

FILED FOR RECORD  
TIME 10:26 a.m.

SEP 23 2022

ELIZABETH JAMES  
CO. CLERK HARRISON CO.  
BY Wanda Spivey DEPUTY



## County Judge

**CHAD SIMS**

**Harrison County**

#1 Peter Whetstone Square, Room 314

Marshall, Texas 75670

903-935-8401

903-935-4853 Fax

Charlene Graff, Judicial Admin. Assist.

Pursuant to Chapter 551 of the Texas Government Code requiring governmental bodies to give notice of their meetings, this is to advise that a **REGULAR** meeting of the **Harrison County Commissioner's Court** will be held at **9:00 a.m. on the 27<sup>th</sup> day of September, 2022, in the Commissioners' Courtroom at the Harrison County Historic Courthouse in Marshall, Texas**, at which time the Commissioners' Court will consider all matters pertaining to Harrison County business and grant authorization for the County Judge to execute any and all documents as may come before said Commissioner's Court for approval, including by way of information but not limitation, the following matters:

### INVOCATION

#### PLEDGE OF ALLEGIANCE:

##### AMERICAN FLAG

TEXAS FLAG: "Honor the Texas Flag; I Pledge Allegiance to Thee, Texas, One State Under God, One and Indivisible"

### ANNOUNCEMENTS:

#### PUBLIC COMMENTS – AGENDA ITEMS ONLY

#### DECLARE A QUORUM PRESENT:

#### CALL TO ORDER:

### AGENDA

#### A. AUDITOR:

1. Consideration and approval regarding Line Item Transfers.
2. Consideration and approval of payment of Regular Bills.
3. Consideration and approval of Payroll for September 16, 2022.
4. Consideration and approval of the Tyler Technologies Professional Services Agreement for Time & Attendance ExecuTime Time Clock System – implementation non-exempt employee time tracking.

5. Consideration and approval to pay 5 days (09/26, 09/27, 09/28,09/29, and 09/30 at the new rate that will be effective October 1, 2022.

6. Consideration and approval of the FY 2022 Pattillo, Brown & Hill, L.L.P. Audit Engagement Letter for period ending September 30, 2022.

7. Consideration and approval of the budgeted FY 2022 Other Postemployment Benefits (OPEB) contribution.

**B. ROAD AND BRIDGE DEPARTMENT:** 2022 Construction Completed & in Progress Report

1. Consideration and approval of personnel changes for the Harrison County Road & Bridge Department.

2. Consideration and approval of the utility applications submitted to the Harrison County Road & Bridge Department as follows:

New Century Exploration, Inc.  
Enable Midstream Partners, LP  
Etex Telephone Coop  
Tyron Road SUD

James Marshall Road, CR 4109  
Key Farm Road, No 3038  
Driskell Bridge, CR 4106  
Fox Glove Ln., CR 3646

3. Consideration and approval of the Harrison County Road Map Book as of September 27, 2022 and any and all submission of any updates to said Road Map Book will be approved by the Commissioner's Court at a later Commissioner's Court meeting.

4. Consideration and action regarding the approval to rescind Order #2022-227, #5-D quote 6351865 five (5) 2023 Chevrolet Silverado 1500 Work Trucks 4x2 Crew Cab for the Road & Bridge Department.

5. Consideration and action to approve the Enterprise Fleet Management Lease purchases, Quote No. 6740853 for five (5) 2023 Ford F-150 XL 4x2 Super Crew Cab 5.5 ft. box 145 in. WB for the Road & Bridge Department.

**C. SHERIFF'S DEPARTMENT:**

1. Consideration and action regarding the approval of the donation/loan of one (1) EZGO Golf Cart by Jack Rabbit Offroad to be used by the Harrison County Sheriff's Department

**D. MAINTENANCE DEPARTMENT:**

**E. INFORMATION TECHNOLOGY:**

**F. FIRE MARSHAL:**

**G. PURCHASING:**

**H. HUMAN RESOURCES:**

1. Consideration and approval of a revision to Harrison County Employee Handbook Section 2A-10, regarding Overtime Calculations and Rules for county employees.

