



Bill Norwood spoke of multiple option plan (PPO & HMO options) and how it affects premiums. The pool as an average, for PPO counties, increase at 10.5 % per year (on average). Jim Rotan spoke of Agent/Broker Services provided. Commissioner Molenaar spoke in support of services provided by Jim Rotan. Commissioner Ingalsbe asked if we need an Agent of Record or is one provided by TAC? Bill Norwood advised that administrative and claims resolution is provided by TAC, however, there are some things that Hays County expects that TAC is not able to provide (personalized service being provided by Jim Rotan is not provided by TAC). He stated that at last count 51% of counties have brokers and 49% do not. There is a lower administrative fee for Hays County because of the county using Jim Rotan. Agent of Record fee runs about 2% of your coverage. TAC would charge an additional 1.5% if they provided that service. Kevin Daley stated that typical brokerage fee is 3-5% - most people would not provide this service for 2%. Jim Rotan spoke of trying to resolve problems without bringing them to the commissioners' court and he spoke of services he has provided. Discussion was had regarding HMO service for students attending school away from home (guest membership).

Court was ADJOURNED.

MINUTES APPROVED IN OPEN COURT ON THE _____ DAY OF _____, 1999.

JAMES L. POWERS, COUNTY JUDGE
 H A Y S COUNTY, TEXAS

LEE CARLISLE, COUNTY CLERK
 H A Y S COUNTY, TEXAS



STATE OF TEXAS
 COUNTY OF HAYS

ON THIS THE 16TH DAY OF MARCH, A.D., 1999, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN REGULAR MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

JAMES L. POWERS	COUNTY JUDGE
DEBBIE GONZALES INGALSBE	COMMISSIONER, PCT. 1
H. S. "SUSIE" CARTER	COMMISSIONER, PCT. 2
WILLIAM "BILL" BURNETT	COMMISSIONER, PCT. 3
RUSS G. MOLENAAR	COMMISSIONER, PCT. 4
LINDA C. FRITSCHÉ	DEPUTY COUNTY CLERK

WHEN THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

CALL TO ORDER
 INVOCATION)

PLEDGE OF ALLEGIANCE ⊇ Pledge of Allegiance to the American Flag
 ⊘ Pledge of Allegiance to the Texas Flag
 ("Honor the Texas Flag; I pledge allegiance to thee, Texas, one and indivisible")

PRESENTATIONS:

Recognition to Constable Pct. 1 Lupe Cruz for his 30 years of service in the U.S. Navy. Commissioner Ingalsbe recognized Lupe Cruz with presentation of a Certificate of Appreciation for his service in the armed forces of the United States as a Machinist Mate First Class U.S. Naval Reserve (signed by Commander in Chief bill Clinton) and a Certificate of Retirement from the United States Navy . She congratulated him on his achievements. Lupe Cruz spoke of an honor to serve in the Navy and he thanked the commissioners' court for this recognition.

Employee Service Pin presentation. Judge Power presented Gene Lee (District Court Reporter) with a 20 year service pin.

Presentation by the Hays County Extension Service regarding the "Forum for Community Futures". Extension Agent Marilyn Prouse spoke of trying to meet the needs and challenges of residents of Hays County in a variety of issues and areas every day. This spring extension offices across the state are hosting "Texas Community Futures Forum". She advised that on March 30, 1999 at 6:30 p.m. in the Hays County Courthouse there will be such a forum. The main purpose is to involve individual residents and different departments within the county, city, state government levels, different agencies, organization and interested parties to help identify various critical needs and issues affecting the residents of Hays County as we move into the next century.



Marilyn Prouse advised that there will be focus groups that will prioritize the issues identified. They will also put together some issue teams that will help figure out ways that we can address the issues in youth development, agriculture, natural resources, roads & bridges, environment, and other issues that might need to be addressed to work over the next five years. The results of the forum will be posted on the internet along with results from other counties throughout the state to share common concerns. She invited members of the court and others to be a part of the program .

