salazar-Yes  
Commissioner Birdwell-Yes  
Commissioner Ward-Yes  
Judge Umphress-Yes

ADOPT BUDGET FOR FISCAL YEARS 2023-2024

Commissioner Oliver would like for the County to hire a maintenance person before beginning any more courthouse renovation projects.

Commissioner Birdwell has concerns with how precinct operations are funded through the road and bridge tax and how the budget is balanced by using reserves.

Motion was made by Commissioner Birdwell to adopt the budget for fiscal year 2023-2024 with the discussed adjustments. Commissioner Salazar seconded and the motion passed (4-1).

Commissioner Oliver-No  
Commissioner Salazar-Yes  
Commissioner Birdwell-Yes  
Commissioner Ward-Yes  
Judge Umphress-Yes

DISCUSSION OF COMMISSIONER PRECINCT OPERATIONS

Discussion made, no action taken.

REPORTS, IF ANY BY OTHER DEPARTMENT HEADS

Scott Simonton gave a jail update.

SET COUNTY HOLIDAYS FOR REMAINDER FY2023 AND FY2024 AS FOLLOWS:

Columbus Day	October 9, 2023
Election Day (General)	November 7, 2023
Veteran's Day	November 11, 2023
Thanksgiving	November 23 & November 24, 2023

Christmas: (observed)	December 25 & 26, 2023
New Year's Day	January 1, 2024
Martin Luther King Day	January 15, 2024
President's Day	February 19, 2024
Good Friday	March 29, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Employee's Birthday	To Be Determined by Dept. Head

Motion was made by Judge Umphress to approve the County Holiday Schedule with the revision of Veteran's Day to be November 10, 2023. Commissioner Birdwell seconded and the motion passed (5-0).

#### FUTURE AGENDA ITEMS

#### ADJOURNMENT

There being no further business motion was made by Commissioner Birdwell to adjourn. Commissioner Oliver seconded the motion to adjourn and the motion passed unanimously. (5-0)

The meeting was adjourned at 2:21 p.m.

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Brian Keith Umphress County Judge

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Gary Oliver, Commissioner Pct. #1

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Kenny Salazar, Commissioner Pct. #2

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Henry Birdwell, Jr. Commissioner Pct. #3

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Terry Ward, Commissioner Pct. #4

ATTEST:

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Vanessa James, County Clerk