**I. TREASURER:**

1. Consideration and approval of Treasurer's Report for August, 2022.

2. Consideration and approval of Treasurer's Investment Report August, 2022.

**J. ELECTIONS:**

Administrative Report: No action to be taken ---- concerning the status relating to election activities.

1. Consideration and approval of the Contract for Elections Services for Karnack Independent School District.
2. Consideration and approval of the Certification of the Unopposed County and Precinct Candidates Declared Elected for the November 8, 2022 General Election.
3. Consideration and approval of the Number of Poll Workers and Recommended Pay for Early Voting and Election Day Poll Workers.

**K. NEW BUSINESS:**

1. Consideration and action subject to ratification in Open Court, the approval of the Certificate of Appointment of Dr. Ricky Paul to serve as the Local Health Authority for Harrison County to be effective September 15, 2022 and ending September 15, 2023.
2. Consideration and approval of the Appointment of Sadie Harkins as the Purchasing Agent for Harrison County by District Judge Brad Morin and County Judge Chad Sims for a term to be effective October 1, 2022 and terminating September 20, 2024 and approval of Bond for said Purchasing Agent in the amount of \$5,000.
3. Consideration and approval of the Proclamation declaring October 2-8, 2022 as National 4-H Week in Harrison County at the request by Matt Garrett, CEA-Ag/NR and Louraiseal McDonald, Louraiseal D. McDonald, CEA-FCH.
4. Consideration and approval of the revised Harrison County Airport Hangar Ground Lease for Tenant Built Hangars and the Fuel System Agreements for said Tenants.
5. Consideration and approval of the donation of a tract of land being 0.334 acre located in the J.M. Clifton Survey, A-184 and tract of land being 1.500 acres located in the J.M. Clifton Survey, A-184 by Sherry Arnold to be used by the Harrison County Sheriff's Department for a training facility.

**ADJOURN**




CHAD SIMS, COUNTY JUDGE

This is to certify that at the time and date stamped hereon, the notice of a meeting, a copy of which is attached hereto, has been filed in my office, and posted on my official bulletin board in the Courthouse, as is required by Texas Government Code, Chapter 551.

Executed on September 23, 2022

COUNTY CLERK  
HARRISON COUNTY, TEXAS

(In accordance with Title III of the Americans with Disabilities Act, we invite all attendees to advise us of any special accommodations due to disability. Please submit your request as far as possible in advance of the program you wish to attend.)



**REGULAR MEETING OF THE COMMISSIONERS' COURT  
HELD IN THE HISTORIC HARRISON COUNTY COURTHOUSE  
MARSHALL, TEXAS  
THIS THE 27TH DAY OF SEPTEMBER, 2022**

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**BE IT REMEMBERED** that at 9:00 a.m. on the 27th of September, 2022, Regular Session in the Commissioners' Courtroom in the Historic Harrison County Courthouse in Marshall, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same:

Invocation was led by Chad Sims, County Judge

Pledge of Allegiance:

American Flag

Texas Flag: "Honor the Texas Flag; I Pledge Allegiance to Thee, Texas, One State under God, One and Indivisible"

The following were present:

Chad Sims,	County Judge
William Hatfield,	Commissioner, Precinct #1
Zephaniah Timmins,	Commissioner, Precinct #2
Phillip Mauldin,	Commissioner, Precinct #3 Not Present
Jay Ebarb,	Commissioner, Precinct #4
Liz James,	County Clerk
Becky Haynes,	County Auditor

**ANNOUNCEMENTS:**

**Declare A Quorum Present:**

When the following were heard and the following Orders passed:

Call to Order by the County Judge, Chad Sims, at 9:04 a.m.