Presentation from PEC (Pedernales Electric Cooperative) regarding Y2K Compliance

Pat Pesek (Administrative Manager) & Jimmy Linneweber (District Manager from the Central District) appeared before the court regarding PEC's Y2K preparation. Pat Pesek advised that they started in 1995 to update their system and he was appointed Y2K Coordinator in 1997. Items found to be a possible problem were identified and classified. Letters were sent to vendors requesting compliance. Their data processing equipment is purchased through one department and they have maintained an inventory. The assessment phase was difficult and they are 100% complete with the inventory & assessment and 60% complete with overall compliance. They have tested almost all the systems for compliance. Pat Pesek advised that if LCRA is down, other suppliers could be used to provide electricity. He spoke of possible problems with date recognition for leap year (Feb. 29, 2000). He spoke of microprocessor relays (stamps date & time) that do not disconnect power, but only indicate date/time. Contingency plans: additional staff will be on duty on critical days, there is an emergency operation plan, 2 portable substations, communication can be routed between telephones, pagers, & radios, there are backup generators and storage reserves of diesel fuel. He spoke of need for public education. He spoke of disclaimer (Notice of Caution). Discussed LCRA serving the majority of the electrical services in this area. Pat Petsek advised that he feels comfortable that LCRA is making the necessary fixes. He spoke of ERCOT (Electric Reliability Council of Texas) which maintains the electric grid for approximately 85% of Texas and the interconnect loop. He advised that the interconnected electric system of Texas is only as strong as its weakest link, and if any utility has failures, PEC could also lose power. On March 25, 1999 there will be a public forum at the Hays High School.

PUBLIC COMMENTS [T1-569]

Sam Davis spoke of last weeks vote to have commissioners' court meetings twice a month. He is concerned about long meetings and he does not want court members to be rushed and "shooting from the hip". He is concerned that it will cause items to be slipped into the consent agenda. Mr. Davis asked the court to "think it over" before making rushed judgments. Judge Powers stated that he feels like the court will be more prepared to take action.

17688 APPROVE PAYMENT OF COUNTY INVOICES

A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to approve payment of county invoices in the amounts of \$11,521.26 and \$386,743.86 as presented by the County Auditor. All voting "Aye".

3/10/99 disbursements = \$ 11,521.26

Road & Bridge Operations	\$ 3,061.73	Road Bond Series '95 Constr	\$ 8,459.53
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3/16/99 disbursement = \$ 386,743.86

Fines	\$ 1,091.14	Auditors Office	\$ 718.28	Treasurers Office	\$ 120.07
Grants Admin	\$ 479.78	Juvenile Probation	\$ 1,424.07	Election Admin	\$ 51.66
Bldg. Maintenance	\$ 2,574.04	Environ Health	\$ 1,006.46	Personal Health	\$ 89.85
Civic Center	\$ 792.76	Countywide Oper	\$ 86,860.04	Tax A/C	\$ 629.09
County Clerk	\$ 33.20	Sheriffs Office	\$ 7,063.70	Jail Operations	\$ 1,750.64
County Judge	\$ 448.74	Human Resources	\$ 191.29	District Attorney	\$ 118.25
J.P. 1-1	\$ 565.78	J.P. 1-2	\$ 206.09	J.P. 2	\$ 384.55
J.P. 3	\$ 6.95	J.P. 4	\$ 258.50	DPS	\$ 1,675.10
Constable 3	\$ 74.95	Constable 4	\$ 27.80	Constable 5	\$ 154.90
Dist Court Oper	\$ 1,498.65	Veterans Admin	\$ 206.59	Computer Svcs	\$ 2,864.17
TJPC Salaries Grant	\$ 3,278.44	DPS/L&W	\$ 676.31	TABC	\$ 7.86
TJPC CCAP Grant	\$ 15,328.99	Animal Control	\$ 2,918.00	DA DARE Grant	\$ 9.75
VAWA Grant	\$ 200.00	911 Adrrs Mtc.	\$ 126.08	Juvenile Acct. Grant	\$ 5,584.75
General fund credit	<\$6.00>	R&B Operations	\$ 102,663.28	Precinct 1	\$ 58.49
R&B Gen Credit	<\$320.40>	Road Bond Constr	\$ 137,815.23	Burnett Rd I&S	\$ 46.21
Springlake Rd I&S	\$ 320.09	Pioneer Rd I&S	\$ 17.31	Sheriffs Drug Forf	\$ 579.75
Stellar Plastics Grant	\$ 2,072.63				

17689 APPROVE BUDGET AMENDMENT NO. 99-015

A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to approve Budget Amendment Number 99-015 as proposed by the County Auditor. All voting "Aye".



