

**MARCH 23, 2020**

**WISE COUNTY COMMISSIONERS' COURT MEETING**

On this the 23rd day of March, A.D., 2020 at 9:00 A.M. came on to be had a Special Meeting of the Commissioners' Court of Wise County, Texas held in the County Court at Law Court Room (3<sup>rd</sup>) Floor in County Courthouse of said County in the town of Decatur with the following members present and presiding:

J.D. Clark		County Judge
Danny White		Commissioner, Precinct No. 1
Kevin Burns		Commissioner, Precinct No. 2
Harry Lamance	Absent	Commissioner, Precinct No. 3
Gaylord Kennedy	Absent	Commissioner, Precinct No. 4

Sherry Lemon, County Clerk and Ex-Officio Clerk of Commissioners' Court when and where the following proceedings were had, to-wit:

All attachments referred to in the minutes of the Wise County Commissioners' Court are designated original or copy and are provided at the time of action by the Court unless otherwise indicated by provider.

County Judge Clark votes aye on all agenda items unless otherwise indicated.

- 1) Clark called the meeting to order at 9:00 AM. All court members were present except Lamance and Kennedy.
- 2) Pledge of Allegiance.
- 3) Moment of Silence.
- 4) Community Forum: None
- 5) County Correspondence: None
- 6) Precinct Cooperation/Coordination: None
- 7) Plats:

Motion made by White seconded by Burns with Clark voting aye to approve the Final Plat and Maintenance Period Acceptance for West Pecan Creek Estates, Lots 1-19, Block 1 located in Precinct No. 4, as presented. (No plat presented for signature; and, no attachment except for plat list from County Judge.)

Page Two, March 23, 2020 Mtg...

8) Motion made by Burns seconded by White with Clark voting aye to act on a Resolution of support for the planning grant application to the Texas Historical Commission's Historic Courthouse Preservation Program. (No attachment)

***Skip to agenda item 10: Receive and discuss outside audit for FY2019. Take necessary action.***

Snow Garrett and Williams Certified Public Accountant Kathy Williams appeared telephonically before the court to present the annual outside audit for FY2019.

- Pages 2/3: Independent Auditor's Report for fiscal year ending September 30, 2019 statement showing unmodified opinion.
- Page 11: Williams reviewed the Capital Assets and Debt Administration. Williams stated the Capital Assets total at \$64,734,426.00 (net of depreciation) reflecting an increase due to the purchase of land for the courts building and vehicles for various departments. Williams stated the outstanding debt at \$52,151,366.00 that includes tax notes and certificates of obligation. Williams noted the pension liability and other items that decreased in this category.
- Page 16: Williams noted the Total Governmental Fund assets at \$31,545,942.00 (does not include debt or capital expenditures); Total Liabilities of \$3,540,128.00; and Total Fund Balance of \$26,417,795.00.

Williams noted the total unassigned fund balance of \$5,721,897.00 which represents approximately 17% of general fund expenditures of 62 business days.

- Page 17: Williams noted Total Revenues of \$49,138,255.00; Total Expenditures of \$53,807,000.00; Excess of revenues over expenditures of \$4,668,444.00; and, other financing sources \$11,430,119.00 and a total net change in fund balance of \$6,761,675.00. Williams reviewed the increases by fund type.
- Page 52/53: Williams reviewed the Combining Balance Sheet for right-of-way fencing, thoroughfare and the four commissioner precincts for Lateral Road Fund.
- Page 71/72: Independent Auditor's Report on Internal Control  
Williams reviewed the report and noted there were no deficiencies or instances of non-compliance or other matters that are required to be reported under Government Auditing Standards.

Williams reviewed the Management Letter and current year comments on pages 2 the letter. Williams briefly discussed adjusting journal entries and fund balance reporting. Williams also reviewed custodial credit risks in depository bank accounts.

Page Three, March 23, 2020 Mtg...

Burns told the court that County Auditor Ann McCuiston wanted it noted of record that the unassigned fund balance is about 1% higher (18%) than reported by Williams due to when funds balances are transferred at the end of the year.

Motion made by Burns seconded by White with Clark voting aye to accept the FY2019 outside auditor's report presented by Snow, Garrett, Williams partner Kathy Williams, as presented. (See attachments)

9) Clark and the court discussed county policies related to the COVID-19 pandemic. Clark stated that international travel by a county employee will require an automatic fourteen (14) day self-quarantine of the employee. The court discussed the extension of FMLA benefits to cover COVID-19. Clark clarified that international travel includes cruises.

Clark told the court the financial office requests that department directors evaluate and/or cancel non-essential travel so the financial office isn't cutting unnecessary reimbursement checks. Clark encourages county employees not to travel but will require a 14 day self-quarantine if they travel internationally. Burns and Emergency Management Coordinator Cody Powell discussed self-quarantine without pay or working remotely at the department head's discretion.

Clark discussed COVID-19 cases in surrounding counties; health/hygiene best practices for the public. The court and Powell continued to discuss FMLA benefits.

Motion made by White seconded by Burns with Clark voting aye that if county employees travel internationally, including cruises, the employee will have to self-quarantine for fourteen (14) days.

Clark told the court that the county is currently operating under and enforcing Governor Greg Abbott's executive order regarding COVID-19. Clark stated the county will work with Emergency Management, Emergency Medical Services (EMS) and the Sheriff's Department.