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**ITEM A: County Auditor: Administrative Report: No action to be taken -- concerning Submission of financial reports.  
No Report Submitted**

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Motioned by Comm. Ebarb  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-376

**Item #1. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve Line Item Transfers. Exhibit A-1.

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Motioned by Comm. Timmins  
Seconded by Comm. Hatfield  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-377

**2 Item #. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the payment of Regular Bills. Exhibit A-2

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Motioned by Comm. Hatfield  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-378

**Item #3. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Payroll for September 16, 2022. Exhibit A-3.

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Motioned by Comm. Hatfield  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-379

**Item #4. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Tyler Technologies Professional Services Agreement for Time & Attendance ExecuTime Time Clock System – implementation non-exempt employee time tracking. Exhibit A-4

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Motioned by Comm. Ebarb  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-380

**Item #5. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve to pay 5 days (09/26, 09/27, 09/28, 09/29, and 09/30 at the new rate that will be effective October 1, 2022. Exhibit A-5

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Motioned by Comm. Timmins  
Seconded by Comm. Ebarb  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-381

**Item #6. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the FY 2022 Pattillo, Brown & Hill, L.L.P. Audit Engagement Letter for period ending September 30, 2022. Exhibit A-6.

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Motioned by Comm. Ebarb  
Seconded by Comm. Hatfield  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-382

**Item #7. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve of the budgeted FY 2022 Other Postemployment Benefits (OPEB) contribution. Exhibit A-7

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ITEM B: Road and Bridge Department; Administrative Report: Given by Lisa Benson  
No action to be taken  
Luke Davis gave Administrative Report: -- concerning status of construction, maintenance and repairs of county roads, bridges and right of ways; also concerning condition of equipment.  
Exhibit B

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Motioned by Comm. Timmins  
Seconded by Comm. Hatfield  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-383

**Item #1. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the personnel changes for September 8, 2022 through September 21, 2022, for the Harrison County Road & Bridge Department. Exhibit B-1.

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Motioned by Comm. Ebarb  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-384

**Item #2. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the utility applications submitted to the Harrison County Road & Bridge Departments as follows: Exhibit B-2.

New Century Exploration, Inc.  
Enable Midstream Partners, LP  
Etex Telephone Coop  
Tyron Road SUD

James Marshall Road, CR 4109  
Key Farm Road, No 3038  
Driskell Bridge, CR 4106  
Fox Glove Ln. CR 3646

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Motioned by Comm. Ebarb  
Seconded by Comm. Hatfield  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-385

**Item #3. IT IS ORDERED** by the Commissioners' Court of "Harrison County, Texas to approve the Harrison County Road Map Book as of September 27, 2022 and any and all submission of any updates to said Road Map Book will be approved by the Commissioner's Court at a later Commissioner's Court Meeting. Exhibit B-3.

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Motioned by Comm. Hatfield  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-386

**Item #4. IT IS ORDERED** by the Commissioners' Court of "Harrison County, Texas to approve to rescind Order #2022-227, #5-D quote 6351865, Five (5) 2023 Chevrolet Silverado 1500 Work Trucks 4x2 Crew Cab for the Road & Bridge Department.

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Motioned by Comm. Hatfield  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-387

**Item #5. IT IS ORDERED** by the Commissioners' Court of "Harrison County, Texas to approve the Enterprise Fleet Management Lease purchases, Quote No. 6740853 for five (5) 2023 Ford F-150 XL 4x2 Super Crew Cab 5.5 ft. box 145 in, WB for the Road & Bridge Department.. Exhibit B-5.

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**ITEM C: Sheriff's Department: Administrative Report: No action to be taken --- concerning statistics reflecting law enforcement activity, execution of civil responsibilities, population, also location of and turnover in prisoners.**  
No Report Submitted

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Motioned by Comm. Hatfield  
Seconded by Comm. Ebarb  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-388

**Item #1. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the donation/loan of one (1) EZGO Golf Cart by Jack Rabbit off Road to be used by the Harrison County Sheriff's Department. Exhibit C-1.