				AMENDMENT NO. 99-015 FY 99 BUDGET 03-16-99
FUND NO. 01 FUND TITLE GENERAL				
LINE ITEM - EXPENDITURES	APPROPRIATION BEFORE	AMENDMENT		APPROPRIATION AS
	AMENDMENT	INCREASES	DECREASES	AMENDED
EXTENSION OFFICE (403):				
01-403-5473 Copier Lease	3,325	1,000		4,325
01-403-5101 FICA/RET	11,920		(625)	11,295
01-403-5411 Off Eqpt Maint	500		(250)	250
01-403-5461 Printing	250		(125)	125
		1,000	(1,000)	
Upgrade copier/printer from personnel savings				
GRANTS ADMINISTRATION (404):				
01-404-5213 Publications	830	500		1,300
01-404-5160 Insurances	4,776		(500)	4,276
Transfer for needed publications from personnel savings				
ENVIRONMENTAL HEALTH (411):				
01-411-5212 Postage	1,000	1,500		2,500
01-411-5443 Consultants	4,000		(1,500)	2,500
Transfer to replace end of shared postage from Grant				
HUMAN RESOURCES (421):				
01-421-5211 Office Supply	1,950	875		2,825
01-421-5311 Travel	200		(200)	-0-
01-421-5331 Cont Ed	1,500		(675)	825
Transfer for needed expense				
ANIMAL CONTROL (494):				
01-494-5448 Contract Svcs	-0-	15,275		15,275
COUNTY-WIDE OPERATIONS (414):				
01-414-5399 Contingencies	90,275		(15,275)	75,000
Rebudget approved amount for Animal Control Contracts				

17690 APPROVE UTILITY PERMITS # 99-103, #99-104, & #99-408

The following Utility Permits were submitted by the Road Department for approval:

- # 99-103 on Posey Road to Franklin Homes
- # 99-104 on Posey Road to Century Telephone
- # 99-408 on CR193 to PEC

A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to approve Utility Permits #99-103, #99-104, and #99-408 as submitted by the Road Department. All voting "Aye".

17691 CALL FOR A PUBLIC HEARING ON MARCH 30, 1999 TO ESTABLISH TRAFFIC REGULATIONS ON OLDHAM STREET IN WIMBERLEY

A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to call for a public hearing on March 30, 1999 at 9:00 A.M. to consider establishing traffic regulations (speed limit @ 30MPH) on Oldham Street in Wimberley. All voting "Aye".



MARCH 16, 1999

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17692 APPROVE REFUND OF OVERPAYMENT AND/OR DOUBLE PAYMENT OF TAXES

Tax Assessor-Collector Luanne Caraway request approval to refund overpayments and/or double payments of taxes as follows:

Lot 11 Wiley Subdivision	\$ 2,736.26	Lot 19 Creekside Addition	\$ 679.48
Lot 5 Cedar Plateau	\$ 1,750.47	88.952 ac. James Bracken Surv	\$ 1,841.18
Lot 7 Blk B Longview Addn.	\$ 835.48	Mobilfone Svcs Inc. equipment	\$ 871.70

A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to approve refund of overpayment and/or double payment of taxes as presented by the County Tax Assessor-Collector. All voting "Aye".

17693 APPROVE RENEWAL OF ANNUAL COUNTYWIDE DUMPSTER CONTRACT

Purchasing Agent Debbie Bilbrey requested approval to renew the annual countywide dumpster contract with Texas Disposal System and Waste Management (formally known as Longhorn Disposal) for one additional year as provided in the original contract. Contract would then end in March of 2000 and at that time we would advertise for bids. A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to approve renewal of the annual countywide dumpster contract with Texas Disposal System and Waste Management (fka Longhorn Disposal) as provided in the original contract. All voting "Aye".

WILLOW CREEK ESTATES SECTIONS 10A & 10B (56 lots) * This item was pulled from the agenda. No action taken this date

17694 HOLD A PUBLIC HEARING AND ACTION TO ESTABLISH TRAFFIC REGULATIONS ON CR157 AND ON DARRYL DRIVE [T1-671]

Judge Powers declared the public hearing open. No public input was received and the public hearing closed. Road Director Ron Bischoff recommended a 25MPH speed limit (500 ft. on each side of the intersection) and 25MPH on Darryl Drive in the Woods of Cimarron. A motion was made by Commissioner Carter, seconded by Commissioner Burnett to establish traffic regulation of 25MPH speed limit on CR157 at dangerous curves at Goforth Village and on Darryl Drive in the Woods of Cimarron Subdivision. All voting "Aye".