Clark stated that if he enacts an Emergency Declaration in addition to Governor Abbott's order it will be in place for seven (7) days and then reviewed by the County Commissioners Court to either extend or end the order. Clark stated this is something evaluated daily to see what will work best for the county and communities to see what works best to stop the spread of COVID-19. (See additional Declaration attachment dated 3/23/20 at 3:00 PM.)

Clark and White commended elected officials and department heads on stagger scheduling and work from home scheduling related to COVID-19. Clark commented to Powell that the county policy will be in compliance with all other state and federal laws.

Commissioners Court Attorney Thomas Aaberg commented that emergency paid leave under FMLA is effective from April 2, 2020 until December 2020.

Clark addressed COVID-19 related issues in regards to upcoming city, school and runoff elections.

Clark stated that city/school elections are scheduled for May 2, 2020. Clark stated that Governor Abbott has postponed the primary runoff election to July 14, 2020 that was originally scheduled for May 26, 2020. Clark stated that Abbott has given cities/schools the authority to decide to postpone their May 2, 2020 elections. Clark commented that many cities and schools in Wise County contract with the county for those elections for equipment and poll workers. Clark told the court that he and Election Administrator Sabra Srader agreed that it would be best to not contract with the cities and schools on the May 2, 2020 election. Clark stated that he feels most cities and schools will want to postpone their elections. Clark discussed this further with the court and made the recommendation that the county NOT contract with any cities or schools for a May 2, 2020 election. Clark continued that if the cities and schools wish to contract with the county they may do so at the Tuesday, November 3, 2020 general election.

Clark stated these postponements of elections until November will not change the filing periods that are already closed. Srader stated this postponement will not affect term dates under Abbott's Emergency Declaration.

Motion made by Burns seconded by White with Clark voting aye to not contract with any cities or schools for the Saturday, May, 2, 2020 elections.

11) Donations: None

12) Bids:

Motion made by White seconded by Burns with Clark voting aye to approve the trade in of K-9 partner Tom at no cost to the county back to the previous donor Southern K-9 Services as Tom has back and hip issues that will no longer allow him to serve. Southern K-9 Services will provide a new dog to the county at no cost to Wise County.

13) Consent Agenda Item:

a) Minutes: March 9, 2020 (No attachment)

b) Department Head Reports: Auditor's Report for February 2020. (See attachment)

c) Budget Amendments: FY20-08 (No attachment)

d) Capital Expenditure Program: None

e) Claims/Payroll: Registers provided in Dropbox (No attachments)

f) Utility Requests/Right-of-Way: None

g) Interlocal Agreements/Contracts:

(Original Interlocal Agreements/Contracts are filed in the Asset Control Office by Diana Allen.)

- Mid-Cities Pest Control proposal for work or services. (See attachment)
- Texas Association of Counties Affordable Care Act Reporting and Tracking Service (ARTS) Renewal Information (See attachment)
- Fully Executed (list): Decatur Conference Center; ESD #2 Ad Valorem; and Stericycle (See attachments)
- Aaberg added the claim for Vigilant for the Sheriff's Office license plate readers.
- Powell discussed a subscription (during COVID-19 pandemic) for a web-based software platform for Emergency Management that will provide a dashboard for easier communication for department heads that is updated in real time. Powell stated there is an \$875.00 setup fee. Powell stated the \$3,500.00 annual subscription fee will be waived during the pandemic. Powell confirmed there is a licensing agreement and requested approval pending Aaberg's approval of the agreement.

Motion made by Burns seconded by White with Clark voting aye to approve all items under agenda item 13, as presented, with additions and corrections.


- 14) Project Agreement for Road Repair: None
- 15) Right-of-Way Improvements: None
- 16) Burn Ban: None
- 17) Committee Reports: None
- 18) Clark announced the next holiday as Friday, April 10, 2020 for the Good Friday Holiday.
- 19) Clark announced the next meeting as Monday, April 13, 2020.
- 20) Clark adjourned the meeting at 9:40 AM.

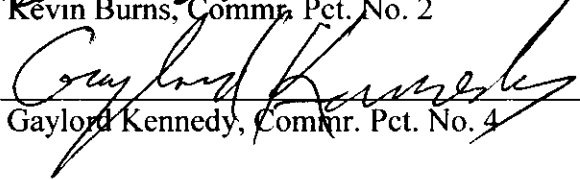
Minutes approved this 13<sup>th</sup> day of April, 2020, as printed.

  
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J.D. Clark, County Judge, Wise County

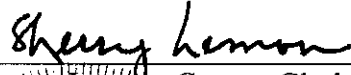
  
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Danny White, Commr. Pct. No. 1

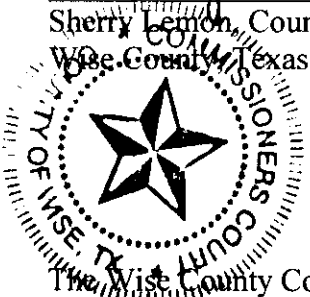
  
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Kevin Burns, Commr. Pct. No. 2

  
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Harry Lamance, Commr. Pct. No. 3

  
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Gaylord Kennedy, Commr. Pct. No. 4

ATTEST:

  
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Sherry Lemon, County Clerk and Ex-Officio Clerk of Commissioners' Court,  
Wise County, Texas.



The Wise County Commissioners' Court adopted revised ***Rules of Procedures, Conduct & Decorum at Meetings of Wise County Commissioners' Court*** on March 25, 2019.