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**ITEM D: Maintenance Department: Administrative Report: --- concerning repairs and maintenance performed upon county owned premises and equipment; status of ongoing projects, and information concerning planned projects. No action to be taken**  
No Report Submitted

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**ITEM E: Information Technology: - Administrative Report: -- concerning the status of all existing/required communication and information services and equipment, including phones, computers, audio/visual aids and security equipment. No action to be taken**  
No Report Submitted

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**ITEM F: Fire Marshal: Administrative Report: No action to be taken**  
Fire Marshall D.J. Couch gave Administrative Report-- concerning the status of OSSF permits, emergency management, and solid waste site investigations.  
No Report Submitted

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**ITEM G: Purchasing: No Items Submitted**

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**ITEM H: Human Resources: No Administrative Report Given—No Items Submitted**

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Motioned by Comm. Timmins  
Seconded by Comm. Ebarb  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-389

**Item #1. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the revision to Harrison County Employee Handbook Section 2A-10, regarding Overtime Calculations and Rules for county employees. Exhibit H-1.

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**ITEM I: Treasurer:**

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Motioned by Comm. Timmins  
Seconded by Comm. Ebarb  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-390

**Item #1. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Treasurer's Report for August, 2022. Exhibit I-1.

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Motioned by Comm. Ebarb  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-391

**Item #2. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Treasurer's Report for August, 2022. Exhibit I-2.

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**ITEM J: Elections: Administrative Report: — concerning the status relating to election activities. No Action to be taken. No Report Submitted**

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Motioned by Comm. Timmins  
Seconded by Comm. Hatfield  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-392

**Item #1. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Contract for Elections Services for Karnack Independent School District. Exhibit J-1.

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Motioned by Comm. Timmins  
Seconded by Comm. Ebarb  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-393

**Item #2. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Certification of the Unopposed County and Precinct Candidates Declared Elected for the November 8, 2022 General Election. Exhibit J-1.

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Motioned by Comm. Ebarb  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-394

**Item #3. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Number of Poll Workers and Recommended Pay for Early Voting and Election Day Poll Workers. Exhibit J-1.

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**ITEM K: New Business:**

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Motioned by Comm. Ebarb  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-395

**Item #1. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the ratification in Open Court, the approval of the Certificate of Appointment of Dr. Ricky Paul to serve as the Local Health Authority for Harrison County to be effective September 15, 2022 and ending September 15, 2023. Exhibit K-1.

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Motioned by Comm. Timmins  
Seconded by Comm. Hatfield  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-396

**Item #2. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Appointment of Sadie Harkins as the Purchasing Agent for Harrison County by District Judge Brad Morin and County Judge Chad Sims for a term to be effective October 1, 2022 and terminating September 20, 2024 and approval of Bond for said Purchasing Agent in the amount of \$5,000. Exhibit K-2.

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Motioned by Comm. Ebarb  
Seconded by Comm. Timmins  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-397

**Item #3. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the Proclamation declaring October 2-8, 2022 as National 4-H Week in Harrison County at the request b Matt Garrett, CEA-Ag/NR and Louraiseal McDonald Louraiseal D. McDoanld, CRA-FCH. Exhibit K-3.

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Motioned by Comm. Timmins  
Seconded by Comm. Hatfield  
All members voting in favor  
Motion carried unanimously (4-0)  
Order #2022-398

**Item #4. IT IS ORDERED** by the Commissioners' Court of Harrison County, Texas to approve the revised Harrison County Airport Hangar Ground Lease for Tenant Built Hangars and the Fuel System Agreements for said Tenants. Exhibit K-4.

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**Item #5.** Consideration and approval of the donation of a tract of land being 0.334 acre located in the J.M. Clifton Survey, A-184 and tract of land being 1.500 acres located in the J.M. Clifton Survey, A-184 by Sherry Arnold to be used by the Harrison County Sheriff's Department for a training facility. Exhibit K-5.

Item #5 will be on a later agenda.

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**ADJOURNMENT:**

**With no further business to come before the Court for consideration and action, the motion was made by Commissioner Hatfield and seconded by Commissioner Timmins to adjourn the meeting. Motion carried unanimously (5-0). Meeting adjourned at 9:52 A.M.**

**ATTEST:**

*Elizabeth James*

**Elizabeth James, County Clerk  
Harrison County, Texas**