17695 ADOPT A RESOLUTION APPOINTING SPECIAL COUNSEL TO THE COURT [T1-734]

Commissioner Molenaar spoke of services being provided by Jacquelyn Murphy. He is requesting using funds out of the countywide operating line item 414-5441 (legal expenses) and transferring it to Commissioners' Court Expenses creating a Salary Line Item 608-5021 for a Commissioners' Court Attorney position. This position would be a Grade 36 Step 3 with a salary of \$40,764 per year (to be re-evaluated next budget cycle) and would cost \$24,944 for the next six months. Commissioner Molenaar feels like this is a full-time job and it would transfer her from the District Attorney's office and he could replace her in his office with an attorney to assist the JP offices. He stated that District Attorney Mike Wenk does not have the time to perform these services and he approves this recommendation. County Auditor Bill Herzog advised that \$30,000 was funded/budgeted last year for this position. A motion was made by Commissioner Molenaar, seconded by Commissioner Ingalsbe to create the position of Special Counsel to the Commissioners' Court and adopt resolution appointing Jacqueline Cullom Murphy to that position. Commissioner Carter and Commissioner Burnett felt like this type of action should be addressed during the budget process. Commissioner Ingalsbe spoke in support of this position and stated that she feels like it will save the county a lot of money. Commissioner Molenaar spoke of now having an attorney in house and if we don't take action now we will lose her. Judge Powers spoke in support of this position and stated that he feels like it would be inappropriate for us not to have this representation. Jacquelyn Murphy spoke of restructure of the District Attorney's office to provide the court with an attorney, however, Mike Wenk has some programs he would like to implement but cannot do them with out her position spending more time on them. She spoke of bail bond forfeitures that need to be addressed (a revenue generating process). Commissioner Carter voiced her concern about adding personnel at this time. Jacquelyn Murphy spoke of requests she is getting from other departments. She indicated that she is spending approximately 50% of her time on commissioners' court issues. Commissioner Ingalsbe, Commissioner Molenaar, and Judge Powers voting "Aye". Commissioner Carter and Commissioner Burnett voting "No".

**RESOLUTION OF THE HAYS COUNTY COMMISSIONERS COURT
CONCERNING THE APPOINTMENT OF A SPECIAL COUNSEL TO THE COURT**

STATE OF TEXAS
COUNTY OF HAYS

WHEREAS, pursuant to Section 44.001, Texas Government Code, Hays County voters elect a Criminal District Attorney; and
WHEREAS, the current Hays County Criminal District Attorney, Michael Wenk, recently hired a government attorney, Jacqueline Cullom Murphy, to assist the Commissioners' court and county departments with civil legal matters relating to county government; and

WHEREAS, the Hays County Commissioners' Court is legally authorized to directly hire legal counsel to provide general civil legal support to assist the Court in the daily administration of county government with the consent of the Criminal District Attorney according to *Guynes v. Galveston County*, 861 S.W. 2d 861 (Tex.1993); and

WHEREAS, the Hays County Criminal District Attorney consents to the direct hiring of a Special Counsel to assist the Court, but desires to retain some supervisory control over the Special Counsel based on various constitutional and statutory obligations of the Criminal District Attorney; and


WHEREAS, the hiring of a Special Counsel will help to ensure that all county business enacted by the Commissioners' Court is conducted in a legally sound manner according to applicable state laws which govern the operations of county government; and
WHEREAS, the hiring of a Special Counsel works at the pleasure of the Commissioners' Court and/or Criminal District Attorney and is subject to State Bar Rule 1.12.

NOW, THEREFORE, BE IT RESOLVED that the Hays County Commissioners' Court appoint Jacqueline Cullom Murphy as Special Counsel to provide legal support to the Commissioners' Court and various county departments with the consent of the Hays County Criminal District Attorney.



17696 ADOPT A RESOLUTION IN SUPPORT OF HOUSE BILL 191 RELATING TO COMMISSIONS FOR CERTAIN PEACE OFFICERS AND AUTHORITY OF THOSE OFFICERS TO CARRY CERTAIN WEAPONS [T1-1068]

Commissioner Ingalsbe spoke of this bill having been recommended to the Commissioners' Court by the legislative committee. She felt like a resolution from the Commissioners' Court would be beneficial to its passage. Commissioner Molenaar read the resolution. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Molenaar to adopt resolution in support of House Bill 191 relating to Commissions for certain peace officers and authority of those officers to carry certain weapons. All voting "Aye".



Resolution of the Hays County Commissioners' Court
In Support of House Bill 191

WHEREAS, Peace Officers across this nation put their lives on the line each day to protect our laws and citizens; and

WHEREAS, the hard work and dedication of these Peace Officers are crucial to protecting the way of life we enjoy in the United States of America; and

WHEREAS, Hays County, Texas has been blessed with many excellent Law Enforcement Agencies, staffed by professionals dedicated to serving their fellow citizens; and

WHEREAS, the citizens of Hays County are proud of and grateful to these dedicated Peace Officers; and

WHEREAS, Honorably retired Peace Officers lose their commissions within a short time and also lose their right to carry certain weapons; and


WHEREAS, the citizens of Hays County are proud of and grateful to these dedicated retired Peace Officers; and

WHEREAS, House Bill 191 in the Texas Legislature, if enacted, would enable certain retired Peace Officers to maintain their commissions;


NOW, THEREFORE, BE IT RESOLVED, that the Hays County Commissioners' Court supports passage of House Bill 191 and encourages all State Senators and Representatives to support its passage.

