

**HARRIS COUNTY BOARD OF COMMISSIONERS**  
**REGULAR SESSION**

July 16, 2019

7:00 P.M.

Commissioners Present: Becky Langston, Susan Andrews, Rob Grant, J. Harry, Andrew Zuerner. Staff Present: Randy Dowling, County Manager; John Taylor, County Attorney; Nancy D. McMichael, County Clerk.

1. **CALL TO ORDER.** Chairman Langston called the Regular Session to order.
2. **PLEDGE OF ALLEGIANCE.** At the request of Chairman Langston, Commissioner Grant led those in attendance in the Pledge of Allegiance.
3. **MINUTES.** The motion to approve the minutes of the July 8, 2019 Regular Session was made by Commissioner Lange, seconded by Commissioner Grant, and passed unanimously.
4. **NEW BUSINESS**
  - A. **Amendment to 401(a) Defined Contribution Plan: Paul Bates.** Paul Bates, regional representative of GEBCorp, appeared before the Board and said that during a recent internal review of documents, it was discovered that when the County adopted the Defined Contribution Plan, the section to cap contributions at \$30,000 was not checked; that the original plan document with Nationwide did include such a cap and it should have carried over to when the County adopted the plan with ACCG; and that the amendment is just to make the proper correction. The motion to approve the Resolution and the Adoption Agreement Amendment #1 was made by Commissioner Lange, seconded by Commissioner Andrews, and passed unanimously. (Agreement document can be found in “Contracts & Agreements” file as C&A #19-28.)
  - B. **Insolvent Requests: July 2019.** Chairman Langston said that the Tax Commissioner had submitted the insolvent list for July 2019 for nine (9) items of personal property for which the owners can't be found, for a total of \$3,338.75. The motion to approve this insolvent list was made by Chairman Langston, seconded by Commissioner Lange, and passed unanimously.
  - C. **Appointments: Area Agency on Aging Council.** Chairman Langston said that two appointments are needed for representation on the Area Agency on Aging Council; that the Council is made of up individuals interested in issues and services affecting older persons, persons with disabilities, and caregivers; that the Council meets quarterly in Buena Vista where lunch is provided and mileage is reimbursed. She said she had talked with two individuals, Kathy Carlisle and Linda Luttrell, and both have consented to appointment to the Council. She gave a synopsis of their biographies and made the motion to appoint Kathy Carlisle and Linda Luttrell to the Council. The motion was seconded by Commissioner Grant and passed unanimously.
  - D. **Travel Policy Revision.** Chairman Langston said that during the May 8 Planning Session, the Board discussed a draft revision of the County's travel policy; that the main revision to the policy is to change the “per meal” method of meals (\$8 for breakfast, \$12 for lunch, and \$25 for dinner) to a “per day” method with a total of \$55, for which receipts will be required, along with other changes to better clarify sections of the policy. Nancy McMichael, County Clerk, said that a minor change had been made to reflect that on travel days (to and from a particular destination), the per day total would reduce to \$40. The motion to approve the Travel Policy was made by Commissioner Lange, seconded by Commissioner Zuerner, and passed unanimously. (Document can be found in “Miscellaneous Documents” file as MD #19-04.)
5. **COUNTY MANAGER**
  - A. **Project Updates.** Randy Dowling, County Manager, reviewed various projects, as follows:
    - (1) **County-wide Email System.** Preparation of bid specs is underway.

- (2) Replacement Telephone System for Courthouse, Commissioners' Office, and Community Development. Preparation of bid specs is underway.
  - (3) Restriping of 16 County Roads. Pre-bid meeting will be August 5, bids are due August 13, and action by the Board scheduled for August 20.
  - (4) Pitts Drive Paving. Due to some recently discovered right of way problems, this project is being delayed.
  - (5) Community Center Parking Lot Restriping. The parking lot was restriped last week.
  - (6) Community Center Pool Equipment. Preparation of bid specs is underway.
  - (7) Ellerslie Park Lodge Repairs. Pre-bid meeting will be July 23, bids are due August 6, and action by the Board scheduled for August 20.
  - (8) Ellerslie Park Chipping & Grinding. Equipment being moved in this week with project to start soon.
  - (9) Soccer Complex Pavilion. Materials have been ordered and work should start next week and finished by the end of the year. Discussion regarding the need to provide temporary restroom facilities took place and Mr. Dowling said that staff will make sure to provide whatever is necessary for the Soccer Association during the construction.
  - (10) Rails to Trails. Phase I of the project, from downtown Pine Mountain to the intersection of US 27 and SR 18 (354), is expected to start August 1. The pre-bid meeting for Phase II will take place August 13 with bids opening August 27 and action scheduled by the Board for September 3. In response to questions from Commissioner Grant, Mr. Dowling said that Phase I of the trail does not require the signage that is required in Phase III; that Phase II funding is through a Land & Water Conservation Fund Grant, and Phase III is through a Recreational Trails Program grant, and all grants have different requirements.
  - (11) Airport Security & Wildlife Fence, Phase II. Material was delivered July 8 and project is moving forward with completion by late October.
  - (12) Airport Fly-In & Open House. Date for 2020 has changed from May 2 to May 9.
  - (13) Mulching of 35 +/- Acres in Northwest Harris Business Park. Bids opened July 8, action by the Board is scheduled for August 6, with completion 60 days from the Notice to Proceed.
  - (14) Solid Waste Tonnage. Final fiscal year tonnage shows an increase of almost 1,000 tons over last year, which was also higher than the previous year, mainly due to the increase in the construction of single family homes; more homes generate more trash.
  - (15) Millage Rate. Tax Assessor Wayne Morris is calculating final numbers regarding the millage rate, which should be set in August, and an email will be going out to the board by Friday regarding same.
6. **COUNTY ATTORNEY.** John Taylor, County Attorney, had no business to discuss with the Board this evening.
  7. **ADJOURNMENT.** There being no further business to discuss the motion to adjourn was made by Commissioner Lange, seconded by Chairman Langston, and passed unanimously.

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Becky Langston, Chairman

Attest:

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Nancy D. McMichael, County Clerk