BE IT FURTHER RESOLVED, that the Hays County Commissioners' Court encourages all citizens of Hays County to support passage of this Bill and help honor the retired Peace Officers who dedicated their lives to Law Enforcement.


Adopted on this, the 16th day of March, 1999.




Jim Powers, County Judge



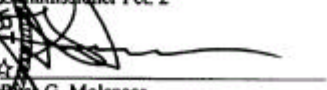
Debbie Gonzales Ingalsbe,
Commissioner Pct. 1




Susie Carter,
Commissioner Pct. 2



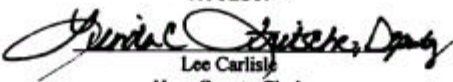
William "Bill" Burnett
Commissioner Pct. 3



Ross G. Molenaar
Commissioner Pct. 4



ATTEST:



Lee Carlisle
Hays County Clerk

17697 SET A PUBLIC HEARING TO DISCUSS CREATION OF A HAYS COUNTY GROUNDWATER CONSERVATION DISTRICT

[T1-1146] Commissioner Molenaar spoke of need for at least two public hearings (1 in Pct. 3 & 1 in Pct. 4) to discuss creation of a Hays County Ground Water Conservation District. A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to call for a public hearing on April 1, 1999 in Dripping Springs at the middle school at 7:00 p.m. and on March 31, 1999 in Wimberley at 6:30 p.m. at the Wimberley Senior Citizens Center. All voting "Aye". A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to set a public hearing in Commissioner Court on April 13, 1999 at 9:00 AM with action regarding the creation of a Hays County Groundwater Conservation District. All voting "Aye".

**17698 ADOPT THE HAYS COUNTY TRAVEL POLICY [T1-1265]**

Commissioner Ingalsbe spoke of recommendation by a committee consisting of Commissioner Carter, County Auditor Bill Herzog, Chief Deputy Sheriff Sherman Brodbeck, Personal Health Director Gay Helmly, and Commissioner Ingalsbe. Commissioner Burnett asked about mileage distance considered as travel. Commissioner Ingalsbe advised that page 4 sets out that the county will not pay for lodging unless the meeting/conference site is at least 45 miles from the employee's office. Bill Herzog advised that we could be more specific and eliminate Austin (which may be more than 45 miles from some offices). Commissioner Carter spoke of not allowing tips or taxi rides. Reimbursement for meals requires a receipt. Exceptions must come before the Commissioners Court. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Molenaar to adopt the Hays County Travel Policy as presented. All voting "Aye".

HAYS COUNTY TRAVEL POLICY

The following policy is adopted by the Hays County Commissioners' Court on the 16th day of March, 1999 and takes the place of any previous county travel policy adopted by any previous Commissioners Court.

GENERAL DEFINITIONS

1. Educational Travel means a travel reimbursement paid to county employees who travel out-of-county for official educational seminars, conferences, and meetings. Travel expense forms must be submitted to claim reimbursement for educational travel. Items included on travel expense forms include meals, lodging, airline fares, use of personal auto, public transportation, and conference registration fees.
2. Law Enforcement Travel means travel by county law enforcement and correction departments. These travel expenses are associated directly to the transporting of prisoners or probationers, investigations, etc.
3. Actual Expense means the actual cost of any allowable travel expense supported by proper receipts or statements.
4. Authorized Signature means the signature of a department head, elected official, or employee authorized to approve claims for a county official whose authorization is on file with the County Auditor.
5. Official County Business means business in which county employees participation is recognized by the County Commissioners' Court as being official business of the county.
6. Traveling County Employee means the elected official, department head, or employee traveling on official county business who accrues expenses to be reimbursed by the county.
7. Auditor means the County Auditor and his designated staff.
8. County Official or County Employee means any county employee who is authorized to travel on official county business.
9. Travel Expense Forms means the expense forms used to report all actual or estimated travel expenses for official county business to be submitted to the County Auditor for reimbursement of travel expenses.
10. IRS means the mileage rate set by the Internal Revenue Service at the time travel mileage occurred.

RESPONSIBILITY OF OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES

County Officials and Department heads are expected to plan the out-of-county travel for themselves and their employees to achieve maximum economy and efficiency. The purpose of the travel should be the same as that travel approved by the individual departmental budgets in any particular fiscal year. All county reimbursed travel must be for OFFICIAL COUNTY BUSINESS ONLY.

It is the responsibility of the county official or department head to see that all Travel Expense Forms are properly completed and signed before being sent to the County Auditor.

If a travel advance is requested, it is the responsibility of the county official or department head to see that the form is presented to the County Auditor within the time restrictions set out on the travel forms. When the person receiving the travel advance returns to the county, it is the responsibility of the county official or department head to see that the Employee Travel Expense Form is properly completed and sent to the County Auditor within ten (10) days. A copy of the Conference program must be attached to the travel advance when requesting an advance for a conference. If the employee receives an advance and fails to complete the Employee Travel Expense Form within ten (10) days, future advances may not be allowed for that employee.

Any refund due the county from the travel advance will be submitted to the County Treasurer and a copy of the Treasurer's receipt will be attached to Employee Travel Expense Form which is sent to the County Auditor.

It is the responsibility of the county official or department head to see that all reimbursement forms to the State of Texas, or any other reimbursing agency other than the county, are promptly submitted to the reimbursing agency, and when reimbursements are received to see that those funds are deposited with the County Treasurer and copies of the receipts sent to the County Auditor.

It is the responsibility of the person traveling on official county business to keep all lodging invoices and vouchers to be submitted to the County Auditor on the Employee Travel Expense Form. If the traveling employee requests to be reimbursed for actual expenses for travel-related expenses, that employee must submit supporting invoices or statements with the Employee Travel Expense Form to receive actual reimbursement. Expenses that are not supported by receipts will not be reimbursed.

It is the responsibility of the traveling employee to provide receipts for payments of dues and registration fees in order to be reimbursed.

In the event an official or employee of the county receives an overpayment for travel expenses, that overpayment will immediately be reimbursed to the county.

It is the responsibility of the county official and department head prior to departure to make a request of the Commissioners' Court and receive permission for all OUT OF STATE TRAVEL. The Sheriff's Office is exempt from this policy when transferring prisoners or doing criminal investigations.

Any exceptions to this travel policy must be granted by the Commissioners' Court in advance.



[HAYS COUNTY TRAVEL POLICY continued]

TRAVEL REIMBURSEMENTS

Section 152.011 of the Texas Local Government Code gives the Commissioners' Court the authority to set travel expenses and other allowances for all county officials and employees. The Commissioners' Court allows reimbursement of travel on official county business when funds have been allocated in departmental budgets for that purpose.

The traveling county employee will be reimbursed for actual expenses incurred while traveling, provided the employee will keep invoices, receipts, and all other documentation supporting the actual expenditures and this documentation is submitted to the County Auditor on the Employee Travel Expense Form.

The traveling county employee must submit receipts, invoices and documentation for the following in order to be reimbursed:

- | | |
|----------------------------------|--|
| Airline Tickets | Automobile Expense Charges for County Vehicles |
| Automobile Rentals | Lodging Statements |
| Conference Registration and Fees | Parking Garage Charges |
| Meals | Taxi Fares |

MEALS

The county will reimburse for county employee meals only. If the traveling county employees elects to purchase meals for friends or other county officials, that decision will be at the expense of the county employee and will not be reimbursed by the county.

A maximum amount to be reimbursed for meals has been approved by the County Commissioners' Court as follows:

Morning Meal	\$ 5.00
Noon Meal	\$ 9.00
Evening Meal	\$ 11.00

The county will not reimburse the traveling county employee for meals that are included in the conference registration fees. If the county employees chooses to eat a meal other than the one provided in the conference registration, that meal will be the personal expense of the employee and will not be reimbursed. The county will not reimburse for any tips.

The county does not reimburse the traveling county employee for any type of alcoholic beverage whether with a meal or not.

On Travel days, in order to claim a meal, an employee must be traveling out of County during the following time period:

	<u>Departure Time</u>	<u>Return time</u>
Breakfast	Prior to 6:00 a.m.	after 10:00 a.m.
Lunch	Prior to 10:00 a.m.	after 2:00 p.m.
Dinner	Prior to 4:00 p.m.	after 8:00 p.m.

LODGING

The county will reimburse the traveling county employee for the actual cost of moderately priced lodging while traveling on official county business. The county employee will obtain a lodging statement which will be submitted with the Employee Travel Expense Form when the employee returns to the county. The county will not pay for lodging unless the meeting/conference site is at least 45 miles from the employee's office.

If the registration fee includes lodging the county will not reimburse the employee for lodging elsewhere unless advance approval is obtained from the Commissioners' Court.

Those items which will be reimbursed on the hotel statement are:

- | | |
|--|-------------------------|
| Business Telephone Calls | Daily Room Charges |
| Hotel Parking | Necessary Hotel Charges |
| Meal Charges (not to exceed the maximum amounts) | |

Those items which WILL NOT BE REIMBURSED on the hotel statement are:

- | | |
|-----------------------------------|--|
| Alcoholic beverage charges | Hotel Club charges |
| Movies and personal phone calls | Personal expense items such as cleaning or laundry |
| Recreation Facilities use charges | |

The county employee may obtain a travel advance for lodging. If the actual lodging charges are more than the travel advance, the employee will be reimbursed for the difference upon proper submission of Employee Travel Expense Form. If the actual lodging charges are less than the travel advance, the employee will reimburse the county for the difference within ten (10) days after returning to the County.

Depending on travel arrangements, the county will reimburse the traveling county employee for a maximum of one-day lodging prior to the start of a conference or seminar, lodging during the time the conference or seminar is in session, and a maximum of one-day lodging after the end of the conference or seminar if travel distance will not allow the employee to reach their destination to or from the conference at a reasonable hour. Any additional lodging will be at the expense of the county employee unless proof is presented that the additional lodging is a result of extended county business.

For budget savings, County employees traveling together may at their discretion, share lodging accommodations, however, there is no requirement that employees do so.



[HAYS COUNTY TRAVEL POLICY continued]

LOCAL TRANSPORTATION EXPENSE REIMBURSEMENT

Several departments in the county require their employees to travel within the county on official county business. When a county employee uses a personal automobile for this purpose, the employee may be reimbursed for use of personal auto on official county business at the IRS rate per mile.

Before an employee may be reimbursed for local transportation there must first be a departmental budget allocation for Travel. This allocation will be made during budget hearings or through a budget amendment made by the Commissioners Court.

When there is a departmental budget allocation, the county employee requesting reimbursement for local transportation expense must complete a form for this purpose and submit it to the County Auditor for reimbursement. The form to be used is the Automobile Mileage Reimbursement Form. A supply of these forms are available in the County Auditor's Office.

Reimbursement for local transportation is made from odometer readings on the personal auto and description of the purpose of the official county business. A copy of the Automobile Mileage Reimbursement Form is attached to the policy.

APPROVED TYPES OF TRANSPORTATION

COMMERCIAL AIRLINES – Commercial airlines are normally the most economical mode of transportation, especially for out-of-state travel. Traveling county employees are encouraged to take advantage of reduced rates for advance reservations. Airline tickets may be paid for in advance directly to the airline or travel agency if the county employee will submit Check Request Form when the cost of the airline travel is determined. The county will reimburse at the lowest available airline fare for the most direct airline route.

TAXI AND BUS FARES – The traveling county employee will obtain receipts for taxi or bus fares and will be reimbursed by the county for those fares relating to county business. Receipts or statements will be submitted to the County Auditor along with Employee Travel Expense Form upon return to the county.

AUTO RENTAL – When it is necessary, or when it is more economical to rent a car than to utilize public transportation, the traveling county employee on official county business is entitled to reimbursement for the actual cost of renting the vehicle, including motor fuel and collision damage waiver insurance. The county will reimburse for a mid-size or small size car only. Car rental agreements, along with copies of receipts for fuel and other auto expenses must be submitted to the County Auditor on Employee Travel Expense Form for reimbursement to the traveling county employees.

PERSONAL AUTOMOBILES – The county will pay the traveling county employee the IRS rate for each mile of use of their personal automobile while traveling in state, on out-of-county official county business. The mileage payment will be based on the most direct route from the county to destination where county business takes place plus a reasonable reimbursement for business mileage traveled while at the destination. No other automobile expense will be paid to the traveling county employee other than the fixed price per mile as set by IRS and adopted by the Commissioners' Court. All out-of-state travel on official county business will be reimbursed at commercial airline rates. All mileage is calculated from the employee's County office.

COUNTY OWNED AUTOS – The county will only pay actual expenses, such as gas, oil, or other such maintenance items. Receipts are required for all of these items.

OTHER – Employees will not be reimbursed for transportation expenses for any activity in which travel is provided for conference participants and included in the conference registration fee.

TRAVEL EXPENSE FORMS

The following Travel Expense Forms are used by the county to report travel expenses for official county business.

Employee Travel Expense Form must be completed for ALL requests for reimbursement for official county business travel. Expense forms must be brought forward to this form. If a travel advance is made, this form must be filed in order to relieve the employee from liability to the county for any travel advances received.

Prisoner Transfer Travel Expense Form must be completed for all requests for reimbursement for transporting prisoners and is of primary concern to the Sheriff and Probation Departments. This form may be used for travel advance for transporting prisoners but in any case, the total of this form must be transferred to Travel Expense Form for final request for reimbursement.

Travel Advance Form must be completed for all requests for travel advances. This form must be received by the County Auditor no later than 5:00 p.m. on the Tuesday two weeks prior to the required business trip. Employee Travel Expense Form MUST ALWAYS be submitted on all advance requests after employee returns from official county travel.

Automobile Mileage Reimbursement Form must be completed for all request for reimbursement for travel performed within the county on a monthly basis.

Check Request Form must be completed if you prefer the County Auditor to make payment directly to the vendor for the cost of hotel, registration, airline, etc. This is the preferred method of payment to these vendors but must be presented to the County Auditor in sufficient time to meet the payment deadline as required by each vendor.

17699 EXECUTIVE SESSION TO DISCUSS LITIGATION RELATING TO JKL INC. AND THE LIME KILN (CR225), HILLIARD ROAD (CR222), AND WINDY HILL (CR131) ROAD BOND PROJECTS AND ACTION TO ENFORCE THE BOND [T1-1332]

The Court convened into closed executive session to discuss litigation in regards to the following road bond projects: Lime Kiln Road (CR225), Hilliard Road (CR222), and Windy Hills Road (CR131). Upon completion of the closed session, the court reconvened into open meeting. A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to instruct Phillip Schmandt (outside attorney) and Jacquelyn Murphy (court's attorney) to notify the Bonding Company of Hays County's intent to enforce the bond of JKL Inc. on Lime Kiln Road and Hilliard Road and to let them know all the deficiencies and the amount of the deficiencies that were found in relation to that road bond project. All voting "Aye".



WORKSHOP REGARDING THE HAYS COUNTY TRANSFER STATION [T1-1265]

Jerry Pinnix, Transfer Station Manager, spoke of problems with the recycling program. Expenses are greater than revenues. He spoke of problems in Dripping Springs at the unmanned sight. They have been unsuccessful in locating a new sight. Expenses last year were \$22,439.22 with revenues of \$462.73. Expenses in 1997 were \$16,993.56 with \$1,064.19 in revenues. Commissioner Molenaar spoke of trash that is left at the recycling sight in Dripping Springs. Commissioner Carter spoke of recycling in New Braunfels which is done at manned sights (mobile recycling). Jerry Pinnix advised that New Braunfels is losing money even though they are processing the material and receiving grants for equipment. He spoke of additional cost associated with processing recycling materials. New Braunfels is utilizing prisoners to assist in their recycling program. Jerry Pinnix spoke of amount of recyclables and materials being recycled. Commissioner Molenaar spoke of possible lease/sale of the transfer station in Wimberley. Jerry Pinnix spoke of solid waste revenues. He spoke of new fees being charge to the county for sorting recyclables and additional charges for picking up used oil at each site. Commissioner Molenaar suggested getting out of the transfer station/recycling business. Commissioner Burnett stated that he would put an item on the agenda next week for an RFP to lease the transfer station (losing \$70-80,000). We can mandate the hours, fees, and require them to recycle and have a hazardous waste program. He spoke of purchasing property in other parts of the county for recycling businesses. Jerry Pinnix spoke of county liability. Discussed subsidizing recycling. Jerry spoke of "citizens collection station" which does not require a permitting process. Judge Powers and Commissioner Molenaar suggested getting out of recycling all together. Jerry Pinnix stated that he felt like Hays County does need to get out of recycling and the transfer station. He feels like the money being used to fund this department could be better spent. Commissioner Molenaar spoke of transferring Transfer Station staff to the county park (Dudley Johnson Park). Allen Walther, Environmental Health Director, spoke of need for Household Hazardous Waste events. He feels like the county should continue funding those events. Commissioner Ingalsbe spoke of e-mail she received regarding "Green Guy Recycling" asking the county for support. Jerry Pinnix spoke of inability for the county to subsidize a "for profit business" such as Green Guys.

A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to adjourn. All voting "Aye".

MINUTES APPROVED IN OPEN COURT ON THE _____ DAY OF _____, 1999.

JAMES L. POWERS, COUNTY JUDGE
H A Y S COUNTY, TEXAS

LEE CARLISLE, COUNTY CLERK
H A Y S COUNTY, TEXAS



STATE OF TEXAS
COUNTY OF HAYS

ON THIS THE 23rd DAY OF MARCH A.D. 1999, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN REGULAR MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

JAMES L. POWERS
DEBBIE GONZALES INGALSBE
H. S. "SUSIE" CARTER
WILLIAM "BILL" BURNETT
RUSS G. MOLENAAR
LEE CARLISLE

COUNTY JUDGE
COMMISSIONER, PCT. 1
COMMISSIONER, PCT. 2
COMMISSIONER, PCT. 3
COMMISSIONER, PCT. 4
COUNTY CLERK

WHEN THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

CALL TO ORDER, INVOCATION, AND PLEDGE ALLEGIANCE TO THE AMERICAN FLAG AND TEXAS FLAG.

17700 APPROVE PAYMENT OF COUNTY INVOICES

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Burnett to approve payment of county invoices in the amount of \$919,575.08 as presented by the County Auditor. All voting "Aye".